



# Miles College

College Catalog

2013-2017



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## **ACCREDITATION**

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Miles College.

## **PROVISIONS OF THE MILES COLLEGE CATALOG**

Students will find this catalog useful as a reference during their attendance at Miles College. Please preserve it for this purpose.

Notwithstanding anything contained in the catalog, the Miles College administration expressly reserves the right, when deemed advisable, (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule, or modify any course, program of study, degree, or any requirement in connection with any of the foregoing. Statements set forth in this catalog are for information and general guidance, but should not be construed as the basis for a strict contract of any kind between the student and the College. The campus units represented herein are subject to both internal and external regulations which necessitate periodic change. However, the catalog does provide the most accurate guidelines and regulations that are in operation at the time of each printing. Important updates or changes to the catalog are made as necessary and are communicated through updated degree plans, divisional and area handbooks, and the College website.

The next printed catalog will contain all such updates.

Students may graduate after meeting all the requirements of the catalog in use at their matriculation.

## **Institutional Memberships**

American Association of Colleges for Teacher Education (AACTE)

Alabama Association of Colleges for Teacher Education (ALACTE)

Alabama Association of Collegiate Registrars and Admission Officers (ALACRAO)

American Library Association

Council on Social Work Education

National Academic Advising Association (NACADA)

National Association of College Deans, Registrars and Admissions Officers (NCADRAO)

National Association for Equal Opportunity in Higher Education (NAFEO)

National Collegiate Athletic Association

National Council Equal Opportunity Association (NCEOA)

National Council for Accreditation of Teacher Education (NCATE)

Southern Intercollegiate Athletic Association

The Birmingham Area Consortium for Higher Education (BACHE)

United Negro College Fund (UNCF)

Southern Association of Colleges and Schools Commission of Colleges (SACSCOC)

## **Associate Memberships**

Alabama Association of Broadcasters

National Association of Broadcasters

## **Dr. George T. French, Jr., President**

### **Administrative Cabinet**

**Dr. Emmanuel Chekwa**

Dean and Vice President, Academic Affairs

**Diana Knighton**

Senior Vice President, Finance and Administration

**Dr. Ba-Shen T. Welch**

Vice President, Office of Strategic Initiative

**Cherise Y. Peters**

Vice President, Enrollment Management

**Charles Crockrom, Sr.**

Vice President, Alumni Affairs and  
Community Engagement

**Reverend Larry Batie**

Dean of Chapel and  
Vice President, Student Life and Engagement

### **Academic Units**

**Joyce Dugan Wood, Associate Dean**

Office of Academic Affairs

Vacant

Division of Social and Behavioral Sciences

**Dr. Mohammad Syed, Chair**

Division of Business and Accounting

**Jameka Hartley, Director**

Department of Social Work

**Dr. Bala Baptiste, Chair**

Division of Communications

**Dr. Gloria D. Hayes**

Dean, Department of Fundamental Studies

**Dr. Sharon Porterfield Miller, Chair**

Division of Education

**Dr. Geraldine Bell, Director**

Learning Resources Center

**Dr. Anthonia Adadevoh, Chair**

Division of Humanities

Dean, General Education Studies

**Joyce Dugan Wood, College Registrar**

Office of Academic Records

**Dr. Charles C. Woods, Chair**

Division of Natural Sciences and  
Mathematics

**Keisha L. Lewis, Director**

Counseling, Advising and Testing Center



## General Information

**HISTORICAL SKETCH.** The College is a four-year, accredited, liberal arts college that enrolls more than 1700 students. The College is located in Fairfield, Alabama, six miles west of Downtown Birmingham.

The College is a church-related college, founded in 1898 by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal (C.M.E.) Church. The College is still supported by and affiliated with the C.M.E. Church, although the faculty and student body represents many different denominations. The curriculum is formally and informally undergirded by attention to morality and ethics and to the perpetuation of Christian Values.

The College began with efforts dating back to 1898 by the Colored Methodist Episcopal Church in Alabama to establish an educational institution. At that time, there were only two conferences in the state, the Alabama and the North Alabama conferences. Each conference made an effort to build an institution, and for some years each of these conferences operated separate schools, one at Thomasville, established in 1902. The College is generally considered to have developed from the high school operated at Booker City by the North Alabama Conference. However, it may be considered a merger of the two schools, for the Thomasville High School served as a feeder to Miles College for several years.

In the spring of 1907, the Board of Trustees decided to expand the scope of the school's curriculum. Acting on this decision, it exchanged the site of Booker City for the present site and erected a large brick building along with one or more frame buildings. The work of the institution as a College was begun in the fall of 1907.

In 1908, the organization of the school was completed and it was chartered under the laws of the State of Alabama as Miles Memorial College, in honor of Bishop William H. Miles.

In 1941, the Trustees voted to change the name of the Institution to Miles College.

The College has had the following presidents:

James A. Bray 1907-1912

William A. Bell 1912-1913 (First Term)

John Wesley Gilbert 1913-1914

George A. Payne 1914-1918

Robert T. Brown 1918-1922

George T. Word 1922-1926

Mack P. Burley 1926-1931

Brooks Dickens 1931-1936

William A. Bell 1936-1961

Lucius H. Pitts 1961-1971

W. Clyde Williams 1971-1986

Leroy Johnson 1986-1989

Albert J.H. Sloan, II 1989-1990 (Acting)

Albert J.H. Sloan, II 1990- October 2005

George T. French, Jr. October 2005- 2006 (Interim)

George T. French, Jr. 2006-Present

The College remains open to all qualified persons regardless of race, religion or national origin.

**MISSION STATEMENT:** Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church that motivates and prepares students, through committed faculty, to seek knowledge that leads to intellectual and civic empowerment. The Miles College education engages students in rigorous study, scholarly inquiry, and spiritual awareness enabling graduates to become life-long learners and responsible citizens who help shape the global society.

**CORE VALUES.** *Integrity* - The College Community encourages honesty and tenacity that positively support the mission of the institution. Honesty, ethical behavior and courage of conviction in a supportive environment ensure a rich academic quest for the truth and intellectual growth.

*Responsibility* - The College Community consistently balances opportunity with personal responsibility for individual choices and action. Each person is accountable for the results of each commitment to the institution.

*Continuous Learning* - The College Community intentionally engages in interactions and experiences that fuel intellectual growth and pursuit of knowledge among students, faculty and staff who demonstrate a willingness to learn.

*Respect for People* - The College Community responds to each person with equity and dignity. Each person is affirmed as unique with innate talents, skills and abilities that contribute to the learning environment.

*Service* - The College Community acts to enhance its living and working environment. The sphere of consciousness enlarges to continually engage, individually and collectively, in acts of civic and social service that enrich the lives of others.

# ADMISSION INFORMATION

The College is interested in educating individuals dedicated and committed to meeting academic challenges and becoming active members of a learning community. An open-door admissions policy is part of its educational commitment.

## ADMISSIONS PROCEDURES

Prospective students planning to enter the College should apply online at [www.miles.edu](http://www.miles.edu) or complete a paper application. In addition, the student needs to provide one of the following: either an official high school/college transcript, high school diploma, General Education Development (GED) certificate. Submission of ACT or SAT scores is strongly encouraged. If the admission process is not completed prior to the designated date, applicants are expected to bring all forms requested when reporting to the Office of Admissions prior to registration. Admission applications are available on the College website: [www.miles.edu](http://www.miles.edu).

## GENERAL EDUCATION DIPLOMA (GED)

General Education Diploma (GED) Certificate recipients are admitted into the institution on the basis of a satisfactory score. Prospective students must submit an official GED Certificate, scores and all other admission-required documents.

## READMISSION FOR RETURNING STUDENTS

All students who have not registered for 2 or more consecutive semesters (not including summer term) and not attended another institution prior to return must submit an application for readmission and pay a readmit fee (Refer to Statement of Expenses for fees).

## FIRST TIME FRESHMAN (UNDERGRADUTE)

A student who has no prior post-secondary experience attending any institution for the first time at the undergraduate level. Prospective students planning to enter the College should apply online at [www.miles.edu](http://www.miles.edu) or complete a paper application. In addition, the students need to provide one of the following: either an official

high school/college transcript, high school diploma, or General Education Development (GED) certificate. Submission of ACT or SAT scores is strongly encouraged. If the admission process is not completed prior to the designated date, applicants are expected to bring all forms requested when reporting to the Office of Admissions prior to registration. Admission applications are available on the College website: [www.miles.edu](http://www.miles.edu).

## TRANSFER STUDENTS

A transfer student is any student entering the College for the first time but known to have previously attended a post-secondary institution at the same level. To qualify for admission as a transfer student, one must be in good standing at the previous institution. Official transcripts must be sent to the Office of Admissions before registration.

Transfer credits are awarded to grades of C or above and to courses equivalent to those offered at Miles College. An official high school transcript and test scores are required for students who have earned fewer than 30 semester hours at the previous institution.

## NON-DEGREE SEEKING (Unclassified) STUDENTS

A non-degree seeking student is a student registering for courses without becoming a candidate for a degree. Such students are subject to the same entrance regulations, fees and course prerequisites as degree seeking students. To become a candidate for a degree, the prospective student must complete all requirements for admission.

## TRANSIENT STUDENT ADMISSION

A student enrolled at another institution may be enrolled as a transient student at Miles College. The student may secure permission from that institution to enroll at Miles College for one term only. Transient students must submit an application for special admission and a completed Transient Student Form from their parent institution prior to admission. Enrollment as a transient student in no way implies future admission as a regular student at Miles College.

**INTERNATIONAL STUDENT ADMISSION**

The College is a SEVIS-certified school authorized under the federal law to enroll International Students. International Students are advised to inquire about admission one year in advance. The Office of Admissions must receive all necessary credentials and the Business Office must receive advance tuition and fees. SEVIS will submit a Certificate of Eligibility (I-20 Form).

**ADVANCED PLACEMENT** The College accepts college-level courses offered by the College Board Advanced Placement Program and have passed the National Examination of the College Board.

Students enrolled in high school with dual enrollment in college-level courses will be admitted as any other high school student. (*See also Academic Policies and Procedures*).

**PLACEMENT TEST** The submission of ACT and SAT scores is strongly encouraged of all students attending college for the first time. Students without official ACT or SAT scores are required to take the COMPASS Placement Test. This exam is designed to test knowledge in English, Mathematics, and Reading. Questions are given in each subject area to test level of placement.

**SCHOLARSHIPS** Institutional scholarship information is available for students. (*Refer to Financial Information.*)

**ORIENTATION AND ADVISING** New students enrolling in the College are required to participate in an orientation program that will assist them with their transition to Miles College. Prospective students who have questions not specific to admission requirements

before enrolling may contact the Counseling, Advising, and Testing Center for assistance.

**CATALOG YEAR AND READMISSION**

Students who have been **inactive** 4 or more years or students who have transferred or attended another institution since enrolling at the College, will be readmitted under the current catalog year in effect at the time of readmission.

**CATALOG YEAR EXPIRATION** Students are guided by the catalog year of their initial admission to the College. The program of study is guided by the catalog year in which the student chooses a major discipline. Students who are continuously enrolled have **6 years** to complete a degree program under the catalog year they were admitted to the College. Students who do not complete degree requirements in 6 years, may be subject to degree requirements under the next or most recent catalog in effect.

**STATUE OF LIMITATION** All students who have not registered for 4 or more consecutive years are required to follow all regulations and requirements being enforced at that time of reenrollment. All official transcripts from each subsequent institution of higher education should be submitted. Before readmission is granted, the returning students should give specific reasons for their absence.

**FALSE OR FRAUDULENT STATEMENTS**

In addition to any other penalties which may be imposed, an individual may be denied admission or further registration and the College may invalidate transferred college credit work done by a student based upon such credit if it finds that the applicant has made false or fraudulent or incomplete statements (omissions) in his or her application.

# FINANCIAL INFORMATION

## STUDENT TUITION, EXPENSES AND FEES

College expenses consist of basic charges, special charges, other required fees and deposits, charges for books and materials, and personal expenses. The cost to students for basic and special charges, required fees, and deposits is outlined in this section. Special charges and fees must be added to the basic charges. The College reserves the right to change charges and fees listed without further notice.

All students are expected to meet their financial obligations to the College PROMPTLY. The Business Office sends at least one statement per academic year to the student. Students may access their accounts on-line via the web [www.miles.edu](http://www.miles.edu) with valid User ID and PIN number.

**NOTE: Tuition, fees and other expenses are subject to change without prior notice.**

### STATEMENT OF EXPENSES FOR ACADEMIC YEAR 2013-2014

#### Basic Charges –

| <b>Boarding Students</b>           | <b>Per Semester</b> | <b>Per Year</b>    |
|------------------------------------|---------------------|--------------------|
| Tuition (12-18 hours)              | \$5,316.00          | \$10,632.00        |
| Room Pitts/Murchison Halls         | 1,420.00            | 2,840.00           |
| Board                              | 1,448.00            | 2,896.00           |
| Comprehensive Fee                  | 411.00              | 822.00             |
| Insurance                          | 150.00              | 300.00             |
| <b>TOTAL Pitts/Murchison Halls</b> | <b>\$8,745.00</b>   | <b>\$17,490.00</b> |

| <b>Boarding Students</b>      | <b>Per Semester</b> | <b>Per Year</b>    |
|-------------------------------|---------------------|--------------------|
| Tuition (12-18 hours)         | \$5,316.00          | \$10,632.00        |
| Room Bass Hall/New Men's Dorm | 2,000.00            | 4,000.00           |
| Board                         | 1,448.00            | 2,896.00           |
| Comprehensive Fee             | 411.00              | 822.00             |
| Insurance                     | 150.00              | 300.00             |
| <b>TOTAL Bass Hall</b>        | <b>\$9,325.00</b>   | <b>\$18,650.00</b> |

### Tuition 1 – 11 hours - \$448.00 per credit hour

| <b>Non-Board Students</b> | <b>Basic Charges –<br/>Per Semester</b> | <b>Per Year</b>    |
|---------------------------|---|--------------------|
| Tuition                   | \$5,316.00                              | \$10,632.00        |
| Comprehensive Fee         | 411.00                                  | 822.00             |
| Insurance                 | 150.00                                  | 300.00             |
| <b>TOTAL</b>              | <b>\$5,877.00</b>                       | <b>\$11,754.00</b> |

| <b>Special Charges</b>                           | <b>Per Semester</b> |
|--|---------------------|
| (Special Charges must be added to basic charges) |                     |
| Biology Lab                                      | \$60.00             |
| Physical Science Lab                             | 60.00               |
| Chemistry Lab                                    | 60.00               |
| Computer Science Lab                             | 60.00               |
| College Keyboarding                              | 40.00               |
| Applied Music                                    | 100.00              |
| Art Lab  | 50.00-100.00        |
| Broadcast Communications                         | 60.00               |
| Telecommunications Lab                           | 75.00               |
| Directed Observation & Teaching                  | 75.00               |

### **Expenses and Fees**

|                                  |          |
|----------------------------------|----------|
| Auditing Course Fee (Per Course) | \$295.00 |
| English Proficiency Exam         | 10.00    |
| Late Registration                | 100.00   |
| Exit Exam                        | 25.00    |
| Graduation Fee                   | (TBA)    |
| Books (Estimated)                | 450.00   |
| Media Lab                        | 60.00    |
| Parking                          | 45.00    |
| Re-Admission Fee                 | 25.00    |
| Transcript                       | 10.00    |

Students enrolled in courses totaling fewer than 12 semester hours will be charged tuition at the rate of **\$448.00** per semester credit hour. A charge of **\$448.00** is charged per semester hour of credit beyond 18 hours. Each student engaged in student teaching must furnish or arrange for his/her own transportation to and from the teaching location and for other incidental expenses. Such arrangements are subject to approval by the Coordinator of Field Experiences.

Information on charges for Summer Term may be obtained on the College's website or by calling the Business Office 205.929.1430 or 205.929.1431.

The cost for emergency calls to parents or guardians, special drugs and medical treatments, and for any or all expenses incurred by the College because of irregular action on the part of a student must be paid separately by each student involved. In such emergencies, expenses are charged to the student's account for payment no later than the final payment deadline for the semester. A student may not register for the ensuing semester if a balance is outstanding, including charges assessed after the payment deadline.

All students are required to have medical insurance. Each student **must** provide proof of insurance. Registration cannot be completed until proof of coverage is provided to the Business Office or purchase of coverage offered by the College is made.

Payments of all charges each semester are due and payable in advance or at registration. Where justified, the Business Office may give approval to paying accounts in accordance with the following installment plan (plan is subject to change based on the dormitory that is assigned):

### Installment Plan Schedule

| Payment Number         | Boarding Students  | Non-Boarding Students |
|------------------------|--------------------|-----------------------|
| <b>Fall Semester</b>   |                    |                       |
| 1. At Registration     | \$4,373.00         | \$2,939.00            |
| 2. September 14        | 1,457.33           | 979.33                |
| 3. October 12          | 1,457.33           | 979.33                |
| 4. November 9          | 1,457.34           | 979.34                |
| <b>Spring Semester</b> |                    |                       |
| 5. At Registration     | 4,373.00           | 2,939.00              |
| 6. February 8          | 1,457.33           | 979.33                |
| 7. March 8             | 1,457.33           | 979.33                |
| 8. April 12            | 1,457.34           | 979.34                |
| <b>TOTAL</b>           | <b>\$17,490.00</b> | <b>\$11,754.00</b>    |

Installment agreements may be secured from the Business Office and must be returned before registration for each semester. Payments are to be made as indicated in the schedule shown above. Failure to keep payments current may necessitate requiring a student to withdraw.

Students with sufficient financial aid have an opportunity to contribute to the United Negro College Fund by authorizing a donation to be made from their account.

Accounts must be paid in full by December 2 for the Fall Semester and by April 30 for the Spring Semester.

All charges and emergency loans must be paid in full before the student receives graduation permits or transcripts. Any costs incurred by the College in collecting delinquent accounts are charged to the student.

### Explanation of Fees

**Orientation Fee:** New applicants applying for admission are required to send a non-refundable Orientation Fee of **\$100.00** after he/she has been admitted to the College. This fee is a service charge covering administration, supplies, paraphernalia, and activities associated with Orientation expenses. Students who have been previously enrolled (Re-Admits – students who have not enrolled for **two** consecutive semesters) are not required to pay the Orientation Fee, but are required to submit a **\$25.00** Re-Admit fee. These fees are subject to change without prior notice.

**Residence Hall Reservation Deposit Fee:** All continuing students who anticipate residing in a Campus Residence Hall for a subsequent year must submit a \$100 housing reservation fee. This fee will be applied to the student's account for the following fall semester.

**Housing Application Fee:** All new residence hall occupants are required to pay a non-refundable housing application fee of \$150.00 before a room assignment is made.

**Usage Fee:** All resident students will be charged a usage fee of **\$35.00 per semester** for refrigerators and/or microwaves. No hot plates or other such appliances are allowed in the dormitory room; special provisions are made for the use of such elsewhere.

**Late Registration.** All students who fail to complete registration on the designated date at the beginning of a semester will be charged a **\$100.00** Late Registration Fee (The first day of class is considered the start of late registration fee).

**Meals and Rooms.** Meals are served cafeteria style in the College cafeteria. On-campus students are charged **\$2,896** for a period of two semesters. The charge for meals is made to each resident at a semester rate of **\$1,448** for the first semester and **\$1,448** for the second semester. **Apartment residents with an approved 2-semester lease will not automatically be charged for meals** (apartments are furnished with stove/refrigerator). Two-semester lease applicants have the option of paying for the meal plan.

All **Murchison/Pitts Halls** residents will be charged for rooms at the rate of \$2,840 for a term of two semesters. The charge will be made in installments of \$1,420 for the first semester and \$1,420 for the second semester. **Bass Hall** residents will be charged for rooms at the rate of \$4,000 for the two semesters. The charge will be made in installments of \$2,000 for the first semester and for \$2,000 the second semester. All residents applying for Campus-based apartments/housing (12 month contracts) will be charged based on **location/lease agreement**.

**Utilities are included in rental agreement.**

If a student moves into a room for at least **one day** during the first month of a semester, the total charges for room, as indicated, must be paid. All on-campus students are required to sign a housing contract with the Coordinator of Student Housing. Students residing in Campus-based apartments/housing must sign a lease agreement with College Housing.

## **Periods of Residency**

Residence halls officially open and close on the dates stated in the College Calendar. Residence fees and meal charges cover only the periods when the halls are officially open. The College is unable to provide special housing for students during holiday and vacation periods. The only exception to this policy will be during the Thanksgiving Holiday period but only at the discretion of the administration.

## **Comprehensive Fee**

**Library.** This fee covers in part the use of the Learning Resources Center and a limited number of copies.

**College Center.** This fee covers a portion of operating costs of the Norton Student Union Building and activities held in the building during the year. Miles College students enjoy free admission to all dances and activities sponsored by the College or the Student Government Association. This fee also covers utilization of the tennis and basketball courts.

**Health Center.** This fee covers medical services for minor illnesses treated by the College Nurse. It does not cover X-rays, special medications, surgery, or references to off-campus physicians.



**Student Athletic Activities.** This fee covers free admission to all home athletic events. Students may use their I.D. Card to attend football, basketball, baseball, and volleyball games and tennis match

**Lectures and Cultural Activities.** This fee covers, in part, the cost of providing the College Community with visits from outstanding artists and lecturers and for other activities that contribute to the cultural and educational development of the College's students.

**Computer Center.** This fee covers in part the cost of the Computer Labs located in the Learning Resources Center and the Tutorial Computer Center located in McKenzie Hall.

**Books and Supplies.** All students are expected to purchase textbooks for the courses in which they are enrolled. Depending upon courses selected, expenses for books will vary from \$400.00 to about \$500.00 per semester.

**Special Examination Fee.** The application fee for the administration of an examination is \$25.00.

**Auditor's Fee.** The privilege of auditing courses is extended to any student in good standing with the consent of the Division Chair of the audited department and the Dean of Academic Affairs. Persons desiring to audit courses are required to register and pay a fee of \$448.00 per course, plus a \$25.00 administration fee.

**Graduation Fee (baccalaureate degree): Contact the Business Office**

Fees include rental of cap, gown and hood. Graduation fee should be paid one month before the date of graduation.

**Miscellaneous Fees**

|   |         |
|---|---------|
| Automobile Registration . . . . .             | \$45.00 |
| Replacement of Identification Card . . . . .  | \$25.00 |
| Transcript Fee . . . . .                      | \$10.00 |
| (first copy free to graduates only)           |         |
| Replacement of Identification Cards . . . . . | \$25.00 |
| Returned Check Fee . . . . .                  | \$35.00 |

**Making Payments**

All payments, if not made in person at the Business Office, must be addressed and mailed to:

Miles College  
Business Office  
P. O. Box 39800  
Birmingham, AL 35208-0937

Payments should be sent in the form of money orders, cashier's or certified checks or personal checks made payable to Miles College and mailed to the above address. Persons sending cash do so at their own risk.

Payments submitted to Miles College are applied to the student's account for the full amount. No part of the payment made to the College is returned to the student. All overpayments are returned to the sender

or applied to the next semester's bill. The College reserves the right to refuse checks from students who have had checks previously not honored by the bank. All payments sent through the mail or otherwise should be accompanied by the name and address of the sender and the full name and student number of the student to whom the payment is intended.

Students presenting checks to Miles College at Registration that are not honored by the bank and which must be collected after the normal registration period will be charged a late registration fee of \$100.00 in addition to the returned check fee.

## **Refunds of Fees**

The effective date of a withdrawal and refund, if any, is the date the formal application is filed in the Registrar's Office or in case of withdrawal by mail, the official postmark date. If a student withdraws during the semester or Summer Term, a portion of fees is refunded in accordance with the following schedule:

### **Tuition Refund**

#### **FALL AND SPRING SEMESTERS**

|   |     |
|---|-----|
| Withdrawal within the first week . . . . .  | 75% |
| Withdrawal within the second week . . . . . | 50% |
| Withdrawal within the third week . . . . .  | 25% |
| Withdrawal after the third week . . . . .   | 0%  |

#### **SUMMER TERM**

|   |     |
|---|-----|
| Withdrawal within the first . . . . .     | 25% |
| Withdrawal after the first week . . . . . | 0%  |

**Special Charges Refund** . . . . . No Refund

The first day of the semester is the first official day of class as indicated on the College's calendar. If a refund is due to the student under the College's refund policy and the student received financial aid under Title IV (student financial assistance program, other than College Work-Study Program), a portion of the refund is returned to Title IV funds. *See Refunds in the Student Financial Assistance section of the catalog.*) The College's refund policy is subject to change to conform to the United States Department of Education Refund Regulations.

### **Meal Plan Refund**

If a student withdraws from all classes and moves out of a residence hall, the cost of the meal plan is prorated on the basis of the unexpired number of meals remaining to be served during the semester of withdrawal

## STUDENT FINANCIAL ASSISTANCE

Financial Aid is granted to assist students in paying for their college education. The College strongly believes that a student should not be denied an opportunity to receive a quality education due to the lack of adequate funds. Need is one of the major points considered in selecting students to receive certain types of Federal and State Aid.

**General Information.** Students seeking financial assistance, including scholarships and grants through the College are required to submit a Free Application for Federal Student Aid (FAFSA) to the Federal Processing Center. Applicants must include the Federal Pell Grant Processing Code (001028) for Miles College on the FAFSA so that the College can receive the processed results. This must be done prior to being considered for any aid awarded through the College. Students who are legal residents of Alabama (defined by the State of Alabama) must also complete the Alabama Student Grant Application.

In awarding financial aid, all sources available are considered in determining the financial aid award package from the College. Students are not awarded financial aid in excess of the amount needed to cover tuition, mandatory fees, room and board, books and supplies, and miscellaneous expenses as determined by the College (award size is based upon budget size for on-campus or off-campus housing status). In compliance with Federal regulations, no student will be awarded funds above the expenses itemized above.

The maximum amount of any Scholarship/Grant-in-Aid awarded by the College will not exceed the amount specified above in combination with other forms of financial aid such as the Federal Pell Grant, Alabama Student Grant, Institutional

Grants/Scholarships, Private scholarships/grants, and other sources of financial aid available to students. Students selected for verification by the U.S. Department of Education (a process by which the College must check the accuracy of the information which the applicant/spouse and his/her parent(s) report on the application for federal aid) are required to complete the verification process before aid can be granted. This includes providing required documentation before having aid processed under any of the Title IV Federal Student Aid Programs or before having an academic scholarship, performance grant in aid, athletic grant in aid or any other federal, state, or institutional aid processed.

### **Student Financial Assistance Programs Available at Miles College**

**Scholarships.** Scholarships are distinct from all other forms of financial assistance in that they are generally granted to students with high academic averages and exceptional achievement. Scholarship awards vary in size and cover educational expenses as outlined in the scholarship's description provided by the Scholarship Chairperson. All students who apply for or receive academic scholarships must maintain the cumulative grade point average as stated, except where scholarships are donated and allow less than a "B" average by the donor. **Scholarships are not redeemable as cash, but are offered by the College for the specific purpose of being applied towards the student's direct educational cost (costs payable to the College).**

The College's Institutional Scholarships/Grant-in-Aid is awarded as supplementary funds, applied to the student's indebtedness after all other assistance has been determined. **All Institutional Scholarship/ Grant in aid funds that are in excess of the student's direct**

**academic expense(s) will revert to the College's Institutional Scholarship/Grant-In-Aid Fund for allocation to other eligible students.**

### **Institutional Scholarships**

**President's Scholarship:** Recipients who qualify must have a cumulative GPA of 3.70 on a 4.00 GPA system and a SAT score of 1680 or an ACT composite score of at least 24. This award covers tuition, comprehensive fee, and room and board for residential students. The amount of this award may vary depending on the student's aid from other sources. This scholarship is renewable for up to three years with the maintenance of a 3.30 cumulative GPA and a class load of 15 hours per semester.

**Dean's Scholarship – A:** Recipients must have a GPA of 3.1-3.69 and a minimum SAT score of 1440 or an ACT composite score of 20. The award amount is \$5,000 and is renewable up to three years with the maintenance of a 3.10 cumulative GPA and a class load of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources.

**Dean's Scholarship – B:** Recipients must have a 3.0 cumulative GPA and a SAT score of 1320 or an ACT composite score of 18. The award amount is \$3,000 and is renewable for up to three years with the maintenance of a 3.0 Cumulative GPA and a class load of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources.

**Athletic Grant-in-Aid.** The College offers Athletic Grant-in-Aid to students who are selected and are eligible to participate in the Intercollegiate Athletic Program. The amount of these awards may vary depending on the student's aid from other sources. Awards may cover tuition, room & board, minus any grants and institutional aid the recipient may be receiving. Recommendations for this type of aid are made by the Athletic Director and/or Head Coach, based upon the rules and regulations of the NCAA, and SIAC (Miles College is a

Division II NCAA member) and the athlete's performance in competition. A recipient will be evaluated to be considered for Grant-In-Aid renewal each year. For further information, please contact the Athletic Department, Miles College, Post Office 39800, Birmingham, AL 35208 or call 205-929-1615. (Please review the section on Scholarships/Grant-In-Aid for additional information regarding how Grant-In-Aid funds are awarded.)

**Performance Grant-In-Aid (Band/Choir):** Several Grant-In-Aid awards are available for students whose training or ability enables them to play in the College's Band and/or sing in the Choir. [For additional information contact the Band Director/Choir Director, Miles College. (Please review the section on Scholarships/Grant-In-Aid for additional information regarding how Grant-In-Aid funds are awarded.)]

**The Addie Cannon-Sloan Memorial Emergency Loan Fund:** This fund is available in memory of Mrs. Addie Cannon-Sloan, a retired teacher, a civic and religious leader, and late mother of past President Albert J. H. Sloan, II. Donated by the Cannon Family, this loan is available to students who have a valid emergency and are in need of a short term loan. (For additional information contact the Dean of Students, Miles College.)

**Delta Sigma Theta Sorority Scholarship:** The Birmingham Alumnae Chapter of the Delta Sigma Theta Sorority, Inc., gives, in alternate years, scholarships of up to \$3,000 to worthy students who have demonstrated character, scholarship, talent and need for financial assistance. Recommendations for the awards are made by the Scholarship Committee and faculty members who are members of the sorority. (For additional information contact the Dean of Students, Miles College.)

**United Negro College Fund Scholarship/Grant:** Scholarship/Grant funds are available to prospective/continuing students at Miles College. All recipients of this scholarship/grant must have a 2.5 GPA or above and must have demonstrated a need. Names of

eligible recipients are submitted annually by the College's UNCF Coordinator to the United Negro College Fund's (UNCF) Administrative Office for consideration of a scholarship/grant assistance. UNCF personnel makes the selection of the award recipient and notifies the recipient.

New students applying for UNCF scholarships/grants must submit an application for admission, their academic transcripts, and their SAT or ACT scores to Miles College. In addition, each new or continuing applicant must complete and submit the Free Application for Federal Student Aid listing Miles College as the recipient of the SAR/SIR report. Applicants must complete a scholarship/grant application form which is secured at the website: [uncf.org](http://uncf.org).

**Army and Air Force ROTC Scholarships:**

Scholarships are available to students enrolled in the AROTC and AFROTC programs through a cross-registration with the University of Alabama in Birmingham and Samford University, respectively. These scholarships are awarded based on academic ability and leadership potential. Awards include full tuition, laboratory and incidental fees, reimbursement for textbooks; and a \$100 tax-free subsistence allowance each month. Special scholarship opportunities that will pay all educational expenses from the sophomore year through medical school are available for pre-med students. (For additional information contact the Dean of Students, Miles College.)

**Institute of Management Accountants (IMA)**

**Birmingham Chapter:** The Birmingham chapter of the Institute of Management Accountants gives a \$500 scholarship each year to a Junior or Senior, majoring in accounting. The candidate must have a grade point average of 3.0 or above and must submit the Free Application for Federal Student Aid making certain that the results are returned to Miles College. (For additional information contact the Dean of Students, Miles College).

**The Johnny Morrow Memorial Book**

**Scholarship:** This scholarship is donated by the Morrow family in memory of their late brother,

Johnny Morrow, a Miles College graduate. The scholarship is given annually for the purchase of textbooks to two students who have demonstrated a financial need. (For additional information: Contact the Dean of Students, Miles College.)

**GRANTS** *Information about the following can be secured from the Miles College Financial Aid Office.*

**Federal Pell Grant Program (PG):**

Federal Pell Grants are awarded to help undergraduates (1st Bachelors degree) pay for their education after high school. For many students, the Federal Pell Grant provides a "foundation" of financial aid to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid. Applicants applying for scholarships/Grant-In-Aid from the College must apply for a Federal Pell Grant using the Free Application for Federal Student Aid. The College's code is 001028.

**Federal Supplemental Educational Opportunity Grant (FSEOG):**

Federal Supplemental Educational Opportunity Grants are "campus based" federal assistance, which is available to undergraduate students (1st Bachelors degree students) who have demonstrated a financial need. A Federal SEOG is a gift of assistance to help pay for a post-secondary-education. This grant ranges from \$100 to \$ 4,000 depending on the need, the availability of Federal SEOG funds at the College, and the amount of other aid offered. You must be a recipient of a Federal Pell Grant to receive this aid, provided funds are available. Funds are generally not sufficient to meet the need of every eligible student.

**Alabama Student Grant Program (ASGP).**

The Alabama Student Grant Program is a State student assistance program. It was established in 1978 by the Legislature of the State of Alabama for undergraduate, non-sectarian, secular education at independent, non-profit, post-secondary institutions of higher learning located within the State of Alabama. Students who are residents of the State of Alabama are required to apply for this Grant.

Applications for this Grant may be obtained from the Miles College Financial Aid Office or from the Miles College website: [www.miles.edu](http://www.miles.edu)

**Leveraging Educational Assistance Partnership (LEAP) Program:** This is a “need-based program” which provides assistance on a limited basis to Alabama residents who demonstrate a financial need. Students must file the Free Application for Federal Student Aid in order to receive consideration for aid from this Program.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant:** TEACH grants are available to Education majors in specified academic shortage areas who agree to teach full time for at least (4) years within (8) years of graduation at a school serving a high percentage of low income students. Recipients must maintain a 3.25 cumulative average and carry a fulltime load (minimum of 12 hours).

**LOANS** *Information about the following programs can be secured from the Miles College Financial Aid Office.*

**Federal Perkins Loans.** The Federal Perkins Loan Program provides low-interest long-term loans to assist needy students in the financing of their education. These loans are awarded through the Financial Aid Office. Interest does not accumulate until the student graduates or leaves school. These loans must be repaid to the Miles College Federal Perkins Loan Fund (**The College will end its participation in this program June 30, 2010**).

**The William D. Ford Federal Direct Student Loan Program.** This is a low interest loan made to students by the U. S. Department of Education to help pay for their education after high school. Undergraduate loans range in size based upon the student’s academic classification. A student must first apply for a Federal Pell Grant and have his/her eligibility or ineligibility for such a grant determined before the Direct Loan can be originated. Information for the William D. Ford Federal Direct Student Loan Program may be obtained from the

Financial Aid Office.

**The William D. Ford Federal Direct Plus Loan Program:** This loan program provides long-term loans to parents of dependent students to help pay for the cost of study at a post-secondary school. Information for the William D. Ford Federal Direct Plus Loan Program may be obtained from the Financial Aid Office. These loans are made to the parents of dependent undergraduate students and are not to be confused with Graduate Plus loans.

## **EMPLOYMENT**

*Information about this Program can be secured from the Miles College Financial Aid Office.*

**Federal Work-Study Program (FWSP):** The Federal Work-Study Program provides work experience for students who have demonstrated a need to earn part of their educational expenses. A student may work up to 20 hours per week while school is in session. Students are permitted to work 40 hours per week during breaks and vacation periods. While working 40 hours per week, students are required to save a portion of their earnings to meet the expense of the next enrollment period (e.g., Fall, Spring, or Summer).

## **Measurement of Satisfactory Academic Progress (SAP)**

Financial Aid recipients must maintain satisfactory academic progress as one of the criteria for receiving Federal/State Financial Aid. The requirements for making satisfactory progress are:

### **1.0 Federal**

**1.1 Quantitative** – the amount of course work students are required to complete (67% of attempted hours)

**1.2 Qualitative** – the grade point average students are required to maintain

| <b>Hours Attempted</b> | <b>Minimum<br/>Required GPA</b> |
|------------------------|---------------------------------|
| 0-29                   | 1.6                             |
| 30-59                  | 1.8                             |
| 60-89                  | 2.0                             |
| 90 and above           | 2.0                             |

In addition to the cumulative grade point average requirements indicated above, a full-time or part-time student is expected to have completed 67% of the hours for which he/she has enrolled/attempted. By the end of the second year of enrollment, without regards to the number of hours attempted or earned, the student must have earned the grade point average which is consistent with the graduation requirement of a "C." All Transfer and Re-Admitted students must meet the minimum grade-point standards as well as complete the percentage of work required as stated in this section in order to be eligible for financial aid.

**Incomplete Grades.** An incomplete grade of "I" does not count towards course work completed, but is counted with course work attempted. An "I" grade is intended to be only an interim course mark. A grade of "I" must be removed within a calendar year from the semester term that it was received.

**Withdrawals.** If a student officially withdraws from a course on or before the last day to withdraw for the semester, he/she will receive a grade of "W". A grade of "W" is also counted among the scheduled hours.

**Repeated Courses.** Each time the student reenrolls in a class, it is counted among the scheduled hours. The U.S. Department of Education requires that all classes taken must be counted in the determination of the student's positive movement towards receipt of the degree.

**Remedial/Developmental Courses.** The U.S. Department of Education does place a limit on the length of time a student has to complete a remedial/developmental course: the limit is one year. The U.S. department of Education will not pay for a remedial/developmental course which takes more than one year to complete.

**Passed Courses.** Successfully passed courses may be paid for using Title IV aid one additional time after the initial taking of the class/courses (for students wanting to improve their grade point average). Courses not successfully passed (received a failing grade) may be paid for using Title IV aid as many times as are required to pass the course. However, incompletes, withdrawals and repeats may cause the student to exhaust the allotted time for completing a degree program using Federal/State Aid before he/she can complete the program of study. If this occurs, students will not be allowed to receive additional State/Federal Student Financial Aid Funds.

**Length of Time / Time Limit.** Under federal regulations, students are allowed 150 percent (1.5 percent) of the published length (hours needed to graduate) of the Program. This is measured in credit hours scheduled. The counting of all of the hours for which you registered and received a passing grade, failing grade, an incomplete, withdrew, dropped a class or which you repeated. For instance, if an academic program requires 120 credit hours to complete the program, the maximum time frame established by Miles College for the student to complete the program cannot exceed 180 scheduled credit hours. Since different majors require a different number of hours to complete a program, the maximum number of credit hours required to remain eligible for aid will differ based upon the major.

### **Satisfactory Academic Progress Determination**

The Measurement of Satisfactory Academic Progress is determined at the end of the academic year prior to the beginning of the next or subsequent year. If the evaluation reveals that a student is not making positive movement towards a degree, the student is notified of the evaluation and given an opportunity to appeal.

**Appeal Process.** Any student who feels that he or she was unable to maintain satisfactory progress due to mitigating or extenuating circumstances beyond their control (i.e., personal illness, death in the immediate family or other documented hardships), should

**contact the Financial Aid Director about an appeal. The student must be prepared to provide written documentation to substantiate his/her situation. In addition to these requirements, the student must also meet the new requirements put into place by the U.S. Department of Education effective July 1, 2011.**

Financial Aid is cancelled when a student is on academic suspension or has been dismissed from the College. To again secure Title IV Federal Aid and/or State Aid, the student must appeal to the Financial Aid Appeals Committee.

As a part of the appeal, you must submit information regarding why you failed to make satisfactory academic progress, and what has changed in your situation that will allow you to demonstrate satisfactory academic progress at the next evaluation. The student must work with the institution to develop an Academic Retention Plan which, if followed, will ensure that you are able to meet the institution's satisfactory academic progress standards by a specific point in time as prescribed by your academic plan.

### **Appellant Deadline Dates**

To have aid reinstated for the next academic year, appeal letters along with supporting documentation must be submitted by the following dates:

|                                    |                    |
|------------------------------------|--------------------|
| <b>Fall Semester/Academic Year</b> | <b>June 30</b>     |
| <b>Spring Semester</b>             | <b>November 15</b> |
| <b>Summer Session</b>              | <b>April 5</b>     |

Students who appeal will be notified with the decision of the Satisfactory Academic Progress Committee within 30 days of the stated deadline for submitting your appeal.

**Unofficial Withdrawals.** Federal regulations for Title IV aid require that the College document an unofficial withdrawal. It is the policy of Miles College to require faculty to verify that the student is no longer attending class.

**Federal Refund and Repayment Policy (Return of Title IV Funds).** Federal rules

require that when students withdraw from all classes during a payment period or period of enrollment, the amount of SFA program assistance to that point must be determined. The amount of assistance earned is determined on a pro-rata basis. If the student completed 30 percent of the payment period or period of enrollment, he/she earned 30 percent of the assistance originally scheduled to be received. Once the student has completed more than 60 percent of the payment period or period of enrollment, the student will have earned all of the assistance.

The U. S. Department of Education's Policy (The Return of Title IV Funds) simply requires students to earn the Financial Aid awarded. This is based upon a formula, which permits you to earn the aid based upon the percentage of the semester completed. The policy could result in students and/or parents having to pay some of the educational cost incurred. (Students may reference this Federal Policy as Public Law 105-244 Section 485 of the Higher Education Amendments of 1988.)

### **Financial Aid Application Procedures.**

All students applying for financial aid from the College must submit a Free Application for Federal Student Aid (FAFSA) to the U. S. Department of Education, Central Processing Center listing **Miles College as one of the recipients of the data.** The FAFSA may be obtained from the student's high school counselor or by **applying via the website given in the next sentence.** The College recommends that student's file the Free Application for Federal Student Aid electronically at the following website: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov); in addition, both the student applicant and at least one parent should apply for a pin (personal identification number). The PIN serves as an electronic signature eliminating the necessity for printing the signature page and sending that page to the Processing Center. A PIN has many advantages for the student referencing data from the various Federal web sites. One advantage is that it can greatly reduce the time required to file the Free Application for Federal Student Aid.

For priority consideration, the results from the



Free Application for Federal Student Aid must be received in the Financial Aid Office at Miles College on or before April 15 for the Fall Semester and November 15 for the spring semester. Summer School aid applications should be received by April 15. The FAFSA should be filed approximately eight weeks prior to the above deadlines to ensure that a report reaches the Financial Aid Office on time. Applications received after the above date will be acted upon only if funds are available at the time the completed application is received.

**Students must re-submit financial aid applications each school year in order to be considered for financial aid. The U.S. Department of Education begins the process for applying for aid for the next school year in January of each year. The address for the Financial Aid Office is:**

Financial Aid Office  
Miles College  
Post Office Box 39800  
Birmingham, AL 35208-0937  
Telephone Number 205.929.1665  
Fax Number 205.929.1668  
Email Address: Finaid@miles.edu  
The College's Federal Pell Grant Code is  
001028

**2.0 State of Alabama's Satisfactory Academic Policy.** Residents of the State of Alabama who are recipients of the Alabama Student Grant are ineligible to receive such grants when the total number of years exceeds by more than 25 percent (five years/ 8 semesters/sessions for a four year program) of the number of years required for the individual student's course of study per the College's catalog.

#### **Other Sources of Aid**

**Veterans' Benefits.** VA Educational Benefits are designed to assist the VA student with meeting his/her educational costs and may result in an adjustment to Federal Title IV, Institutional and/or State aid. The College's Veterans' Benefits Certifying Official (SCO) is located in the Financial Aid Office. Should a veteran or dependent of a disabled/deceased veteran need further information, contact the

Veterans Administration at [www.va.gov](http://www.va.gov) or 1-888-442-4551.

Miles College does not participate in the Alabama Veterans G.I. Scholarship Program. Please contact the State of Alabama's Department of Veterans Affairs, for a list of eligible schools.

**The Vocational Rehabilitation Program** provides educational assistance for individuals with physical or mental disabilities. Students must contact the State Vocational Rehabilitation Service Office nearest their home for further information. The College's Vocational Rehabilitation Certifying Official is located in the Miles College Financial Aid Office. **Vocational Rehabilitation benefits are to be coordinated with Title IV student aid. When the total of both aid sources exceeds the college's Title IV student aid budget, Title IV aid and any Institutional aid will be adjusted.**

**Other Sources of Assistance.** Many places of employment, as well as labor unions, have programs that assist their employees or members' families respectively in paying for the cost of post secondary education. Students are encouraged to check other possible sources such as foundations, fraternities or sororities, including the following: State agencies, community organizations and civic groups, such as the American Legion, YMCA, 4-H clubs, Kiwanis, Jaycees, Chamber of Commerce, and the Girl or Boy Scouts.

#### **Revision and Cancellation of Financial Aid.**

The College reserves the right to review, revise, or cancel a financial aid award at any time due to changes in a student's financial or academic status; failure to comply with any applicable federal/state laws, regulations, or the College's policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal or State governments be reduced below the anticipated funding level for a program(s), or should budget limitations be placed upon funds which are intended for student financial aid purposes. In no instance will a student receive financial assistance in excess of their determined financial need (Need is defined as the cost of

attendance minus the family's contribution minus any other aid funds being received and/or minus any other financial resource available to the student). The aid recipient is required to notify the College of any aid being received

which does not appear on the award letter or as a part of the student's Financial Aid package. This notification to the College's Financial Aid Office must be in writing.

## ACADEMIC POLICIES AND PROCEDURES

The Office of Academic Records is the official custodian of student records and the keeper of the college seal. The general functions of the College Registrar are to assist in planning and executing academic policies and programs; provide for administration of policies and regulations pertaining to the academic status of students; provide for planning and executing orderly registration and graduation of students; submit semester schedule of classes and final examination schedules; and is responsible for the confidentiality, integrity and security of student records.

The specific responsibilities of the office are to collect and maintain academic information; conduct registration for regular degree-seeking and non-degree seeking students; process the graduation of degree-seeking students; process change of grades and acceptance of transfer credits; prepare and distribute transcripts; maintain accurate academic, historical, biographical and directory information; provide information and data for use and review by academic divisions, planning and research units and other authorized personnel and agencies.

### Registration

The College's registration policies and procedures, including final examination schedules are published on the College Web Site.

**Registration.** Dates are listed on the college calendar located on the Web site. Students are responsible for complying with all regulations governing registration, change-of-schedule (drop/add), tuition payment, and other requirements described either in this bulletin or

advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty advisor at the time and place designated.

**Web Registration.** Degree seeking students are encouraged to take advantage of the College's web registration system via The Bear's Den. Students are able to register for classes from home or anywhere in the world. Students may consult the schedule of course offerings and the Web Site at [www.miles.edu](http://www.miles.edu) for detailed instructions.

### Registration in Saturday Module Courses.

Weekend courses are available for students who seek alternative times and are generally employed. Students registering for courses offered during the Saturday modules must follow the calendar schedule designed for those specific courses. Courses begin and end outside the regular semester schedule (i.e., first day of class, number of absences allowed and drop and withdrawal dates vary). Although registration for these courses is required during the normal College schedule, enrollment in these courses may require the student's attendance at a time before or after residential housing is available. Students should determine their ability to attend these courses before adding them to their schedule. All courses offered during the weekend modules are available to students on the regular fall or spring course schedule (see major paradigm).

### Student Records

Miles College will comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – 20 U.S.C. - 123g – of 1974.

Pursuant to FERPA requirements, some personal directory information may be released to third parties by Miles College without prior consent of a student unless the student files a written request with the Office of Academic Records to restrict directory information access.

The Registrar has been designated as the FERPA officer for the College. Further information about policy and procedures with respect to privacy of student records may be obtained from the Office of Academic Records.

### **Location and Use of Education Records.**

Admission records are located in the Office of Admissions and Enrollment, Bell Building.

Cumulative academic records are located in the Office of Academic Records, Brown Hall.

Financial aid records are located in the Office of Financial Aid, Brown Hall.

Records pertaining to student financial services, tuition and fees are located in the Business Office, Brown Hall.

College-based testing records are located in the Testing and Assessment Center, Student Norton Building.

Graduation records and transcripts verifying attendance are located in the Office of Academic Records, Brown Hall.

Disability records are located in the Counseling Center with the Student Accommodation Services Counselor, Student Norton Building.

All custodians of a student's education records and other College employees/agents may not disclose any information to third parties without the student's prior written consent.

**Please contact the Office of Academic Records at 205.929.1422 if you have questions or need additional information.**

Change of Address or Name. Prior to officially being admitted to the College, changes in

address or name or other personal information should be made in the Office of Admissions. Once the student becomes a registered student, or anytime thereafter, changes should be made in the Office of Academic Records. Appropriate documentation may be required to verify some changes.

### **Registration Requirements and Procedures**

**Registration Holds.** A student may be placed on hold based on a variety of financial and administrative reasons. Students are notified of these holds prior to each registration period and should clear them before being allowed to register. Please see the appropriate department for more details pertaining to holds.

**Auditing Course(s).** A student may register to audit a course(s) on a space available basis. Admission to the College is not required and no credit will be given for audited courses. Registration for audit may not be changed from audit to credit, or vice versa, after the first day of class.

**Cancellation of Registration.** The College may cancel the registration of a student whose registration fees have not been paid in full by the deadline. Students whose registration is canceled may apply for reinstatement but must do so before the published deadline. Cancellation, however, does not include students who have received approved deferred payment status, financial aid, (i.e., scholarships, veterans deferments, third party billings, etc.) from the Business Office. Students whose registration is cancelled are not liable for registration fees for the applicable term.

Students who on their own decide not to attend the College prior to the first day of class, **MUST** take the necessary steps to assure cancellation of their registration.

Students who cancel their registration on or after the first day of class, must do so by withdrawing from the College. This process **CANNOT** be done on the web site. Applicable fees may incur depending on the date. *See Withdrawal.*

**Reinstatement of Cancelled Registration.**

Students whose registration has been cancelled due to their failure to pay registration fees may be reinstated upon the verification of payment and approval of the Dean of Academic Affairs.

**Class Schedule Changes (Add/Drop).** No courses can be added after the date stipulated in the calendar for making changes. Exceptions after the calendar date require the consent of the Dean of Academic Affairs.

**Curriculum Changes.** The student should expect to obtain the degree as outlined in the catalog of the year in which they formally declare a major program. If there is no break in enrollment, a student who has taken and passed the prescribed program of courses each term should expect to obtain a degree normally in eight semesters (unless the program indicates otherwise).

Any other student may be required to spend a longer time and may be required to meet any added requirements introduced in the curriculum, including grade point averages or number of credit hours required. To keep in line with occasional changes in certification requirements, the curriculum of one or several divisions or departments may change; such changes may extend the normal time of course requirements for a degree. *See also Statute of Limitation.*

Students are expected to consult with their academic advisor or division chair throughout their enrollment in selecting courses.

**Course Load.** The normal full-time load for a student is 15 credit hours. However, some of the divisions have a maximum or minimum load which is stated in the respective curriculum sections of this catalog.

For Fall and Spring semesters, students are full-time if they are enrolled in 12-18 hours. Students are permitted to take 19 hours with the required GPA, additional fees will be applied. Hours above 19 are considered exceptional on the undergraduate level and may be

recommended to the academic dean on an individual basis by the division chairperson.

Although 12 hours is considered full-time, students taking more than 9 hours during the summer term should consult with their faculty advisors and consider the comprehensive scheduling of summer courses. Hours above 12 are considered exceptional during the summer and may be recommended to the academic dean on an individual basis by the division chairperson.

All students who are recipients of scholarships or participants in special programs may be required to maintain a full-time load as required by that program. The minimum load for full-time benefits for the Veterans Administration is 12 credit hours, athletic participant and residence housing is 12 credit hours and an academic scholarship is 15 credit hours.

**Major and Minor Disciplines**

A student must meet all the requirements for a degree in order to fulfill a "major." The major must meet the approval of the division in which it is earned and recommended to the Registrar for final awarding. Students seeking double majors must meet the requirements of both "majors." Courses considered in satisfying the "minor" must be approved by the division chairperson and Registrar. The same course may not satisfy both a major and minor requirement.

Major Discipline. Students who are degree-seeking must declare a major discipline. Students must formally declare a major by their sophomore year and must fulfill all the requirements of the major in order to obtain a degree. Students may declare a major by completing the Declaration of Major form with the advisor and the Advising Center. *See Transfer to Major.*

Minor Discipline. Students who wish to declare a minor must formally declare by completing the minor form. Minors in a discipline require the completion of a minimum of 18 hours that have been outlined by the division. Students

may confer with their advisor and the Advising Center regarding the declaration of a minor and the required courses.

**Double Major.** Students pursuing a double major leading to the awarding of two baccalaureate degrees must declare a first major and complete all degree requirement for that major and a minimum of 30 hours for the second major.

- a. must complete a minimum of 30 hours over and beyond the first degree, depending on the specific program of study (i.e., up to 48);
- b. a course may not be duplicated in the second degree if used to fulfilled the first degree, to include free electives;
- c. however, general education courses will satisfy requirements for both the first and second degree.

**Second Degree.** Students seeking a second baccalaureate degree (having been awarded a prior baccalaureate degree) are subject to meeting the minimum 25% residency requirement or 30 hours of the required coursework for the second degree. These hours do not include courses taken prior to being enrolled for the second baccalaureate degree.

### Transfer to Major Program of Study

Students who decide to transfer from one major to another must follow the Transfer to Major process and will be expected to follow the curriculum based on the transfer catalog year which may differ from their catalog year at enrollment. *See Advising Center Policy and Procedure Manual.*

### Classification of Students

|           |               |
|-----------|---------------|
| Freshman  | 0 to 29 hours |
| Sophomore | 30 – 59 hours |
| Junior    | 60 – 89 hours |
| Senior    | 90 and above  |

### Academic Standing

In order to remain in good academic standing, a student must, at the end of any term, have a cumulative grade point average of:

| Attempted Hours | Minimum GPA Required |
|-----------------|----------------------|
| 0 – 29          | 1.60                 |
| 30 – 59         | 1.80                 |
| 60 – 89         | 2.00                 |
| 90 and above    | 2.00                 |

A student, whose course work becomes deficient, below a “C” average, is notified by mid-term.

Some academic majors require greater than 2.00 GPA for graduation. *See Academic Division.*

**Warning.** Students are placed on warning any first term in which the cumulative GPA is less than the required minimum as indicated above.

**Probation.** Students are placed on probation at the end of any term following a semester of academic “warning” when the cumulative GPA falls below the above requirement. Students on probation are limited to a course load of 12 credit hours during the regular semester.

**Suspension (1-term) (SQ).** Students are placed on “suspension” at the end of any term following a semester of “probation” when the cumulative GPA falls below the above requirement and will be suspended through one regular semester (may not attend a prior summer term). Students who return from suspension will be placed on probation (not on warning) and are limited to enrollment of 12 hours.

**Suspension (1-year) (SY).** Students returning from suspension and are unable to clear their academic deficiency at the end of that term, will be suspended for two regular semesters (may not attend a prior summer term).

## Grading System

All credits are recorded in semester hours. A semester hour is the amount of credit earned for satisfactory completion of one hour a week of lecture and active engagement activities or for one to two hours of laboratory per week, throughout one semester.

The system of grading is based on the letters A, B, C, D, F, FA, I, P, S, U, CR, W, WA, WD, NA, and IP. The significance of these letters is as follows:

| Grade Points | Scholastic Value           | Grade |
|--------------|----------------------------|-------|
| A            | Excellent                  | 4     |
| B            | Good                       | 3     |
| C            | Average                    | 2     |
| D            | Poor                       | 1     |
| F            | Failure                    | 0     |
| FA           | Failure to Attend          | 0     |
| I            | Incomplete                 | 0     |
| P            | Passed                     | 0     |
| S            | Satisfactory               | 0     |
| U            | Unsatisfactory             | 0     |
| CR           | Credit                     | 0     |
| W            | Withdrawn from Course      | 0     |
| WA           | Withdrawn Administratively | 0     |
| WD           | Withdrawn from College     | 0     |
| NA           | Never Attended             | 0     |
| IP           | In Progress                | 0     |

### Grade of 'F' Defined.

Students may receive a grade of "F" for one of the following reasons:

- F - Failure to perform at academic standards.
- FA – Failure of the student to attend class on a regular basis.

**Course Repeats/Forgiveness Policy.** Students may improve their GPA by repeating a course in which a grade of "D" or "F" was earned. Repeating a "C" grade is not recommended. Only the grade and grade points received in the second attempt shall be used to forgive the first grade. All attempts beginning with the second attempt shall be used in computing the student's cumulative grade point average. All attempts for a given course and all grades will remain on the student's transcript.

A student earning a grade of "D" in a general education course may be allowed to repeat the course to raise the GPA. (an exception of "C" grade is required for EN 102, FYA 101 and developmental courses). A student earning a grade of "D" in a major course must repeat the course until a grade of "C" or better is earned. A student earning a grade of "F" in any required course must repeat the course until a grade of "C" or better is earned.

**For additional information regarding the Forgiveness Policy, contact the Office of Academic Records at 205.929.1422.**

### Change of Grade Request

Ordinarily the instructor of a course has the sole and final responsibility for any grade reported. Once the grade has been reported to the Registrar, it may be changed upon the authorization of the instructor who issued the original grade, the division chair and the Dean of Academic Affairs. This policy also applies to the grade of "I" (incomplete).

Change of Grade form receives approval by the division chair (or designee) and the Dean of Academic Affairs. Once approvals are received, the new grade will be reflected on the student's transcript immediately.

**Incomplete Grades ("I").** All "Incomplete" grades must be removed within a calendar year from the semester term that it was received. However, students are strongly encouraged to remove "I" grades before the end of the next regular semester (Fall or Spring) so not to interrupt their paradigm or fulfill a pre-requisite requirement. The "I" grade is assigned only when a student is unable to complete course requirements because of illness or other justifiable circumstances. The student must have completed satisfactorily the major portion of the course requirements and convinced the instructor of their ability to complete the remaining assignments. It is not to be given to a student who is already doing failing work.

Incomplete grades showing on the students' records will remain until the student repeats the course and passes with a satisfactory grade.

**Withdrawal from a Course.** A student may withdraw from a course by the published deadline indicated on the College Calendar. Students who withdraw by the deadline will receive a grade of “W” on the course roll. No refund of fees is made.

Students may withdraw online through the deadline date indicated on the College Calendar. **STOP:** Please review your schedule online to be sure that the course was actually dropped. If you are not certain or need further assistance, please contact the Office of Academic Records.

NOTE: Withdrawal from all courses creates a withdrawal from College and cannot be performed online. *See Withdrawal from College.*

**Withdrawal from a Saturday Module Course.** Courses taught on the Saturday and weekend modules follow a monthly schedule designed for those specific courses. The drop or withdrawal date is processed on a monthly basis. Students must drop or withdraw from the course no later than the Tuesday following the second class session. Students withdrawing from the College will be withdrawn from ALL courses during the semester. Modular courses that have been completed with final grade will remain.

**Withdrawal Administratively.** A student may be administratively withdrawn from a course with fee liability if the student registered for the course without appropriate approval or permission or may not have met the prerequisite.

Should other circumstances require the administrative withdrawal of a student by the Dean of Academic Affairs, such exception may or may not waive financial obligations on the part of the student.

### **Withdrawal from College**

A student who cannot complete the term must formally withdraw from the College. Forms are available in the Office of Academic Records and should be completed with the appropriate signatures. An EXIT interview in the Office of Financial Aid is required. Students may

withdraw through the published deadline indicated on the College Calendar. Students may not withdraw from College online.

### **Attendance Regulations**

Class attendance is required. The individual faculty member will clarify on the syllabus the academic performance expectations, which may be affected by attendance. Students whose frequent absence is predictive of unsatisfactory academic performance may be referred to the Counseling Center and/or Retention Specialist.

The student is responsible for arranging make-up work with the instructor. Make-up work is not automatic and the student should give the instructor prior notice of an intended excusable absence. Students who may encounter special circumstances, such as illnesses or family emergencies should contact their instructors as soon as possible. In some cases it may be necessary to contact the Counselor and/or Office of Student Affairs. *See Student Handbook.*

Students participating in college-sponsored activities are officially absent only based on the schedule of activities. Students are allowed to complete all make-up assignments during official absences immediately before or after an absence, as the instructor requires. The student must initiate completion of delayed assignments.

### **Summer Term**

Courses offered during the summer term are organized to make them equivalent in content, method, and credit with those of a regular semester.

### **Transfer of Credits**

Students transferring to Miles College should know the following:

1. Miles College accepts transfer credits earned at institutions that have regional accreditation and in which the student has earned a grade of “D” or higher. Transferrable courses with a grade of “D” will apply to degree requirements the same as continuing students. Students will only

receive for credit the maximum hours applied to the course at Miles College.

2. A maximum of 64 semester hours of credit for courses completed at the freshman and sophomore levels will be allowed from a community/junior college toward degree requirements.
3. Students who transfer upon completion of the Associate of Arts and Associate of Science programs may be admitted to Miles College and granted junior level standing in accordance with pre-approved transfer guides with corresponding programs of study (or major). A 2-4 Transfer Articulation Agreement has been approved for students transferring from Alabama community colleges. All other transfer courses will be reviewed based on course descriptions.
4. A maximum of 90 hours is transferable from a regionally accredited four year institution.
5. Prior to Fall 2008, Miles College did not accept for credit hours courses that were classified as remedial or developmental. Developmental courses do not satisfy hours toward the degree requirements.
6. Students ordinarily receive no transfer credit for courses designed specifically for technical and vocational career programs or experiential learning.
7. Miles College utilizes the American Council on Education's "*Guide to the Evaluation of Educational Experiences in the Armed Services*" for the evaluation of course training in the military. Final acceptance must be approved by the division chair and the College Registrar.
8. Grades earned in transfer courses will show on the permanent record at Miles College from the transfer institution but will not be used in calculating Miles College grade point averages.

9. Any courses taken for credit at another institution while a student is enrolled at Miles College must have prior written permission of the student's division and academic dean in order for the credit to be accepted toward the fulfillment of degree requirements. *See Transient Student.*
10. Students must complete a minimum of 25% of the required degree hours at Miles College (minimum 30 semester hours) to establish residence status. The last **12** semester hours prior to graduation should be taken at the College

#### **Alternative Credit (AP, IP, CLEP, Military)**

The College accepts the use of alternative credit for courses for students entering the College for the first time. Students who wish to receive alternative credit for courses must have official score reports and/or transcripts from the source or agency sent to the Office of Academic Records for official evaluation and awarding of credit. Scores or transcripts sent to the Office of Admissions will be forwarded to the Office of Academic Records. The maximum number of hours that may be used to satisfy credit for courses through alternative credit is **30 hours**. These courses do not affect grade point averages and are evaluated as any other transfer course. Acceptance of advanced placement credits to a specific degree will be determined by the division chair, in consultation with the Registrar. Normally, a score of **3** is accepted; however, some major divisions may require a different score. *Contact the Office of Academic Records for additional information.*

The College accepts alternative credit for courses from the following entities:

Advanced Placement Scores—

The College Board (AP)

International Baccalaureate Organization (IB)

College Level Examination Program (CLEP)

Military Credits—American Council on Education

**NOTE:** Credit will be based on evaluation and scores. Not all credit is accepted.



Students entering Miles College for the first time are allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board. Grades are recorded on the student's transcript for courses in which advanced placement credit is earned.

### **Transient Student**

A transient student is a student currently attending another institution and wanting to take courses at Miles College to transfer back to their institution **or** a currently enrolled Miles College student who wants to take courses at another institution to transfer back to Miles College to fulfill an academic requirement. Students who wish to enroll at Miles College as transient students should contact the Office of Admissions (*Refer to General Admissions Information*).

Students currently enrolled at Miles College who wish to transient to another institution should meet with their major advisors and contact the Office of Academic Records. Students must have pre-approved permission to enroll at another college. The description of courses to be taken at the other college will be evaluated to determine the appropriate equivalent course substitution. Students **must** obtain the appropriate signature required to transient.

Transient permission is a privilege granted by the College and is not automatic. Advisors may weigh the best interest of the student. Courses outside the general education curriculum will be closely evaluated by the major division. Students may not acquire transient hours that exceed the cumulative allowable transfer hours. Transient permission will only be granted to regionally accredited institutions within a 25 miles radius of the College. Students in their last semester of enrollment or graduating seniors are not allowed to transient.

*See the Office of Academic Records web site for additional information governing transient policies and procedures.*

### **BACHE Consortium Program**

The Birmingham Area Consortium in Higher Education (BACHE) consists of five (5) institutions in the Birmingham area: University of Alabama at Birmingham, Birmingham Southern College, Samford University, Montevallo University and Miles College. Students who are enrolled in one of the institutions may be permitted to enroll at another institution during the current semester. Contact the Office of Academic Records to apply for BACHE.

Miles College students enrolled full-time during the semester, in consultation with their faculty advisor, may register in one BACHE course per semester (not to exceed 12 semester hours cumulatively). Student enrolled during the Summer Term should be registered for a minimum of 6 hours. (Exceptions require the approval of the Office of Academic Affairs).

Enrollment in courses at the host institution is on a space-available basis and the student may not enroll after classes have begun at the host institution. The Miles College student must adhere to host institution's policies and procedures governing enrollment in the course (i.e., the drop or withdrawal dates may not be the same as Miles College). It is the student's responsibility to notify Miles College when they are no longer enrolled in the course. The final grade in the course will be forwarded to the College. BACHE forms must be approved and received in the Registrar's office no later than 7 business days prior to the first of class at the host institution.

Graduating seniors or students in their last semester at the College are not permitted to take a BACHE course.

*See the Office of Academic Records web site for additional information governing BACHE policies and procedures.*

### **Teacher Certification Program (TEC)**

Students enrolling specifically in TEC courses are classified as non-degree seeking. Students enrolled with this classification must meet preapproved guidelines. For specific

information contact the Office of Admissions and the Division of Education.

### **Non-Degree Student**

A special non-degree student is one who is not pursuing a degree program. Admission may be granted provided the student has a high school diploma or its equivalent. *See Admissions.*

The non-degree student is subject to all College regulations governing registration, attendance and academic standing. The student may not register for more than 12 semester hours during a semester and 9 semester hours during a summer term. Credit earned in non-degree status is recorded on the student's permanent academic record. Students seeking admission to a degree program must submit a formal application indicating the desired major. Credits may be applied to a degree program when the student satisfactorily meets entrance requirements.

### **Transcript Request**

Requests for copies of transcripts may be made through the National Clearinghouse, mailing request to the Business Office or contacting the Office of Academic Records directly. *See Financial Information for cost.*

### **Graduation Requirements**

Students are required to complete a minimum of 120 hours to be awarded a baccalaureate degree at Miles College. To be eligible for a degree, students must complete the required number of hours consistent with the intended program of study.

All students are required to pass the English Proficiency Examination (**EPE**) prior to being recommended as a prospective graduate.

All students are required to pass the **Senior EXIT examination**. Students generally take the exam during their senior year, or when content courses are completed, whichever occurs first. Exceptions to this exam requirement may be fulfilled through external examinations for students enrolled in education certification programs (i.e., PRAXIS). Music and Theatre

students, respectively, are also required to present exit performances.

**Application for Graduation.** Application for Completion of Degree Requirements must be submitted immediately prior to or at the beginning of the term in which a student expects to complete all requirements for a degree. The student must apply in his or her major division who will then forward their recommendations to the College Registrar. Application for Graduation are available in the Office of the Academic Records and will only be received from students whose names have been recommended from their division chairperson. The College Calendar designates the deadline dates on which this action must be taken. Applications received after the deadline dates indicated on the College Calendar may be processed with the applications received for graduation the next term. If the student fails to meet graduation requirements, he or she should consult with their division chairperson or the Registrar and reapply for a subsequent term. Reapplication is not automatic. The intent to graduate must be formerly submitted.

Students may complete degree requirements at the end of the months of December, May or June. ALL prospective graduates are **required** to participate in the once a year graduation commencement scheduled during the month of May (*see College Calendar*), which is scheduled thereafter their completion of requirements. Exceptions to this policy require the approval of the Dean of Academic Affairs.

**Academic Honors.** Miles College encourages high standards of academic excellence and acknowledges students' academic achievement. Students who have completed superior course work at the College are recognized accordingly.

### **Honors Before Graduation**

(designated at the end of each semester on the student's grade report)

|                  |                         |
|------------------|-------------------------|
| Honor Roll       | Term GPA of 3.0 to 3.49 |
| Dean's List      | Term GPA of 3.5 to 3.79 |
| President's List | Term GPA of 3.8 to 4.0  |

**Honors Convocation Program.** Students who consistently maintain a cumulative GPA each academic year are recognized at a special honors program during the fall of each year for their academic achievement during the prior year. The program encourages students to maintain this scholastic standing through graduation. Students must have been enrolled full-time both fall and spring semesters and met the following criteria with no Incomplete or Unsatisfactory grades at the end of the grade reporting period.

**Honors Scholar:** cumulative GPA 3.0 to 3.49

**Dean's Scholar:** cumulative GPA 3.50 to 3.79

**Presidential Scholar:** cumulative GPA 3.80 to 4.0

**Students who are members of the Honors Curriculum program, students on Cohort Tracking for graduation and students who are members of honor societies are also acknowledged during the annual program.**

#### **Honors Awarded At Graduation**

##### **Valedictorian and Salutatorian Awards**

These awards shall be conferred upon the graduating seniors who have earned the first and second highest cumulative quality point averages above 3.50. Students who already hold a baccalaureate degree are not eligible for these distinctions. Additionally, each candidate must have completed 100 hours in residence at Miles College, but the GPA calculation will include all hours needed to earn the degree.

To graduate with the distinctions below, the student must have acquired the above grade point averages at the end of the semester of graduation.

|                        |            |
|------------------------|------------|
| <i>Honors</i>          | 3.0 – 3.19 |
| <i>Cum Laude</i>       | 3.2 – 3.49 |
| <i>Magna Cum Laude</i> | 3.5 – 3.79 |
| <i>Summa Cum Laude</i> | 3.8 – 4.0  |

#### **STUDENT RIGHTS and RESPONSIBILITY**

**Academic Honesty.** Any student found to be dishonest in acquiring, using or reporting

information or in any other manner violating established academic codes of conduct will face a stiff penalty for the assignment/requirement in question. Students must be honest in all of their endeavors of academic matriculation at Miles College. Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. All acts of academic dishonesty must be reported. In cases where evidence is sufficient to establish that a student cheated or was otherwise dishonest in completing a test, paper, report, etc., the penalty will range from repeating the assignment to expulsion from the College.

#### **Disciplinary Action Procedures for Dishonesty.**

1. The instructor/staff member must have substantial evidence that a student has engaged in dishonest conduct which requires action within the bounds of their jurisdictions.
2. The instructor/staff member shall notify the student in writing of the violation and the action taken within two (2) days of occurrence.
3. Copies of the questioned materials and letter will be sent to the division chair and the Dean of Academic Affairs and the Dean of Students (if applicable).
4. If the conduct is beyond the jurisdiction of the instructor/staff member, a written report should be made to the Dean of Academic Affairs within five (5) days and a copy given to the student.
5. The Dean of Academic Affairs will assign penalties for violations within five (5) days of his receipt of the report based on the number of violations committed by the individual student and the severity of the violations.
6. If necessary, the Dean of Academic Affairs will convene the Academic Judiciary Committee to decide the case and make recommendations to the President.
7. Penalties may include (but are not limited to) the following: Failing grade on work for which the violation was committed; dropping the grade earned in a course by one letter grade; failure of the course; suspension from the course; suspension from Miles

College; or permanent dismissal from Miles College

**Academic Appeal Process.** The objective of the Academic Appeal process is to create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and the educational process and to have their concerns and complaints addressed swiftly and forthrightly. Students enrolled at Miles College may register a concern or complaint about any academic regulation without any adverse actions. Concerns and complaints may include the following: the instructional program; delivery of the program; grades received; student-instructor conflict; test results; the academic advisement system, or; any other matter related to academic affairs. Concerns and complaints will be received, explored or

investigated and responded to in a fair and timely manner. All decisions by the College are final.

All appeal requests must be in writing and made within 5 days (not to include weekends and holiday breaks) following the response of the last level of hierarchy related to the matter. Students may appeal at the level of instructor, chair, and the Academic Dean. Decisions that remain unsatisfactory with the student may be forwarded to the Academic Appeals Committee, c/o the Office of the Academic Dean. If the decision remains unfavorable, the request may be appealed through the Academic Dean, to the President of the College. The decision of the President is final. A request to appeal must be processed within a calendar year from the date of infraction, unless approved by the Academic Dean.

## Academic Support Services

### First Year Enrichment (FYE)

The goal of First Year Enrichment program is to increase retention. As first-time students are becoming acclimated to college life and adjusting to the college environment, the First Year Enrichment program provides the academic and social support needed to sustain the engagement and achievement of students through the second year of their enrollment at Miles College. The First Year Enrichment program includes:

- Vesper Service
- Cultural Enrichment
- Intensive Academic Support
- Tutorial Support

### Honors Curriculum Program

The Miles College Honors Curriculum Program is a four-year enrichment program for students who are prepared to excel in their intellectual, service and cultural pursuits. Students are presented with opportunities to engage in a more rigorous academic program, to participate in national, regional and international conferences

and to be prepared to lead in the corporate world or pursue graduate studies.

### Center of Academic Excellence (CAE)

The Miles College Intelligence Community Center of Academic Excellence program prepares students for careers in the Intelligence Community. Its curriculum develops the skills relevant to careers with the Intelligence Community, while also allowing students to pursue the major of their choice. The design of the program is pioneering in its approach to addressing national security challenges through research and development of core skills, talents, and opportunities to meet the Intelligence Community objectives in achieving 21<sup>st</sup> century U.S. national security imperatives and objectives.

Under the distinguished leadership of President George T. French, Jr., Miles College was designated as the only institution in the State to have a Center of Academic Excellence program by the Office of the Director of National Intelligence (ODNI) in 2009. The program is currently under the direction of the Defense

Intelligence Agency (DIA). Students will have the opportunity to learn an Intelligence Community paradigm, travel abroad and domestically, participate in the annual National

### **Counseling, Advising and Testing Center**

The Counseling, Advising and Testing Center (CAT), located in the Student Norton Building,

is essential to quality campus life and student retention. Its mission is to provide students with academic and personal counseling, accommodations for students with disabilities and testing services. The Center provides academic support for first-time freshmen, transfer students and current students enrolled at the College.

The Center is responsible for providing academic advising, coordinating the campus-wide advising program, administering COMPASS Placement and the English Proficiency Exam (EPE) which is required for all students and Senior EXIT Exam, a requirement for graduating seniors.

The Center offers professional counseling to assist students who are dealing with personal, social and/or emotional concerns. All sessions are on an individual and confidential basis.

*For additional information regarding the services provided by the CAT Center, including assistance with academic advising and policies governing Transferring to a Major see CAT Center website.*

### **Special Accommodations Services (SAS)**

The College recognizes the needs of students with physical and other disabilities. In addition to assisted access to campus facilities, reasonable instructional accommodations are provided to students whose needs have been documented through the Special Accommodations Services counselor located in the Counseling, Advising and Testing Center.

### **Learning Resources Center (LRC)**

The Kirkendoll Learning Resources Center is named in honor of the late Bishop Chester

Security Colloquium, attend conferences, participate in community outreach, and receive individualized advising and mentoring.

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Arthur Kirkendoll, former presiding Bishop of the Fifth Episcopal District of the Christian Methodist Episcopal Church and former Chairman of the Board of Trustees of Miles College. The Center embodies the concept of integrated support services and enrichment to the instructional program of the College by providing information in a variety of styles and formats.

Library resources are accessed through Polaris, a Web-based library automation program. This program provides users with on-site and off-site capabilities. Users also have access to over 6,000 periodicals and other databases through the Alabama Virtual Library (AVL), a state-supported database service. Articles in these journals are full-text as well as in abstract format.

Additional electronic databases available for patrons are as follows:

Facts on File News Service CAMIO Catalog  
Wilson Web Library  
Business Database  
Humanities Database  
Education Database  
Social Science Database  
Archive Grid  
General Science Database

Electronic books (ebooks) are available through AVL as well as Ebrary, which contains a core collection of over 60,000 electronic books in core academic areas.

The collection numbers more than 90,000 volumes and includes books, bound periodicals and a growing collection of multimedia materials and equipment. The facility has the capability of housing more than 100,000 volumes and seating more than 500.

The automated facility is comprised of levels located on the west side of the campus in close proximity to student housing and classrooms.

The first level houses a centralized assemblage of educational media and instructional services for all divisions of the College. Areas included are those for television, graphics preparation, photography, film previewing, instructional materials, classrooms, staff and faculty lounge, boardroom, a computer laboratory and the Division of Communications.

The second level is devoted to general library services: circulation, reference, periodicals, library administrative offices, and technical services. Loan service is extended to all students, faculty, and staff who wish to use books and media materials for research, recreation, or other purposes.

The third level contains the College and CME Church archives, African-American materials, and stack and study areas, including nine closed carrels for individual study. The Mattie Gill Jackson African-American Materials Center in the Learning Resources Center is a growing collection of books, periodicals, recordings, films, and videos on Black culture. This center is open for the use of the community and visiting scholars as well as for faculty, staff and students.

The fourth level contains faculty and classrooms for the Fundamental Studies program. To facilitate effective use of the LRC, personal assistance and guidance are provided by the staff to faculty and students any time the LRC is open. Additionally, the "Ask A Librarian" feature is available. The LRC HANDBOOK, available at all service desks, should be referred to for a more detailed description of LRC services and regulations.

**Library Hours.** The LRC is open 100 hours per week. Services are available scheduled classes and weekend hours. See the LRC website for specific times.

### **The Metacognition Lab**

The Metacognition Lab is a specialized center that teaches students how to study. The Metacognition Lab teaches students how to study by helping the students understand their own particular cognitive processes. The focus is on student learning styles and strategies. In the

Metacognition Lab, students will learn about the different learning styles, discover which learning style works best for them and then learn how to incorporate different strategies to maximize the strengths in their learning style.

The Metacognition Lab is staffed with Academic Coaches who are selected based on their academic success and achievements. These coaches work one on one with students to evaluate and assess strategies tailored to take advantage of the students' favored learning styles. The coaches also demonstrate to the student how to implement these strategies as they work through the substantive material in the students' courses. The coaches assist students in all courses (e.g., biology, mathematics, English, etc.)

The Metacognition Lab is located in Pearson Hall, Room 207. The Lab is open Monday through Friday. Walk-ins and appointments are welcome. Please contact the Metacognition Lab at 205.929.1607 or [tdorius@miles.edu](mailto:tdorius@miles.edu) for further information.

### **Tutorial Services**

The College tutorial centers serve as supportive resources, especially for students enrolled in developmental and general education courses. They serve the students by (1) providing assistance for those experiencing difficulty with regularly assigned class work, (2) helping students prepare for the English Proficiency Examination (EPE), (3) and helping students to improve their communications, mathematics, and study skills, whether or not they are enrolled in related courses.

**Peer-to-Peer Tutoring.** Peer-to-Peer Tutoring under the First Year Enrichment Program provides tutoring services in the areas of English, reading, math, and study skills.

**B.E.A.R. Initiative.** Special assistance is available to athletes and other participants in College-sponsored auxiliaries through B.E.A.R. (Bringing Education and Retention to Reality) provided by the Office of Retention. The lab supports students who have academic deficiencies.

**Fundamental Studies (developmental).**

Tutorial assistance to students in the areas of mathematics, English, and reading is available as part of classroom labs enrolled in developmental courses. Students have module software that assist them as well outside the classroom setting. Assistance is available Monday through Friday on the fourth floor of the Learning Resources Center (LRC).

**Science Drop-In Center.** The Division of Natural Sciences and Mathematics offers tutorial assistance in physical science, mathematics, chemistry, and biology. The Drop-In Center, located in Taggart Hall, Room 310, is staffed with qualified professional and student tutors. Tutorial assistance is available Monday through Thursday.

**The Writing Center.** The Writing Center offers tutorial assistance in English. The center is located in Pearson Hall, Room 201. The center is open daily; hours of operation vary by semester. The center can be contacted at 205.929.1059. See the Division of Humanities web site for specific times.

**College Chapel Forum**

The College Chapel Forum is an integral part of the student's total educational experience. Its cultural and religious enrichment supplements the core values of the College. All students are required to attend and participate in these forums. Programs are scheduled each Monday and Wednesday during the regular semesters. Other special events will be published on the College web site.

**Upward Bound**

Upward Bound is a Federally funded program designed to generate the skills and motivation necessary for success in post-secondary education among high school students who are potential first-generation college students. The Miles College Upward Bound Project has been in operation for over 40 years. Currently, the program is funded to serve 75 students who attend nine target high schools located in Jefferson County, Alabama.

During the academic year, Upward Bound (UB) participants meet on Saturdays for social, cultural, and academic advising; tutoring; special activity sessions; and counseling. The sessions may include group communication, skill development exercises, and individual and group counseling. High school students who attend classes regularly in Upward Bound are invited to attend the Summer Residential Session held on the College Campus. Students live on campus for six weeks and attend individualized academic and elective classes and experience all aspects of the college environment.

High school students qualify for Upward Bound if they meet the federal low income criteria and if neither parent has received a bachelor's degree.

**Reasons to Join UB**

Academic, cultural and social enrichment; Academic advising and tutoring; College campus tours; Supportive parent group; Saturday sessions and group counseling; Summer residential component; Cultural enhancement field trips; Financial aid awareness; Group and individual counseling; No direct cost to participants.

# ACADEMIC CURRICULUM AND PROGRAMS

## Department of Fundamental Studies

(developmental courses)

**Mission.** The primary mission of the Department of Fundamental Studies is that of preparing students to transition into college level courses. Attention is given to course content, objectives, critical thinking skills, development of common syllabi, common tests, evaluative reports, and improved teaching methods. In order to meet this mission, courses are offered to orientate new students to campus life, teach them strategies to help them to be successful in college, and provide them with specific development to help them reach their academic potential.

**Policies and Procedures.** All freshmen who are required to take developmental classes should take FYA 101-- Orientation to the Academy the first semester that they enter as a freshman. Students who fail FYA 101 should take it the very next semester and thereafter until they pass it with a grade of "C" or better.

Students must successfully complete developmental courses with a grade of "C" or above before enrolling in a major program. Moreover, students are urged not to drop or withdraw from any developmental courses.

**Developmental Courses** (required based on Placement Test results)

|         |                      |         |
|---------|----------------------|---------|
| EN 100  | English Fundamentals | 4 hours |
| MA 100  | Elementary Algebra   | 4 hours |
| REA 100 | College Reading      | 4 hours |

## GENERAL EDUCATION

The General Education curriculum at Miles College prepares students to choose and pursue their major program of study. Regardless of their program of study, all Miles College students must complete the general education core curriculum, which consists of 44 credit hours. The Miles College general education core involves students in rigorous study of the liberal arts as preparation for work and lifelong learning, in the acquisition of verbal, technological, and cultural literacy, through the completion of courses in English composition, speech, humanities, mathematics, computer technology, natural sciences, history, economics and social and behavioral sciences. With this solid foundation in the liberal arts, the College aims to graduate students who seek holistic

development that leads to intellectual, ethical, spiritual and service-oriented lives.

**Mission.** The general education core helps students gain competence in communication skills; scientific and mathematical concepts; and the use of technology. It also helps them to understand how the following factors affect the current problems of our nation and world: socio-economic and political conditions; historical events, and cultural diversity. In addition, students learn skills in interpersonal relationships, physical health, and mental health; they apply these skills to individuals and the community.



**Core Competencies.** communications, critical thinking, global community awareness, technology, and interpersonal skills.

**Policies and Procedures.**

All sections of each general education course follow an identical syllabus and administer a common mid-term and final exam. Daily classroom activities and the order of assignments may vary, but all students are taught the same general education curriculum, irrespective of the section or instructor of the course.

1. Students must make qualifying scores on either the ACT or COMPASS test to take EN 101 and MA 101. If they do not qualify by testing, students must pass EN 100 (English Fundamentals) and MA 100 (Elementary Algebra) in order to take the course.

The General Education Curriculum credit hour requirements are distributed across the following seven distribution areas:

- Written Composition (6 credit hours)
- Humanities and Fine Arts (12 credit hours)
- Natural Sciences and Mathematics (7 credit hours)
- History, Social & Behavioral Sciences (12 credit hours)

2. Students are encouraged to attend extracurricular enrichment events that support the learning outcomes.
3. Students must participate in required departmental and institutional assessments in order to complete general education requirements.
4. Students, who have not declared a major at the time of enrollment (Undecided), are encouraged to follow the General Education Paradigm, taking courses in the suggested sequence.
5. Students, who have chosen a major program of study, should follow the sequence of general education courses outlined on their major paradigm.

- Health and Wellness (3 credit hours)
- Technology (3 credit hours)
- College Orientation (1 credit hour)

# General Education Paradigm

## Freshman Year

| Fall Semester |      |                            |    | Spring Semester |     |                          |    |
|---------------|------|----------------------------|----|-----------------|-----|--------------------------|----|
| FYA           | 101  | Orientation to the Academy | 1  | EN              | 102 | English Composition II   | 3  |
| EN            | 101  | English Composition I      | 3  | SPE             | 111 | Fundamentals of Speech   | 3  |
| MA            | 101  | Intermediate Algebra       | 3  | SS              | 101 | African Amer Experience  | 3  |
| BY            | 101  | General Biology I          | 3  | CIS             | 110 | Computer Literacy        | 3  |
| BY            | 101L | General Biology I Lab      | 1  | RE              | 211 | Survey of World Religion | 3  |
| HI            | 101  | World Civilization I       | 3  |                 |     |                          |    |
|               |      |                            | —  |                 |     |                          | —  |
|               |      |                            | 14 |                 |     |                          | 15 |

## Sophomore Year

| Fall Semester |     |   |    |
|---------------|-----|---|----|
| EN            | 201 | Introduction to Literature <b><u>OR</u></b> |    |
| EN            | 202 | World Masterpieces                          | 3  |
| HUM           | 201 | Humanities                                  | 3  |
| PS            | 201 | Intro to American Gov                       | 3  |
| EC            | 201 | Prin of Macroeconomics                      | 3  |
| PSY           | 201 | General Psychology                          | 3  |
|               |     |   | —  |
|               |     |   | 15 |

Total: 44 hours

Effective Fall 2013

## HONORS CURRICULUM

The Honors Curriculum is designed for special students who engage in deliberate, systematic scholarship and cultural enrichment that lead to a baccalaureate degree, with the designation “Honors Scholar.” To complete this program, students will complete a minimum **of 18 Honors hours**. None of these hours will be additional to the regular college requirements. Attendance and presentations at Regional and National Honors Conferences may count toward completing the program as determined by the Director of Honors Curriculum.

### Honors Curriculum Membership

A student must meet the following conditions to be accepted into the Miles College Honors Curriculum:

**Incoming Freshman:**

- Recipient of Presidential, Dean A, or Dean B Scholarship

**Continuing and Transfer Students:**

- GPA of 3.2 and above
- Completion of an admission application which includes an essay of intent
- 3 letters of recommendation
- Interview by the Honors Curriculum Director

**Continuing Eligibility.** A student must maintain a G.P.A of 3.0 to stay eligible as a member of the honors curriculum. A student whose GPA drops below 3.0 will be put on probation for one academic year. The student regains eligibility as soon as the GPA requirements are met. Failure to meet the GPA requirement, after one year, will lead to suspension from the honors curriculum.

**Honors Curriculum.** The Honors Council has the responsibility of creating new courses, planning special trips and cultural activities, and setting policies and procedures to be followed by the Honors Curriculum.

## HONORS CURRICULUM PARADIGM

The honors core courses replaces courses paralleled with required general education courses, as indicated. An honors curriculum student may select courses between the honors core or honors elective option. Courses may meet requirements in general education, free elective or as a major elective in its relevant discipline. It is recommended that honor courses are selected as sequenced on the major program paradigm.

*Note: Only students accepted in the Honors Curriculum may enroll in Honors Core Courses.*

**Honors Course**

|           |                        |   |
|-----------|------------------------|---|
| BY 101-H  | General Biology I      | 3 |
| BY 101L-H | General Biology I Lab  | 1 |
| EC 201-H  | Prin of Macroeconomics | 3 |
| EC 202-H  | Prin of Microeconomics | 3 |
| EN 101-H  | English Composition I  | 3 |
| EN 102-H  | English Composition II | 3 |
| HI 101-H  | World Civilization     | 3 |
| HI 102-H  | World Civilization II  | 3 |
| HUM 201-H | Humanity and the Arts  | 3 |
| PSY 201-H | Nature of Human Nature | 3 |
| RE 340-H  | Black Theology         | 3 |
| SPE 111-H | Fundamentals of Speech | 3 |
| SS 101-H  | African American Exper | 3 |
| SO 301-H  | South Asia Soc and Cul | 3 |

**Substitution for**

|         |                          |   |
|---------|--------------------------|---|
| BY101   | General Biology I        | 2 |
| BY 101L | General Biology I Lab    | 1 |
| EC 201  | Prin of Macroeconomics   | 3 |
| EC 202  | Prin of Microeconomics   | 3 |
| EN 101  | English Composition I    | 3 |
| EN 102  | English Composition II   | 3 |
| HI 101  | World Civilization       | 3 |
| HI 102  | World Civilization II    | 3 |
| HUM 201 | Humanities               | 3 |
| PSY 201 | General Psychology       | 3 |
| RE 211  | Survey of World Religion | 3 |
| SPE 111 | Fundamental of Speech    | 3 |
| SS 101  | African American Exper   | 3 |

## DIVISION OF BUSINESS AND ACCOUNTING

**MAJOR:** Accounting  
Business Administration  
Management

**MINORS:** Accounting  
Business Administration

### INTRODUCTION/OVERVIEW:

The Division of Business and Accounting offers majors in Accounting, Business Administration, and Management. Students are awarded the Bachelor of Science degree. The courses offered in these programs also prepare students for admission to graduate schools. Students majoring in other disciplines may minor in either Accounting or Business Administration.

**DIVISION MISSION.** The mission of the Business Division is to prepare students for careers in Accounting, Business, and Management by offering relevant courses, providing quality instruction and training in critical skills needed for personal and professional growth. The Division offers courses that prepare students for graduate study, entrepreneurship, and careers in public and corporate sectors.

### Policies and Procedures

- Each student is required to pass each course in the major area with a minimum grade of C.
- Every student must pass the English Proficiency Exam.
- Graduating seniors must pass the Division's Comprehensive Exit Exam with a 70% or higher score.

**PROGRAM ADMISSION:** N/A

### EXIT EXAMINATION:

Candidates for the baccalaureate degree must pass a program exit examination in their senior year with a minimum score of 70%. The exam consists of multiple choice and essay questions. Study materials are available for each program's exit examination. Also, students will be recommended

to take one of the national standardized test (e.g., GMAT, GRE), but the score will not affect the students' graduation.

**Accounting Mission:** The mission of the Accounting program is to educate students in the field of accounting. Undergraduate students will be well prepared for professional careers and graduate studies. Students will be encouraged to complete all degree requirements in a timely fashion through a coordinated program of faculty advising and staff counseling. Internships will be used as an additional vehicle to prepare students for the professional expectations of the work place. Competencies in critical skills in communication, problem solving, use of information technology, and interpersonal relations will be emphasized.

**Business Administration Mission:** The mission of the Business Administration program is to educate students in the field of Business Administration and to enable them to compete responsibly and successfully in a global business environment; emphasizing competencies in critical and analytical skills, communication, and information technology. The students will be educated in the business areas of accounting, finance, management, marketing, and economics, for careers in the private and public sectors, and for graduate studies.

**Management Mission:** The mission of the Management program is to educate students in the field of management for careers in private and public sectors and/or graduate education with emphasis on critical skills in communications, problem solving, use of information technology, and interpersonal relations.

### ORGANIZATIONS:

**ENACTUS** is an international non-profit organization that brings together student, academic and business leaders who are committed to using the power of entrepreneurial action to improve the quality of life and standard of living for people in need.

Guided by academic advisors and business experts, the student leaders of Enactus create and implement community empowerment projects around the globe. The experience not only transforms lives, it helps students develop the kind of talent and perspective that are essential to leadership in an ever-more complicated and challenging world.

**National Association of Black Accountants (NABA) Student Chapter.** The Division of Business and Accounting is a member of NABA. At its core, NABA works diligently to encourage and cultivate interest among minority youth in accounting and finance professions. The student will benefit from the important service that NABA provides such as: recruitment and referral network, education and professional seminars, business management, and executive leadership development, student newsletter, student mentoring and

## ACCOUNTING CURRICULUM

**TOTAL HOURS: 120**

GENERAL EDUCATION: 44 HOURS

MAJOR REQUIREMENTS: 61 hours

|                                       |   |
|---------------------------------------|---|
| AC 211 Principles of Accounting I     | 3 |
| AC 212 Principles of Accounting II    | 3 |
| AC 311 Financial Accounting I         | 3 |
| AC 312 Financial Accounting II        | 3 |
| AC 322 Income Tax Accounting          | 3 |
| AC 411 Accounting Information Systems | 3 |
| AC 414 Cost Accounting                | 3 |
| AC 420 Advanced Accounting            | 3 |
| EC 202 Principles of Microeconomics   | 3 |
| GB 220 Business Mathematics           | 3 |
| GB 302 Business Statistics            | 3 |
| GB 310 Business Ethics                | 3 |
| GB 338 Business Communication         | 3 |
| GB 340 Principles of Marketing        | 3 |
| GB 449 Senior Seminar                 | 1 |
| GB 450 Business Decisions             | 3 |
| GB 360 Principles of Finance          | 3 |
| GB 365 Legal Environment              | 3 |
| MG 381 Principles of Management       | 3 |
| MG 402 Strategic Management           | 3 |
| MG 430 International Business Manag   | 3 |

COGNATES: 3 hours

|                       |   |
|-----------------------|---|
| MA 110 Pre-Calculus I | 3 |
|-----------------------|---|

professional development, scholarship for college students and student conferences with skill enhancing workshops.

**Phi Beta Lambda.** This a national business fraternity that encourages a positive working relationship between business and education through promotion or innovative leadership, self-confidence, competitive abilities, fund-raising experience, good citizenship and business proficiencies. Students are encouraged to participate in order to develop leadership skills and to enrich their academic and social environment.

## CAREER TRENDS:

Graduate study

Entrepreneurship

Careers in public and corporate sectors

MAJOR ELECTIVES: 6 hours

|                                   |   |
|-----------------------------------|---|
| AC 450 Governmental Accounting    | 3 |
| AC 485 Seminar in Fin Acct Theory | 3 |
| AC 490 Accounting Internship      | 3 |
| MG 302H Managerial Skills         | 3 |

FREE ELECTIVES: 6 hours

## ACCOUNTING MINOR: 18 hours

|                                   |   |
|-----------------------------------|---|
| AC 211 Principle of Accounting I  | 3 |
| AC 212 Principle of Accounting II | 3 |
| AC 311 Financial Accounting I     | 3 |
| AC 322 Income Tax Accounting      | 3 |
| GB 314 Microcomputer Applications | 3 |

Business Administration major who wants to minor in accounting must complete the following courses:  
18 hrs

|                                      |   |
|--------------------------------------|---|
| AC 311 Financial Accounting I        | 3 |
| AC 312 Financial Accounting II       | 3 |
| AC 322 Income Tax                    | 3 |
| AC 414 Cost Accounting               | 3 |
| Accounting Electives (300/400 level) | 6 |

## BUSINESS ADMINISTRATION CURRICULUM

**TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 61 hours

|                                      |   |
|--------------------------------------|---|
| AC 211 Principles of Accounting I    | 3 |
| AC 212 Principles of Accounting II   | 3 |
| AC 410 Managerial Accounting         | 3 |
| EC 202 Principles of Microeconomics  |   |
| GB 211 Intro to Business Application | 3 |
| GB 220 Business Mathematics          | 3 |
| GB 302 Business Statistics           | 3 |
| GB 310 Business Ethics               | 3 |
| GB 323 Managerial Economics          | 3 |
| GB 338 Business Communication        | 3 |
| GB 435 Financial Systems & Economy   | 3 |
| GB 340 Principles of Marketing       | 3 |
| GB 360 Principles of Finance         | 3 |
| GB 365 Legal Environment             | 3 |
| GB 449 Senior Seminar                | 3 |
| MG 381 Principles of Management      | 3 |
| MG 402 Strategic Management          | 3 |
| MG 430 International Business Manag  | 3 |
| MG 453 Human Resource Management     | 3 |
| MIS 415 Management Info Systems      | 3 |

COGNATES: 3 hours

|                       |   |
|-----------------------|---|
| MA 110 Pre-Calculus I | 3 |
|-----------------------|---|

MAJOR ELECTIVES: 6 hours

|                                  |   |
|----------------------------------|---|
| AC 311 Financial Accounting I    | 3 |
| AC 312 Financial Accounting II   | 3 |
| AC 322 Income Tax Accounting     |   |
| GB 314 Microcomputer Application | 3 |
| GB 364 Principles of Investment  | 3 |
| GB 370 Personal Finance          | 3 |
| GB 442 Business & the Internet   | 3 |
| GB 460 Entrepreneurship          | 3 |
| GB 498 Internship                | 3 |
| MG 302H Managerial Skills        | 3 |

FREE ELECTIVES: 6 hours

|                                     |   |
|-------------------------------------|---|
| MG 423 Com Technology & Research    | 3 |
| MG 430 International Business Manag | 3 |
| MG 442 Prof Research & Writing      | 3 |
| GB 449 Senior Seminar               | 1 |
| MG 453 Human Resource Manag         | 3 |
| MG 473 Planning & Control           | 3 |
| MIS 415 Management Info Systems     | 3 |

## BUSINESS ADMINISTRATION

MINOR: 18 hours

|                                    |   |
|------------------------------------|---|
| AC 211 Principles of Accounting I  | 3 |
| AC 212 Principles of Accounting II | 3 |
| GB 220 Business Math               | 3 |
| GB 360 Principles of Finance       | 3 |
| MG 381 Principles of Management    | 3 |

Accounting major who wants to minor in Business Administration must complete the following courses: 18 hours

|                                   |   |
|-----------------------------------|---|
| GB 314 Microcomputer Applications | 3 |
| GB 323 Managerial Economics       | 3 |
| GB 364 Principles of Investments  | 3 |
| GB 435 Financial Institutions     | 3 |
| GB Elective (300/400 level)       | 3 |
| MG 453 Human Resource Management  | 3 |

## MANAGEMENT CURRICULUM

TOTAL HOURS: 120

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 61 hours

|                                 |   |
|---------------------------------|---|
| AC 210 Survey of Accounting     | 3 |
| AC 313 Accounting for Managers  | 3 |
| GB 302 Business Statistics      | 3 |
| GB 310 Business Ethics          | 3 |
| GB 338 Buisness Communication   | 3 |
| GB 340 Principles of Marketing  | 3 |
| GB 351 Business Economy         | 3 |
| GB 360 Principles of Finance    | 3 |
| GB 365 Legal Environment        | 3 |
| GB 450 Business Decisions       | 3 |
| MG 381 Principles of Management | 3 |
| MG 390 Organizational Behavior  | 3 |
| MG 402 Strategic Management     | 3 |
| MG 412 Interpersonal Relations  | 3 |

MAJOR ELECTIVES: 9 hours

|                                  |   |
|----------------------------------|---|
| GB 314 Microcomputer Application | 3 |
| GB 370 Personal Finance          | 3 |
| GB 460 Entrepreneurship          | 3 |
| MG 490 Management Internship     | 3 |

FREE ELECTIVES: 6 hours

# Accounting Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                         |       |
|---------------|------|----------------------------|-------|-----------------|-----|-------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II  | 3     |
| EN            | 101  | English Composition I      | 3     | HUM             | 201 | Humanities              | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | SPE             | 111 | Fundamentals of Speech  | 3     |
| BY            | 101  | General Biology I          | 3     | SS              | 101 | African Amer Experience | 3     |
| BY            | 101L | General Biology I Lab      | 1     | MA              | 110 | Pre-Calculus I          | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                         |       |
| HI            | 101  | World Civilization I       | 3     |                 |     |                         |       |
|               |      |                            | <hr/> |                 |     |                         | <hr/> |
|               |      |                            | 17    |                 |     |                         | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                            |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|----------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | AC              | 211 | Principles of Accounting I | 3     |
| EN            | 201 | Introduction to Literature <b>OR</b> |       | EC              | 202 | Prin of Microeconomics     | 3     |
| EN            | 202 | World Masterpieces                   | 3     | PS              | 201 | Intro to American Gov      | 3     |
| GB            | 220 | Business Math                        | 3     | PSY             | 201 | General Psychology         | 3     |
| RE            | 211 | Survey of World Religion             | 3     |                 |     | Free Elective              | 3     |
|               |     | Free Elective                        | 3     |                 |     |                            |       |
|               |     |                                      | <hr/> |                 |     |                            | <hr/> |
|               |     |                                      | 15    |                 |     |                            | 15    |

## Junior Year

| Fall Semester |     |                             |       | Spring Semester |     |                        |       |
|---------------|-----|-----------------------------|-------|-----------------|-----|------------------------|-------|
| AC            | 212 | Principles of Accounting II | 3     | AC              | 311 | Financial Accounting I | 3     |
| GB            | 338 | Business Communication      | 3     | AC              | 322 | Income Tax Accounting  | 3     |
| GB            | 302 | Business Statistics         | 3     | AC              | 414 | Cost Accounting        | 3     |
| GB            | 365 | Legal Environment           | 3     | AC              |     | Elective               | 3     |
| GB            | 340 | Principles of Marketing     | 3     | AC              |     | Elective               | 3     |
|               |     |                             | <hr/> |                 |     |                        | <hr/> |
|               |     |                             | 15    |                 |     |                        | 15    |

## Senior Year

| Fall Semester |     |                          |       | Spring Semester |     |                             |       |
|---------------|-----|--------------------------|-------|-----------------|-----|-----------------------------|-------|
| AC            | 312 | Financial Accounting II  | 3     | AC              | 440 | Auditing                    | 3     |
| GB            | 310 | Business Ethics          | 3     | GB              | 449 | Senior Seminar              | 1     |
| GB            | 450 | Business Decisions       | 3     | AC              | 420 | Advanced Accounting         | 3     |
| AC            | 411 | Accounting Info System   | 3     | MG              | 402 | Strategic Management        | 3     |
| MG            | 381 | Principles of Management | 3     | MG              | 430 | International Business Mang | 3     |
|               |     |                          | <hr/> |                 |     |                             | <hr/> |
|               |     |                          | 15    |                 |     |                             | 13    |

Total: 120 hours

Effective Fall 2014

# Business Administration Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                         |       |
|---------------|------|----------------------------|-------|-----------------|-----|-------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II  | 3     |
| EN            | 101  | English Composition I      | 3     | HUM             | 201 | Humanities              | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | SPE             | 111 | Fundamentals of Speech  | 3     |
| BY            | 101  | General Biology I          | 3     | SS              | 101 | African Amer Experience | 3     |
| BY            | 101L | General Biology I Lab      | 1     | MA              | 110 | Pre-Calculus I          | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                         |       |
| HI            | 101  | World Civilization I       | 3     |                 |     |                         |       |
|               |      |                            | <hr/> |                 |     |                         | <hr/> |
|               |      |                            | 17    |                 |     |                         | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                               |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|-------------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | AC              | 211 | Principles of Accounting I    | 3     |
| EN            | 201 | Introduction to Literature <b>OR</b> |       | EC              | 202 | Prin of Microeconomics        | 3     |
| EN            | 202 | World Masterpieces                   | 3     | GB              | 211 | Intro to Business Application | 3     |
| PS            | 201 | Intro to American Gov                | 3     | GB              | 220 | Business Math                 | 3     |
| PSY           | 201 | General Psychology                   | 3     |                 |     | Free Elective                 | 3     |
| RE            | 211 | Survey of Religion                   | 3     |                 |     |                               |       |
|               |     |                                      | <hr/> |                 |     |                               | <hr/> |
|               |     |                                      | 15    |                 |     |                               | 15    |

## Junior Year

| Fall Semester |     |                             |       | Spring Semester |     |                         |       |
|---------------|-----|-----------------------------|-------|-----------------|-----|-------------------------|-------|
| AC            | 212 | Principles of Accounting II | 3     | AC              | 410 | Managerial Accounting   | 3     |
| GB            | 365 | Legal Environment           | 3     | MG              | 385 | Human Resource Mgmt     | 3     |
| GB            | 338 | Business Communication      | 3     | GB              | 302 | Business Statistics     | 3     |
| MG            | 381 | Principles of Management    | 3     | GB              | 340 | Principles of Marketing | 3     |
|               |     | Free Elective               | 3     | GB              |     | Elective                | 3     |
|               |     |                             | <hr/> |                 |     |                         | <hr/> |
|               |     |                             | 15    |                 |     |                         | 15    |

## Senior Yea

|     |     |                             |       |    |     |                              |       |
|-----|-----|-----------------------------|-------|----|-----|------------------------------|-------|
| GB  | 361 | Principles of Finance       | 3     | GB | 435 | Fin Institutions and Economy | 3     |
| GB  | 323 | Managerial Economics        | 3     | GB | 450 | Business Decisions           | 3     |
| GB  | 310 | Business Ethics             | 3     | GB | 449 | Senior Seminar               | 1     |
| MIS | 415 | Management Info Systems     | 3     | MG | 402 | Strategic Management         | 3     |
| MG  | 430 | International Business Mang | 3     | GB |     | Elective                     | 3     |
|     |     |                             | <hr/> |    |     |                              | <hr/> |
|     |     |                             | 15    |    |     |                              | 13    |

Total: 120 hours

Effective Fall 2015



# Management Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                          |       |
|---------------|------|----------------------------|-------|-----------------|-----|--------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II   | 3     |
| EN            | 101  | English Composition I      | 3     | HUM             | 201 | Humanities               | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | SPE             | 111 | Fundamentals of Speech   | 3     |
| BY            | 101  | General Biology I          | 3     | SS              | 101 | African Amer Experience  | 3     |
| BY            | 101L | General Biology I Lab      | 1     | RE              | 211 | Survey of World Religion | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                          |       |
| HI            | 101  | World Civilization I       | 3     |                 |     |                          |       |
|               |      |                            | <hr/> |                 |     |                          | <hr/> |
|               |      |                            | 17    |                 |     |                          | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                          |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|--------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | AC              | 210 | Survey of Accounting     | 3     |
| EN            | 201 | Introduction to Literature <u>OR</u> |       | GB              | 365 | Legal Environment        | 3     |
| EN            | 202 | World Masterpieces                   | 3     | GB              | 338 | Business Communication   | 3     |
| PS            | 201 | Intro to American Gov                | 3     | MG              | 381 | Principles of Management | 3     |
| PSY           | 201 | General Psychology                   | 3     |                 |     | Free Elective            | 3     |
|               |     | Free Elective                        | 3     |                 |     |                          |       |
|               |     |                                      | <hr/> |                 |     |                          | <hr/> |
|               |     |                                      | 15    |                 |     |                          | 15    |

## Junior Year

| Fall Semester |     |                           |       | Spring Semester |     |                         |       |
|---------------|-----|---------------------------|-------|-----------------|-----|-------------------------|-------|
| MG            | 390 | Organizational Behavior   | 3     | GB              | 310 | Business Ethics         | 3     |
| GB            | 351 | Business Economics        | 3     | GB              | 370 | Marketing Management    | 3     |
| GB            | 302 | Business Statistics       | 3     | MIS             | 415 | Management Info Systems | 3     |
| AC            | 313 | Accounting for Management | 3     | MG              | 423 | Computer Tech Research  | 3     |
| GB            | 361 | Principles of Finance     | 3     | MG              | 442 | Prof Research & Writing | 3     |
|               |     |                           | <hr/> |                 |     |                         | <hr/> |
|               |     |                           | 15    |                 |     |                         | 15    |

## Senior Year

| Fall Semester |     |                      |       | Spring Semester |     |                             |       |
|---------------|-----|----------------------|-------|-----------------|-----|-----------------------------|-------|
| MG            | 453 | Human Resource Mgmt  | 3     | MG              | 420 | Interpersonal Relations     | 3     |
| MG            | 402 | Strategic Management | 3     | MG              | 430 | International Business Mgmt | 3     |
| GB            | 450 | Business Decisions   | 3     | MG              | 473 | Planning & Control          | 3     |
| MG            |     | Elective             | 3     | MG              |     | Elective                    | 3     |
| MG            |     | Elective             | 3     | GB              | 449 | Senior Seminar              | 1     |
|               |     |                      | <hr/> |                 |     |                             | <hr/> |
|               |     |                      | 15    |                 |     |                             | 13    |

Total: 120 hours

Effective Fall 2015

## DIVISION OF COMMUNICATIONS

**MAJOR:** Communications

**CONCENTRATIONS:**

Journalism and Public Relations  
Electronic and Visual Communications  
Management and Communications Law

**MINOR:** No

**INTRODUCTION/OVERVIEW:**

The Division of Communications began as the Department of Communications. The College elevated the Department to a Division in the Summer of 1999. The transformation moved Communications from the Division of Humanities and established it as an autonomous academic unit. The Division's office is in Room 104 in the Learning Resources Center. The phone number is 205.929.1609.

The curriculum of the unit is designed to coincide with the missions of the College and the Division. The curriculum consists of 26 courses organized into three areas of specialization: Journalism and Public Relations, Electronic and Visual Communications and Management and Communications Law. A total of 120 hours are needed to complete the program.

**DIVISION MISSION:**

The mission of the Communications program is to graduate students with a Bachelor of Arts degree in Communications based on their demonstrated knowledge of mass media; verbal, written and visual skills; and digital technology.

**PROGRAM ADMISSION:** N/A

**EXIT EXAMINATION:**

Before graduating, all Communications students must pass the Division's Senior EXIT Examination with a score of 70 percent or higher on each of the three parts: core knowledge, newswriting and digital technology. This comprehensive exam is administered in the Division on the second Friday of each month. Students may take the Exit Exam as early as the first semester of their senior year. They must, however, first pass the English Proficiency Exam.

The general knowledge section of the Exam measures students' abilities to demonstrate communications acumen, such as theories associated with mass communication, laws particularly applicable to mass media and research methods. The newswriting section assesses students' abilities to write stories/articles appropriate for dissemination through hardcopy and online newspapers. Lastly, the third section is used to assess students' knowledge of digital technology.

The Division distributes study guides to assist students' preparation for the exam. The Division's faculty also schedules at least one week before each exam a meeting with test-takers to answer questions.

**Senior Portfolio**

All students must individually present their Senior Portfolio to the Division's faculty. Students must earn at least a score of 70 percent in order to graduate. Prospective Spring and Summer graduates present their Portfolio in April while prospective Fall graduates present in November.

**ORGANIZATIONS:**

There are many opportunities for communications majors to enrich their experiences in the program, gain exposure to professionals and their work and interact with the community.

**The Communications Club** consists of majors and non-majors who are interested in going beyond the classroom and getting involved in activities that are communications centered. The club meets twice per month and is engaged in a number of projects. These include forums, workshops and training sessions involving professionals in the field, fundraisers, attending communications conferences and outings and participating outreach and community programs.

**Miles College Association of Black Journalists (MCABJ)** is an affiliate student chapter of the National Association of Black Journalists (NABJ). MCABJ works under the auspices of NABJ. MCABJ represents the interests of African Americans in the field of Mass Communication. Students benefit from the important services NABJ provides such as: scholarships, internships, mentorship programs, multimedia short courses,

student projects and networking with professional journalists. By being a part of MCABJ, students promote the Communications Division, host and organize educational programs, visit neighboring high schools and work on community service projects.

**The Milean** is the campus student newspaper. Both majors and non-majors staff the paper. The publication is produced three times per semester to develop their skills in all aspects of print journalism, including layout, design, photography reporting, editing and management.

**MC-TV: Studio** is a television program produced by the Division of Communications. As a cable access program, the show runs on the local Brighthouse Cable system, as well as the campus' close-circuit cable operation. MC-TV: Studio is a news magazine utilizing student on-air talent in both pre- and post-production. Programs highlight current events and happenings of the College and the community and are entertaining and informative.

#### **CAREER TRENDS:**

**Journalism and Public Relations (J&PR)** is a concentration involving work in print journalism, while public relations involves work in persuasive media. J&PR also includes instruction in advertising. The specialization prepares the student for jobs, including newspaper reporter, magazine writer, public relations professional and copy writer such as a scriptwriter of radio and television commercials.

**Electronic and Visual Communications (E&VC)** concerns broadcast media, which mostly includes television and radio but also involves still photography. The specialization prepares the student to work entry-level positions including photographer, camera operator, production assistant and on-air talent such as field reporter or disk jockey.

**Management and Communications Law (M&CL)** is designed for students interested in the general principles of communications theory, research and case studies. M&CL prepares students for entry-level leadership roles in broadcasting, cable, sales, customer service, human resources, training and development, labor relations and employment in

regulatory agencies, such as the Federal Communications Commission.

#### **COMMUNICATIONS CURRICULUM**

**TOTAL HOURS: 120**

**GENERAL EDUCATION:** 44 hours

**MAJOR REQUIREMENTS:** 28 hours

|        |                             |   |
|--------|-----------------------------|---|
| CO 305 | Intro to Public Speaking    | 3 |
| CO 310 | Intro to Mass Communication | 3 |
| CO 320 | Intro to Media Writing      | 3 |
| CO 355 | News Reporting              | 3 |
| CO 360 | Digital Video I             | 3 |
| CO 425 | Media Law and Ethics        | 3 |
| CO 455 | Media Research Methods      | 3 |
| CO 480 | Senior Project              | 3 |
| CO 490 | Internship                  | 4 |

**COGNATES:** 12 hours

|         |                             |   |
|---------|-----------------------------|---|
| GB 211  | Intro to Bus Application    | 3 |
| EN 301  | Grammar and Linguistics     | 3 |
| SPA 101 | Spanish I (French, Arabic)  | 3 |
| SPA 102 | Spanish II (French, Arabic) | 3 |

**MAJOR ELECTIVES:** 33 hours

Additional hours required may be selected outside the area of concentration.

#### **Journalism and Public Relations Concentration**

|        |                           |   |
|--------|---------------------------|---|
| CO 340 | Advertising               | 3 |
| CO 350 | PR and Message Design     | 3 |
| CO 356 | Milean Lab                | 3 |
| CO 375 | Advanced Media Writing    | 3 |
| CO 390 | Print Layout and Design   | 3 |
| CO 430 | Scriptwriting             | 3 |
| CO 451 | PR Strategies and Tactics | 3 |

#### **Electronic and Visual Communications Concentration**

|        |                             |   |
|--------|-----------------------------|---|
| CO 345 | Photographic Imaging        | 3 |
| CO 370 | Digital Video II            | 3 |
| CO 410 | Broadcast and Cable Program | 3 |
| CO 420 | Digital Video III           | 3 |
| CO 421 | MC-TV: Studio Lab           | 3 |
| CO 430 | Scriptwriting               | 3 |

#### **Management and Communications Law Concentration**

|        |                             |   |
|--------|-----------------------------|---|
| CO 410 | Broadcast and Cable Program | 3 |
| CO 415 | Telecommunications Manag    | 3 |
| CO 460 | Broadcast Regulations       | 3 |
| GB 365 | Legal Environment           | 3 |

**FREE ELECTIVE:** 3 hours

# Communications Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                         |       |
|---------------|------|----------------------------|-------|-----------------|-----|-------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II  | 3     |
| BY            | 101  | General Biology            | 3     | SPE             | 111 | Speech                  | 3     |
| BY            | 101L | General Biology I          | 1     | SS              | 101 | African Amer Experience | 3     |
| EN            | 101  | English Composition I      | 3     | HUM             | 201 | Humanities              | 3     |
| HI            | 101  | World Civilization         | 3     | RE              | 211 | Survey of Religion      | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                         |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                         |       |
|               |      |                            | <hr/> |                 |     |                         | <hr/> |
|               |      |                            | 17    |                 |     |                         | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                         |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|-------------------------|-------|
| EN            | 201 | Introduction to Literature <b>OR</b> |       | EC              | 201 | Prin of Macroeconomics  | 3     |
| EN            | 202 | World Masterpieces                   | 3     | CO              | 305 | Public Speaking         | 3     |
| PSY           | 201 | General Psychology                   | 3     | FL              | 102 | Spanish or French       | 3     |
| PS            | 201 | Intro to American Gov                | 3     | CO              |     | Communications Elective | 3     |
| FL            | 101 | Spanish or French                    | 3     |                 |     | Free Elective           | 3     |
| GB            | 211 | Intro to Business Application        | 3     |                 |     |                         |       |
|               |     |                                      | <hr/> |                 |     |                         | <hr/> |
|               |     |                                      | 15    |                 |     |                         | 15    |

## Junior Year

| Fall Semester |     |                         |       | Spring Semester |     |                         |       |
|---------------|-----|-------------------------|-------|-----------------|-----|-------------------------|-------|
| CO            | 310 | Intro to Mass Comm      | 3     | EN              | 301 | Grammar and Linguistics | 3     |
| CO            | 360 | Digital Video I         | 3     | CO              | 355 | News Reporting          | 3     |
| CO            | 320 | Intro to Media Writing  | 3     | CO              |     | Communications Elective | 3     |
| CO            |     | Communications Elective | 3     | CO              |     | Communications Elective | 3     |
| CO            |     | Communications Elective | 3     | CO              |     | Communications Elective | 3     |
|               |     |                         | <hr/> |                 |     |                         | <hr/> |
|               |     |                         | 15    |                 |     |                         | 15    |

## Senior Year

| Fall Semester |     |                         |       | Spring Semester |     |                         |       |
|---------------|-----|-------------------------|-------|-----------------|-----|-------------------------|-------|
| CO            | 425 | Media Law and Ethics    | 3     | CO              | 480 | Senior Project          | 3     |
| CO            | 455 | Media Research Methods  | 3     | CO              |     | Communications Elective | 3     |
| CO            | 490 | Internship              | 4     | CO              |     | Communications Elective | 3     |
| CO            |     | Communications Elective | 3     | CO              |     | Communications Elective | 3     |
| CO            |     | Communications Elective | 3     |                 |     |                         |       |
|               |     |                         | <hr/> |                 |     |                         | <hr/> |
|               |     |                         | 16    |                 |     |                         | 12    |

Total: 120 hours

Effective Fall 2014

## **DIVISION OF EDUCATION**

### **MAJORS:**

Biology/Biology Education  
Biology/General Science Education  
Chemistry/Chemistry Education  
Child Development  
Early Childhood Education  
Elementary Education  
English/Language Arts Education  
History/Social science Education  
Mathematics/Mathematics Education  
Music/Music Education-Choral (Inactive)  
Music/Music Education-Instrumental

**MINOR:** No

### **ACCREDITATION:**

National Council for Accreditation of Teacher Education (NCATE) since April 2008.

The Division of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher preparation programs at Miles College. However, the accreditation does not include individual education courses that the College offers to P-12 educators for professional development, relicensure or other purposes.

The College is a member of the American Association of Colleges of Teacher Education (AACTE) ([www.aacte.org](http://www.aacte.org)). All teacher education programs have been approved by the Alabama State Department of Education.

In compliance with the requirements of Title II of the Higher Education Act, a copy of the College's most-recent annual report on its teacher education program may be obtained from the Alabama State Department of Education Web site ([www.alsde.edu](http://www.alsde.edu)). Once at the site, select reports, teacher pre report cards, Miles College, to access the most recent report.

### **INTRODUCTION/OVERVIEW:**

The Division of Education offers the bachelor of science degrees in the programs above that meet the Alabama Department of Education teacher certification requirements. Candidates who

complete teacher certification at Miles College are designated as "Highly Qualified." The Division also offers a degree in Child Development. This is a non-certification program for individuals interested in working with young children and their families.

### **DIVISION MISSION:**

The mission of the Division of Education follows the mission of the college to ensure that teacher education candidates "seek holistic development that leads to intellectual, ethical, spiritual, and service oriented lives." This includes providing a liberal arts curriculum along with content mastery courses and teaching pedagogy that maximize the diversity and creativity essential to teaching education. Faculty professional involvement with candidates contributes to a learning environment that stimulates the life-long learning that undergirds teaching effectiveness. The Division manifests this concept by providing opportunities for candidates to continue learning as they progress through their programs of study. Courses are designed to help candidates to develop the knowledge, skills, and dispositions that they will need to work effectively with students in P-12 schools.

### **THE CONCEPTUAL FRAMEWORK:**

The conceptual framework for the Division of Education is described as "The Educator: A Facilitator of Learning." The teacher is a catalyst for learning to take place. Students acquires the knowledge needed to transfer to the students, creates the climate for learning to take place, initiates activities that are meaningful to the students, and provides encouragement for student learning to take place in P-12 schools. The coursework and performance-based activities allow teacher candidates to enhance their abilities in these four areas so that they will be highly qualified effective teachers. The Division of Education has designed programs of study that meet the needs of the teacher candidates in these four areas to prepare educators to work in P-12 schools:

1. Acquiring Knowledge
2. Creating a Climate for Learning

3. Initiating Meaningful Activities
4. Providing Encouragement

#### PROGRAM OBJECTIVES

1. To satisfy Alabama State Department of Education requirements for all programs of study offered that lead to Class B Teaching Certificates.

2. To assist candidates in developing attitudes, knowledge and technical competencies required to teach pre-school, early childhood, middle and secondary students.

3. To assist candidates in acquiring a quality professional background will enable them to pursue graduate work in education and/or education-related areas.

4. To provide in-service training for pre-school, early childhood/elementary and secondary teachers.

**PROGRAM ADMISSION:** (Child Development): N/A

**EXIT EXAMINATION:** Child Development  
All students must pass the Division's Senior EXIT Examination with a score of 70 percent or higher.

#### **PROGRAM ADMISSION (certification programs)**

**Phases in the Assessment System.** All candidates in programs to meet the Alabama Department of Education teacher certification requirements must follow the Division's assessment system. The transition points in the assessment system involve four phases.

**Transition I:** Admission to Miles College (*See also General Admissions Information*).

1. Completed admission application.
2. Submitted official secondary school transcript or GED certificate with official scores.
3. Completed transfer review process if a transfer candidate.
  - a. submitted official credentials from prior institutions, and

b. maintained at least a "C" or higher grade at an accredited institution for transfer of credit to be considered for courses equivalent to those offered at Miles College.

**Transition II: Admission into the Teacher Education Program (TEP)** by completing the admission form and documentation of:

1. Successful completion of 60 semester hours with an official transcript including both transferred grades from a regionally accredited institution and grades from the last semester's work on file in the Division of Education.
2. Successful completion of the following five pre-requisite professional studies courses:  
ED 209 Introduction to Teaching  
or MU 303 Intro to Music Ed  
ED 300 Technology for Teachers  
or MU 305 Music Technology  
ED 319 Exceptional Child  
or MU 347 Music for Excep Child  
ED 350 Foundations of Education  
PSY 301 Educational Psychology  
\*No other professional studies courses allowed prior to admission into the TEP.
3. An overall average of 2.8 or above and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
4. Passing the Alabama Basic Skills Test and the English Proficiency Examination (EPE).
5. Membership in the Education Club and a professional educational organization such as SAEA, AEA, AFT or any other that provides professional development and liability coverage.
6. Background check performed by the Alabama State Department of Education (ABI and FBI).
7. Recommendation from the major advisor.
8. Submission of candidate portfolio which includes: an autobiographical sketch, philosophy of education and a "best sample" of the candidate's work from pre-TEP education courses.
9. Successful TEP interview.

Review of the completed application and the TEP interview are done by the TEP interview committee. Each candidate is notified in writing that the TEP application has been:

**Approved.** Candidates must continue to make satisfactory progress.

**Disapproved.** Candidates are informed of deficiencies and advised that they should apply at a later date after working with their advisors to remove the deficiencies. Removal of the deficiencies may include, but is not limited to, the candidate enrolling in additional course work, resubmitting the portfolio and/or completing another interview.

**Disapproved.** Candidates are referred to the Counseling, Advising and Testing Center (CAT) for advising concerning selecting another major.

**Transition III: Admission to Internship:** Candidates must submit an application by midterm the semester prior to internship. The application must include an official transcript and proof of:

1. An overall average of 2.8 and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
2. Passage of the appropriate PRAXIS II examination.
3. Membership in the Education Club and a professional organization.
4. A favorable recommendation from the respective division.
5. Completion of all required courses.

Upon acceptance of the internship application, internship candidates must obtain an internship jacket and participate in the “Official TEP Internship Ceremony” to be fully admitted into the internship.

**Transition IV. Exiting the Program:** Candidates must provide documentation of:

1. Maintaining membership in the Education Club and a professional organization.
2. Maintaining the required overall 2.8 GPA and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
3. Successful completion of the internship and exit portfolio.
4. Completed senior checklist.

## **ALL EDUCATION MAJORS MUST CONSULT THEIR ADVISORS EVERY SEMESTER FOR UPDATES ON CERTIFICATION AND GRADUATION REQUIREMENTS.**

It is the policy of Miles College to provide remediation, at no cost, to individuals who receive less than the required minimum composite on the teacher evaluation score, Educate Alabama, within two (2) years of initial teaching experience.

**Observation and Student Teaching (Internship):** All education majors are required to enroll in ED 450. ED 450 Observation and Student Teaching is an intensive and extensive practicum required for all early childhood, elementary and secondary majors. For early childhood programs, the internship shall include a pre-school or kindergarten placement and a placement in grades 1, 2 or 3 unless substantial field experiences were completed at both levels. For elementary education (K-6) programs, the internship shall include lower elementary (grades K-3) and upper elementary (grades 4-6) placements unless substantial field experiences were completed at both levels. Observation and Student Teaching (Internship) provides the candidate opportunities to interpret and synthesize theory through a variety of realistic, planned experiences in the school and community. It is an opportunity for the candidate to assume increasing responsibility for guiding the experiences of a group of learners. Internships shall be full-time in the schools for a full semester. ED 450 is only offered during the Fall and Spring semesters.

Candidates who plan to enroll in ED 450 must file an application with the Division of Education office by midterm the semester prior to enrollment as outlined in Transition III of the assessment system. Candidates are admitted only after a thorough and comprehensive review of their records. Candidates are officially assigned to schools by the Director of Field Experience and Clinical Practice who works with superintendents, principals and teachers of selected schools in the districts with which the College has developed ongoing partnerships. This allows college faculty and school faculty to

jointly design, implement, evaluate and place candidates in schools for field experience and clinical practice.

**Laboratory and Field Experiences:** Beginning with the first professional course, ED 209, Introduction to Teaching or MU 303, Introduction to Music Education, each candidate shall participate in extended field experiences with specific purposes and assessments. Candidates shall acquire a minimum of **150** contact hours in their major area at the elementary, middle and/or high school level prior to internship. All Lab/Field experiences must be assigned and approved by the classroom teacher and the Director of Field Experience and Clinical Practice.

## **DUAL CERTIFICATION PROGRAM IN ELEMENTARY AND EARLY CHILDHOOD EDUCATION**

The Early Childhood Education program leads to a Bachelor of Science degree and to Class B Teacher Certification in the areas of Early Childhood and Elementary Education. The program is designed to prepare teachers for grades P-6.

development, early childhood curriculum and approaches to child and family services. Because of the program's interdisciplinary focus, graduates with a Child Development major are able to select from numerous professions that offer services to children and families or to continue their studies in related fields such as speech pathology, child-life, special education, early intervention, and counseling. Graduates seek careers in hospitals, residential programs, childcare centers, Head Start programs, children museums and state agencies.

## **CHILD DEVELOPMENT CURRICULUM TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 63 hours

|                                   |   |
|-----------------------------------|---|
| ED 209 Introduction to Teaching   | 3 |
| ED 300 Technology for Teachers    | 3 |
| ED 302 Introduction to Curriculum | 3 |
| ED 306 Principles of Teaching P-6 | 3 |

## **ORGANIZATIONS:**

**The Education Club.** All students seeking teaching certificates in early childhood, elementary and secondary programs must maintain active membership in the Education Club throughout their tenure as education majors at the College.

**Kappa Delta Phi.** Kappa Delta Pi, International Honors Society in Education, is a prestigious organization that includes the world's best and brightest scholars and practitioners in education. Candidates with GPAs of 3.0 and higher may be invited to join Kappa Delta Pi. Kappa Delta Pi provides candidates with opportunities for enrichment and lifelong resources for professional growth and renewal.

## **CHILD DEVELOPMENT CAREERS**

Child Development is the ideal program for students who wish to understand children and families and wish to seek a fulfilling career in the helping professions.

The Child Development degree provides students with an understanding of child

|                                      |   |
|--------------------------------------|---|
| ED 319 Educ of Exceptional Child     | 3 |
| ED 325 Home/School/Community P-6     | 3 |
| ED 341 Visual & Perform Arts         | 3 |
| ED 350 Soc History & Phil Foundation | 3 |
| ED 401 Literature and Soc Develop    | 3 |
| ED 405 Teaching Elem Lang Arts       | 3 |
| ED 406 Teaching Elem Science         | 3 |
| ED 407 Teaching Elem Math            | 3 |
| ED 408 Teaching Elem Social Studies  | 3 |
| ED 409 Teaching Beg Read & Phonic    | 3 |
| ED 413 Dia-Prescrip Teach of Reading | 3 |
| ED 440 Fied Studies in Early Child   | 3 |
| ED 448 Classroom Management          | 3 |
| HP 324 Elem Methods in Health & PE   | 3 |
| PE 122 Personal & Community Health   | 3 |
| PSY 301 Educational Psychology       | 3 |
| SWK 300 Introduction to Social Work  | 3 |

COGNATES: 13 hours

|                                 |   |
|---------------------------------|---|
| BY 201 General Biology II       | 3 |
| BY 202L General Biology Lab II  | 1 |
| MA 113 Arithematic for Teachers | 3 |
| SPA 101 Elementary Spanish I    | 3 |
| SPA 102 Elementary Spanish II   | 3 |



**Contact your advisor in the Division of Education for the selection of major courses required in the certification programs:**

Early Childhood Education  
Elementary Education  
Biology/Biology Education  
Biology/General Science Education  
Chemistry/Chemistry Education  
English/Language Arts Education  
History/Social Science Education  
Mathematics/Mathematics Education  
Music/Music Education—Choral  
Music/Music Education--Instrumental

**EARLY CHILDHOOD EDUCATION CURRICULUM**

(Leading to the bachelor of science degree with Class B teacher certification from the State of Alabama.

General Education: 44 hours

Contact the Division of Education in the selection of required courses.

**ELEMENTARY EDUCATION CURRICULUM**

Leads to the bachelor of science degree with Class B Teacher Certification from the State of Alabama.

General Education: 44 hours

Contact the Division of Education in the selection of major courses required.

**SEONDRARY EDUCATION CURRICULUM**

General Education: 44 hours

The secondary education programs lead to the bachelor of science degrees (or bachelor of music education) and to Class B Teacher Certification from the State of Alabama.

Candidates seeking certification in two or more related fields (e.g., chemistry education and general science education) the internship may be divided between the two teaching fields. The programs are designed to prepare teachers of grades 7-12.

# BIOLOGY/BIOLOGY EDUCATION

## FRESHMAN YEAR

| Fall Semester      |      |                            |           | Spring Semester    |      |                            |           |
|--------------------|------|----------------------------|-----------|--------------------|------|----------------------------|-----------|
| EN                 | 101  | English Composition I      | 3         | EN                 | 102  | English Composition II     | 3         |
| BY                 | 101  | General Biology I          | 3         | ED                 | 209  | Introduction to Teaching # | 3         |
| BY                 | 101L | General Biology I Lab      | 1         | PSY                | 201  | General Psychology         | 3         |
| MA                 | 101  | Intermediate Algebra       | 3         | MA                 | 110  | Pre-Calculus I             | 3         |
| FYA                | 101  | Orientation to the Academy | 1         | CH                 | 110  | Chemical Concepts          | 3         |
| SPE                | 111  | Fundamentals of Speech     | 3         | CH                 | 110L | Chemical Concepts Lab      | 1         |
| HI                 | 101  | World Civilization         | 3         |                    |      |                            |           |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |      |                            | <b>16</b> |

## SOPHOMORE YEAR

| Fall Semester      |      |                               |           | Spring Semester    |      |                          |           |
|--------------------|------|-------------------------------|-----------|--------------------|------|--------------------------|-----------|
| MA                 | 111  | Pre-Calculus II               | 3         | BY                 | 304  | Genetics                 | 3         |
| CH                 | 131  | General Chemistry I           | 3         | BY                 | 304L | Genetics Lab             | 1         |
| CH                 | 131L | General Chemistry I Lab       | 1         | ED                 | 300  | Technology for Teachers# | 3         |
| PS                 | 201  | Intro to Government           | 3         | ED                 | 350  | Foundation of Education# | 3         |
| ED                 | 319  | Ed. of the Exceptional Child# | 3         | CH                 | 132  | General Chemistry II     | 3         |
| PSY                | 301  | Educational Psychology#       | 3         | CH                 | 132L | General Chemistry II Lab | 1         |
|                    |      |                               |           | BY                 | 210  | Zoology                  | 3         |
|                    |      |                               |           | BY                 | 210L | Zoology Lab              | 1         |
| <b>Total Hours</b> |      |                               | <b>16</b> | <b>Total Hours</b> |      |                          | <b>18</b> |

## JUNIOR YEAR

| Fall Semester      |      |                              |           | Spring Semester    |      |                             |           |
|--------------------|------|------------------------------|-----------|--------------------|------|-----------------------------|-----------|
| PH                 | 301  | Physics                      | 3         | PH                 | 302  | General Physics             | 3         |
| PH                 | 301L | Physics Lab                  | 1         | PH                 | 302L | General Physics Lab         | 1         |
| ED                 | 445  | Evaluations and Measurements | 3         | BY                 |      | Elective                    | 3         |
| BY                 |      | Elective                     | 4         | CH                 | 306  | Organic Chemistry II        | 3         |
| CH                 | 305  | Organic Chemistry            | 3         | CH                 | 306L | Organic Chemistry II        | 1         |
| CH                 | 305L | Organic Chemistry Lab        | 1         | ED                 | 400  | Mat & Meth Teach Sec Sub    | 2         |
| EN                 | 201  | Intro to Literature          | 3         | ED                 | 421  | M & M Teach Science         | 1         |
|                    |      |                              |           | ED                 | 412  | Teach. Read in Content Area | 3         |
| <b>Total Hours</b> |      |                              | <b>18</b> | <b>Total Hours</b> |      |                             | <b>17</b> |

### Summer Semester

|    |     |                   |   |
|----|-----|-------------------|---|
| MA | 201 | Analytic Geometry | 4 |
|----|-----|-------------------|---|

## SENIOR YEAR

| Fall Semester      |      |                           |           | Spring Semester    |     |                        |           |
|--------------------|------|---------------------------|-----------|--------------------|-----|------------------------|-----------|
| BY                 | 405  | Microbiology/Elective     | 3         | BY                 | 449 | Senior Seminar         | 2         |
| BY                 | 405L | Microbiology/Elective Lab | 1         | ED                 | 449 | Senior Seminar         | 1         |
| BY                 | 406  | Mol. Bio & Genetics       | 3         | ED                 | 450 | Observation & Teaching | 12        |
| BY                 | 406L | Mol. Bio & Genetics Lab   | 1         |                    |     |                        |           |
| BY                 | 407  | Biochemistry              | 3         |                    |     |                        |           |
| BY                 | 407L | Biochemistry Lab          | 1         |                    |     |                        |           |
| ED                 | 448  | Classroom Management      | 3         |                    |     |                        |           |
| HUM                | 201  | Humanities                | 3         |                    |     |                        |           |
| <b>Total Hours</b> |      |                           | <b>18</b> | <b>Total Hours</b> |     |                        | <b>14</b> |

# Courses required for entrance into TEP

**Total: 138 hours**

# BIOLOGY/GENERAL SCIENCE EDUCATION

## FRESHMAN YEAR

| Fall Semester      |      |                            |           | Spring Semester    |      |                               |           |
|--------------------|------|----------------------------|-----------|--------------------|------|-------------------------------|-----------|
| EN                 | 101  | English Composition I      | 3         | EN                 | 102  | English Composition II        | 3         |
| BY                 | 101  | General Biology I          | 3         | CH                 | 110  | Chemical Concepts             | 3         |
| BY                 | 101L | General Biology I Lab      | 1         | CH                 | 110L | Chemical Concepts Lab         | 1         |
| MA                 | 101  | Intermediate Algebra       | 3         | PSY                | 201  | General Psychology            | 3         |
| FYA                | 101  | Orientation to the Academy | 1         | MA                 | 110  | Pre Calculus I                | 3         |
| SPE                | 111  | Fundamentals of Speech     | 3         | ED                 | 319  | Ed. of the Exceptional Child# | 3         |
| HI                 | 101  | World Civilization         | 3         |                    |      |                               |           |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |      |                               | <b>16</b> |

## SOPHOMORE YEAR

| Fall Semester      |      |                                      |           | Spring Semester    |      |                           |           |
|--------------------|------|--------------------------------------|-----------|--------------------|------|---------------------------|-----------|
| MA                 | 111  | Pre Calculus II                      | 3         | BY                 | 304  | Genetics                  | 3         |
| CH                 | 131  | General Chemistry                    | 3         | BY                 | 304L | Genetics Lab              | 1         |
| CH                 | 131L | General Chemistry Lab                | 1         | ED                 | 300  | Technology for Teachers#  | 3         |
| ED                 | 209  | Introduction to Teaching#            | 3         | ED                 | 350  | Foundations of Education# | 3         |
| EN                 | 201  | Introduction to Literature <b>OR</b> | 3         | CH                 | 132  | General Chemistry II      | 3         |
| PSY                | 301  | Educational Psychology               |           | CH                 | 132L | General Chemistry II Lab  | 1         |
|                    |      |                                      |           | BY                 | 210  | Zoology                   | 3         |
|                    |      |                                      |           | BY                 | 210L | Zoology Lab               | 1         |
| <b>Total Hours</b> |      |                                      | <b>16</b> | <b>Total Hours</b> |      |                           | <b>18</b> |

## JUNIOR YEAR

| Fall Semester      |      |                              |           | Spring Semester    |      |                             |           |
|--------------------|------|------------------------------|-----------|--------------------|------|-----------------------------|-----------|
| PH                 | 301  | Physics                      | 3         | PH                 | 302  | General Physics             | 3         |
| PH                 | 301L | Physics Lab                  | 1         | PH                 | 302L | General Physics Lab         | 1         |
| ED                 | 445  | Evaluations and Measurements | 3         | ED                 | 412  | Teach. Read in Content Area | 3         |
| HUM                | 201  | Humanities                   | 3         | CH                 | 306  | Organic Chemistry II        | 3         |
| CH                 | 305  | Organic Chemistry I          | 3         | CH                 | 306L | Organic Chemistry II Lab    | 1         |
| CH                 | 305L | Organic Chemistry I Lab      | 1         | ED                 | 400  | Mat & Meth Teach Sec Sub    | 2         |
| ES                 | 321  | Environmental Science        | 3         | ED                 | 421  | M & M Teach Science         | 1         |
| ES                 | 321L | Environmental Science Lab    | 1         | PS                 | 201  | Intro to Government         | 3         |
|                    |      |                              |           | ED                 | 448  | Classroom Management        | 3         |
| <b>Total Hours</b> |      |                              | <b>15</b> | <b>Total Hours</b> |      |                             | <b>18</b> |

## SENIOR YEAR

| Fall Semester      |      |                           |           | Spring Semester    |     |                        |           |
|--------------------|------|---------------------------|-----------|--------------------|-----|------------------------|-----------|
| BY                 | 405  | Microbiology/Elective     | 3         | BY                 | 449 | Senior Seminar         | 2         |
| BY                 | 405L | Microbiology/Elective Lab | 1         | ED                 | 449 | Senior Seminar         | 1         |
| BY                 | 406  | Mol. Bio & Genetics       | 3         | ED                 | 450 | Observation & Teaching | 12        |
| BY                 | 406L | Mol. Bio & Genetics Lab   | 1         |                    |     |                        |           |
| BY                 | 407  | Biochemistry              | 3         |                    |     |                        |           |
| BY                 | 407L | Biochemistry Lab          | 1         |                    |     |                        |           |
| BY                 |      | Bio Elective w/Lab        | 4         |                    |     |                        |           |
| <b>Total Hours</b> |      |                           | <b>16</b> | <b>Total Hours</b> |     |                        | <b>14</b> |

# Courses required for entrance into  
TEP Total: 135 hours

# CHEMISTRY/CHEMISTRY EDUCATION

## FRESHMAN YEAR

| Fall Semester      |      |                            |           | Spring Semester    |     |                           |           |
|--------------------|------|----------------------------|-----------|--------------------|-----|---------------------------|-----------|
| EN                 | 101  | English Composition I      | 3         | EN                 | 102 | English Composition II    | 3         |
| CH                 | 110  | Chemical Concepts          | 3         | ED                 | 209 | Introduction to Teaching# | 3         |
| CH                 | 110L | Chemical Concepts Lab      | 1         | ED                 | 300 | Technology for Teachers#  | 3         |
| MA                 | 101  | Intermediate Algebra       | 3         | HUM                | 201 | Humanities                | 3         |
| FYA                | 101  | Orientation to the Academy | 1         | MA                 | 110 | Pre Calculus I            | 3         |
| SPE                | 111  | Fundamentals of Speech     | 3         | PS                 | 201 | Intro to Government       | 3         |
| HI                 | 101  | World Civilization         | 3         |                    |     |                           |           |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |     |                           | <b>18</b> |

## SOPHOMORE YEAR

| Fall Semester      |      |                            |           | Spring Semester    |      |                               |           |
|--------------------|------|----------------------------|-----------|--------------------|------|-------------------------------|-----------|
| EN                 | 201  | Introduction to Literature | 3         | RE                 | 211  | Survey of World Religions     | 3         |
| CH                 | 131  | General Chemistry          | 3         | ED                 | 319  | Ed. of the Exceptional Child# | 3         |
| CH                 | 131L | General Chemistry Lab      | 1         | PH                 | 301  | College Physics I             | 3         |
| PSY                | 301  | Educational Psychology#    | 3         | PH                 | 301L | College Physics II Lab        | 1         |
| ED                 | 350  | Foundation of Education#   | 3         | CH                 | 132  | General Chemistry II          | 3         |
| BY                 | 101  | General Biology            | 3         | CH                 | 132L | General Chemistry II Lab      | 1         |
| BY                 | 101L | General Biology Lab        | 1         | MA                 | 201  | Analytical Geometry           | 4         |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |      |                               | <b>17</b> |

## JUNIOR YEAR

| Fall Semester      |      |                              |           | Spring Semester    |      |                             |           |
|--------------------|------|------------------------------|-----------|--------------------|------|-----------------------------|-----------|
| PH                 | 302  | College Physics II           | 3         | ED                 | 448  | Classroom Management        | 3         |
| PH                 | 302L | College Physics II Lab       | 1         | CH                 | 401  | Physical Chemistry I        | 3         |
| ED                 | 445  | Evaluations and Measurements | 3         | CH                 | 401L | Physical Chemistry I Lab    | 1         |
| CH                 | 303  | Qualitative Analysis         | 3         | CH                 | 304  | Analytical Chemistry II     | 3         |
| CH                 | 303L | Qualitative Analysis Lab     | 1         | CH                 | 304L | Analytical Chemistry II Lab | 1         |
| CH                 | 305  | Organic Chemistry I          | 3         | ED                 | 400  | Mat & Meth Teach Sec Sub    | 2         |
| CH                 | 305L | Organic Chemistry I Lab      | 1         | ED                 | 421  | M & M Teach Science         | 1         |
| MA                 | 202  | Analytical Geometry & Cal    | 4         |                    |      |                             |           |
| <b>Total Hours</b> |      |                              | <b>18</b> | <b>Total Hours</b> |      |                             | <b>14</b> |

## SENIOR YEAR

| Fall Semester      |      |                             |           | Spring Semester    |     |                        |           |
|--------------------|------|-----------------------------|-----------|--------------------|-----|------------------------|-----------|
| CH                 | 306  | Organic Chemistry II        | 3         | CH                 | 449 | Senior Seminar         | 2         |
| CH                 | 306L | Organic Chemistry II Lab    | 1         | ED                 | 449 | Senior Seminar         | 1         |
| CH                 | 408  | Biochemistry II             | 3         | ED                 | 450 | Observation & Teaching | 12        |
| CH                 | 408L | Biochemistry II Lab         | 1         |                    |     |                        |           |
| CH                 | 402  | Physical Chemistry II       | 3         |                    |     |                        |           |
| CH                 | 402L | Physical Chemistry II Lab   | 1         |                    |     |                        |           |
| ED                 | 412  | Teach. Read in Content Area | 3         |                    |     |                        |           |
| <b>Total Hours</b> |      |                             | <b>15</b> | <b>Total Hours</b> |     |                        | <b>14</b> |

# Courses required for entrance into

**TEP Total: 133 hours**

# Child Development

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                          |       |
|---------------|------|----------------------------|-------|-----------------|-----|--------------------------|-------|
| EN            | 101  | English Composition I      | 3     | EN              | 102 | English Composition II   | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | SPE             | 111 | Fundamentals of Speech   | 3     |
| HI            | 101  | World Civilization I       | 3     | SS              | 101 | African Amer Experience  | 3     |
| BY            | 101  | General Biology I          | 3     | CIS             | 110 | Computer Literacy        | 3     |
| BY            | 101L | General Biology I Lab      | 1     | RE              | 211 | Survey of World Religion | 3     |
| FYA           | 101  | Orientation to the Academy | 1     |                 |     |                          |       |
| PE            | 122  | Personal and Comm Health   | 3     |                 |     |                          |       |
|               |      |                            | <hr/> |                 |     |                          | <hr/> |
|               |      |                            | 17    |                 |     |                          | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |      |                           |       |
|---------------|-----|--------------------------------------|-------|-----------------|------|---------------------------|-------|
| HUM           | 201 | Humanities                           | 3     | BY              | 201  | General Biology II        | 3     |
| EN            | 201 | Introduction to Literature <b>OR</b> |       | BY              | 201L | General Biology II Lab    | 1     |
| EN            | 202 | World Masterpieces                   | 3     | MA              | 113  | Arithmetic for Teachers I | 3     |
| PSY           | 201 | General Psychology                   | 3     | PS              | 201  | Intro to American Gov     | 3     |
| EC            | 201 | Prin of Macroeconomics               | 3     | ED              | 300  | Technology for Teachers   | 3     |
| ED            | 209 | Introduction to Teaching             | 3     | SPA             | 102  | Elementary Spanish II     | 3     |
| SPA           | 101 | Elementary Spanish I                 | 3     |                 |      |                           |       |
|               |     |                                      | <hr/> |                 |      |                           | <hr/> |
|               |     |                                      | 18    |                 |      |                           | 16    |

## Junior Year

| Fall Semester |     |                            |       | Spring Semester |     |                          |       |
|---------------|-----|----------------------------|-------|-----------------|-----|--------------------------|-------|
| ED            | 319 | Educ of Exceptional Child  | 3     | ED              | 341 | Visual & Performing Arts | 3     |
| ED            | 409 | Teach Beg Read Phonics P-6 | 3     | ED              | 302 | Curriculum P-6           | 3     |
| ED            | 306 | Prin & Curr of Educ P-6    | 3     | ED              | 405 | Teaching Lang Art P-6    | 3     |
| PSY           | 301 | Educational Psychology     | 3     | ED              | 406 | Teaching Science P-6     | 3     |
| ED            | 350 | Foundations of Education   | 3     | ED              | 407 | Teaching Mathematics P-6 | 3     |
|               |     |                            | <hr/> |                 |     |                          | <hr/> |
|               |     |                            | 15    |                 |     |                          | 15    |

## Senior Year

| Fall Semester |     |                             |       | Spring Semester |     |                           |       |
|---------------|-----|-----------------------------|-------|-----------------|-----|---------------------------|-------|
| ED            | 325 | Home School Comm Rel P-3    | 3     | ED              | 440 | Field Studies in ECE P-3  | 3     |
| ED            | 408 | Teach Social Science P-3    | 3     | HP              | 324 | Elem Meth Health & PE P-6 | 3     |
| ED            | 413 | Diagnostic Presc Read P-3   | 3     | ED              | 445 | Eval & Measurements       | 3     |
| ED            | 401 | Literacy Social Development | 3     | ED              | 448 | Classroom Management      | 3     |
| SWK           | 300 | Introduction to Social Work | 3     |                 |     |                           |       |
|               |     |                             | <hr/> |                 |     |                           | <hr/> |
|               |     |                             | 15    |                 |     |                           | 12    |

Total: 120 hours

Effective Fall 2013

# Early Childhood Education

## FRESHMAN YEAR

| Fall Semester      |                            | Spring Semester |  |
|--------------------|----------------------------|-----------------|--|
| EN 101             | English Composition I      | 3               |  |
| BY 101             | General Biology I          | 3               |  |
| BY 101L            | General Biology I Lab      | 1               |  |
| MA 101             | Intermediate Algebra       | 3               |  |
| FYA101             | Orientation to the Academy | 1               |  |
| HI 101             | World Civilization         | 3               |  |
| PE 122             | Per & Community Health     | 3               |  |
| <b>Total Hours</b> |                            | <b>17</b>       |  |
| EN 102             | English Composition II     | 3               |  |
| ED 209             | Introduction to Teaching   | 3               |  |
| HUM 201            | Humanities                 | 3               |  |
| PSY 201            | General Psychology         | 3               |  |
| BY 201             | General Biology II         | 3               |  |
| BY 201L            | General Biology II         | 1               |  |
| <b>Total Hours</b> |                            | <b>14</b>       |  |

## SOPHOMORE YEAR

| Fall Semester      |                                  | Spring Semester |  |
|--------------------|----------------------------------|-----------------|--|
| MA 113             | Math for Teachers                | 3               |  |
| PSY 301            | Educational Psychology #         | 3               |  |
| SPE 111            | Fundamentals for Speech          | 3               |  |
| EN 201             | Intro to Literature              | 3               |  |
| PH 102             | Physical Science                 | 3               |  |
| PH 102L            | Physical Science Lab             | 1               |  |
| <b>Total Hours</b> |                                  | <b>16</b>       |  |
| ED 300             | Technology for Teachers          | 3               |  |
| MA114              | Math for Teachers                | 3               |  |
| ED 302             | Curriculum (P-6)                 | 3               |  |
| ED 350             | Foundations of Education         | 3               |  |
| ED 341             | Visual and Performing Arts (P-6) | 3               |  |
| ED 319             | Ed. of the Exceptional Child     | 3               |  |
| <b>Total Hours</b> |                                  | <b>18</b>       |  |

## JUNIOR YEAR

| Fall Semester        |                                     | Spring Semester |  |
|----------------------|-------------------------------------|-----------------|--|
| PS 201               | Intro to Government                 | 3               |  |
| ED 409               | Teaching Beg. Read. & Phonics (P-6) | 3               |  |
| ED 306               | Prin. & Curr. Of Ed. (P-6)          | 3               |  |
| Foreign Language 101 |                                     | 3               |  |
| EC 201               | Intro to Macroeconomics             | 3               |  |
| MA 110               | Pre Calculus                        | 3               |  |
| <b>Total Hours</b>   |                                     | <b>18</b>       |  |
| Foreign Language 102 |                                     | 3               |  |
| ED 325               | Home, School & Com. Rel. (P-3)      | 3               |  |
| ED 401               | Lit/Soc Dev in Young Child (P-3)    | 3               |  |
| ED 405               | Teaching Lang. Art (P-6)            | 3               |  |
| ED 406               | Teaching Science (P-6)              | 3               |  |
| ED 407               | Teaching Mathematics (P-6)          | 3               |  |
| <b>Total Hours</b>   |                                     | <b>18</b>       |  |

## SENIOR YEAR

| Fall Semester           |                                | Spring Semester |  |
|-------------------------|--------------------------------|-----------------|--|
| ED 440                  | Field Studies in ECE (P-3)     | 3               |  |
| ED 408                  | Teaching Social Science (P-6)  | 3               |  |
| HP 324                  | Elem. Meth. Health & PE (P-6)  | 3               |  |
| ED 413                  | Diagnostic & Pres. Read. (P-6) | 3               |  |
| ED 445                  | Eval. & Measurements           | 3               |  |
| ED 448                  | Classroom Management           | 3               |  |
| <b>Total Hours</b>      |                                | <b>18</b>       |  |
| <b>Total: 134 Hours</b> |                                |                 |  |
| ED 449                  | Senior Seminar                 | 1               |  |
| ED 450                  | Observation & Teaching         | 13              |  |
| <b>Total Hours</b>      |                                | <b>13</b>       |  |

# ELEMENTARY EDUCATION

## FRESHMAN YEAR

| Fall Semester      |      |                            |           | Spring Semester    |      |                          |           |
|--------------------|------|----------------------------|-----------|--------------------|------|--------------------------|-----------|
| EN                 | 101  | English Composition I      | 3         | EN                 | 102  | English Composition II   | 3         |
| BY                 | 101  | General Biology I          | 3         | PSY                | 201  | General Psychology       | 3         |
| BY                 | 101L | General Biology I Lab      | 1         | PH                 | 102  | Physical Science         | 3         |
| MA                 | 101  | Intermediate Algebra       | 3         | PH                 | 102L | Physical Science Lab     | 1         |
| FYA                | 101  | Orientation to the Academy | 1         | PS                 | 201  | Intro. to American Gov.  | 3         |
| SPE                | 111  | Fundamentals of Speech     | 3         | EC                 | 201  | Princ. of Macroeconomics | 3         |
| HI                 | 101  | World Civilization         | 3         |                    |      |                          |           |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |      |                          | <b>16</b> |

## SOPHOMORE YEAR

| Fall Semester      |      |                                      |           | Spring Semester    |     |                             |           |
|--------------------|------|--------------------------------------|-----------|--------------------|-----|-----------------------------|-----------|
| MA                 | 113  | Arithmetic for Teachers              | 3         | ED                 | 300 | Technology for Teachers#    | 3         |
| PSY                | 301  | Educational Psychology#              | 3         | MA                 | 114 | Arithmetic for Teachers     | 3         |
| ED                 | 209  | Introduction to Teaching#            | 3         | ED                 | 319 | Edu. of the Except. Child#  | 3         |
| EN                 | 201  | Introduction to Literature <b>OR</b> | 3         | ED                 | 350 | Foundations of Education#   | 3         |
| EN                 | 202  | World Masterpieces                   |           | HUM                | 201 | Humanities                  | 3         |
| BY                 | 201  | General Biology II                   | 3         | PE                 | 122 | Personal & Community Health | 3         |
| BY                 | 201L | General Biology II Lab               | 1         |                    |     |                             |           |
| <b>Total Hours</b> |      |                                      | <b>16</b> | <b>Total Hours</b> |     |                             | <b>18</b> |

## JUNIOR YEAR

| Fall Semester      |     |                              |           | Spring Semester    |     |                               |           |
|--------------------|-----|------------------------------|-----------|--------------------|-----|-------------------------------|-----------|
| SPA                | 101 | Spanish I                    | 3         | SPA                | 102 | Spanish II                    | 3         |
| ED                 | 409 | Beg. Reading & Phonics (P-6) | 3         | HP                 | 324 | Elem. Meth. Health & PE (P-6) | 3         |
| ED                 | 306 | Principles of Teaching (P-6) | 3         | ED                 | 341 | Visual and Performing Arts    | 3         |
| ED                 | 302 | Curriculum (P-6)             | 3         | ED                 | 405 | Teaching Lang. Art (P-6)      | 3         |
| MA                 | 110 | Pre-Calculus I <b>OR</b>     | 3         | ED                 | 406 | Teaching Science (P-6)        | 3         |
| MA                 | 319 | Fund. Concepts of Geometry   |           | ED                 | 407 | Teaching Mathematics (P-6)    | 3         |
| <b>Total Hours</b> |     |                              | <b>15</b> | <b>Total Hours</b> |     |                               | <b>18</b> |

## SENIOR YEAR

| Fall Semester      |     |                                |           | Spring Semester    |     |                        |           |
|--------------------|-----|--------------------------------|-----------|--------------------|-----|------------------------|-----------|
| ED                 | 408 | Teaching Social Science (P-6)  | 3         | ED                 | 449 | Senior Seminar         | 1         |
| ED                 | 413 | Diagnostic & Pres. Read. (P-6) | 3         | ED                 | 450 | Observation & Teaching | 12        |
| ED                 | 445 | Eval. & Measurements           | 3         |                    |     |                        |           |
| ED                 | 448 | Classroom Management           | 3         |                    |     |                        |           |
| <b>Total Hours</b> |     |                                | <b>12</b> | <b>Total Hours</b> |     |                        | <b>13</b> |

# Courses required for entrance into TEP  
Total: 125 hours

# ENGLISH/LANGUAGE ARTS EDUCATION

## FRESHMAN YEAR

| Fall Semester      |      |                            |           | Spring Semester    |     |                           |           |
|--------------------|------|----------------------------|-----------|--------------------|-----|---------------------------|-----------|
| EN                 | 101  | English Composition I      | 3         | EN                 | 102 | English Composition II    | 3         |
| BY                 | 101  | General Biology            | 3         | ED                 | 209 | Introduction to Teaching# | 3         |
| BY                 | 101L | General Biology Lab        | 1         | HUM                | 201 | Humanities                | 3         |
| MA                 | 101  | Intermediate Algebra       | 3         | PSY                | 201 | General Psychology        | 3         |
| FYA                | 101  | Orientation to the Academy | 1         | ED                 | 300 | Technology for Teachers#  | 3         |
| SPE                | 111  | Fundamentals of Speech     | 3         |                    |     |                           |           |
| HI                 | 101  | World Civilization         | 3         |                    |     |                           |           |
| <b>Total Hours</b> |      |                            | <b>17</b> | <b>Total Hours</b> |     |                           | <b>15</b> |

## SOPHOMORE YEAR

| Fall Semester      |     |                            |           | Spring Semester    |     |                               |           |
|--------------------|-----|----------------------------|-----------|--------------------|-----|-------------------------------|-----------|
| EN                 | 201 | Introduction to Literature | 3         | PS                 | 201 | Intro to Government           | 3         |
| PSY                | 301 | Educational Psychology#    | 3         | ED                 | 319 | Ed. of the Exceptional Child# | 3         |
| ED                 | 350 | Foundations of Education#  | 3         | EN                 | 366 | African American Lit II       | 3         |
| EN                 | 301 | Grammar and Linguistics    | 3         | EN                 | 320 | Creative Writing              | 3         |
| EN                 | 365 | African American Lit I     | 3         | EN                 | 351 | Shakespeare                   | 3         |
|                    | 101 | Foreign Language           | 3         |                    | 101 | Foreign Language              | 3         |
| <b>Total Hours</b> |     |                            | <b>18</b> | <b>Total Hours</b> |     |                               | <b>18</b> |

## JUNIOR YEAR

| Fall Semester      |     |                               |           | Spring Semester    |     |                              |           |
|--------------------|-----|-------------------------------|-----------|--------------------|-----|------------------------------|-----------|
| EN                 | 361 | American Literature           | 3         | EN                 | 362 | American Lit II              | 3         |
| EN                 | 401 | English Lit I                 | 3         | EN                 | 380 | Electives                    | 3         |
| CO                 | 320 | Introduction to Media Writing | 3         | ED                 | 445 | Evaluations and Measurements | 3         |
| EN                 | 305 | Advanced Composition          | 3         | EN                 | 460 | Topics in Literature         | 3         |
| TH                 | 260 | Introduction to Theatre       | 3         | EN                 | 402 | English Literature II        | 3         |
| EN                 | 382 | Major Writers                 | 3         |                    |     |                              |           |
| <b>Total Hours</b> |     |                               | <b>18</b> | <b>Total Hours</b> |     |                              | <b>15</b> |

## SENIOR YEAR

| Fall Semester      |     |                              |           | Spring Semester    |     |                        |           |
|--------------------|-----|------------------------------|-----------|--------------------|-----|------------------------|-----------|
| EN                 | 451 | Literary Criticism           | 3         | ED                 | 449 | Senior Seminar         | 1         |
| ED                 | 412 | Teach. Read in Content Area  | 3         | ED                 | 450 | Observation & Teaching | 12        |
| ED                 | 400 | Mat & Meth of Teach Sec Sub  | 2         |                    |     |                        |           |
| ED                 | 424 | M & M of Teach Language Arts | 1         |                    |     |                        |           |
| ED                 | 448 | Classroom Management         | 3         |                    |     |                        |           |
| EN                 | 449 | Senior Seminar               | 3         |                    |     |                        |           |
| <b>Total Hours</b> |     |                              | <b>15</b> | <b>Total Hours</b> |     |                        | <b>13</b> |

# Courses required for entrance into

**TEP Total: 129 hours**



# HISTORY/SOCIAL SCIENCE EDUCATION

## FRESHMAN YEAR

| Fall Semester |      |                            |    | Spring Semester |     |                             |    |
|---------------|------|----------------------------|----|-----------------|-----|-----------------------------|----|
| EN            | 101  | English Composition I      | 3  | EN              | 102 | English Composition II      | 3  |
| BY            | 101  | General Biology            | 3  | PS              | 201 | Intro to Government         | 3  |
| BY            | 101L | General Biology Lab        | 1  | GE              |     | Regional Geography          | 3  |
| MA            | 101  | Intermediate Algebra       | 3  | HI              | 102 | World Civilization          | 3  |
| FYA           | 101  | Orientation to the Academy | 1  | SS              | 101 | African American Experience | 3  |
| SPE           | 111  | Fundamentals of Speech     | 3  | ED              | 209 | Introduction to Teaching#   | 3  |
| HI            | 101  | World Civilization         | 3  |                 |     |                             |    |
| Total Hours   |      |                            | 17 | Total Hours     |     |                             | 18 |

## SOPHOMORE YEAR

| Fall Semester |     |                            |    | Spring Semester |     |                              |    |
|---------------|-----|----------------------------|----|-----------------|-----|------------------------------|----|
| HI            | 203 | American History           | 3  |                 | 102 | Foreign Language             | 3  |
| PSY           | 301 | Educational Psychology#    | 3  | ED              | 300 | Technology for Teachers#     | 3  |
| HUM           | 201 | Humanities                 | 3  | ED              | 319 | Ed. of the Exceptional Child | 3  |
|               | 101 | Foreign Language           | 3  | ED              | 350 | Foundations of Education#    | 3  |
| EN            | 201 | Introduction to Literature | 3  | HI              | 204 | American History II          | 3  |
| SO            | 200 | Intro to Sociology         | 3  |                 |     |                              |    |
| Total Hours   |     |                            | 18 | Total Hours     |     |                              | 15 |

## JUNIOR YEAR

| Fall Semester |     |                                  |    | Spring Semester |     |                              |    |
|---------------|-----|----------------------------------|----|-----------------|-----|------------------------------|----|
| HI            | 308 | African American History         | 3  | HI              | 324 | Women History                | 3  |
| HI            | 322 | Civil Rights Movement in America | 3  | HI              | 412 | African History              | 3  |
|               |     |                                  |    | HI              | 330 | Ancient Europe               | 3  |
| HI            | 341 | Medieval Europe                  | 3  | HI              |     | History Elective             | 3  |
| HI            |     | History Elective                 | 3  | HI              | 350 | Think & Writing History      | 3  |
| ED            | 412 | Teach. Read in Content Area      | 3  | ED              | 445 | Evaluations and Measurements | 3  |
| Total Hours   |     |                                  | 18 | Total Hours     |     |                              | 18 |

## SENIOR YEAR

| Fall Semester |     |                            |    | Spring Semester |     |                        |    |
|---------------|-----|----------------------------|----|-----------------|-----|------------------------|----|
| ED            | 448 | Classroom Management       | 3  | SO              | 449 | Senior Seminar         | 3  |
| ED            | 400 | Mat & Meth Teach Sec Sub   | 2  | ED              | 449 | Senior Seminar         | 1  |
| ED            | 423 | M & M Teach Social Science | 1  | ED              | 450 | Observation & Teaching | 12 |
| HI            |     | History Elective           | 3  |                 |     |                        |    |
| HI            |     | History Elective           | 3  |                 |     |                        |    |
| HI            | 408 | Southern History           | 3  |                 |     |                        |    |
| HI            |     | History Elective           | 3  |                 |     |                        |    |
| Total Hours   |     |                            | 16 | Total Hours     |     |                        | 16 |

# Courses required for entrance into  
TEP Total: 136 hours

# MATHEMATICS/MATHEMATICS EDUCATION

## FRESHMAN YEAR

| Fall Semester      |     |                            |           | Spring Semester    |      |                                   |           |
|--------------------|-----|----------------------------|-----------|--------------------|------|-----------------------------------|-----------|
| EN                 | 101 | English Composition I      | 3         | EN                 | 102  | English Composition II            | 3         |
| PSY                | 101 | General Psychology         | 3         | ED                 | 209  | Introduction to Teaching          | 3         |
| MA                 | 101 | Intermediate Algebra       | 3         | BY                 | 101  | General Biology                   | 3         |
| FYA                | 101 | Orientation to the Academy | 1         | BY                 | 101L | General Biology Lab               | 1         |
| SPE                | 111 | Fundamentals of Speech     | 3         | CIS                | 290  | Intro to Computer Programming     | 3         |
| HI                 | 101 | World Civilization         | 3         | CIS                | 290L | Intro to Computer Programming Lab | 1         |
|                    |     |                            |           | MA                 | 110  | Algebra and Trig I                | 3         |
| <b>Total Hours</b> |     |                            | <b>16</b> | <b>Total Hours</b> |      |                                   | <b>17</b> |

## SOPHOMORE YEAR

| Fall Semester      |      |                               |           | Spring Semester    |      |                                  |           |
|--------------------|------|-------------------------------|-----------|--------------------|------|----------------------------------|-----------|
| MA                 | 111  | Analytic Geometry and Trig II | 3         | ED                 | 300  | Technology for Teachers#         | 3         |
| PSY                | 301  | Educational Psychology#       | 3         | ED                 | 319  | Ed. of the Exceptional Child     | 3         |
| ED                 | 350  | Foundations of Education      | 3         | HUM                | 201  | Humanities                       | 3         |
| PH                 | 301  | College Physics               | 3         | MA                 | 202  | Analytic Geometry and Cal II     | 3         |
| PH                 | 301L | College Physics Lab           | 1         | MA                 | 202L | Analytic Geometry and Cal II Lab | 1         |
| MA                 | 201  | Analytic Geometry and Cal I   | 3         | PH                 | 302  | College Physics                  | 2         |
| MA                 | 201L | Analytic and Cal I Lab        | 1         | PH                 | 302L | College Physics Lab              | 1         |
| <b>Total Hours</b> |      |                               | <b>17</b> | <b>Total Hours</b> |      |                                  | <b>17</b> |

## JUNIOR YEAR

| Fall Semester      |      |                                   |           | Spring Semester    |     |                              |           |
|--------------------|------|-----------------------------------|-----------|--------------------|-----|------------------------------|-----------|
| MA                 | 203  | Analytic Geometry and Cal III     | 3         | MA                 | 318 | Math Statistics              | 3         |
| MA                 | 203L | Analytic Geometry and Cal III Lab | 1         | MA                 | 324 | Discrete Mathematics         | 3         |
| MA                 | 317  | Probability and Statistics        | 3         | ED                 | 445 | Evaluations and Measurements | 3         |
| MA                 | 308  | Differential Equations            | 3         | MA                 | 315 | Theory of Numbers            | 3         |
| MA                 | 311  | Linear Algebra                    | 3         | MA                 | 319 | Fund Concepts of Geometry    | 3         |
| ED                 | 412  | Teach. Read in Content Area       | 3         |                    |     |                              |           |
| <b>Total Hours</b> |      |                                   | <b>16</b> | <b>Total Hours</b> |     |                              | <b>18</b> |

## SENIOR YEAR

| Fall Semester      |     |                            |           | Spring Semester    |     |                        |           |
|--------------------|-----|----------------------------|-----------|--------------------|-----|------------------------|-----------|
| MA                 | 403 | Advanced Calculus          | 3         | MA                 | 449 | Senior Seminar         | 1         |
| MA                 | 421 | Abstract Algebra           | 3         | ED                 | 449 | Senior Seminar         | 1         |
| MA                 | 441 | Numerical Analysis II      | 3         | ED                 | 450 | Observation & Teaching | 12        |
| ED                 | 400 | Mat & Meth Teach Sec Sub   | 2         |                    |     |                        |           |
| ED                 | 420 | M & M Teach Social Science | 1         |                    |     |                        |           |
| ED                 | 448 | Classroom Management       | 3         |                    |     |                        |           |
| <b>Total Hours</b> |     |                            | <b>15</b> | <b>Total Hours</b> |     |                        | <b>14</b> |

# Courses required for entrance into  
TEP Total: 134 hours

# MUSIC/MUSIC EDUCATION – CHORAL

## FRESHMAN YEAR

| Fall Semester      |     |                            |           | Spring Semester    |      |                        |           |
|--------------------|-----|----------------------------|-----------|--------------------|------|------------------------|-----------|
| FYA                | 101 | Orientation to the Academy | 1         | EN                 | 102  | English Composition II | 3         |
| EN                 | 101 | English Composition I      | 3         | MU                 | 1001 | Recital Attendance     | 1         |
| MA                 | 101 | Intermediate Algebra       | 3         | SPE                | 111  | Fundamentals of Speech | 3         |
| MU                 | 100 | Recital Attend Class       | 1         | MU                 | 142  | Applied Music          | 1         |
| MU                 | 101 | Theory I                   | 2         | MU                 | 104  | Eye Train/Sight Seeing | 1         |
| MU                 | 103 | Ear Train/Sight Seeing     | 1         | MU                 | 132  | Keybd Musicianship     | 2         |
| HI                 | 101 | World Civilization         | 3         | MU                 | 102  | Theory II              | 2         |
| MU                 | 131 | Keybd Musicianship         | 2         | PSY                | 201  | General Psychology     | 3         |
| MU                 | 141 | Applied Music              | 1         | MU                 | 295  | Music Education Lab I  | 1         |
| MU                 | 216 | Small Ensemble             | 1         | MU                 | 216  | Small Ensemble         | 1         |
| <b>Total Hours</b> |     |                            | <b>18</b> | <b>Total Hours</b> |      |                        | <b>18</b> |

## SOPHOMORE YEAR

| Fall Semester      |         |   |           | Spring Semester    |      |                         |           |
|--------------------|---------|---|-----------|--------------------|------|-------------------------|-----------|
| MU                 | 100     | Recital Attend Clas                           | 1         | MU                 | 100  | Recital Attend Class    | 1         |
| EN                 | 201     | Introduction to Literature <u>OR</u><br>EN202 | 3         | MU                 | 242  | Applied Music           | 1         |
| MU                 | 241     | Applied Music                                 | 1         | MU                 | 205  | Ear Train/Sight Singing | 1         |
| MU                 | 204     | Eye Train/Sight Seeing                        | 1         | PSY                | 301  | Educational Psychology  | 3         |
| MU                 | 201     | Music Theory III                              | 2         | MU                 | 399  | Writing about Music     | 2         |
| MU                 | 231     | Keybd Musicianship                            | 2         | MU                 | 232  | Keybd Musicianship      | 2         |
| ED                 | 350     | Foundation of Ed                              | 3         | MU                 | 202  | Theory II               | 2         |
| MU                 | 303     | Intro to Music Teaching                       | 3         | BY                 | 101  | General Biology         | 3         |
| MU                 | 215,209 | Large Ensemble                                | 1         | BY                 | 101L | General Biology Lab     | 1         |
| <b>Total Hours</b> |         |   | <b>17</b> | MU                 | 354  | Intro to World Music    | 2         |
|                    |         |   |           | <b>Total Hours</b> |      |                         | <b>18</b> |

## JUNIOR YEAR

| Fall Semester      |       |                               |           | Spring Semester    |     |                         |           |
|--------------------|-------|-------------------------------|-----------|--------------------|-----|-------------------------|-----------|
| MU                 | 100   | Recital to Attend             | 1         | MU                 | 100 | Recital Attend Class    | 1         |
| MU                 | 341   | Applied Music                 | 1         | MU                 | 342 | Pre-Recital Hearing     | 1         |
| PS                 | 201   | Intro to American Government  | 3         | MU                 | 343 | Junior Recital          | 1         |
| MU                 | 351   | Music History/Lit I           | 2         | MU                 | 352 | Music History/Lit II    | 2         |
| HUM                | 201   | Humanities                    | 3         | ED                 | 300 | Technology for Teachers | 3         |
| MU                 | 302   | Basic Conducting              | 2         | MU                 | 304 | Form and Analysis       | 2         |
| MU                 | 355   | Elementary Music Methods      | 2         | MU                 | 322 | Vocal Pedagogy          | 3         |
| ED                 | 412   | Reading Across the Curriculum | 3         | MU                 | 373 | Percussion Method       | 2         |
|                    | Large | Ensemble 214, 221, 213,211    | 1         | ED                 | 319 | Excep Child             | 3         |
| <b>Total Hours</b> |       |                               | <b>18</b> | MU                 | 321 | Voice Diction           | 2         |
|                    |       |                               |           | <b>Total Hours</b> |     |                         | <b>18</b> |

## SENIOR YEAR

| Fall Semester |     |                       |   | Spring Semester |     |                   |    |
|---------------|-----|-----------------------|---|-----------------|-----|-------------------|----|
| MU            | 100 | Recital Attend Class  | 1 | MU              | 445 | Directed Teaching | 12 |
| MU            | 441 | Final Recital Hearing | 1 | MU              | 444 | Senior Seminar    | 1  |
| MU            | 413 | Senior Recital        | 1 |                 |     |                   |    |
| MU            | 357 | P-12 Instr Method     | 3 |                 |     |                   |    |

|                             |     |                      |           |                    |           |
|-----------------------------|-----|----------------------|-----------|--------------------|-----------|
| MU                          | 405 | AdvChoral Cond       | 2         |                    |           |
| MU                          | 395 | Music Ed Lab II      | 1         |                    |           |
| ED                          | 448 | Classroom Management | 3         |                    |           |
| ED                          | 445 | Measure and Eval     | 3         |                    |           |
| MU                          | 305 | Music Technology     | 2         |                    |           |
| <b>Total Hours</b>          |     |                      | <u>17</u> | <b>Total Hours</b> | <u>13</u> |
| <b>TEP Total: 138 hours</b> |     |                      |           |                    |           |

# MUSIC/MUSIC EDUCATION - INSTRUMENTAL

## FRESHMAN YEAR

| Fall Semester      |     |                            |           | Spring Semester    |     |                        |           |
|--------------------|-----|----------------------------|-----------|--------------------|-----|------------------------|-----------|
| FYA                | 101 | Orientation to the Academy | 1         | EN                 | 102 | English Composition II | 3         |
| EN                 | 101 | English Composition I      | 3         | MU                 | 100 | Recital Attendance     | 1         |
| MA                 | 101 | Intermediate Algebra       | 3         | SPE                | 111 | Fundamentals of Speech | 3         |
| MU                 | 100 | Recital Attend Clas        | 1         | MU                 | 142 | Applied Music          | 1         |
| MU                 | 101 | Theory I                   | 2         | MU                 | 104 | Eye Train/Sight Seeing | 1         |
| MU                 | 103 | Ear Train/Sight Seeing     | 1         | MU                 | 132 | Keybd Musicianship     | 2         |
| HI                 | 101 | World Civilization         | 3         | MU                 | 102 | Theory II              | 2         |
| MU                 | 131 | Keybd Musicianship         | 2         | PSY                | 201 | General Psychology     | 3         |
| MU                 | 141 | Applied Music              | 1         | MU                 | 371 | Woodwind Method        | 2         |
| MU                 | 216 | Small Ensemble             | 1         |                    |     |                        |           |
| <b>Total Hours</b> |     |                            | <b>18</b> | <b>Total Hours</b> |     |                        | <b>18</b> |

## SOPHOMORE YEAR

| Fall Semester |     |   |           | Spring Semester    |      |                         |           |
|---------------|-----|---|-----------|--------------------|------|-------------------------|-----------|
| MU            | 100 | Recital Attend Clas                           | 1         | MU                 | 100  | Recital Attend Class    | 1         |
| EN            | 201 | Introduction to Literature <u>OR</u><br>EN202 | 3         | MU                 | 242  | Applied Music           | 1         |
| MU            | 241 | Applied Music                                 | 1         | MU                 | 205  | Ear Train/Sight Singing | 1         |
| MU            | 204 | Eye Train/Sight Seeing                        | 1         | PSY                | 301  | Educational Psychology  | 3         |
| MU            | 201 | Music Theory III                              | 2         | MU                 | 399  | Writing about Music     | 2         |
| MU            | 231 | Keybd Musicianship                            | 2         | MU                 | 232  | Keybd Musicianship      | 2         |
| MU            | 366 | Foundation of Music Ed                        | 3         | MU                 | 202  | Theory II               | 2         |
| MU            | 303 | Intro to Music Teaching                       | 3         | BY                 | 101  | General Biology         | 3         |
| MU            | 216 | Small Ensemble                                | 1         | BY                 | 101L | General Biology Lab     | 1         |
|               |     | <b>Total Hours</b>                            | <b>17</b> | MU                 | 354  | Intro to World Music    | 2         |
|               |     |   |           | <b>Total Hours</b> |      |                         | <b>18</b> |

## JUNIOR YEAR

| Fall Semester |       |                                  |           | Spring Semester    |       |                                  |           |
|---------------|-------|----------------------------------|-----------|--------------------|-------|----------------------------------|-----------|
| MU            | 100   | Recital to Attend                | 1         | MU                 | 100   | Recital Attend Class             | 1         |
| MU            | 341   | Applied Music                    | 1         | MU                 | 342   | Pre-Recital Hearing              | 1         |
| PS            | 201   | Intro to American Government     | 3         |                    | Large | Ensemble 214, 221, 213, 215, 211 | 1         |
| MU            | 351   | Music History/Lit I              | 2         | MU                 | 343   | Junior Recital                   | 1         |
| HUM           | 201   | Humanities                       | 3         | MU                 | 352   | Music History/Lit II             | 2         |
| MU            | 302   | Basic Conducting                 | 2         | ED                 | 300   | Technology for Teachers          | 3         |
| MU            | 372   | String Method                    | 2         | MU                 | 304   | Form and Analysis                | 2         |
| ED            | 412   | Reading Across the Curriculum    | 3         | MU                 | 373   | Percussion Method                | 2         |
|               | Large | Ensemble 214, 221, 213, 215, 211 | 1         | MU                 | 347   | Music Excep Child                | 3         |
|               |       | <b>Total Hours</b>               | <b>18</b> | MU                 | 321   | Voice Diction                    | 2         |
|               |       |                                  |           | <b>Total Hours</b> |       |                                  | <b>18</b> |

## SENIOR YEAR

| Fall Semester |     |                      |   | Spring Semester |     |                   |    |
|---------------|-----|----------------------|---|-----------------|-----|-------------------|----|
| MU            | 100 | Recital Attend Class | 1 | MU              | 445 | Directed Teaching | 12 |
| MU            | 413 | Senior Recital       | 1 | MU              | 444 | Senior Seminar    | 1  |
| MU            | 356 | P-12 Instr Method    | 3 |                 |     |                   |    |
| MU            | 404 | Adv Instr Conducting | 2 |                 |     |                   |    |
| MU            | 374 | Brass Method         | 2 |                 |     |                   |    |

|    |     |                       |           |                    |                  |
|----|-----|-----------------------|-----------|--------------------|------------------|
| ED | 448 | Classroom Management  | 3         |                    |                  |
| ED | 445 | Measure and Eval      | 3         |                    |                  |
| MU | 441 | Final Recital Hearing | 1         |                    |                  |
| MU | 301 | Instr Comp/Arr        | <u>2</u>  |                    |                  |
|    |     | <b>Total Hours</b>    | <b>18</b> | <b>Total Hours</b> | <b><u>13</u></b> |

**TEP Total: 138 hours**

## **DIVISION OF HUMANITIES**

**MAJORS:** English  
Theatre  
Music

**MINORS:** English  
Theatre  
Music

### **INTRODUCTION/OVERVIEW**

The Division of Humanities offers a major in English, a major in Theatre and a performance major in Music. The English major is a program which affords the options of earning a liberal arts degree in English. The Theatre program is structured to provide a challenging arts program. The theatre curriculum fosters creative, critical and collaborative thinking through participation in all aspects of production and appreciation of theatre history and literature. The purpose of the Music program is to produce graduates whose education-combining specialization and rigorous studies in music, with a broad background in liberal arts, prepares them for a wide range of further educational and vocational opportunities.

In addition to the three major programs, the Division offers a minor in English, Music, Religion/Philosophy, African-American Literature/Studies and Drama/Theater.

### **DIVISION MISSION**

Through multiplicative offerings of art, dance, drama, English, foreign languages, humanities, music, philosophy, religion, and speech, the Humanities Division's mission is to graduate and sensitize students to the vast array of cultural arts and to the variety of religious

creeds— Christian ethics in particular— and to enable all students to leave the College with standard English proficiency and strong critical thinking, speaking and reading skills.

### **PROGRAM ADMISSION:**

|         |                            |
|---------|----------------------------|
| English | N/A                        |
| Theatre | N/A                        |
| Music   | Audition                   |
|         | Music Placement Evaluation |

### **EXIT EXAMINATION:**

Candidates for the bachelor of arts degree must pass a program exit examination in their senior year with a minimum score of 70%. The exams consist of essay questions.

Study materials are available for each program's EXIT examination.

Students completing the Bachelor of Arts in Music degree (Vocal, Instrumental or Applied Jazz Studies) will be required to

(1) perform the formal Junior Applied Recital, (2) complete a comprehensive senior research project and (3) perform a public Senior Exit Recital with 80% or better proficiency on their instrument or voice.

### **English Mission:**

The English program is designed to graduate students with strong critical thinking and communication skills achieved through the knowledge of the various literary genres, and the relating of the literary texts written by major authors to global, social, cultural and historical contexts in which they were produced using theoretical perspectives

## **Policies and Procedures.**

A student must earn 76 semester hours in upper-level English courses for a bachelor of arts degree in English. All students earning B.A. degree must take twelve hours of a foreign

To be accepted into the major, a student must meet the following criteria:

3. must submit a five paragraph essay on a topic assigned by and under an English instructor's supervision. The essay must be approved by **two** English instructors; and

In order to satisfy the major requirements for graduation, a student must pass all English courses with a minimum grade of "C" or better.

### **Theatre Mission:**

The Bachelor of Arts in Theatre provides a broad based curriculum that encourages student discovery, creativity and scholarship. Through the study of acting, directing, design, theatre history, dramatic literature and involvement in College productions, the student will develop the skills necessary for a career in the Theatre arts.

### **Policies and Procedures:**

1. Students must maintain a 2.0 grade point average overall and earn no lower than a grade of "C" in major course work.
2. Students may enroll in Theatre Practicum and receive credit for participation in a Fall or Spring production.
3. Students may enroll in Theatre Practicum for 1 credit hour and receive credit for participation in a local theatre production only with the theatre instructor's permission.

### **Music Mission:**

The mission of the Music program is to (1) reflect the College's unique philosophical, ethical and spiritual goals through supportive music teaching and learning environments, (2) provide continuous opportunities for intellectual stimulation and creative growth in areas in which the structure of music is considered within historical and stylistic frameworks, (3) recognize the intellectual pursuits and achievements of music students, faculty and further the development of intellectual stimulating and creative growth, (4) enable practice and demonstrations of the highest

language. Students wishing to major in English must submit an application to the Division for acceptance.

1. have a minimum GPA of 2.0;
2. have a minimum GPA in all English course taken of 2.0
4. have passed the English Proficiency Exam (EPE). *Refer to the English Handbook for further information.*

professional standards through small classes and hands-on learning experiences and (5) expand the social dimensions of the music program in ways that benefit community service, cultural enrichment and educational outreach.

### **Overview of the Music**

The Division of Humanities houses three majors in Music:

Bachelor of Arts in Music

Bachelor of Music Education P-12 Instrumental (*See Division of Education for degree requirements.*)

Bachelor of Music Education P-12 Choral (*See Division of Education for degree requirements.*)

Admission into Miles College does not guarantee acceptance into the music major. To gain acceptance, the prospective music student will demonstrate suitability for music study through two formal assessments:

- (1) Primary Applied Music Audition
- (2) Keyboard/Theory Placement Evaluation

**Music Placement Evaluation.** The Music placement evaluation tests the student's keyboard musicianship and knowledge of music theory. The music evaluation determines the theory and keyboard musicianship classes into which the student will be placed. Musicianship skills evaluated include sight reading at the keyboard, sight singing and rhythm reading. Theory skills evaluated include notation, scale, interval and chord reading. Students who need musicianship and theory review, may be



admitted as music majors with provision that they successfully complete the MU099 Music Fundamentals.

**Audition.** The audition evaluates the prospective music major's potential for steady progress on the intended primary applied instrument. The applied music faculty determines the specific requirements for the Primary Applied Audition. Typically the prospective student will perform scales, solos and other materials. The MU 141 applied music class can serve as the audition into the music major. The audition takes place during scheduled Applied Music Jury exams on the last Friday before the Fall term begins and the last Friday before the Spring terms begins. Other times will be announced. The Music Placement Evaluation is offered during registration week and or during the first week of class in the Fall and Spring semesters. The prospective music

#### **ORGANIZATIONS:**

**Sigma Tau Delta, Alpha Lambda Mu Chapter** (the English Honor Society) is open to all English majors or minors with a sophomore rank and a "B" average. The group meets monthly to pursue projects related to literature and language arts. All English majors and

#### **MENC Collegiate Music Society.**

The Music Educators National Conference (MENC) provides information, resources, and services for education professionals, promotes music as an essential area of study, opens doors to job opportunities, develops leadership skills, and offers the latest advancements and innovations in music education. Collegiate MENC is a student affiliate of MENC: The National Association for Music Education. Through this organization, students are able to attend state and national conventions as participating members. The purpose of Collegiate MENC is to make available opportunities for professional development as well as acquaint students with the privileges and responsibilities in the profession of music.

majors first applied jury may count as the audition.

**Theory Keyboard Musicianship Review.** By the end of the sophomore year, music students typically will have completed the following music courses: **MU 131, 132, 101, 102, 231, 232, 201 and 202.** They comprise a group of music courses known as the **Theory and Musicianship Core.** Near the point of completion of the Theory and Musicianship core, all music majors are required to demonstrate their ability to continue to advanced musical and professional study. This is demonstrated through the Theory and Musicianship Review. *Refer to the Music Student Handbook for additional information.*

In order to graduate with a major in music, the student must pass all music courses with a grade of "C" or better.

minors are expected to join Sigma Tau Delta as a part of their professional development.

**Drama Club.** This club is composed of students who have an interest in Drama. The club functions under the sponsorship of the Coordinator of Theatre activities. It presents several plays on and off campus each year.

**NASPAAM (National Association for the Preservation of African American Music)** is an organization whose purpose is to further the development and dissemination of African American music through advocacy, education and performance. The organization is committed to providing leadership and motivation for music educators, musicians and others interested in fostering the inclusion of African and African American music in education and society. The organization serves its members and others by increasing the awareness of Black music and its contribution to the arts, culture and society.

**NAFME (National Association for Music Educators).** The mission of the NAFME is to advance music education by encouraging the study and making of music by all.

**CAREER TRENDS:** Graduate studies  
Educator  
Creative Performer

Music Education; Music Business; Healthcare,  
Worship, Music Production, Music Technology,  
Music Publishing, Musical Theatre, Instrument

## **ENGLISH CURRICULUM**

**TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 43 hours

|                                       |   |
|---------------------------------------|---|
| EN 205 Introduction to the Major      | 3 |
| EN 301 Grammar and Linguistics        | 3 |
| EN 306 Research and Methods           | 3 |
| EN 351 Shakespeare                    | 3 |
| EN 361 American Literature I          | 3 |
| EN 362 American Literature II         | 3 |
| EN 365 African-American Literature I  | 3 |
| EN 366 African-American Literature II | 3 |
| EN 401 British Literature I           | 3 |
| EN 402 British Literature II          | 3 |
| EN 404 CompAfrican Literature         | 3 |
| EN 449 Senior Seminar                 | 3 |
| EN 451 Literary Criticism             | 3 |
| EN 490 Internship                     | 4 |

COGNATES: 15 hours

|                                 |   |
|---------------------------------|---|
| CO 305 Intro to Public Speaking | 3 |
| SPA 101/ FR 101/ AR 101         | 3 |
| SPA 102/ FR 102/ AR 102         | 3 |
| SPA 201 or FR 201               | 3 |
| SPA 202 or FR 202               | 3 |

MAJOR ELECTIVES: 18 hours

|                                     |   |
|-------------------------------------|---|
| EN 305 Advanced Composition         | 3 |
| EN 320 Creative Writing             | 3 |
| EN 352 English Renaissance Drama    | 3 |
| EN 355 Modernism                    | 3 |
| EN 370 Jewish-American Literature   | 3 |
| EN 372 Short Story                  | 3 |
| EN 375 Drama                        | 3 |
| EN 380 African-American Com Writers | 3 |
| EN 390 Poetry                       | 3 |
| EN 400 African-Amer Autobiography   | 3 |
| EN 439 The Novel                    | 3 |
| EN 460 Topics in Literature         | 3 |

**ENGLISH MINOR: 21 Hours**

Making and Repair/Restoration,  
Movie/TV/Radio, Administration, Recreation  
Arts, Tours/Road Work

Required (9 hrs)

|                                   |   |
|-----------------------------------|---|
| EN 301 Grammar and Linguistics    | 3 |
| EN 306 Research and Methods       | 3 |
| EN 451 Literary Criticism         | 3 |
| Choose 2 (6 hrs)                  |   |
| EN 361 American Literature I      | 3 |
| EN 362 American Literature II     | 3 |
| EN 365 African Amer Literature I  | 3 |
| EN 366 African Amer Literature II | 3 |
| EN 401 British Literature I       | 3 |
| EN 402 British Literature II      | 3 |
| Choose 2 (6 hrs)                  |   |
| EN 320 Creative Writing           | 3 |
| EN 351 Shakespeare                | 3 |
| EN 355 Modernism                  | 3 |
| EN 404 Comp Africana Literature   | 3 |

## **THEATRE CURRICULUM**

**TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 73 HOURS

|                                  |   |
|----------------------------------|---|
| SPE 211 Voice and Diction        | 3 |
| TH 200 Theatre Practicum         | 1 |
| TH 209 Oral Interpretation       | 3 |
| TH 210 Beginning Acting          | 3 |
| TH 211 Movement I                | 3 |
| TH 260 Introduction to Theatre   | 3 |
| TH 261 Play Production           | 3 |
| TH 280 Plays on Film             | 3 |
| TH 300 Theatre Practicum         | 1 |
| TH 301 History of the Theatre I  | 3 |
| TH 302 History of Theatre II     | 3 |
| TH 303 Directing I               | 3 |
| TH 308 Beginning Playwriting     | 3 |
| TH 309 Educational Theatre       | 3 |
| TH 312 Intermediate Acting       | 3 |
| TH 360 Special Topics/Workshop   | 3 |
| TH 400 Theatre Practicum         | 1 |
| TH 402 Advanced Acting           | 3 |
| TH 403 Directing II              | 3 |
| TH 405 History of American Music | 3 |
| TH 408 Advanced Playwriting      | 3 |

|                            |   |
|----------------------------|---|
| TH 411 Audition Workshop   | 3 |
| TH 412 Narrative Theatre   | 3 |
| TH 414 Styles of Acting    | 3 |
| TH 449 Senior Seminar      | 1 |
| TH 460 Script Analysis     | 3 |
| TH 351 or TH 352 or TH 375 | 3 |

**MAJOR ELECTIVES: 3 hours**

|                                  |   |
|----------------------------------|---|
| DAN 301 Beginning Dance          | 3 |
| DAN 302 Lyrical Dance            | 3 |
| MU 120 Class Voice               | 1 |
| MU 215 Opera Workshop            | 1 |
| MU 321 Voice Diction             | 2 |
| TH 310 Scenic Design & Painting  | 3 |
| TH 315 Make-up Design & Prosthe  | 3 |
| TH 320 Lighting Design & Audio   | 3 |
| TH 325 Costume Design & Construc | 3 |

**THEATRE MINOR: 18 hours**

|                                |   |
|--------------------------------|---|
| TH 206 Introduction to Theatre | 3 |
| TH 209 Oral Interpretation     | 3 |
| TH 210 Beginning Acting        | 3 |
| TH 211 Movement I              | 3 |
| TH 402 Advanced Acting         | 3 |
| SPE 211 Voice and Diction      | 3 |

**MUSIC CURRICULUM**

**TOTAL HOURS: 120**

**GENERAL EDUCATION: 44 hours**

**MAJOR REQUIREMENTS: 58 hours**

MU 100 Recital Attendance 8\*

*\*Must take a 1-hour course 8 consecutive semesters.*

|                                  |   |
|----------------------------------|---|
| MU 101 Theory I                  | 2 |
| MU 102 Theory II                 | 2 |
| MU 103 Ear Drill/Sight Sing      | 1 |
| MU 104 Ear Drills                | 1 |
| MU 131 Keyboard Musicianship I   | 2 |
| MU 132 Keyboard Musicianship II  | 2 |
| MU 201 Theory III                | 2 |
| MU 202 Theory IV                 | 2 |
| MU 204 Ear Drills/Sing III       | 1 |
| MU 205 Ear Drills/Sing IV        | 1 |
| MU 231 Keyboard Musicianship III | 2 |
| MU 232 Keyboard Musicianship IV  | 2 |
| MU 302 Conducting                | 2 |
| MU 304 Form and Analysis         | 2 |
| MU 305 Music Technology          | 2 |

|                                    |   |
|------------------------------------|---|
| MU 321 Voice Diction               | 2 |
| MU 341 Applied Music               | 2 |
| MU 342 Pre-Recital Hearing         | 2 |
| MU 343 Junior Recital              | 1 |
| MU 351 Music History and Litera I  | 2 |
| MU 352 Music History and Litera II | 2 |
| MU 354 Introduction to World Music | 2 |
| MU 399 Writing About Music         | 2 |

*Must pass Theory and Musicianship Review and the MU 242 Jury to continue in the program.*

|                                 |   |
|---------------------------------|---|
| MU 141 and MU 142 Applied Music | 2 |
| MU 241 and MU 242 Applied Music | 2 |
| MU 441 or MU 402                | 1 |
| MU 413 Senior Recital or        |   |
| MU 403 Senior Project           | 1 |

**SMALL ENSEMBLES 3**

*Must fulfill 3 1-hour courses in Small Ensembles.*

|                        |   |
|------------------------|---|
| MU 216 Brass           | 1 |
| MU 216 Chamber Singers | 1 |
| MU 216 Guitar          | 1 |
| MU 216 Handbells       | 1 |
| MU 216 Jazz Combo      | 1 |
| MU 216 Percussion      | 1 |
| MU 216 Piano           | 1 |
| MU 216 Strings         | 1 |
| MU 216 Trombone        | 1 |
| MU 216 Voice           | 1 |
| MU 216 Woodwind        | 1 |

**LARGE ENSEMBLES 2**

*Must fulfill 2 1-hour courses in Large Ensembles.*

|                              |   |
|------------------------------|---|
| MU 209 Inspirational Singers | 1 |
| MU 211 Jazz Performance Lab  | 1 |
| MU 213 Jazz Band             | 1 |
| MU 214 Brass Band            | 1 |
| MU 215 Opera Workshop        | 1 |
| MU 221 Wind Ensemble         | 1 |

**CONCENTRATIONS 18**

*Must fulfill 18 hours in **one** Concentration Area.*

Church Music

|                              |   |
|------------------------------|---|
| MU 209 Inspirational Singers | 1 |
| MU 218 Church Organ I        | 2 |
| MU 219 Church Organ II       | 2 |

|        |                           |   |
|--------|---------------------------|---|
| MU 333 | Contemp Key Harmony       | 1 |
| MU 361 | Church Music Literature   | 2 |
| MU 362 | Church Mus Admin/Meth     | 2 |
| MU 363 | History of Church         | 2 |
| MU 364 | Contemp Music Worship     | 2 |
| MU 365 | Children's Music Ministry | 2 |
| MU 405 | Adv Conducting/Choral     | 2 |

#### Jazz Studies

|        |                       |   |
|--------|-----------------------|---|
| MU 111 | Jazz Improvisation I  | 2 |
| MU 112 | Jazz Improvisation II | 2 |
| MU 203 | Jazz History          | 2 |
| MU 213 | Jazz Band             | 1 |
| MU 222 | The Jazz Singer I     | 2 |
| MU 233 | Jazz Piano I          | 1 |
| MU 234 | Jazz Piano II         | 1 |
| MU 307 | Jazz Education        | 1 |
| MU 325 | Jazz Pedagogy         | 2 |
| MU 328 | Jazz Theory I         | 2 |
| MU 330 | Jazz Harmony          | 2 |

#### Voice

|        |                        |   |
|--------|------------------------|---|
| MU 203 | Jazz History           | 2 |
| MU 213 | Jazz Band              | 1 |
| MU 215 | Opera Workshop         | 1 |
| MU 222 | The Jazz Singer I      | 2 |
| MU 223 | The Jazz Singer II     | 2 |
| MU 322 | Vocal Pedagogy         | 2 |
| MU 334 | Technique of Accompany | 2 |
| MU 363 | History of Church      | 2 |
| MU 380 | Instr Music for Choral | 2 |
| MU 405 | Adv Conducting/Choral  | 2 |

#### Instrumental

|        |                           |   |
|--------|---------------------------|---|
| MU 307 | Jazz Education            | 1 |
| MU 334 | Technique of Accompany    | 2 |
| MU 371 | Woodwind Band Method      | 2 |
| MU 372 | String Method             | 2 |
| MU 373 | Percussion Method         | 2 |
| MU 374 | Brass Methods             | 2 |
| MU 379 | Choral Music Instrumental | 2 |

|                                     |                          |    |
|-------------------------------------|--------------------------|----|
| MU 404                              | Adv Conduct/Instrumental | 2  |
| MU 213                              | Jazz Band                | 3* |
| <i>*Must take 3 1-hour courses.</i> |                          |    |

#### Education Emphasis--- Instrumental

|        |                          |   |
|--------|--------------------------|---|
| MU 213 | Jazz Band                | 1 |
| MU 303 | Intro to Music Education | 3 |
| MU 311 | Marching Band Tech       | 1 |
| MU 356 | Music Meth P-12/Instr    | 3 |
| MU 371 | Woodwind Band Method     | 2 |
| MU 372 | String Method            | 2 |
| MU 373 | Percussion Method        | 2 |
| MU 374 | Brass Methods            | 2 |
| MU 404 | Adv Conduct/Instrumental | 2 |

#### Education Emphasis--- Choral

|        |                          |   |
|--------|--------------------------|---|
| MU 295 | Music Education Lab I    | 1 |
| MU 303 | Intro to Music Education | 3 |
| MU 322 | Vocal Pedagogy           | 2 |
| MU 334 | Technique of Accompany   | 2 |
| MU 347 | Music for Excep Child    | 2 |
| MU 355 | Elem Music Method        | 2 |
| MU 357 | Music Meth P-12/Choral   | 3 |
| MU 395 | Music Education Lab II   | 1 |
| MU 405 | Adv Conducting/Choral    | 2 |

#### **MUSIC MINOR: 18 hours**

|  |                            |   |
|--|----------------------------|---|
| MU 101   | Theory I                   | 2 |
| MU 131   | Keyboard Musicianship I    | 2 |
| MU 132   | Keyboard Musicianship II   | 2 |
| MU 120   | Class Voice                | 2 |
| MU 200   | Music Appreciation         | 2 |
| MU 100   | Recital Attendance         | 1 |
| MU 141   | Applied Music              | 1 |
| MU 142   | Applied Music              | 1 |
| MU 354   | Intro to World Music       | 2 |
| MU 103   | Ear Training/Sight Singing | 1 |
| MU 216   | Small Ensemble             | 1 |
| Large Ensemble, MU 209, 211, 213, 214, 217, 221, 215 |                            | 1 |

# English Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                         |       |
|---------------|------|----------------------------|-------|-----------------|-----|-------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II  | 3     |
| BY            | 101  | General Biology            | 3     | CIS             | 110 | Computer Literacy       | 3     |
| BY            | 101L | General Biology I          | 1     | SS              | 101 | African Amer Experience | 3     |
| EN            | 101  | English Composition I      | 3     | SPE             | 111 | Speech                  | 3     |
| HI            | 101  | World Civilization         | 3     | FL              | 102 | Spanish or French       | 3     |
| FL            | 101  | Spanish or French          | 3     |                 |     |                         |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                         |       |
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|               |      |                            | 17    |                 |     |                         | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                        |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|------------------------|-------|
| EN            | 201 | Introduction to Literature <u>OR</u> |       | HUM             | 201 | Humanities             | 3     |
| EN            | 202 | World Masterpieces                   | 3     | FL              | 202 | Spanish or French      | 3     |
| FL            | 201 | Spanish or French                    | 3     | EN              | 205 | Intro to English Major | 3     |
| PS            | 201 | Intro to American Gov                | 3     | PSY             | 201 | General Psychology     | 3     |
| RE            | 211 | Survey of Religion                   | 3     | EN              | 306 | Research and Methods   | 3     |
| EC            | 201 | Prin of Macroeconomics               | 3     |                 |     |                        |       |
|               |     |                                      | <hr/> |                 |     |                        | <hr/> |
|               |     |                                      | 15    |                 |     |                        | 15    |

## Junior Year

| Fall Semester |     |                            |       | Spring Semester |     |                            |       |
|---------------|-----|----------------------------|-------|-----------------|-----|----------------------------|-------|
| EN            | 301 | Grammar and Linguistics    | 3     | EN              | 366 | African-American Lit II    | 3     |
| EN            | 361 | American Literature I      | 3     | EN              | 362 | American Literature II     | 3     |
| EN            | 365 | African-American Lit I     | 3     | EN              | 351 | Shakespeare                | 3     |
| CO            | 305 | Public Speaking            | 3     | EN              |     | English Elective <u>OR</u> |       |
| EN            |     | English Elective <u>OR</u> |       | SPA             |     | Spanish Elective           | 3     |
| SPA           |     | Spanish Elective           | 3     | EN              |     | English Elective           | 3     |
|               |     |                            | <hr/> |                 |     |                            | <hr/> |
|               |     |                            | 15    |                 |     |                            | 15    |

## Senior Year

|    |     |                          |       |    |     |                       |       |
|----|-----|--------------------------|-------|----|-----|-----------------------|-------|
| EN | 404 | Comparative Africana Lit | 3     | EN | 402 | British Literature II | 3     |
| EN | 401 | British Literature I     | 3     | EN | 449 | Senior Seminar        | 3     |
| EN | 451 | Literary Criticism       | 3     | EN |     | English Elective      | 3     |
| EN | 490 | Internship               | 4     | EN |     | English Elective      | 3     |
| EN |     | English Elective         | 3     |    |     |                       |       |
|    |     |                          | <hr/> |    |     |                       | <hr/> |
|    |     |                          | 16    |    |     |                       | 12    |

Total: 120 hours

Effective Fall 2013

## **ENGLISH MAJOR ELECTIVES**

### **Fall Offerings**

|                                     |   |
|-------------------------------------|---|
| EN 305 Advanced Composition         | 3 |
| EN 352 English Renaissance Drama    | 3 |
| EN 370 Jewish-American Literature   | 3 |
| EN 380 African-Amer Contemp Writers | 3 |
| EN 390 Poetry                       | 3 |
| EN 439 The Novel                    | 3 |
| SPA 230 Conversation and Writing    | 3 |

### **Spring Offerings**

|  |   |
|--|---|
| EN 320 Creative Writing                            | 3 |
| EN 355 Modernism                                   | 3 |
| EN 372 Short Story                                 | 3 |
| EN 375 Drama as Literature                         | 3 |
| EN 400 African-Amer Autobio                        | 3 |
| EN 460 Topics in Literature                        | 3 |
| SPA 302 Latin American<br>Civilization and Culture | 3 |

# Theatre Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                          |       |
|---------------|------|----------------------------|-------|-----------------|-----|--------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II   | 3     |
| BY            | 101  | General Biology            | 3     | SPE             | 111 | Fundamental of Speech    | 3     |
| BY            | 101L | General Biology I          | 1     | SS              | 101 | African Amer Experience  | 3     |
| EN            | 101  | English Composition I      | 3     | HUM             | 201 | Humanities               | 3     |
| HI            | 101  | World Civilization         | 3     | RE              | 211 | Survey of World Religion | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                          |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                          |       |
|               |      |                            | <hr/> |                 |     |                          | <hr/> |
|               |      |                            | 17    |                 |     |                          | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                           |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|---------------------------|-------|
| EN            | 201 | Introduction to Literature <u>OR</u> |       | EC              | 201 | Prin of Macroeconomics    | 3     |
| EN            | 202 | World Masterpieces                   | 3     | PS              | 201 | Intro to American Gov     | 3     |
| PSY           | 201 | General Psychology                   | 3     | TH              | 200 | Theatre Practicum         | 1     |
| SPE           | 211 | Voice and Diction                    | 3     | TH              | 211 | Movement I                | 3     |
| TH            | 260 | Introduction to Theatre              | 3     | TH              | 280 | Plays on Film             | 3     |
| TH            | 210 | Beginning Acting                     | 3     |                 |     | Theatre or Music Elective | 3     |
|               |     |                                      | <hr/> |                 |     |                           | <hr/> |
|               |     |                                      | 15    |                 |     |                           | 16    |

## Junior Year

| Fall Semester |     |                       |       | Spring Semester |     |                               |       |
|---------------|-----|-----------------------|-------|-----------------|-----|-------------------------------|-------|
| TH            | 261 | Play Production       | 3     | TH              | 351 | Shakespeare <u>OR</u>         |       |
| TH            | 301 | History of Theatre I  | 3     | TH              | 375 | Drama as Literature <u>OR</u> |       |
| TH            | 308 | Beginning Playwriting | 3     | TH              | 352 | English Renaissance Drama     | 3     |
| TH            | 312 | Intermediate Acting   | 3     | TH              | 302 | History of Theatre II         | 3     |
| TH            | 300 | Theatre Practicum     | 1     | TH              | 309 | Educational Theatre           | 3     |
| TH            | 303 | Directing I           | 3     | TH              | 209 | Oral Interpretation           | 3     |
|               |     |                       |       | TH              | 402 | Advanced Acting               | 3     |
|               |     |                       | <hr/> |                 |     |                               | <hr/> |
|               |     |                       | 16    |                 |     |                               | 15    |

## Senior Year

| Fall Semester |     |                         |       | Spring Semester |     |                           |       |
|---------------|-----|-------------------------|-------|-----------------|-----|---------------------------|-------|
| TH            | 403 | Directing II            | 3     | TH              | 460 | Script Analysis           | 3     |
| TH            | 360 | Special Topics/Workshop | 3     | TH              | 400 | Theatre Practicum         | 1     |
| TH            | 411 | Audition Workshop       | 3     | TH              | 408 | Advanced Playwriting      | 3     |
| TH            | 412 | Narrative Theatre       | 3     | TH              | 414 | Styles of Acting          | 3     |
|               |     |                         |       | TH              | 405 | Hist of American Musicals | 3     |
|               |     |                         |       | TH              | 449 | Senior Seminar            | 1     |
|               |     |                         | <hr/> |                 |     |                           | <hr/> |
|               |     |                         | 12    |                 |     |                           | 14    |

# Music Paradigm

| Fall Semester |     |                            |   | Freshman Year |     |                            |   | Spring Semester |  |  |  |
|---------------|-----|----------------------------|---|---------------|-----|----------------------------|---|-----------------|--|--|--|
| FYA           | 101 | Orientation to the Academy | 1 | EN            | 102 | English Composition II     | 3 |                 |  |  |  |
| EN            | 101 | English Composition I      | 3 | SPE           | 111 | Fundamentals of Speech     | 3 |                 |  |  |  |
| MA            | 101 | Intermediate Algebra       | 3 | CIS           | 110 | Computer Literacy          | 3 |                 |  |  |  |
| HI            | 101 | World Civilization         | 3 | MU            | 100 | Recital Attend Class       | 1 |                 |  |  |  |
| MU            | 100 | Recital Attend Class       | 1 | MU            | 102 | Music Theory II            | 2 |                 |  |  |  |
| MU            | 101 | Theory I                   | 2 | MU            | 104 | Ear Training/Sight Singing | 1 |                 |  |  |  |
| MU            | 103 | Ear Training/Sight Singing | 1 | MU            | 132 | Keyboard Musicianship      | 2 |                 |  |  |  |
| MU            | 131 | Keyboard Musicianship      | 2 | MU            | 142 | Applied Music              | 1 |                 |  |  |  |
| MU            | 141 | Applied Music              | 1 | MU            | 216 | Small Ensemble             | 1 |                 |  |  |  |
|               |     |                            |   |               |     |                            |   |                 |  |  |  |
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## DIVISION OF NATURAL SCIENCES AND MATHEMATICS

### MAJORS:

Biology  
Chemistry  
Computer and Information Sciences  
Environmental Science  
Management Information Systems  
Mathematics

### MINORS:

Biology  
Chemistry  
Environmental Science  
Mathematics

### INTRODUCTION/OVERVIEW

The Division of Natural Sciences and Mathematics offers major and minor programs in Biology, Chemistry, Mathematics, Environmental Science and Computer and Information Sciences. The Division, in conjunction with the Division of Education, offers majors in Biology Education, Biology/General Science Education, Chemistry Education and Mathematics Education. The Division also offers a degree in Management Information Sciences in conjunction with the Division of Business and Accounting. Students completing requirements for these major programs are awarded the bachelor of science degree.

All students majoring in the natural sciences and mathematics programs must complete the general education requirements of the College. The Division provides tutorial assistance, graduate school preparation and other wholesome activities designed to produce well-trained, competent science professionals.

### DIVISION MISSION:

The Division of Natural Sciences and Mathematics offers an educational program that provides for students from diverse academic, economic, racial, and social backgrounds. The Division strives to produce an ethical and intelligent graduate with strong critical and creative thinking skills, quality leadership

attributes, competency in a chosen field of study, and a heightened awareness of the importance of research, computer and technological literacy, and a keen knowledge of varied career areas that affect intelligent choices and productive membership in society.

**Biology Mission.** To provide strong teaching advisement to students majoring in biology and biology education, for employment and or entry into graduate and professional schools.

**Chemistry Mission.** The mission of the chemistry discipline is to provide a quality education through classroom learning and scientific communication in all the areas of chemistry and areas of science requiring chemistry. Our program of study leading to the bachelor of science degree in chemistry is aimed at preparing students for the job market and graduate school.

**Computer Information Systems (CIS) Mission.** The CIS program provides students with an in-depth education in the conceptual foundations of computer information science and a complex software and hardware systems. It allows student to explore the connections between computer information science and a variety of other disciplines. Combined with a strong education in mathematics, sciences and the liberal arts, it prepares students to be leaders in computer information science practice, applications to other disciplines and research.

**Environmental Science Mission.** The primary mission of the Environmental Sciences program is to advance, through both classroom instruction and research, the education of students in areas of national and international needs in relation to the environment. Our mission is to use an interdisciplinary approach that ensures that students become aware of a wide range of environmental concerns and that their research includes a breadth of environmental understanding beyond the boundaries of a particular discipline. The ultimate goal of the program is to prepare

students for careers in research, management, government service, teaching, and other areas where they can make productive contributions to the solution of environmental problems.

### **Management Information Systems (MIS)**

**Mission.** The MIS Program provides students with an in-depth education in the uses of computers in business. It allows a student to explore both business and information technology and learn how to solve business problems using in hardware, operating systems, networking, programming and database management. Students learn to use technology as a key business driver to manage corporate information technology resources.

**Mathematics Mission.** The mission is to provide strong teaching and advisement to students majoring in mathematics and mathematics education for employment and or entry into graduate and professional schools.

### **PROGRAM ADMISSION:**

#### **Policies and Procedures**

1. A student who declares a major in the natural sciences, mathematics or computer sciences must make a minimum grade of "C" in each course taken in this division, whether it is a required course or any variety of elective.
2. Students are required to pass a comprehensive examination in the major area before graduation. Mathematics majors are required to complete a minor of 18 hours in an area other than mathematics.
3. The requirements for a major in Biology include a minor of 16 hours in chemistry, 8 hours in physics and 9 hours in mathematics. The requirements for a major in Chemistry include a minor of 18 hours in mathematics.
4. Students seeking Teacher Certification in Mathematics, Chemistry, Biology or General Science Education must have a minimum GPA of 2.8, a grade of C in each major course, and must be recommended by the Division Chairperson.
5. A student must complete at least 30 semester hours in the major area.

6. The programs have been designed for completion in four academic years. If a student should deviate from the program as designed on their paradigm, the Division will not assume the responsibility to offer courses out of sequence to accommodate such students with deficiencies. Such students will be required to wait until needed courses are normally offered. Biology, general science, chemistry and mathematics majors who are interested in teaching on the secondary level may be certified to do so by completing requirements for the baccalaureate degree in their area of concentration and by further completing requirements for teacher education as outlined by the State Department of Education. These students must consult and be guided by the Chairperson in the Division of Education.

### **EXIT EXAM**

Before graduating, all students enrolled in major disciplines must pass the Division's Senior EXIT Examination with a score of 70% or higher. This comprehensive exam is administered in the Division on the second Friday of each month. Students may take the exit exam as early as the first semester of their senior year. They must, however, first pass the English Proficiency Exam.

### **ORGANIZATIONS:**

Students are expected to join one of the science clubs or other professional associations and the graduate school club. Students are also encouraged to join the Beta Kappa Chi National Scientific Honor Society. These activities will offer information relative to advanced study and preparation beyond the baccalaureate level. The division offers GRE and MCAT preparation and tutorial assistance. Students have opportunities to network with other students regionally and nationally as well as science professionals across the country. Student travel to workshops, science conferences and symposia are all benefits to be accessed by the successful matriculant. Research and critical thinking by students is highly encouraged and appropriate rewards are expected. Selected students are afforded portfolio-building opportunities, which

should lead to scholarship and professional development. Every student should benefit from these programmed activities.

## CAREER TRENDS

### BIOLOGY CURRICULUM TOTAL HOURS: 120

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 18 hours

|   |     |
|---|-----|
| BY 304 Genetics w/Lab                   | 3/1 |
| BY 406 Molecular Bio and Genetics w/Lab | 3/1 |
| BY 407 Biochemistry I w/Lab             | 3/1 |
| BY 449 Senior Seminar                   | 2   |
| CH 110 Chemical Concepts w/Lab          | 3/1 |

COGNATES: 34 hours

|                                   |     |
|-----------------------------------|-----|
| CH 131 General Chemistry I w/Lab  | 3/1 |
| CH 132 General Chemistry II w/Lab | 3/1 |
| CH 305 Organic Chemistry I w/Lab  | 3/1 |
| CH 306 Organic Chemistry II w/Lab | 3/1 |
| MA 110 Precalculus I              | 3   |
| MA 111 Precalculus II             | 3   |
| MA 201 Analytic Geom & Cal I      | 4   |
| PH 301 College Physics I w/Lab    | 3/1 |
| PH 302 College Physics II w/Lab   | 3/1 |

MAJOR ELECTIVES: 24 hours

|                                      |     |
|--------------------------------------|-----|
| BY 202 Botany w/Lab                  | 3/1 |
| BY 210 Zoology w/Lab                 | 3/1 |
| BY 302 Cell Biology w/Lab            | 3/1 |
| BY 305 Embryology w/Lab              | 3/1 |
| BY 307 Human Anatomy w/Lab           | 3/1 |
| BY 308 Parasitology w/Lab            | 3/1 |
| BY 310 Histology w/Lab               | 3/1 |
| BY 317 Immunology w/Lab              | 3/1 |
| BY 402 Human Physiology w/Lab        | 3/1 |
| BY 403 Pant Physiology w/Lab         | 3/1 |
| BY 405 Microbiology w/Lab            | 3/1 |
| BY 450 Research                      | 3   |
| BY 451 Research II                   | 3   |
| BY 460 Special Topics                | 3   |
| CH 304 Analytical Chemistry w/Lab    | 3/1 |
| CH 350 Instrumentation Technique     | 4   |
| CH 408 Biochemistry II w/Lab         | 3/1 |
| MA 241 Biostatistics                 | 3   |
| ES 300 Scientific Writing            | 3   |
| ES 315 Prin of Bioremediation        | 3   |
| ES 321 Environmental Science I w/Lab | 3/1 |

The Division conducts programs for students who are interested in attending medical school, dental school or entering the allied health field after graduation.

|                              |     |
|------------------------------|-----|
| ES 400 General Ecology w/Lab | 3/1 |
| ES 404 Environmental Laws    | 3   |

### BIOLOGY MINOR: 21-22 hours

|  |     |
|--|-----|
| BY 202 Botany w/Lab                        | 3/1 |
| BY 210 Zoology w/Lab                       | 3/1 |
| BY 302 Cell Biology w/Lab                  | 3/1 |
| BY 304 Genetics w/Lab                      | 3/1 |
| BY 449 Senior Seminar                      | 2   |
| Approved Biology Electives (300-400 level) | 3-4 |

### CHEMISTRY CURRICULUM TOTAL HOURS: 120

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 42 hours

|                                   |     |
|-----------------------------------|-----|
| CH 110 Chemical Concepts w/Lab    | 3/1 |
| CH 131 General Chemistry I w/Lab  | 3/1 |
| CH 132 General Chemistry II w/Lab | 3/1 |
| CH 303 Qualitative Analysis w/Lab | 3/1 |
| CH 304 Analytical Chemistry w/Lab | 3/1 |
| CH 305 Organic Chemistry I w/Lab  | 3/1 |
| CH 306 Organic Chemistry II w/Lab | 3/1 |
| CH 401 Physical Chemical I w/Lab  | 3/1 |
| CH 402 Physical Chemical w/Lab    | 3/1 |
| CH 408 Biochemistry II w/Lab      | 3/1 |
| CH 449 Senior Seminar             | 2   |

COGNATES: 22 hours

|                                 |     |
|---------------------------------|-----|
| MA 110 Precalculus I            | 3   |
| MA 111 Precalculus II           | 3   |
| MA 201 Analytic Geom & Cal I    | 4   |
| MA 202 Analytic Geom & Cal II   | 4   |
| PH 301 College Physics I w/Lab  | 3/1 |
| PH 302 College Physics II w/Lab | 3/1 |

MAJOR ELECTIVES: 12 hours

|  |     |
|--|-----|
| CH 450 Research I                        | 3   |
| CH 451 Research II                       | 3   |
| CH 350 Instrumentation Technique w/Lab   | 3/1 |
| CH 420 Synthetic Organic Chemistry w/Lab | 3/1 |
| CH 460 Special Topics                    | 3   |

|                               |     |
|-------------------------------|-----|
| ES 300 Scientific Writing     | 3   |
| ES 324 Environ Analysis w/Lab | 3/1 |

#### **CHEMISTRY MINOR: 21-22 hours**

|  |     |
|--|-----|
| CH 131 General Chemistry I w/Lab             | 3/1 |
| CH 132 General Chemistry II w/Lab            | 3/1 |
| CH 305 Organic Chemistry I w/Lab             | 3/1 |
| CH 306 Organic Chemistry II w/Lab            | 3/1 |
| CH 449 Senior Seminar                        | 2   |
| Approved Chemistry Electives (300-400 level) | 3-4 |

#### **COMPUTER AND INFORMATION SCIENCES CURRICULUM**

##### **TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 67 hours

|   |   |
|---|---|
| CIS 120 Fund of Microcomputer Application | 3 |
| CIS 260 Fund of Comp Info System          | 3 |
| CIS 270 Microcomputer Hardware            | 3 |
| CIS 271 Operating Systems                 | 3 |
| CIS 280 Concepts/Multimedia Development   | 3 |
| CIS 290 Intro to Computer Program         | 3 |
| CIS 305 Internet Concepts and Practice    | 3 |
| CIS 310 Website Development               | 3 |
| CIS 320 Intro to JAVA Programming         | 3 |
| CIS 325 C-Programming Language            | 3 |
| CIS 327 Basic/Visual Programming          | 3 |
| CIS 330 Computer Architecture             | 3 |
| CIS 333 Assembly Language Program         | 3 |
| CIS 350 Project Management                | 3 |
| CIS 360 Computer Networks and Data Comm   | 3 |
| CIS 370 Data Structures                   | 3 |
| CIS 395 Community Service Internship      | 4 |
| CIS 400 Database Mangement Systems        | 3 |
| CIS 430 Logic Design                      | 3 |
| CIS 440 Electronic Commerce               | 3 |
| CIS 449 Senior Seminar                    | 3 |
| CIS 450 Information Systems Security      | 3 |

COGNATES: 9 hours

|                             |   |
|-----------------------------|---|
| MA 110 PreCalculus I        | 3 |
| MA 111 Precalculus II       | 3 |
| MA 324 Discrete Mathematics | 3 |

#### **ENVIRONMENTAL SCIENCE CURRICULUM**

##### **TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 36 hours

|   |     |
|---|-----|
| BY 202 Botany w/Lab                       | 3/1 |
| BY 210 Zoology w/Lab                      | 3/1 |
| ES 200 Principles of Geology w/Lab        | 3/1 |
| ES 305 Introduction to Soil Science w/Lab | 3/1 |
| ES 321 Environmental Science I w/Lab      | 3/1 |
| ES 324 Environmental Analysis w/Lab       | 3/1 |
| ES 340 Intro to Geology Info System       | 3   |
| ES 400 General Ecology w/Lab              | 3/1 |
| ES 449 Senior Seminar                     | 2   |
| ES 450 or ES 430                          | 3   |

COGNATES: 37 hours

|                                   |     |
|-----------------------------------|-----|
| CH 131 General Chemistry I w/Lab  | 3/1 |
| CH 132 General Chemistry II w/Lab | 3/1 |
| CH 305 Organic Chemistry I w/Lab  | 3/1 |
| CH 306 Organic Chemistry II w/Lab | 3/1 |
| MA 110 Precalculus I              | 3   |
| MA 111 Precalculus II             | 3   |
| MA 201 Analytic Geo and Cal I     | 4   |
| CIS 260 Fund of Com Info Systems  | 3   |
| PH 301 College Physics I w/Lab    | 3/1 |
| PH 302 College Physics II w/Lab   | 3/1 |

MAJOR ELECTIVES: 3 Hours

|   |     |
|---|-----|
| BY 302 Cell Biology w/Lab                 | 3/1 |
| BY 308 Parasitology w/Lab                 | 3/1 |
| BY 405 Microbiology w/Lab                 | 3/1 |
| CH 110 Chemical Concepts w/Lab            | 3/1 |
| CH 304 Analytical Chemistry w/Lab         | 3/1 |
| CH 350 Instrumentation Techniques w/Lab   | 3/1 |
| ES 300 Scientific Writing                 | 3   |
| ES 315 Principles of Bioremediation w/Lab | 3/1 |
| ES 404 Environmental Laws                 | 3   |
| ES 460 Special Topics                     | 3   |

#### **ENVIRONMENTAL SCIENCE MINOR: 21 HOURS**

|                                     |     |
|-------------------------------------|-----|
| ES 200 Geology w/Lab                | 3/1 |
| ES 305 Soil Science w/Lab <u>or</u> |     |
| ES 324 Environmental Analysis w/Lab | 3/1 |
| ES 321 Environmental Science w/Lab  | 3/1 |
| ES 340 Intro to GIS                 | 3   |
| ES 400 Ecology w/Lab                | 3/1 |
| ES 449 Senior Seminar               | 2   |

**MANAGEMENT INFORMATION SYSTEM  
CURRICULUM  
TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 73 Hours

|  |   |
|--|---|
| MIS 120 Fund of Microcomputer App      | 3 |
| MIS 202 Principles of Microeconomics   | 3 |
| MIS 211 Principles of Accounting I     | 3 |
| MIS 212 Principles of Accounting II    | 3 |
| MIS 260 Fund of Computer Info Systems  | 3 |
| MIS 280 Multimedia Development         | 3 |
| MIS 290 Introduction to Programming    | 3 |
| MIS 302 Business Statistics            | 3 |
| MIS 305 Internet Concepts and Practice | 3 |
| MIS 310 Website Design                 | 3 |
| MIS 315 Systems Analysis and Design    | 3 |
| MIS 323 Managerial Economics           | 3 |
| MIS 340 Principles of Marketing        | 3 |
| MIS 350 Project Management             | 3 |
| MIS 360 Computer Network and Data Comm | 3 |
| MIS 361 Principles of Finance          | 3 |
| MIS 381 Principles of Management       | 3 |
| MIS 395 Community Service Internship   | 4 |
| MIS 400 Database Management Systems    | 3 |
| MIS 402 Strategic Management           | 3 |
| MIS 415 Management Info System         | 3 |
| MIS 440 Electronic Commerce            | 3 |
| MIS 449 Senior Seminar                 | 3 |
| MIS 450 Info Systems Security          | 3 |

COGNATES: 3 hours

|                    |   |
|--------------------|---|
| MA 110 Precalculus | 3 |
|--------------------|---|

**MATHEMATICS CURRICULUM  
TOTAL HOURS: 120**

MAJOR CORE: 6 hours

|                       |   |
|-----------------------|---|
| MA 110 Precalculus I  | 3 |
| MA 111 Precalculus II | 3 |

MAJOR REQUIREMENTS: 34 hours

|                                      |   |
|--------------------------------------|---|
| MA 201 Analytic Geometry and Cal I   | 4 |
| MA 202 Analytic Geometry and Cal II  | 4 |
| MA 203 Analytic Geometry and Cal III | 4 |

|                                   |   |
|-----------------------------------|---|
| MA 308 Differential Equations     | 3 |
| MA 311 Linear Algebra             | 3 |
| MA 317 Probability and Statistics | 3 |
| MA 318 Statistical Inference      | 3 |
| MA 403 Advanced Calculus I        | 3 |
| MA 441 Numerical Analysis I       | 3 |
| MA 449 Senior Seminar             | 2 |
| MA 421 Into Abstract Algebra      | 3 |

COGNATES: 12 hours

|                                       |   |
|---------------------------------------|---|
| CIS 290 Intro to Computer Programming | 3 |
| PH 301 College Physics I w/Lab        | 3 |
| PH 302 College Physics II w/Lab       | 3 |

MAJOR ELECTIVES: 18 hours

|  |   |
|--|---|
| MA 315 Theory of Numbers               | 3 |
| MA 319 Fund Concepts of geometry       | 3 |
| MA 324 Discrete Mathematics            | 3 |
| MA 404 Advanced Calculus II            | 3 |
| MA 412 Complex Variables               | 3 |
| MA 450 Research                        | 3 |
| MA 442 Numerical Analysis II           | 3 |
| MA 460 Special Topics                  | 3 |
| MA 410 History of Mathematics I        | 3 |
| MA 411 History of Mathematics II       | 3 |
| CIS 271 Operating Systems              | 3 |
| CIS 305 Internet Concepts and Practice | 3 |
| CIS 310 Website Development            | 3 |
| CIS 321 Fortran Programming            | 3 |
| CIS 325 C-Programming Language         | 3 |
| CIS 330 Computer Architecture          | 3 |
| CIS 333 Assembly Language Program      | 3 |
| CIS 370 Data Structures                | 3 |
| CIS 400 Database Management Systems    | 3 |
| CIS 430 Logic Design                   | 3 |

FREE ELECTIVES: 6 hours

**MATHEMATICS MINOR: 20 hours**

|   |    |
|---|----|
| MA 201 Analytic Geometry and Cal I                | 4  |
| MA 202 Analytic Geometry and Cal II               | 4  |
| Approved Mathematics Electives<br>(300-400 level) | 12 |

*\*MA 316 is not accepted in the minor nor the major.*

# Biology Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |      |                        |       |
|---------------|------|----------------------------|-------|-----------------|------|------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | SPE             | 111  | Fundamentals of Speech | 3     |
| BY            | 101  | General Biology I          | 3     | EN              | 102  | English Composition II | 3     |
| BY            | 101L | General Biology I Lab      | 1     | MA              | 110  | Pre-Calculus I         | 3     |
| EN            | 101  | English Composition I      | 3     | CH              | 110  | Chemical Concepts      | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | CH              | 110L | Chemical Concepts Lab  | 1     |
| CIS           | 110  | Computer Literacy          | 3     |                 |      |                        |       |
| SS            | 101  | African Amer Experience    | 3     |                 |      |                        |       |
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## Sophomore Year

| Fall Semester |      |                         |       | Spring Semester |      |                                      |       |
|---------------|------|-------------------------|-------|-----------------|------|--------------------------------------|-------|
| HI            | 101  | World Civilization I    | 3     | EN              | 201  | Introduction to Literature <b>OR</b> |       |
| PSY           | 201  | General Psychology      | 3     | EN              | 202  | World Masterpieces                   | 3     |
| CH            | 131  | General Chemistry I     | 3     | MA              | 201  | Analytic Geometry and Cal I          | 4     |
| CH            | 131L | General Chemistry I Lab | 1     | CH              | 132  | General Chemistry II                 | 3     |
| MA            | 111  | Pre-Calculus II         | 3     | CH              | 132L | General Chemistry II Lab             | 1     |
| HUM           | 201  | Humanities              | 3     | EC              | 201  | Prin of Macroeconomics               | 3     |
|               |      |                         | <hr/> |                 |      |                                      | <hr/> |
|               |      |                         | 16    |                 |      |                                      | 14    |

## Junior Year

| Fall Semester |      |                         |       | Spring Semester |      |                          |       |
|---------------|------|-------------------------|-------|-----------------|------|--------------------------|-------|
| BY            |      | Bio Elective w/ Lab     | 4     | PH              | 302  | College Physics II       | 3     |
| PS            | 201  | Intro to American Gov   | 3     | PH              | 302L | College Physics II Lab   | 1     |
| PH            | 301  | College Physics I       | 3     | RE              | 211  | Survey of World Religion | 3     |
| PH            | 301L | College Physics I Lab   | 1     | BY              | 304  | Genetics                 | 3     |
| CH            | 305  | Organic Chemistry I     | 3     | BY              | 304L | Genetics Lab             | 1     |
| CH            | 305L | Organic Chemistry I Lab | 1     | CH              | 306  | Organic Chemistry II     | 3     |
|               |      |                         |       | CH              | 306L | Organic Chemistry II Lab | 1     |
|               |      |                         | <hr/> |                 |      |                          | <hr/> |
|               |      |                         | 15    |                 |      |                          | 15    |

## Senior Year

| Fall Semester |      |                           |       | Spring Semester |     |                     |       |
|---------------|------|---------------------------|-------|-----------------|-----|---------------------|-------|
| BY            | 406  | Molec Bio/Genetic Eng     | 3     | BY              | 449 | Senior Seminar      | 2     |
| BY            | 406L | Molec Bio/Genetic Eng Lab | 1     | BY              |     | Bio Elective w/ Lab | 4     |
| BY            | 407  | Biochemistry I            | 3     | BY              |     | Bio Elective w/ Lab | 4     |
| BY            | 407L | Biochemistry I Lab        | 1     | BY              |     | Bio Elective w/ Lab | 4     |
| BY            |      | Bio Elective w/ Lab       | 4     |                 |     |                     |       |
| BY            |      | Bio Elective w/ Lab       | 4     |                 |     |                     |       |
|               |      |                           | <hr/> |                 |     |                     | <hr/> |
|               |      |                           | 16    |                 |     |                     | 14    |

# Chemistry Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |      |                        |       |
|---------------|------|----------------------------|-------|-----------------|------|------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | SPE             | 111  | Fundamentals of Speech | 3     |
| BY            | 101  | General Biology I          | 3     | EN              | 102  | English Composition II | 3     |
| BY            | 101L | General Biology I Lab      | 1     | MA              | 110  | Pre-Calculus I         | 3     |
| EN            | 101  | English Composition I      | 3     | CH              | 110  | Chemical Concepts      | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | CH              | 110L | Chemical Concepts Lab  | 1     |
| CIS           | 110  | Computer Literacy          | 3     |                 |      |                        |       |
| SS            | 101  | African Amer Experience    | 3     |                 |      |                        |       |
|               |      |                            | <hr/> |                 |      |                        | <hr/> |
|               |      |                            | 17    |                 |      |                        | 13    |

## Sophomore Year

| Fall Semester |      |                                      |       | Spring Semester |      |                             |       |
|---------------|------|--------------------------------------|-------|-----------------|------|-----------------------------|-------|
| EN            | 201  | Introduction to Literature <b>OR</b> |       | CH              | 132  | General Chemistry II        | 3     |
| EN            | 202  | World Masterpieces                   | 3     | CH              | 132L | General Chemistry II Lab    | 1     |
| HI            | 101  | World Civilization I                 | 3     | EC              | 201  | Prin of Macroeconomics      | 3     |
| MA            | 111  | Pre-Calculus II                      | 3     | RE              | 211  | Survey of World Religion    | 3     |
| PSY           | 201  | General Psychology                   | 3     | MA              | 201  | Analytic Geometry and Cal I | 4     |
| CH            | 131  | General Chemistry I                  | 3     |                 |      |                             |       |
| CH            | 131L | General Chemistry I Lab              | 1     |                 |      |                             |       |
|               |      |                                      | <hr/> |                 |      |                             | <hr/> |
|               |      |                                      | 16    |                 |      |                             | 14    |

## Junior Year

| Fall Semester |      |                              |       | Spring Semester |      |                             |       |
|---------------|------|------------------------------|-------|-----------------|------|-----------------------------|-------|
| PS            | 201  | Intro to American Gov        | 3     | HUM             | 201  | Humanities                  | 3     |
| CH            | 303  | Qualitative Analysis         | 3     | CH              | 304  | Analytic Chemistry          | 3     |
| CH            | 303L | Qualitative Analysis Lab     | 1     | CH              | 304L | Analytic Chemistry Lab      | 1     |
| CH            | 305  | Organic Chemistry I          | 3     | CH              | 306  | Organic Chemistry II        | 3     |
| CH            | 305L | Organic Chemistry I Lab      | 1     | CH              | 306L | Organic Chemistry II Lab    | 1     |
| MA            | 202  | Analytic Geometry and Cal II | 4     | CH              |      | Chemistry elective with Lab | 4     |
|               |      |                              | <hr/> |                 |      |                             | <hr/> |
|               |      |                              | 15    |                 |      |                             | 15    |

## Senior Year

| Fall Semester |      |                             |       | Spring Semester |      |                             |       |
|---------------|------|-----------------------------|-------|-----------------|------|-----------------------------|-------|
| CH            | 401  | Physical Chemistry I        | 3     | CH              | 402  | Physical Chemistry II       | 3     |
| CH            | 401L | Physical Chemistry I Lab    | 1     | CH              | 402L | Physical Chemistry II Lab   | 1     |
| PH            | 301  | College Physics I           | 3     | PH              | 302  | College Physics II          | 3     |
| PH            | 301L | College Physics I Lab       | 1     | PH              | 302L | College Physics II Lab      | 1     |
| CH            | 408  | Biochemistry II             | 3     | CH              | 449  | Senior Seminar              | 2     |
| CH            | 408L | Biochemistry II Lab         | 1     | CH              |      | Chemistry elective with Lab | 4     |
| CH            |      | Chemistry elective with Lab | 4     |                 |      |                             |       |
|               |      |                             | <hr/> |                 |      |                             | <hr/> |
|               |      |                             | 16    |                 |      |                             | 14    |

Total: 120 hours

# Computer and Information Sciences Paradigm

## Freshman Year

| Fall Semester |     |                            |       | Spring Semester |      |                           |       |
|---------------|-----|----------------------------|-------|-----------------|------|---------------------------|-------|
| FYA           | 101 | Orientation to the Academy | 1     | EN              | 102  | English Composition II    | 3     |
| HI            | 101 | World Civilization         | 3     | SPE             | 111  | Speech                    | 3     |
| SS            | 101 | African Amer Experience    | 3     | MA              | 110  | Pre-Calculus I            | 3     |
| EN            | 101 | English Composition I      | 3     | CIS             | 120  | Fund of Microcomputer App | 3     |
| MA            | 101 | Intermediate Algebra       | 3     | BY              | 101  | General Biology           | 3     |
| CIS           | 110 | Computer Literacy          | 3     | BY              | 101L | General Biology I         | 1     |
|               |     |                            | <hr/> |                 |      |                           | <hr/> |
|               |     |                            | 16    |                 |      |                           | 16    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                        |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|------------------------|-------|
| EN            | 201 | Introduction to Literature <b>OR</b> |       | RE              | 211 | Survey of Religion     | 3     |
| EN            | 202 | World Masterpieces                   | 3     | MA              | 324 | Discrete Mathematics   | 3     |
| HUM           | 201 | Humanities                           | 3     | PS              | 201 | Intro to American Gov  | 3     |
| MA            | 111 | Pre-Calculus II                      | 3     | EC              | 201 | Prin of Macroeconomics | 3     |
| CIS           | 260 | Fundamentals of CIS                  | 3     | PSY             | 201 | General Psychology     | 3     |
| CIS           | 290 | Intro to Comp Programming            | 3     |                 |     |                        |       |
|               |     |                                      | <hr/> |                 |     |                        | <hr/> |
|               |     |                                      | 15    |                 |     |                        | 15    |

## Junior Year

| Fall Semester |     |                            |       | Spring Semester |     |                           |       |
|---------------|-----|----------------------------|-------|-----------------|-----|---------------------------|-------|
| CIS           | 270 | Microcomputer Hardware     | 3     | CIS             | 320 | Intro to JAVA Programming | 3     |
| CIS           | 271 | Operating Systems          | 3     | CIS             | 327 | Visual Basic Programming  | 3     |
| CIS           | 325 | C++ Programing             | 3     | CIS             | 370 | Data Structures for IS    | 3     |
| CIS           | 305 | Internet Concepts and Prac | 3     | CIS             | 310 | Website Design            | 3     |
| CIS           | 280 | Concept/Multimedia Develop | 3     | CIS             | 395 | Community Service Intern  | 4     |
|               |     |                            | <hr/> |                 |     |                           | <hr/> |
|               |     |                            | 15    |                 |     |                           | 16    |

## Senior Year

| Fall Semester |     |                        |       | Spring Semester |     |                       |       |
|---------------|-----|------------------------|-------|-----------------|-----|-----------------------|-------|
| CIS           | 350 | Project Management     | 3     | CIS             | 449 | Senior Seminar        | 3     |
| CIS           | 333 | Assembly Lang Program* | 3     | CIS             | 430 | Logic Design          | 3     |
| CIS           | 330 | Computer Architecture* | 3     | CIS             | 450 | Info Systems Security | 3     |
| CIS           | 360 | Comp Net and Data Com  | 3     | CIS             | 440 | Electronic commerce   | 3     |
| CIS           | 400 | Database Mgmt Systems  | 3     |                 |     |                       |       |
|               |     |                        | <hr/> |                 |     |                       | <hr/> |
|               |     |                        | 15    |                 |     |                       | 12    |



# Environmental Science Paradigm

## Freshman Year

### Fall Semester

|     |      |                            |   |
|-----|------|----------------------------|---|
| FYA | 101  | Orientation to the Academy | 1 |
| BY  | 101  | General Biology I          | 3 |
| BY  | 101L | General Biology I Lab      | 1 |
| EN  | 101  | English Composition I      | 3 |
| MA  | 101  | Intermediate Algebra       | 3 |
| SS  | 101  | African Amer Experience    | 3 |
| HI  | 101  | World Civilization I       | 3 |

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17

### Spring Semester

|     |     |                          |   |
|-----|-----|--------------------------|---|
| CIS | 110 | Computer Literacy        | 3 |
| EN  | 102 | English Composition II   | 3 |
| SPE | 111 | Fundamentals of Speech   | 3 |
| RE  | 211 | Survey of World Religion | 3 |
| MA  | 110 | Pre-Calculus I           | 3 |

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15

## Sophomore Year

### Fall Semester

|    |      |                                      |   |
|----|------|--------------------------------------|---|
| PS | 201  | Intro to American Gov                | 3 |
| EN | 201  | Introduction to Literature <b>OR</b> |   |
| EN | 202  | World Masterpieces                   | 3 |
| EC | 201  | Prin of Macroeconomics               | 3 |
| MA | 111  | Pre-Calculus II                      | 3 |
| CH | 131  | General Chemistry I                  | 3 |
| CH | 131L | General Chemistry I Lab              | 1 |

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16

### Spring Semester

|     |      |                             |   |
|-----|------|-----------------------------|---|
| BY  | 210  | Zoology                     | 3 |
| BY  | 210L | Zoology Lab                 | 1 |
| MA  | 201  | Analytic Geometry and Cal I | 4 |
| CH  | 132  | General Chemistry II        | 3 |
| CH  | 132L | General Chemistry II Lab    | 1 |
| PSY | 201  | General Psychology          | 3 |

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15

## Junior Year

### Fall Semester

|    |      |                           |   |
|----|------|---------------------------|---|
| ES | 200  | Geology                   | 3 |
| ES | 200L | Geology Lab               | 1 |
| PH | 301  | College Physics I         | 3 |
| PH | 301L | College Physics I Lab     | 1 |
| CH | 305  | Organic Chemistry I       | 3 |
| CH | 305L | Organic Chemistry I Lab   | 1 |
| ES | 321  | Environmental Science     | 3 |
| ES | 321L | Environmental Science Lab | 1 |

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16

### Spring Semester

|     |      |                          |   |
|-----|------|--------------------------|---|
| PH  | 302  | College Physics II       | 3 |
| PH  | 302L | College Physics II Lab   | 1 |
| CH  | 306  | Organic Chemistry II     | 3 |
| CH  | 306L | Organic Chemistry II Lab | 1 |
| ES  | 305  | Soil Science             | 3 |
| ES  | 305L | Soil Science Lab         | 1 |
| HUM | 201  | Humanities               | 3 |

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15

## Senior Year

### Fall Semester

|     |      |                            |   |
|-----|------|----------------------------|---|
| CIS | 260  | Fundamentals of CIS        | 3 |
| ES  | 324  | Environmental Analysis     | 3 |
| ES  | 324L | Environmental Analysis Lab | 1 |
| ES  | 400  | Ecology                    | 3 |
| ES  | 400L | Ecology Lab                | 1 |
| ES  | 340  | Intro to Geo Info Systems  | 3 |

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14

### Spring Semester

|    |      |                              |   |
|----|------|------------------------------|---|
| ES | 449  | Senior Seminar               | 2 |
| ES | 430  | Env Science Intern <b>OR</b> |   |
| ES | 450  | Research                     | 3 |
| BY | 202  | Botany                       | 3 |
| BY | 202L | Botany Lab                   | 1 |
| ES |      | Elective                     | 3 |

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12

Total: 120 hours

Effective Fall 2013

# Management Information Systems Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                           |       |
|---------------|------|----------------------------|-------|-----------------|-----|---------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | SPE             | 111 | Fundamentals of Speech    | 3     |
| BY            | 101  | General Biology I          | 3     | EN              | 102 | English Composition II    | 3     |
| BY            | 101L | General Biology I Lab      | 1     | MA              | 110 | Pre-Calculus I            | 3     |
| EN            | 101  | English Composition I      | 3     | MIS             | 120 | Fund of Microcomputer App | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | SS              | 101 | African Amer Experience   | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                           |       |
| HI            | 101  | World Civilization I       | 3     |                 |     |                           |       |
|               |      |                            | <hr/> |                 |     |                           | <hr/> |
|               |      |                            | 17    |                 |     |                           | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                            |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|----------------------------|-------|
| EN            | 201 | Introduction to Literature <b>OR</b> |       | HUM             | 201 | Humanities                 | 3     |
| EN            | 202 | World Masterpieces                   | 3     | MIS             | 202 | Prin of Microeconomics     | 3     |
| RE            | 211 | Survey of World Religion             | 3     | MIS             | 211 | Principles of Accounting I | 3     |
| MIS           | 260 | Fundamentals of CIS                  | 3     | PS              | 201 | Intro to American Gov      | 3     |
| MIS           | 290 | Introduction to Programming          | 3     | PSY             | 201 | General Psychology         | 3     |
| EC            | 201 | Prin of Macroeconomics               | 3     |                 |     |                            |       |
|               |     |                                      | <hr/> |                 |     |                            | <hr/> |
|               |     |                                      | 15    |                 |     |                            | 15    |

## Junior Year

| Fall Semester |     |                             |       | Spring Semester |     |                             |       |
|---------------|-----|-----------------------------|-------|-----------------|-----|-----------------------------|-------|
| MIS           | 212 | Principles of Accounting II | 3     | MIS             | 310 | Website Design              | 3     |
| MIS           | 305 | Internet Concepts/Practices | 3     | MIS             | 361 | Principles of Finance       | 3     |
| MIS           | 381 | Principles of Management    | 3     | MIS             | 315 | Systems Analysis and Design | 3     |
| MIS           | 302 | Business Statistics         | 3     | MIS             | 395 | Community Service Intern    | 4     |
| MIS           | 280 | Multimedia Development      | 3     | MIS             | 340 | Principles of Marketing     | 3     |
|               |     |                             | <hr/> |                 |     |                             | <hr/> |
|               |     |                             | 15    |                 |     |                             | 16    |

## Senior Year

| Fall Semester |     |                       |       | Spring Semester |     |                          |       |
|---------------|-----|-----------------------|-------|-----------------|-----|--------------------------|-------|
| MIS           | 323 | Managerial Economics  | 3     | MIS             | 440 | Electronic Commerce      | 3     |
| MIS           | 350 | Project Management    | 3     | MIS             | 449 | Senior Seminar           | 3     |
| MIS           | 402 | Strategic Management  | 3     | MIS             | 450 | Info Systems Security    | 3     |
| MIS           | 360 | Comp Net and Data Com | 3     | MIS             | 415 | Mgmt Information Systems | 3     |
| MIS           | 400 | Database Mgmt Systems | 3     |                 |     |                          |       |
|               |     |                       | <hr/> |                 |     |                          | <hr/> |
|               |     |                       | 15    |                 |     |                          | 12    |

Total: 120 hours

Effective Fall 2013

# Mathematics Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                          |       |
|---------------|------|----------------------------|-------|-----------------|-----|--------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | SPE             | 111 | Speech                   | 3     |
| BY            | 101  | General Biology            | 3     | RE              | 211 | Survey of World Religion | 3     |
| BY            | 101L | General Biology I          | 1     | EN              | 102 | English Composition II   | 3     |
| EN            | 101  | English Composition I      | 3     | HI              | 101 | World Civilization       | 3     |
| SS            | 101  | African Amer Experience    | 3     | MA              | 110 | Pre-Calculus I           | 3     |
| CIS           | 110  | Computer Literacy          | 3     |                 |     |                          |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                          |       |
|               |      |                            | <hr/> |                 |     |                          | <hr/> |
|               |      |                            | 17    |                 |     |                          | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                             |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|-----------------------------|-------|
| EN            | 201 | Introduction to Literature <b>OR</b> |       | MA              |     | Math Elective               | 3     |
| EN            | 202 | World Masterpieces                   | 3     | HUM             | 201 | Humanities                  | 3     |
| MA            | 111 | Pre-Calculus II                      | 3     | CIS             | 290 | Introduction to Programming | 3     |
| PSY           | 201 | General Psychology                   | 3     | MA              | 201 | Analytic Geometry and Cal I | 4     |
| PS            | 201 | Intro to American Gov                | 3     | EC              | 201 | Prin of Macroeconomics      | 3     |
| MA            |     | Math Elective                        | 3     |                 |     |                             |       |
|               |     |                                      | <hr/> |                 |     |                             | <hr/> |
|               |     |                                      | 15    |                 |     |                             | 16    |

## Junior Year

| Fall Semester |      |                              |       | Spring Semester |      |                               |       |
|---------------|------|------------------------------|-------|-----------------|------|-------------------------------|-------|
| MA            | 317  | Probability and Statistics   | 3     | MA              | 203  | Analytic Geometry and Cal III | 4     |
| MA            | 202  | Analytic Geometry and Cal II | 4     | PH              | 302  | College Physics II            | 3     |
| MA            | 311  | Linear Algebra               | 3     | PH              | 302L | College Physics II Lab        | 1     |
| PH            | 301  | College Physics I            | 3     | MA              | 308  | Differential Equations        | 3     |
| PH            | 301L | College Physics I Lab        | 1     | MA              | 318  | Statistical Inference         | 1     |
|               |      |                              |       | MA              |      | Math Elective                 | 3     |
|               |      |                              | <hr/> |                 |      |                               | <hr/> |
|               |      |                              | 14    |                 |      |                               | 17    |

## Senior Year

| Fall Semester |     |                  |       | Spring Semester |     |                    |       |
|---------------|-----|------------------|-------|-----------------|-----|--------------------|-------|
| MA            | 449 | Senior Seminar   | 2     | MA              | 441 | Numerical Analysis | 3     |
| MA            | 421 | Abstract Algebra | 3     | MA              | 403 | Advanced Calculus  | 3     |
| MA            |     | Math Elective    | 3     | MA              |     | Math Elective      | 3     |
| MA            |     | Math Elective    | 3     |                 |     | Free Elective      | 3     |
|               |     | Free Elective    | 3     |                 |     |                    |       |
|               |     |                  | <hr/> |                 |     |                    | <hr/> |
|               |     |                  | 14    |                 |     |                    | 12    |

## DIVISION OF SOCIAL & BEHAVIORAL SCIENCES

**MAJORS:** Criminal Justice  
Political Science  
History  
Social Work

**MINORS:** Criminal Justice  
Pre-Law  
International Studies  
Political Science

### INTRODUCTION/OVERVIEW

**Division Outcomes:** To fulfill this mission the Division seeks to instill the following attributes into its graduates, expressed as expected educational outcomes:

1. Proficiency in standard communication skills---speaking, writing, reading and listening;
2. Skills in problem solving, critical and creative thinking;
3. Knowledge of career areas in the Social Sciences;
4. To prepare students to meet the requirements of graduate and professional schools;
5. To provide those students who are interested in secondary teaching certification with the necessary subject matter preparation; and
6. To aid students in preparing for increasing professional opportunities in a society which is rapidly changing.

### Division Objectives:

1. To acquaint students with the record of our cultural heritage and to promote a better understanding of diverse cultures;
2. To promote the development of necessary cognitive skills drawing on experience and

### Political Science Mission

The Political Science program seeks to instill in its students a lively interest in politics. We offer a comprehensive program that reflects the broad discipline of political science covering major subfields of study: American Government and Politics; Political Ideology and Theory;

scientific research to help develop sound judgment in social networking;

3. To investigate the ways in which social institutions can be improved and how positive social change can be initiated;
4. To prepare students to meet the requirements of graduate and professional schools;
5. To provide those students who are interested in secondary teaching certification with the necessary subject matter preparation; and
6. To aid students in preparing for increasing professional opportunities in a society which is rapidly changing.

### DIVISION MISSION:

The Division of Social and Behavioral Sciences acknowledges as its mission the delivery of an academic program in the social sciences which promotes the development of student competence in the fields of study provided by this Division. The Division strives to produce students who possess critical and ethical perspectives in our global and pluralistic society. It sponsors College community programs and leadership opportunities. Faculty and students are encouraged to engage in activities for the purpose of heightening consciousness of current societal issues.

### Criminal Justice Mission

The Criminal Justice program prepares students to be competent, compassionate professionals who function knowledgeably in all aspects of the criminal justice system and concomitant fields. The Criminal Justice program also prepares students for further

Quantitative Skills and Scientific Methods; and International Relations and Comparative Politics. Our goals are to make students think analytically and critically, develop an understanding of national and international structures, ideas, diversity and the quickening pace of globalization.

**History Mission.** The mission of the history program is to provide an education of the mind in the rigorous study of history that will give to students pre-professional skills in historical content, analysis and interpretation and oral and written communication.

**International Studies and Public Policy**

The International Studies and Public Policy Program is part of the College's strategic objective to provide students with a relevant education as to facilitate their capacity to be successful leaders in

**International Studies Mission.** The primary mission of the International Studies program is to provide and facilitate international education and

**PROGRAM ADMISSION:** N/A

**EXIT EXAMINATION:**

Students must earn a score of 70% on the Senior EXIT examination. This exam is will be administered to students who are in their last semester of coursework in all of the program disciplines.

**ORGANIZATIONS:**

**Criminal Justice Student Association** is a club which seeks to promote scholarly interests and endeavors in the social and behavioral sciences. Members of the Criminal Justice Club are engaged in career planning activities. It is open to all students who have demonstrated a capacity for and promise of excellence in all scholastic endeavors, especially in criminal justice.

**Alpha Phi Sigma** recognizes academic excellence of undergraduate and graduate students of criminal justice, as well as juris doctorate students. The goals are to honor and promote academic excellence, community service, educational leadership ad unit. It is opened to juniors and seniors who have earned at least a 3.1 grade point average and have taken at least four criminal justice course. The objectives of the organization are to promote extracurricular activities related to public affairs and to promote student interest in political science.

the global scene. Global consciousness is essential in the world in which we now live, thus in recognition this and of the international interests of our students, the College is committed to aiding in facilitating the preparation of a competent, effective citizenry in international affairs, capable of national and international careers, and equipped with the confidence it takes to compete and contribute in a globally focused society.

activity. The program's objective is the internationalization of the College as a means of cultivating global citizens who will positively help to shape and impact the world.

**Political Science Club** (Club De Poli Sci) seeks to promote scholarly interests and endeavors in the field of Political Science through meetings, special programs, media presentations and guest lectures. The Political Science Club is open to all students.

**Model NATO Program** is sponsored by the international Studies and Public Policy Program and the Political Science Department. The Model NATO program is a simulation of the proceedings of the North Atlantic Treaty Organization. The Model NATO program provides a unique opportunity for college students to study the activities of NATO as well as hone their skills in international relations and comparative politics. Participation in the Model NATO Program is open to all students.

**Phi Alpha Delta Pre-Law Club** sponsors various law-related programs and activities. It is open to any student interest in law. Please contact a faculty members in the Division of Social and Behavioral

Sciences regarding meeting times, locations and programs.

### CAREER TRENDS:

Students are provided internships that will allow them to participate in the “real world” of politics. Some students have interned in city governments in the Birmingham metropolitan area and in Montgomery with the state legislature. Additionally, students have studied abroad in England and the Dominican Republic. Several of the division’s majors are affiliated with the Center for Academic Excellence and have benefitted from the program, including studying abroad. Others have interned with Project Vote Smart in Montana at the Ralph Bunch Summer Institute at Duke University and the White House.

Global consciousness is essential in the world in which we live. A successful career is linked to an education that includes knowledge of different

cultures and languages. Irrespective of your major or where you plan to establish your career, whether it is Alabama, Chicago or Paris, employers are focused on international relations, global markets and people with global skill sets. The training that employers are looking for, aside from specific skills relating to a particular field, is an understanding of foreign cultures and languages.

The international studies minor helps to prepare students for careers to include: foreign service, international salesperson, homeland security, immigration and customs, international intelligence analysts, international news reporting, international management, transportation specialists, export businesses, international communications, armed forces, humanitarian and refugee assistance and many other exciting careers.

## CRIMINAL JUSTICE CURRICULUM TOTAL HOURS: 120

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 52 hours

|   |   |
|---|---|
| CJ 200 Intro to Criminal Justice        | 3 |
| CJ 222 Criminology                      | 3 |
| CJ 225 Effec Criminal Justice Writing 3 |   |
| CJ 315 Intro to Law Enforcement         | 3 |
| CJ 325 Community-Oriented Policing      | 3 |
| CJ 335 Intro to Courts                  | 3 |
| CJ 345 Intro to Corrections             | 3 |
| CJ 355 Criminal Justice Admin Policy    | 3 |
| CJ 360 Criminal Law                     | 3 |
| CJ 385 Juvenile Justice                 | 3 |
| CJ 395 Criminal Justice Ethics          | 3 |
| CJ 400 Probation, Pardon & Parole       | 3 |
| CJ 405 Criminal Investigation           | 3 |
| CJ 420 Constitutional Law               | 3 |
| CJ 455 Correctional Rehabilitation      | 3 |
| CJ 465 Senior Research Seminar          | 1 |
| SS 301 Social Statistics                | 3 |
| SS 403 Methods of Social Research I     | 3 |

COGNATES: 6 hours

|                         |   |
|-------------------------|---|
| SPA 101/ FR 101/ AR 101 | 3 |
| SPA 102/ FR 102/ AR 102 | 3 |

MAJOR ELECTIVES: 12 hours

|   |   |
|---|---|
| CJ 361 Criminal Evidence                | 3 |
| CJ 370 Criminal Procedure               | 3 |
| CJ 410 Criminalistics                   | 3 |
| CJ 450 Police Admin Organ & Behavior    | 3 |
| CJ 470 Women in Criminal Justice        | 3 |
| CJ 475 Youth Gangs/Violence Interven    | 3 |
| CJ 480 Correctional Laws & Institutions | 3 |
| CJ 485 Criminal Justice Internship      | 3 |

FREE ELECTIVES: 6 hours

**CRIMINAL JUSTICE MINOR: 18 hours**

|   |   |
|---|---|
| CJ 200 Introduction to Criminal Justice | 3 |
| CJ 222 Criminology                      | 3 |
| CJ 315 Introduction to Law Enforcement  | 3 |
| CJ 335 Introduction to Courts           | 3 |
| CJ 345 Introduction to Corrections      | 3 |
| CJ 385 Juvenile Justice                 | 3 |

**HISTORY CURRICULUM****TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 55 hours

|  |   |
|--|---|
| HI 102 World Civilization              | 3 |
| HI 203 American History I              | 3 |
| HI 204 American History II             | 3 |
| HI 322 Civil Rights Movement           | 3 |
| HI 324 Women in Modern America         | 3 |
| HI 330 Ancient Europe                  | 3 |
| HI 332 Modern Europe                   | 3 |
| HI 341 Latin American History          | 3 |
| HI 342 Asian History                   | 3 |
| HI 350 Think and Writing History       | 3 |
| HI 412 African History                 | 3 |
| HI 433 Europe Intell History           | 3 |
| HI 453 Special Topic: Comp History     | 3 |
| HI 490 History Internship              | 4 |
| HI 450 or HI 451 or HI 452             | 3 |
| ITS 300 Intro to International Studies | 3 |
| SO 200 Introduction to Sociology       | 3 |
| SS 449 Senior Seminar                  | 3 |

COGNATES: 6 HOURS

|                         |   |
|-------------------------|---|
| SPA 101/ FR 101/ AR 101 | 3 |
| SPA 102/ FR 102/ AR 102 | 3 |

MAJOR ELECTIVES: 9 hours

|   |   |
|---|---|
| PS 300 Introd to Political Sciences       | 3 |
| PS 203 State and Local Government         | 3 |
| PS 309 The U.S. Congress                  | 3 |
| PS 310 The American Presidency            | 3 |
| PS 400 Public Law & Judicial Process      | 3 |
| PS 401 Comparative Government             | 3 |
| PS 404 Internat Relations & Politics      | 3 |
| PS 406 Political Theory                   | 3 |
| PS 400 Public Law & Judicial Process      | 3 |
| PS 401 Comparative Government             | 3 |
| PS 404 International Relations & Politics | 3 |
| PS 406 Political Theory                   | 3 |

FREE ELECTIVES: 6 hours

**POLITICAL SCIENCE CURRICULUM****TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

MAJOR REQUIREMENTS: 58 hours

|   |   |
|---|---|
| PS 203 State and Local Government           | 3 |
| PS 300 Introduction to Political Science    | 3 |
| PS 309 The U. S. Congress                   | 3 |
| PS 310 The American Presidency              | 3 |
| PS 400 Public Law and Judicial Process      | 3 |
| PS 401 Comparative Government               | 3 |
| PS 404 International Relations and Politics | 3 |
| PS 406 Political Theory                     | 3 |
| PS 410 Public Administration                | 3 |
| PS 416 Public Administration Internship     | 4 |
| HI 102 World Civilization II                | 3 |
| HI 203 American History I                   | 3 |
| HI 204 American History II                  | 3 |
| ITS 300 Intro to International Studies      | 3 |
| SO 200 Introduction to Sociology            | 3 |
| SS 301 Social Statistics                    | 3 |
| SS 403 Methods of Social Research I         | 3 |
| SS 404 Methods of Social Research II        | 3 |
| SS 449 Senior Seminar                       | 3 |

COGNATES: 6 hours

|                       |   |
|-----------------------|---|
| SPA 101/ FR101/ AR101 | 3 |
| SPA 102/ FR102/ AR102 | 3 |

MAJOR ELECTIVES: 6 hours

|  |   |
|--|---|
| PS 301 India Gov and Politics                    | 3 |
| PS 305 Civil Rights and Civil Liberty            | 3 |
| PS 306 Municipal Government                      | 3 |
| PS 403 Non-Western Political Systems             | 3 |
| PS 405 Political Ideologies                      | 3 |
| HI 303 Alabama History                           | 3 |
| HI 308 African-American History                  | 3 |
| HI 320 Early American History                    | 3 |
| HI 321 19 <sup>th</sup> Century American History | 3 |
| HI 322 Civil Rights Movement                     | 3 |
| HI 323 American Urban History                    | 3 |
| HI 324 Women in Modern America                   | 3 |
| HI 330 Ancient Europe                            | 3 |
| HI 331 Medieval-Early Mod Europe                 | 3 |
| HI 341 Latin American History                    | 3 |
| HI 342 Asian History                             | 3 |
| HI 350 Think and Writing History                 | 3 |
| HI 412 African History                           | 3 |

|  |   |
|--|---|
| HI 433 Europe Intell History             | 3 |
| HI 450 Special Topics: U.S. History      | 3 |
| HI 452 Special Topics: Non-West History  | 3 |
| ITS 470 Seminar in International Studies | 3 |

|  |   |
|--|---|
| SO 301 South Asian Society and Culture | 3 |
| SO 307 Marriage and the Family         | 3 |
| SO 310 Social Problems                 | 3 |
| SO 316 Death and Dying                 | 3 |
| SO 318 The Aging Black Family          | 3 |
| SS 303 Introduction to Anthropology    | 3 |

FREE ELECTIVES: 6 hours

#### **PRE-LAW MINOR: 18 hours**

The legal studies minor is designed to offer preparation for application to law school or graduate studies in criminal justice. This multidisciplinary course of study is available to any student pursuing an undergraduate degree. Students wishing to enroll in an accredited law school are expected first to complete a baccalaureate degree in any major at the College. Advisors for pre-law minors are located in the Division of Social and Behavioral Sciences. Contact them to construct your minor and seek advice about law school and legal studies.

|   |   |
|---|---|
| PS 406 Political Theory                           | 3 |
| PS 400 Public Law and Judicial Process            | 3 |
| PS 416 Public Administration Internship <u>or</u> |   |
| CJ Elective                                       | 3 |
| CJ Elective                                       | 3 |
| CJ Elective                                       | 3 |
| GB 365 Legal Environment <u>or</u>                |   |
| ES 460 Environmental Laws                         | 3 |

#### **INTERNATIONAL STUDIES MINOR: 18 hours**

Courses taken to fulfill the degree requirement may not be used to satisfy the International Studies minor

#### **Required Core: 9 hours**

|   |   |
|---|---|
| ITS 300 Introduction to International Studies | 3 |
| PS 404 International Relations and Politics   | 3 |
| ITS 470 Seminar in International Studies      | 3 |

#### **POLITICAL SCIENCE MINOR: 18 hours**

|  |   |
|--|---|
| PS 300 Introduction to Political Science | 3 |
| PS 307 The U. S. Congress <u>OR</u>      |   |
| PS 308 The American Presidency           | 3 |
| PS 401 Comparative Government            | 3 |
| PS 406 Political Theory                  | 3 |
| ITS 300 Intro to International Studies   | 3 |
| SS 301 Social Statistics                 | 3 |

requirement. Courses in the International Studies minor, with the exception of the culminating course Seminar in International Studies, will not have prerequisites required being that the general studies courses satisfy general knowledge needed for the minor.

Note: Some courses are grouped together to suggest a specific international studies focus for students. Nonetheless, students are not required to take courses as grouped offerings, as the minor is intended to be interdisciplinary.

Note Exception: If a student selects to take foreign language, a minimum of six hours of foreign language from the nine selective hours in International Studies is required in order to acquire a minimum degree of proficiency. The student must complete six hours in the same language.

#### **Minor Electives: 9 hours**

*Comparison of History and Political Systems of Nations*

|  |   |
|--|---|
| PS 401 Comparative Government              | 3 |
| PS 403 Non-Western Political Systems       | 3 |
| HI 452 Special Topics: Non-Western History | 3 |



|  |                                     |   |        |                                   |   |
|--|-------------------------------------|---|--------|-----------------------------------|---|
| HI 453                                 | Special Topics: Comparative History | 3 | GE 301 | Principles of Geography           | 3 |
|  |                                     |   | MG 430 | International Business Management | 3 |
| <i>European Study</i>                  |                                     |   |        |                                   |   |
| HI 330                                 | Ancient Europe                      | 3 |        |                                   |   |
| HI 332                                 | Modern Europe                       | 3 |        |                                   |   |
| HI 333                                 | European Intellectual History       | 3 |        |                                   |   |
| <i>Asian Culture</i>                   |                                     |   |        |                                   |   |
| PS 301                                 | India-Government and Politics       | 3 |        |                                   |   |
| HI 342                                 | Asian History                       | 3 |        |                                   |   |
| HI 343                                 | East Asian Civilization             | 3 |        |                                   |   |
| <i>African Culture</i>                 |                                     |   |        |                                   |   |
| PS 301                                 | African History                     | 3 |        |                                   |   |
| EN 403                                 | Comp African and African-Amer Lit   | 3 |        |                                   |   |
| <i>French Language</i>                 |                                     |   |        |                                   |   |
| FR 101                                 | Elementary French                   | 3 |        |                                   |   |
| FR 102                                 | Elementary French                   | 3 |        |                                   |   |
| FR 201                                 | Intermediate French                 | 3 |        |                                   |   |
| FR 202                                 | Intermediate French                 | 3 |        |                                   |   |
| <i>Latin American History/Language</i> |                                     |   |        |                                   |   |
| HI 341                                 | Latin American History              | 3 |        |                                   |   |
| SPA 101                                | Elementary Spanish                  | 3 |        |                                   |   |
| SPA 102                                | Elementary Spanish                  | 3 |        |                                   |   |
| SPA 201                                | Intermediate Spanish                | 3 |        |                                   |   |
| SPA 202                                | Intermediate Spanish                | 3 |        |                                   |   |
| SPA 230                                | Conversational and Writing          | 3 |        |                                   |   |
| SPA 302                                | Latin Amer Civilization and Culture | 3 |        |                                   |   |
| <i>Arabic Language</i>                 |                                     |   |        |                                   |   |
| AR 101                                 | Arabic Language I                   | 3 |        |                                   |   |
| AR 102                                 | Arabic Language II                  | 3 |        |                                   |   |
| EN 202                                 | World Masterpieces                  | 3 |        |                                   |   |
| EN 370                                 | Jewish American Literature          | 3 |        |                                   |   |
| SWK 318                                | Intern Social Policy and Practice   |   |        |                                   |   |

# Criminal Justice Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                        |       |
|---------------|------|----------------------------|-------|-----------------|-----|------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | CIS             | 110 | Computer Literacy      | 3     |
| EN            | 101  | English Composition I      | 3     | EN              | 102 | English Composition II | 3     |
| HI            | 101  | World Civilization I       | 3     | SPE             | 111 | Fundamentals of Speech | 3     |
| SS            | 101  | African Amer Experience    | 3     | PS              | 201 | Intro to American Gov  | 3     |
| MA            | 101  | Intermediate Algebra       | 3     | HUM             | 201 | Humanities             | 3     |
| BY            | 101  | General Biology I          | 3     |                 |     |                        |       |
| BY            | 101L | General Biology I Lab      | 1     |                 |     |                        |       |
|               |      |                            | <hr/> |                 |     |                        | <hr/> |
|               |      |                            | 17    |                 |     |                        | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                             |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|-----------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | RE              | 211 | Survey of World Religion    | 3     |
| EN            | 201 | Introduction to Literature <b>OR</b> |       | CJ              | 222 | Criminology                 | 3     |
| EN            | 202 | World Masterpieces                   | 3     | CJ              | 225 | Effec Criminal Justice Writ | 3     |
| PSY           | 201 | General Psychology                   | 3     |                 |     | Free Elective               | 3     |
| CJ            | 200 | Intro to Criminal Justice            | 3     | FL              | 102 | Spanish or French           | 3     |
| FL            | 101 | Spanish or French                    | 3     |                 |     |                             |       |
|               |     |                                      | <hr/> |                 |     |                             | <hr/> |
|               |     |                                      | 15    |                 |     |                             | 15    |

## Junior Year

| Fall Semester |     |                             |       | Spring Semester |     |                            |       |
|---------------|-----|-----------------------------|-------|-----------------|-----|----------------------------|-------|
| CJ            | 315 | Intro to Law Enforcement    | 3     | CJ              | 355 | Criminal Just Admin Policy | 3     |
| CJ            | 335 | Introduction to Courts      | 3     | CJ              | 395 | Criminal Justice Ethics    | 3     |
| CJ            | 345 | Introduction to Corrections | 3     | CJ              | 360 | Criminal Law               | 3     |
| CJ            | 385 | Juvenile Justice            | 3     | CJ              | 325 | Comm - Oriented Policing   | 3     |
|               |     | Free Elective               | 3     | CJ              |     | Criminal Justice Elective  | 3     |
|               |     |                             | <hr/> |                 |     |                            | <hr/> |
|               |     |                             | 15    |                 |     |                            | 15    |

## Senior Year

| Fall Semester |     |                              |       | Spring Semester |     |                           |       |
|---------------|-----|------------------------------|-------|-----------------|-----|---------------------------|-------|
| SS            | 301 | Social Statistics            | 3     | SS              | 403 | Social Research Methods   | 3     |
| CJ            | 420 | Constitutional Law           | 3     | CJ              | 455 | Correctional Rehab        | 3     |
| CJ            | 405 | Criminal Investigation       | 3     | CJ              | 465 | Senior Research Seminar   | 1     |
| CJ            | 400 | Probation, Pardon and Parole | 3     | CJ              |     | Criminal Justice Elective | 3     |
| CJ            |     | Criminal Justice Elective    | 3     | CJ              |     | Criminal Justice Elective | 3     |
|               |     |                              | <hr/> |                 |     |                           | <hr/> |
|               |     |                              | 15    |                 |     |                           | 13    |

Total: 120 hours

Effective Fall 2013

# History Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                        |       |
|---------------|------|----------------------------|-------|-----------------|-----|------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | PS              | 201 | Intro to American Gov  | 3     |
| EN            | 101  | English Composition I      | 3     | EN              | 102 | English Composition II | 3     |
| HI            | 101  | World Civilization I       | 3     | SPE             | 111 | Fundamentals of Speech | 3     |
| SS            | 101  | African Amer Experience    | 3     | CIS             | 110 | Computer Literacy      | 3     |
| BY            | 101  | General Biology I          | 3     | HI              | 102 | World Civilization II  | 3     |
| BY            | 101L | General Biology I Lab      | 1     |                 |     |                        |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                        |       |
|               |      |                            | <hr/> |                 |     |                        | <hr/> |
|               |      |                            | 17    |                 |     |                        | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                          |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|--------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | HI              | 204 | American History II      | 3     |
| EN            | 201 | Introduction to Literature <b>OR</b> |       | RE              | 211 | Survey of World Religion | 3     |
| EN            | 202 | World Masterpieces                   | 3     | SO              | 200 | Intro to Sociology       | 3     |
| PSY           | 201 | General Psychology                   | 3     | HUM             | 201 | Humanities               | 3     |
| HI            | 203 | American History I                   | 3     | FL              | 102 | Spanish or French        | 3     |
| HI            |     | History Elective                     | 3     |                 |     |                          |       |
| FL            | 101 | Spanish or French                    | 3     |                 |     |                          |       |
|               |     |                                      | <hr/> |                 |     |                          | <hr/> |
|               |     |                                      | 18    |                 |     |                          | 15    |

## Junior Year

| Fall Semester |     |                                |       | Spring Semester |     |                              |       |
|---------------|-----|--------------------------------|-------|-----------------|-----|------------------------------|-------|
| ITS           | 300 | Intro to International Studies | 3     | HI              | 412 | African History              | 3     |
| HI            | 342 | Asian History                  | 3     | HI              | 324 | Women in Modern America      | 3     |
| HI            | 330 | Ancient History                | 3     | HI              | 332 | Modern Europe                | 3     |
| HI            | 322 | Civil Rights Mvt in America    | 3     | HI              | 341 | Latin American History       | 3     |
| HI            |     | History Elective               | 3     | HI              | 350 | Think and Writing in History | 3     |
|               |     |                                | <hr/> |                 |     |                              | <hr/> |
|               |     |                                | 15    |                 |     |                              | 15    |

## Senior Year

| Fall Semester |     |                                   |       | Spring Semester |     |                    |       |
|---------------|-----|-----------------------------------|-------|-----------------|-----|--------------------|-------|
| HI            | 433 | European Intellectual History     | 3     | HI              | 490 | History Internship | 4     |
| SS            | 449 | Senior Seminar                    | 3     | HI              |     | History Elective   | 3     |
| HI            | 453 | Comparative History               | 3     |                 |     | Free Elective      | 3     |
| HI            | 450 | Special Topics: US <b>OR</b>      |       |                 |     | Free Elective      | 3     |
| HI            | 451 | Special Topics:European <b>OR</b> |       |                 |     |                    |       |
| HI            | 452 | Special Topics: Non-Western       | 3     |                 |     |                    |       |
|               |     |                                   | <hr/> |                 |     |                    | <hr/> |
|               |     |                                   | 12    |                 |     |                    | 13    |

Total: 120 hours

Effective Fall 2013

# Political Science Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                        |       |
|---------------|------|----------------------------|-------|-----------------|-----|------------------------|-------|
| FYA           | 101  | Orientation to the Academy | 1     | CIS             | 110 | Computer Literacy      | 3     |
| EN            | 101  | English Composition I      | 3     | EN              | 102 | English Composition II | 3     |
| HI            | 101  | World Civilization I       | 3     | SPE             | 111 | Fundamentals of Speech | 3     |
| SS            | 101  | African Amer Experience    | 3     | HI              | 102 | World Civilization II  | 3     |
| BY            | 101  | General Biology I          | 3     | PS              | 201 | Intro to American Gov  | 3     |
| BY            | 101L | General Biology I Lab      | 1     |                 |     |                        |       |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                        |       |
|               |      |                            | <hr/> |                 |     |                        | <hr/> |
|               |      |                            | 17    |                 |     |                        | 15    |

## Sophomore Year

| Fall Semester |     |                                      |       | Spring Semester |     |                           |       |
|---------------|-----|--------------------------------------|-------|-----------------|-----|---------------------------|-------|
| EC            | 201 | Prin of Macroeconomics               | 3     | HUM             | 201 | Humanities                | 3     |
| EN            | 201 | Introduction to Literature <u>OR</u> |       | FL              | 102 | Spanish, French or Arabic | 3     |
| EN            | 202 | World Masterpieces                   | 3     | SO              | 200 | Intro to Sociology        | 3     |
| PSY           | 201 | General Psychology                   | 3     | HI              | 204 | American History II       | 3     |
| PS            | 203 | State and Local Government           | 3     | RE              | 211 | Survey of World Religion  | 3     |
| HI            | 203 | American History I                   | 3     |                 |     |                           |       |
| FL            | 101 | Spanish , French or Arabic           | 3     |                 |     |                           |       |
|               |     |                                      | <hr/> |                 |     |                           | <hr/> |
|               |     |                                      | 18    |                 |     |                           | 15    |

## Junior Year

| Fall Semester |     |                                |       | Spring Semester |     |                            |       |
|---------------|-----|--------------------------------|-------|-----------------|-----|----------------------------|-------|
| ITS           | 300 | Intro to International Studies | 3     | PS              | 310 | American Presidency        | 3     |
| PS            | 309 | US Congress                    | 3     | SS              | 403 | Methods of Social Research | 3     |
| PS            | 400 | Pub law and Judicial Process   | 3     | PS              | 404 | International Relations    | 3     |
| SS            | 301 | Social Statistics              | 3     | PS              |     | Political Science Elective | 3     |
| PS            | 300 | Intro to Political Science     | 3     | PS              |     | Political Science Elective | 3     |
|               |     |                                | <hr/> |                 |     |                            | <hr/> |
|               |     |                                | 15    |                 |     |                            | 15    |

## Senior Year

| Fall Semester |     |                            |       | Spring Semester |     |                         |       |
|---------------|-----|----------------------------|-------|-----------------|-----|-------------------------|-------|
| SS            | 404 | Meth of Social Research II | 3     | PS              | 416 | Public Admin Internship | 4     |
| SS            | 449 | Senior Seminar             | 3     | PS              | 406 | Political Theory        | 3     |
| PS            | 401 | Comparative Government     | 3     |                 |     | Free Elective           | 3     |
| PS            | 410 | Public Administration      | 3     |                 |     | Free Elective           | 3     |
|               |     |                            | <hr/> |                 |     |                         | <hr/> |
|               |     |                            | 12    |                 |     |                         | 13    |

Total: 120 hours

Effective Fall 2013

## DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

### SOCIAL WORK PROGRAM

**MAJOR:** Social Work

profession, student activities and community service throughout the curriculum.

**MINOR:** No

**ACCREDITATION:**

Council of Social Work Education (CSWE)  
Since June 1998.

The Bachelor of Social Work (BSW) program at Miles College has been accredited by the Council on Social Work Education (CSWE) since June 1998. This allows students upon graduation, to apply for licensure at the Bachelor Social Work (BSW) level, and for advanced standing Master of Social Work (MSW) programs in graduate schools.

**INTRODUCTION/OVERVIEW:**

Our BSW program's curriculum is designed to reflect our mission, goals and objectives as well as the CSWE's accreditation standards for baccalaureate social work programs. The curriculum is developed and organized as a coherent and integrated sequencing format that includes (1) a liberal arts foundation that is included in the College's general education curriculum, (2) a social science foundation that represents the Division of Social and Behavioral Sciences, (3) social work courses which are required for a BSW degree, (4) social work electives that allow the students to pursue their personal interest as generalist practitioners and (5) a comprehensive field practicum which is the capstone of the social work curriculum.

**MISSION:**

The mission of the BSW program is to prepare competent generalist social work practitioners who are committed to improving social, economic and political justice and enhancing the quality of well-being of vulnerable individual, families, groups and communities through education, service and leadership with a focus on issues related to African Americans and other diverse populations. In order to achieve this mission, our BSW program integrates the foundational elements of the social work

**PROGRAM ADMISSION:**

Students may choose to major in social work at the beginning of their enrollment or they may do so at any time during their course of study. When students decide to major in social work, they convey their decision to their general education advisor and submit a Declaration of Major form. Subsequently, the Counseling, Advising and Testing Center assigns students to advisors in the Division of Social and Behavioral Sciences. General education advisors counsel students who do not know which subject area in which to major.

Admissions to the BSW program requires students to complete all general education requirements and have a cumulative GPA of 2.5, earned a minimum grade of at least a "B" and not have repeated the following courses more than once: PSY 201, EN 102, BY101, SO 200 and SWK 300 and passed the English Proficiency Examination (EPE).

Students must also complete a program admission application, have a satisfactory performance on entrance interview and the social work advisory board (conducted in the Fall and Spring) and have two letters of recommendation from Miles College or transfer institution's faculty. Students who successfully complete the admission process are regarded as candidates for the BSW degree.

Those students who do not successfully complete the admission process are referred for advisement and counseling. Students have the right to appeal any admission decision by submitting an appeal letter in writing within seven (7) days of an admission decision. Only students that have successfully completed the BSW program admission process (BSW candidates) are allowed to enroll in upper division social work courses.

Students are required to maintain a cumulative GPA of 2.5 throughout the program. BSW candidates who do not maintain a 2.5 GPA will be placed on academic probation for one semester. These students will work with their advisors to improve their cumulative GPA. Students who are unable to improve their cumulative GPA after academic probation will be referred for college advisement and counseling. These students will not be allowed to continue to enroll in upper level social work courses.

Transfer students will meet with a social work faculty advisor to evaluate their transcript to determine progress toward the completion of the general education and social work program requirements. The

BSW program strives to avoid duplication of academic content. General education course credit may be given for courses taken at another regionally accredited institution provided they match the course description in the College course catalog. The BSW program only accepts credits in social work courses from CSWE accredited programs. There is no academic credit given for life experience or previous work experience. The only upper level course that can be accepted from an accredited community or junior college is Introduction to Sociology (SO 200).

#### **EXIT EXAMINATION:**

BSW candidates must pass the program's Senior EXIT examination in the spring semester of their senior year with a minimum score of 70. The exams consist of multiple choice and a biopsychosocial assessment. Study materials are given to students at the beginning of their senior year.

#### **ORGANIZATIONS:**

**Social Work Interest Club.** The purpose of the Social Work Interest Club is to provide a supportive organization for social work majors and those individuals interested in social justice, within in the community, as well as on campus. The goals of the Social Work Club are to implement service projects, promote unity within the department and plan fundraisers and social events that will benefit fellow Mileans,

the community and the Social Work Club as a whole.

**Phi Alpha National Honor Society.** In order to become a member, students must meet the following requirements: declare social work as a major, achieve sophomore status; completed eight semester hours of required social work courses and have achieved an overall 3.0 grade average in the core curriculum with a 3.25 grade point average in required social work courses. Students are inducted into Phi Alpha annually during Social Week during the spring semester.

#### **CAREER TRENDS:**

Medical Social Worker  
Residential Counselor  
School Social Worker  
Social Worker County Welfare Department  
Home Care Social Worker  
Employee Assistance Counselor  
Community Organizer  
Case Manager  
Group Home Supervisor  
Outreach Worker  
Youth Worker  
Foster Care Worker  
Child Care Worker  
Group Home Worker  
Information and Referral Res. Coordinator  
Home Care Social Worker  
Social Service Worker  
Sexual Abuse Worker  
Occupational Social Worker  
Probation Officer  
Drug and Alcohol Abuse Counselor  
School Security Officer  
Mental Health Worker  
Public Health Social Worker  
Geriatric Services Coordinator  
Family Court Officer  
Domestic Abuse Officer Program  
Community Mental Health Center Evaluator  
Child Care Counselor  
Intake Worker  
Group Leaders  
Bureau of Vocational Rehab Counselor  
Instructor for those with Intellectual Disabilities  
Adoption Worker  
Assistant Director of Social Services  
Research Assistant

Social and Case Work Supervisor  
 Patient Advocate  
 Peace Corps Volunteer  
 Chemical Health Coordinator  
 Residential Counselor Developmental Disabled  
 School Truant Officer  
 Psychiatric Social Worker  
 Child Protection Worker  
 Social Services for Nursing Home Director  
 Special Agent FBI

**SOCIAL WORK CURRICULUM**  
**TOTAL HOURS: 120**

GENERAL EDUCATION: 44 hours

DIVISION COGNATES: 12 hours

SO 200 Introduction to Sociology 3  
 SS 301 Social Statistics 3  
 SS 403 Methods of Social Research 3

MAJOR REQUIREMENTS: 55 hours

SWK 300 Intro to Social Work\* 3  
 SWK 301 Social Work Practice I 3  
 SWK 302 Social Work Practice II 3  
 SWK 303 Social Work Practice III 3  
 SWK 304 Human Behavior and  
     Social Environment I 3  
 SWK 305 Human Behavior and the  
     Social Environment II 3  
 SWK 306 Social Welfare Policy I 3  
 SWK 307 Social Welfare Policy II 3  
 SWK 319 Social Work with

Diverse Populations 3  
 SWK 320 Ethics in Social Work Prac 3  
 SWK 410 Applied Research 3  
 SWK 415 Eclectic Writing for  
     Generalist Practitioners 3  
 SWK 416 Field Practicum Seminar I 9  
 SWK 416L Field Practicum Sem Lab 2  
 SWK 417 Field Practicum Seminar II 9  
 SWK 417L Field Pract Sem Lab II 2

\*pre-BSW students and non-majors may enroll  
 in this course.

MAJOR ELECTIVES: 9 hours

Select any three from the following; however, 6  
 hours must be in SWK.

SWK 308 Child Welfare 3  
 SWK 309 Social Services with  
     Exceptional Children 3  
 SWK 310 Social Work with the Aged 3  
 SWK 312 Social Work in Health  
     Care Settings 3  
 SWK 313 Substance Abuse 3  
 SWK 314 Social Work Practice in  
     Mental Health 3  
 SWK 315 Intro to Family Therapy 3  
 SWK 316 Family Violence 3  
 SWK 317 Social Services for People  
     Living with HIV/AIDS 3  
 SWK 320 Ethics in Social Work Prac 3  
 SPA 101 (French or Arabic) 3  
 SPA 102 (French or Arabic) 3

# Social Work Paradigm

## Freshman Year

| Fall Semester |      |                            |       | Spring Semester |     |                         |       |
|---------------|------|----------------------------|-------|-----------------|-----|-------------------------|-------|
| BY            | 101  | General Biology I          | 3     | CIS             | 110 | Computer Literacy       | 3     |
| BY            | 101L | General Biology I Lab      | 1     | EC              | 201 | Prin of Macroeconomics  | 3     |
| FYA           | 101  | Orientation to the Academy | 1     | EN              | 102 | English Composition II  | 3     |
| EN            | 101  | English Composition I      | 3     | SS              | 101 | African Amer Experience | 3     |
| HI            | 101  | World Civilization I       | 3     | SPE             | 111 | Fundamentals of Speech  | 3     |
| MA            | 101  | Intermediate Algebra       | 3     |                 |     |                         |       |
|               |      |                            | <hr/> |                 |     |                         | <hr/> |
|               |      |                            | 14    |                 |     |                         | 15    |

## Sophomore Year

| Fall Semester |     |   |       | Spring Semester |     |                            |       |
|---------------|-----|---|-------|-----------------|-----|----------------------------|-------|
| EN            | 201 | Introduction to Literature <b><u>OR</u></b> |       | SS              | 301 | Social Statistics          | 3     |
| EN            | 202 | World Masterpieces                          | 3     | SWK             | 320 | Ethics in Social Work Prac | 3     |
| HUM           | 201 | Humanities                                  | 3     | SO              | 200 | Intro to Sociology         | 3     |
| RE            | 211 | Survey of World Religion                    | 3     | SWK             | 300 | Intro to Social Work       | 3     |
| PS            | 201 | Intro to American Gov                       | 3     | SWK             | 319 | Social Work w/ Diverse Pop | 3     |
| PSY           | 201 | General Psychology                          | 3     |                 |     |                            |       |
|               |     |   | <hr/> |                 |     |                            | <hr/> |
|               |     |   | 15    |                 |     |                            | 15    |

## Junior Year

| Fall Semester |     |                            |       | Spring Semester |     |                            |       |
|---------------|-----|----------------------------|-------|-----------------|-----|----------------------------|-------|
| SS            | 403 | Methods of Social Research | 3     | SWK             | 302 | Social Work Practice II    | 3     |
| SWK           | 301 | Social Work Practice I     | 3     | SWK             | 305 | Hum Behav and Soc Envrn II | 3     |
| SWK           | 304 | Hum Behav and Soc Envrn I  | 3     | SWK             | 307 | Social Welfare Policy II   | 3     |
| SWK           | 306 | Social Welfare Policy I    | 3     | SWK             |     | Social Work Elective       | 3     |
| SWK           | 415 | Eclectic Writ for Gen Prac | 3     | SWK             |     | Social Work Elective       | 3     |
|               |     |                            |       | SWK             |     | Social Work Elective       | 3     |
|               |     |                            | <hr/> |                 |     |                            | <hr/> |
|               |     |                            | 15    |                 |     |                            | 18    |

## Senior Year

| Fall Semester |      |                           |       | Spring Semester |      |                            |       |
|---------------|------|---------------------------|-------|-----------------|------|----------------------------|-------|
| SWK           | 303  | Social Work Practice III  | 3     | SWK             | 410  | Applied Research           | 3     |
| SWK           | 416  | Field Practicum and Sem I | 9     | SWK             | 417  | Field Practicum and Sem II | 9     |
| SWK           | 416L | Seminar I                 | 2     | SWK             | 417L | Seminar II                 | 2     |
|               |      |                           | <hr/> |                 |      |                            | <hr/> |
|               |      |                           | 14    |                 |      |                            | 14    |

Total: 120 hours

Effective Fall 2015



# MILITARY PROGRAMS

## AIR FORCE RESERVE OFFICERS' TRAINING CORPS (AFROTC) PROGRAM

The Air Force Reserve Officer Training Corps program is offered at Miles College through a cooperative agreement with Samford University. All courses are taught on the Samford University campus. Students interested in participating in this program should contact the Department of Aerospace Studies, Stamford University, 205.870.2859.

The Air Force Reserve Officer Training Corps program provides college men and women the opportunity to compete for and attain a commission as a Second Lieutenant in the United States Air Force upon graduation from college. The program is divided into the General Military Course and the Professional Officer Course. The General Military Course includes the course offered during the first two years of the program and is open to all students without military obligation. This program is designed for freshman and sophomore students. The Professional Officer Course includes the Junior and Senior level courses and is restricted to those who meet entry requirements or through special permission from the Professor of Aerospace Studies. Air Force ROTC students gain confidence, leadership training, communication skills, and an appreciation for the role of the military in contemporary society.

**General Military Course.** The General Military Course is comprised of Aero 101, Aero 102, Aero 201, and Aero 202. These courses are open to all students regardless of qualifications for military service or intent to compete for a commission. As part of the General Military Course, students will examine the basic organization and structure of the Air Force, appreciate the historical significance of air power, apply basic communications skills, and receive an introduction to total quality management. Each course is one hour of academic credit. Each course is also accompanied by a weekly two hour lab.

**Field Training.** Air Force ROTC field training is offered during the summer months at selected Air Force bases throughout the United States. Students who have completed all courses in the General Military Course may elect to participate in four weeks of field training. This training normally occurs between the sophomore and junior years in college. Students who have not completed all of the courses in the General Military Course may participate in a six-weeks field training. The additional two weeks of training will provide the students with the basic knowledge and skills offered in the General Military course. Field training is an intense training environment designed to orientate students toward service in the United States Air Force. The major areas of study in the four week field training program include officership training, aircraft and aircrew orientation, career orientation, survival training, base functions and Air Force environment, and physical training. The major areas of study in the six week field training program are essentially the same as those conducted in the four week field training with the addition of areas studied during the General Military course.

**Professional Officer Course.** The Professional Officer Course includes Aero 301, Aero 302, Aero 401, and Aero 402. This course program is generally restricted to students who have completed field training. Students enrolling in these courses are generally committed to service on active duty in the United States Air Force. Other students desiring to enroll in these courses must first secure the permission of the Professor of Aerospace Studies, Stamford University. The Professional Officer course program is designed to provide students with advanced leadership training, application techniques for a quality culture, study of military history with particular attention paid to the role of air power, and a complete understanding of the national security process.

The Professional Officer Course will prepare men and women with the skills necessary to be a leader in the United States Air Force.

**Scholarship Programs.** Four-year college scholarships are available to highly qualified high school seniors. Interested students should contact their High School Counselor, a local Air Force recruiter or the nearest AFROTC program for application booklets. Applications are due by 1 December of their senior year in high school.

Three-year and two-year scholarships are available to Miles College students. Air force ROTC scholarships pay college tuition, laboratory fees, incidental fees, and books. Scholarship students also receive a \$150.00 monthly tax-free stipend. Unlike most academic scholarships, family income has no bearing on qualifications. For additional information, contact the Aerospace Studies Department at 205-726-2859.

**HBCU Scholarship.** A student does not need to have minority status to qualify for an HBCU scholarship. He or she only needs to attend a minority institution that offers Air Force ROTC and meet the eligibility requirements. This scholarship program is open to college students in any major, and it awards a Type 2 (tuition capped at \$15,000 per year plus \$510 per year for books) scholarship. This scholarship program is for fully qualified students — those who meet the qualifications are awarded the scholarship and do not have to meet a scholarship selection board. All the student needs to do is contact the AFROTC detachment at 205-726-2859.

### **ARMY RESERVE OFFICERS' TRAINING CORPS**

**Program in Military Science.** The Army Reserve Officer Training Corps (ROTC) program provides college men and women an opportunity to receive training in leadership. Through study and application of the principles of leadership and management, ROTC students develop self-discipline, self-confidence, and other desirable qualities that will contribute to success in any career. The

**Leadership Laboratory.** Leadership Laboratory is an integral part of the Air force ROTC program. It provides an opportunity for students to apply classroom teachings to actual environments. Each course has an associated leadership laboratory. The laboratory is conducted once each week during the term. The duration of the laboratory is two hours. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop leadership potential. Leadership Laboratory involves a study of Air Force customs and courtesies, drill and ceremonies, career opportunities in the Air Force, and the life and work of Air Force junior officers. Students develop their leadership potential in a practical, supervised laboratory, which typically includes field trips to Air Force installations throughout the United States. The first two years of Leadership Laboratory involve activities classified as initial leadership experiences. They include a study of Air Force customs and courtesies, drills and ceremonies; giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force base; and learning about career opportunities available to commissioned officers. The last two years consist of activities classified as advanced leadership experiences. They involve the planning, organizing, coordinating, directing, and controlling the military activities of the cadet corps; the preparation and presentation of briefings and other oral and written communications; and the providing of interviews, guidance, and information that will increase the understanding, motivation, and performance of other cadets.

LTC Christopher Carter, Professor of Military Science, 205.934.7215

program in military science may be completed through either a two-year or a four-year course of instruction. Students who successfully complete either program and who are awarded a baccalaureate degree may be offered a commission in the U.S. Army, the Army Reserve, or the Army National Guard. The Army ROTC office is located on the University of Alabama at Birmingham (UAB)

campus. Under the Cooperative Exchange Program and a cross-enrollment agreement, Miles College students are eligible to participate. Course credit is granted on a semester hour basis. Registration for the classes should be coordinated through the Office of Academic Records.

**Basic Course Sequence.** During the basic course sequence, the student examines basic first aid techniques; Army organization and management; concepts of military leadership and counseling; customs and traditions of the services; and the role, organization and history of the Army, Army Reserve, and the Army National Guard. Leadership fundamentals learned in this course contribute to continued studies in the advanced course sequence. **No military service obligation is incurred.**

**Advanced Course Sequence.** The advanced course sequence is presented on the UAB campus during the junior and senior years. Two hours in a leadership laboratory are required each week. In leadership laboratory, the student applies leadership skills developed in the classroom. Advanced course students are paid per month while enrolled in ROTC. Juniors receive \$450 each month, and Seniors receive \$500 each month. Prerequisites include either the Army or Air Force ROTC Basic Course Sequence, or favorable discharge from enlisted military service, or three years of Junior ROTC, or current membership in the Army Reserve or National Guard.

College students completing their sophomore year who have not taken any ROTC courses during their first two years and are not veterans can qualify for entrance into the advanced course sequence by attending a five and one-

half week summer camp seminar. Further inquiries regarding individual qualifications for the advanced course should be directed to the Enrollment and Scholarship Officer at 205.934.8749 or [roo@uab.edu](mailto:roo@uab.edu).

**Army ROTC Scholarship Program.** Four-year scholarships are awarded to high school seniors on a competitive basis. Students should apply prior to **November** during the final year of high school. Those not having application information may contact the Enrollment and Scholarship Officer for details at 205.934.8749 or [roo@uab.edu](mailto:roo@uab.edu).

Three-year and two-year scholarships are awarded annually on a competitive basis to cadets enrolled in the ROTC program. Additional two- and three- year scholarships are available to students not currently enrolled in ROTC. Students interested in any of these scholarships should apply directly to the Enrollment and Scholarship Officer.

All scholarships provide full tuition, a monthly allowance and a yearly book allowance.

**SIMULTANEOUS MEMBERSHIP PROGRAM.** The Simultaneous Membership Program allows non-scholarship students to participate in Army ROTC while also participating in the Army Reserve or Army National Guard unit.

**Further Information.** For further information about the Army ROTC program either write or call the Enrollment and Scholarship Officer, UAB Army ROTC, 501 12<sup>th</sup> Street South, Birmingham, AL 35294-1150. Telephone: 205.934.7215 or 205.934.8749.

## **STUDENT AFFAIRS**

Student Affairs at Miles College exists for the purpose of nurturing the overall mental, physical, social, intellectual, and spiritual welfare of students contributing to the

The housing program at Miles is designed to promote living-learning centers where emphasis is placed on enhancing the academic pursuits of the residents. Professionals, para-professionals, and students constitute the housing staff. Each staff person is selected on the basis of his/ her ability to aid students as well as to manage the living units.

**RESIDENCE HALL GOVERNMENT:** In accordance with the philosophy of providing maximum opportunities for living and learning, the College places marked emphasis on acceptable conduct, social and orderly behavior, cleanliness, and/or basic concern for the individual rights of others as well as for the integrity of the institution.

Each residential unit has a governing body which is organized to develop a cohesive bond among the students who bring to the residential units diversified backgrounds and geographical and cultural differences. This organization provides opportunities for interest and attitudinal expression through student- initiated activities.

**HOUSING FACILITIES:** The residence halls provide furnished rooms designed to house two students, and are equipped for

mission and objectives of the College's instructional and educational program.

### **HOUSING PROGRAM**

individual telephone service. Residents must supply twin size sheets (extra long), pillowcases, blankets, bedspreads, rugs, towels, and a telephone. Individuals residing in residence halls with private bathrooms are also required to supply a shower curtain. Laundry facilities are located either in the basement area or first floor of each residence hall.

Students desiring accommodations in college housing must submit an application for housing and remit a non-refundable housing application fee of \$150.00 upon acceptance for admission. Returning students must submit a \$100 housing reservation fee (to be credited to the students' account) by May 1 of each year. Residence hall space is allocated in the order of receipt of room reservation fees. Admission to the College does not imply a guarantee of space in a College residence hall. The College reserves the right to change the room or dorm assignment of students whenever such change is deemed advisable.

The residence halls are closed when classes are not in session, and the College reserves the right to use rooms for conferences or conventions during vacation periods.

### **THE STUDENT CENTER**

The Student Center houses dining and recreation / meeting facilities.

The College's Student Center's objectives revolve around four (4) basic ideas:

1. The Center is the community center of the College for all members of the

College family, students, faculty, administrators, alumni, and guests.

2. As the living room of the College, the Center provides for the services, conveniences, and amenities that the members of the College family need in their daily lives on the campus and for getting to know and understand one another through informal associations outside the class- room.

3. The Student Center is a part of the educational program of the College. As the center of College community life, it serves as a laboratory of citizenship, training students in social responsibility and leadership.

4. The Center serves as a unifying force in the life of the College, cultivating enduring regard for and loyalty to the College.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Miles College sponsors a number of extracurricular student activities and organizations across several fields of interest and concern — Student Government Association, fraternities and sororities, clubs associated with professional or artistic interests, publications, and religious organizations.

**ELIGIBILITY.** In order to participate in a College sponsored social activity, a student must maintain a minimum 2.0 cumulative grade point average or greater depending on individual organizational requirements.

## **ACTIVITIES**

**STUDENT GOVERNMENT ASSOCIATION:** Officers and Student Senate members elected by the students are responsible for representing student views

and complaints to the College Administration. The Student Government President sits as a member of the Miles College Board of Trustees. The student body, through the SGA, is responsible for conducting such campus- wide festivities as Homecoming, campus dances and entertainment during the College year. The SGA also focuses on student leadership development.

**INTERCOLLEGIATE ATHLETICS:** The Miles College Athletic Program is a member of the Southern Intercollegiate Athletic Conference (SIAC) and the National Collegiate Athletic Association (NCAA), Division II. Participation in any of the intercollegiate sports is based upon eligibility guidelines established by these Associations. Miles offers the following intercollegiate sports: football, basketball (men and women), volleyball (women), track and field (men and women), cross-country (men and women), baseball (men), golf (men and women), and softball (women).

**INTRAMURAL ACTIVITIES:** Miles College offers an intramural program in which all students are encouraged to participate. The program enhances students' development in recreation, competition, cooperation, team work, and physical fitness.

**COLLEGE CHOIR:** Membership is open to any student who can meet the audition requirements. The Choir performs for campus convocations and assemblies and presents a Christmas and a Spring Concert. Continued choir membership is contingent upon the maintenance of a 2.0 cumulative grade point average.

COLLEGE BANDS (Marching, Concert, Pep, Jazz): Membership into these activities is open to all students enrolled at Miles who express the desire and the musical ability to perform with the Band. The Marching Band supports the football program and performs half-time entertainment. This Band also performs for parades and sponsored events. The Pep Band supports the basketball program and performs half-time entertainment and tournament entertainment. The Concert Band performs benefit dates, community service activities, and for formal College events. The Jazz Band performs benefit dates, community service activities, and during the College's Spring Arts Festival.

All band members are required to audition for individual parts and seating. Continued band membership is contingent upon the maintenance of a 2.0 cumulative grade-point average.

## **CLUBS AND ORGANIZATIONS**

**THE PRE-ALUMNI COUNCIL:** The Pre-Alumni Council is an affiliate of the National Pre-Alumni Council of the United Negro College Fund. The Council engages in fund-raising projects in efforts to promote a collegiate spirit and unity among private black colleges throughout the United States. Membership is open to all Miles College students.

**INTERDENOMINATIONAL MINISTERIAL ASSOCIATION & THE CHRISTIAN WOMEN'S MINISTRY:** These organizations are composed of young ministers dedicated to a united fellowship.

It is designed to bring together leaders and potential leaders of different denominations

for the express purpose of joining forces in order to stimulate a more spiritual atmosphere and to render Christian service to Miles College.

### **GREEK LETTER ORGANIZATIONS:**

These are selective membership organizations, each establishing its own pattern of selection. At present Miles College has chapters of the following members of the National Pan-Hellenic Council, Incorporated: Gamma Kappa Chapter of Alpha Phi Alpha, Eta Epsilon Chapter of Omega Psi Phi, Sigma Chapter of Phi Beta Sigma, Delta Tau Chapter of Kappa Alpha Psi, Delta Eta Chapter of Sigma Gamma Rho; Eta Nu Chapter of Delta Sigma Theta; Gamma Pi Chapter of Alpha Kappa Alpha; and Iota Chapter of Zeta Phi Beta.

Other fraternal organizations at present are: Nasiha Roho Adinasi Fraternity; Uzuri Weusi Malkia Sorority; Alpha Chapter of Rho Nu Tau Sorority; Alpha Chapter of Lambda Psi Gamma Service Sorority; Beta Chapter of Gamma Delta Iota Sorority; FBI Fraternity; and Alpha Chapter of Chi Lambda Omicron Fraternity.

### **DIVISION/DEPARTMENT CLUBS AND ORGANIZATIONS:**

The College offers many opportunities for student involvement through clubs such as the following: The National Society of Leadership and Success; Alpha Kappa Mu Honor Society; Beta Kappa Chi Scientific Honor Society; Criminal Justice Student Association; Gamma Beta Phi Society; Gamma Sigma Alpha National Greek Academic Honor Society; Club de Poli Sci (The Political Science Club); Student Chapter of the Institute of Management Accountants (IMA); Miles College Association of Black Journalists; Student Chapter of the National

Association of Black Accountants (NABA); Social Work Student Organization; Students in Free Enterprise (SIFE); Student Library Action Committee (SLAC); The Communications Club; Leadership Miles College; The Pep Squad; Phi Beta Lambda Business Fraternity; Phi Alpha National Social Work Honor Society; Computer Science Technology Club; Education Club; and Kappa Delta Pi International Honor Society in Education.

### **CAREER DEVELOPMENT CENTER**

Career development is fundamentally a lifelong process geared toward the acquisition of skills which will strengthen students' ability to live meaningful, enjoyable, and economically rewarding lives. Career development guarantees to every individual the opportunity to discover, determine, and develop his/her way of life. To this end, the Career Development Center seeks to serve all students registered with the Center, the ultimate goal being employment. Career counseling is important during the student's entire college career. When started early in the freshman year, final decisions as to a career are much easier to make and more satisfying. Seniors are urged to submit a resume and three letters of reference prior to November in the year of graduation. Resumes and references are needed for prospective employers and for graduate schools. The Career Development Center maintains personnel records on graduates so that employment information may be sent to a prospective employer or graduate school at

any time at the request of the student, alumni, faculty member, or employer.

Registration with the Career Development Center is required for freshmen, sophomores, juniors, and seniors.

### **STUDENT PUBLICATIONS**

The Milean is a student publication issued regularly during the school year.

### **DISABILITY SERVICES**

The College is sensitive to the needs of students with physical and other disabilities. In addition to assisted access to campus facilities, some special instructional accommodations will be provided to students whose needs have been documented through the Special Accommodations Services counselor in the Counseling, Advising and Testing Center. The goal is to facilitate students' participation in the College community.

**FOOD SERVICES** All students living in the residence halls are issued meal contracts. Meal tickets are not transferable or exchangeable.

### **STUDENT HEALTH INSURANCE SERVICES**

Student accidental insurance is available at low premiums to all students who are enrolled full-time at the College. Medical Insurance, either through the College or through a personal policy, is required for all students residing in the residence halls. Proof of personal coverage must be submitted to the Business Office at registration.

## **Student Life, Engagement and Chapel**

The goal and mission is to cultivate an atmosphere conducive for the spiritual, ethical, social and service oriented lives that engages the development of the general college community. The Office of Student Life, Engagement and Chapel engages the College community by way of pastoral care, ensuring multi faith opportunities, motivates and leads the community to a spiritual and service oriented life. Its objective is to provide educational programs anchored in the liberal arts that demand excellence in intellectual and professional preparation for career flexibility in a world that changes exponentially.

### **Organizational Activities / Services**

Chapel Forums, each Monday and Wednesday

@ 11:00 a.m.

Miles College Band (The Purple Marching Machine)

Miles College Choir (The Golden Voices)

Miles College Cheerleaders

Spiritual Life and Development

Judicial Affairs (Appeals f Disciplinary Actions)

Student Decorum

Pastoral Care and Counseling

Development of student servant leaders

Assistance for persons exploring ministerial leadership

Liaison between the College and religious community





**Miles College**  
Policy and Procedure Library

**Definition of Credit Hour**

**Approval Authority: Office of the President**

**Responsible Executive: Dean and Vice President of Academic Affairs**

**Responsible Office(s): Academic Affairs, Academic Records**

**Effective: March 8, 2012**

## Policy on Definition of Credit Hour

### Policy Statement

Miles College defines the credit hour as a unit of measure representing the time spent in instruction (contact hour) and the pursuit of student learning outcomes.

- Traditional courses are based on one semester hour which is equivalent to one contact hour per week.
  - Traditional courses are theory focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours.
  - Requires a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
  - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Laboratory courses are based on one semester hour which are equivalent to two contact hours per week.
  - Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
  - Laboratory courses require a minimum of 30 hours of contact for every semester hour of credit.
  - Requires a minimum amount of two hours of out of class student work per week per credit hour.
  - Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline in order to achieve the specified competency level.
- Internship/practicum courses are based on one semester hour which is equivalent to one contact hour per week.
  - Internship courses require contact hours relevant to the amount time spent in actual experience. An internship/practicum course involves the development of job related or practical skills and provides students with direct experience.
  - Internship/practicum courses may range from three to twelve semester hours; and
  - require a minimum amount of out of class student work per week equivalent to a minimum amount of two hours per credit hour or as applicable to the course type.
  - Student learning outcomes are based on documented completion and utilization of practical application of skills required for the specific discipline in order to achieve the specified competency level.
- Applied music courses are based on one semester hour which is equivalent to one contact hour per week.

- Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
- Applied music lessons can range from one to two semester hours.
- Requires a minimum amount of two hours of out of class practice time per week per credit hour.
- Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Weekend courses are one semester hour which is equivalent to one contact hour per week.
  - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
  - Requires a minimum amount of six hours of out of class student work per week per credit hour.
  - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.

## Entities Affected by the Policy

Administration, Faculty, Staff and Students

## Policy Background

In accordance with Federal Regulations, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours.

## Policy Procedures

- Division Chairs and Program Coordinators will assist faculty with development of course student learning outcomes which comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with the policy.
- The Academic Dean and Associate Dean will work with Division Chairs to adjust the times to meet the established standards.
- The Registrar will assist departments in assigning and calculating times for classes.

## Definitions

- Traditional-- theory courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours and students interact in the same physical space.

- Laboratory (practical application)-- courses focus on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
- Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
- Practicum/Internship- courses that require contact hours relevant to the amount of time spent in actual experience. Practicum and internship courses are courses that involve the development of job related skills and provide students with direct practical experience. Students in practicum or internship courses may earn from three to twelve semester hours.
- Weekend-theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration where students interact in the same physical space during their instructional time but the courses are offered during the weekend. Courses have

## Responsibilities

Academic Affairs

## Interpreting Authority

Office of the President

## Statutory or Regulatory References

*If the [Board of Trustees of the Commission on Colleges] imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with FR 4.9 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The institution will be informed of such action.*

## Policy Adoption Review and Approval

Date

Entity

Action

March 8, 2012

Miles College Board of Trustees

Approved

Last Reviewed 9/14/12

# INTELLECTUAL PROPERTY POLICY

## Introduction and Scope

- a) Miles College is a private liberal arts College that embraces its mission of teaching and academically preparing students. The College encourages research and scholarship and recognizes that inventions, discoveries, and creative works may arise from the scholarly activities of the College. Miles promotes the use of such intellectual property for the public good and encourages development and commercialization of inventions, discoveries, and creative works through patenting or copyrighting.
- b) Miles may designate one or more commercialization agent(s) for the intellectual property of the College. To accomplish this, Miles College shall assign to such agent(s) the rights, title, and interest to certain intellectual property created, invented, or discovered by Miles faculty, staff, students, and others for the purpose of evaluation, filing for appropriate legal protection, marketing, and development.
- c) All rights in intellectual property subject to this policy shall be allocated in accordance with this intellectual property policy and other College policies. The Appendices to this Policy provide additional information and serve to implement and may further define the Policy.

## Types of Intellectual Property Subject to this Policy

Except as set forth in other related College policies, this policy applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, mask work, trademark, research data, work of authorship, and computer software regardless of whether subject to protection under patent, trademark copyright, or other laws.

## Individuals Subject to this Policy

This intellectual property policy applies to:

- a) All persons employed by, paid by, or under contract with Miles College, unless expressly exempted by contract, including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, consultants, and students.
- b) Students working on sponsored projects and/or who use Miles College resources other than for lecture-based coursework or other course-related assignments.
- c) Anyone using the facilities or resources of the College, as defined in this policy, or the facilities of any entity affiliated with Miles College for the purposes or in the manner described in “Determination of Ownership Rights in Intellectual Property.”

## College Resources. For purposes of this policy, use of College resources:

- a) Means the use of College funds, facilities, equipment, personnel, tangible or intangible research materials, information and/or materials that are not publicly or freely available to the public, and funds provided through externally funded grants, contracts, or other types of awards or agreements with third parties – including gifts to the College, and anything not covered in subsection (b) below.
- b) Does not include the use of College designated office space, routinely available office-type equipment such as desktop personal computers, and the College library facilities.

**Determination of Ownership Rights in Intellectual Property. Unless provided for otherwise in this policy:**

a. College Ownership. The College retains all rights to any intellectual property conceived, created, developed, fixed\*, or first actually reduced to practice by a Creator:

i. Within the scope of their employment or official association and/or appointment with the College – inclusive of summer months and holidays; or

ii. As part of activities directly or indirectly related to College research whether the research is externally or internally funded or pursuant to an agreement or contract of any type (including gifts) between the College and a third party; or

iii. In support of specific College initiatives; or

iv. Using College resources, including any resources provided through externally funded and/or outreach initiatives.

v. For clarification purposes, the College shall retain rights to:

1. Classes and/or Courseware developed for teaching at the College whether fixed in tangible or electronic media. For illustration purposes only, a Class includes the syllabus and any Class notes, if provided, but would not include teaching notes. Courseware includes any and all software and digital material (in any media).

Any Classes which are videotaped or recorded using any other media are College property, and may not be further distributed without permission from the College and pursuant to an approved contractual agreement. Prior to videotaping, permission should be obtained from anyone who will appear in the final program. Permission is not required for 1) the use of videotaped or recorded Classes for student related or other College purposes or 2) for evanescent recordings.

With regard to Courseware, if the College enters into an agreement with a third party to license or otherwise authorize the use, distribution, replication, and sale of such Courseware to third parties for a profit, the College and Author shall share the Copyright Income related to such transactions in accordance with the Income Distribution Plan.

2. Any and all Marks (trademarks and service marks) relating to Miles College and its affiliates. Pursuant to this Policy, College faculty, staff and students grant and assign to Miles College their entire right, title and interest in and to all marks which relate in any way to the business or activities of Miles College.

Note: Research data or results created by an employee are owned by the College and, except to the extent that rights to such research data have not been contractually assigned or licensed to a third party, the Creator shall have a nonexclusive, perpetual license to use such data for nonprofit educational research and scholarly purposes within the scope of the employee's employment, subject to other provisions of this policy. Inventorship shall be determined in accordance with United States Patent Law.

\* Under Section 101 of the 1976 Copyright Act, "a work is fixed in a tangible medium of expression when its embodiment in a copy or phonorecord, by or under the authority of the author, is sufficiently permanent or stable to permit it to be perceived, reproduced, or otherwise communicated for a period of more than transitory duration. A work consisting of sounds, images, or both, that are being transmitted, is

fixed for purposes of this title if a fixation of the work is being made simultaneously with its transmission."

\*\*Evanescence works include "those projected briefly on a screen, shown electronically on a television or cathode ray tube, or captured momentarily in the 'memory' of a computer." (House Rpt., at 53, reprinted in 1976 U.S.C.C.A.N. 5666-67).

b. Creator Ownership. Creator(s) shall retain all rights to any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s):

i. On the Creator's own personal, unpaid time; or

ii. Unrelated to the individual's College responsibilities; and

iii. Without the use of College resources, including any resources provided through externally funded programs or contracts (including gifts).

iv. For clarification purposes, Creators shall retain rights to :

1. Creative or scholarly works including artworks, musical compositions, and literary works directly related to their professional endeavors, credentials, and/or activities. This includes any personal material created, developed, or used solely by Authors in connection with their delivery of College Classes.

2. Textbooks and other materials which are developed without aid or compensation from the College.

c. Student Ownership Exception. In accordance with this policy, student Creators do not hold the rights to intellectual property created, developed, or generated:

i. In the course of rendering compensated services to the College; or

ii. As part of sponsored research or projects; or

iii. Pursuant to an agreement that requires the College and/or student to assign his or her rights either to the College or to a third party; or

iv. Using pre-existing or background intellectual property belonging to the College or to a third party with whom the College has a contract under which such background intellectual property rights are already allocated.

v. Notes:

1. Student retains a non-exclusive, royalty-free, perpetual, irrevocable license to use, reproduce, and publicly distribute, for educational and/or research purposes, copies of intellectual property created by student.

2. If intellectual property is developed or generated as a group class project, joint ownership by the collaborators will be assumed unless a prior written agreement exists among the collaborators.

d. Other. There may be instances when College faculty, staff, students, and/or others enter into written agreements with the College to collaborate in the development of intellectual property. These agreements may provide for allocation of intellectual property rights in a manner that is not consistent with this Policy. Each such agreement shall be valid only when approved by the College. While each agreement

may contain unique provisions, all such agreements must require disclosure of any intellectual property in accordance with the terms of this Policy.

#### Use of Facilities and Resources.

Unless authorized or allowed under a College policy, the Miles College facilities and resources shall not be used to:

- a) Create, develop, or commercialize intellectual property outside the course and scope of employment and/or College related-responsibilities of the individual; or
- b) To further develop or commercialize intellectual properties that have been licensed, released, or are otherwise subject to third party interests except as approved by the College in instances where the College has retained an interest under the terms of the license or release.

### **Background Information and Special Issues**

#### **1. Patents**

##### a. Objectives.

The objectives of the College's policy regarding patents include the following:

- i. Encourage research and scholarship as creative academic endeavors while recognizing that commercially viable inventions may yield benefits to both the College and inventors;
  - ii. Delineate procedures that assist inventors in reporting discoveries with patent potential and safeguard the interests of all concerned parties;
  - iii. Make inventions resulting from academic research available to the public and promote their effective utilization and development;
  - iv. Provide adequate recognition and incentives to inventors through shares in proceeds from their inventions; and
  - v. Provide an appropriate framework to recognize the equity of sponsors by allowing reasonable and equitable provisions for the granting of patent rights to the sponsor.
- b. Term. Generally, the term of a new patent is 20 years from the date on which the application for the patent was filed in the United States or, in special cases, from the date an earlier related application was filed, subject to the payment of maintenance fees. U.S. patent grants are effective only within the United States, U.S. territories, and U.S. possessions. Under certain circumstances, patent term extensions or adjustments may be available.
- c. Protection. A provisional application may be filed as a “lower-cost first patent filing” to secure an initial filing date for an invention that will be the subject of a corresponding non-provisional application.
- 1) To retain the initial date, the non-provisional application must be filed within one year of the provisional application filing date.

2) The provisional application does not require a formal patent claim, oath or declaration, or any information disclosure (prior art) statement and allows the inventor to use the term "Patent Pending" when describing the invention.

3) The inventor may convert the provisional application to a non-provisional application by filing a petition within one year of the provisional application filing date; however, the term of the patent associated with the invention will be negatively impacted since the term will be measured from the filing date of the non-provisional application.

d. Ownership.

The rights of Miles College in patents arising from research will vary in accordance with the College Intellectual Property Policy.

In order to avoid any questions concerning the tax exempt status of financing used for certain College facilities/resources, Miles shall, with regard to sponsored research activities, seek to:

- i. Retain ownership of inventions arising during performance of research sponsored by any private industry and/or federal Government sponsor and
- ii. Grant to such sponsor(s) any right in the invention under compensation terms that are set after the time when the invention comes into existence and that are at a fair market level of compensation to Miles. Under the terms of certain contracts and agreements between Miles and various sponsors, Miles may be required to license patent rights to the contracting party.
- iii. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest. The College will not agree to grant any rights in future inventions to private corporations or businesses unless such provision is included in the contract that sponsored the work leading to the invention.
- iv. Special cases not covered by the above statements or which arise because of conflict of interest shall be considered by the College.
- v. In the absence of an agreement allocating intellectual property rights, and subject to any licensing arrangements and this Policy, Miles College's policy with regard to ownership of intellectual property is as follows:

1. College shall retain title to all intellectual property including supporting data for all discoveries and/or inventions made exclusively by any individual subject to this Intellectual Property Policy.

2. College shall share ownership of intellectual property including supporting data for all discoveries and/or inventions made jointly by any individual subject to this Intellectual Property Policy and a third party.

e. College Responsibilities.

During the summer sessions and extended College holiday periods, the College will have the authority to:

- a) Expedite the review of patent disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) Initiate negotiations with prospective



licensees for patent filing/processing fees or the like; and c) Such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.

f. Record Keeping Guidelines.

Good laboratory practice dictates the use of bound notebooks for record keeping, making entries on a daily basis. This "diary" format provides a day-to-day chronology. Use the notebook to record a conception (a complete description of a means to accomplish a particular purpose or result), laboratory data, and drawings. Each entry should be headed with a title and continued on successive pages. Make entries in ink and do not erase; instead, draw a line through text or drawings to be deleted and enter the material in corrected form. Draw a line through any blank spaces on the page. Separate sheets and photographs pasted to notebook pages should be referred to in an entry. Material that cannot be incorporated in the notebook should be keyed to an entry. Sign and date all entries at the time they are made and have them witnessed by an individual who is capable of understanding the material yet had nothing to do with producing it. Secure additional witnesses when something important or highly unusual is discovered. Remember that an inventor and his or her co-inventor(s) cannot serve as their own witnesses. Records - when made a matter of routine - take only a small amount of time and effort, become an invaluable asset to work in progress, and may ultimately reserve for the inventor those rights to which he or she is, by priority, entitled. Records that support the conception, development and demonstration of a particular intellectual property should be available for review by the College and patent officials at each stage of review of a particular disclosure.

## **2. Copyrights**

a. Introduction and Scope.

Copyright ownership and rights are defined by federal law. College policy is structured within the context of the federal copyright law and the long-standing academic tradition that Creators of works own the copyright resulting from their research, teaching, and writing. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities/resources, or by agreement governing access to certain College resources. This Policy addresses these exceptions.

The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. The copyright protects the form of expression rather than the subject matter of the writing. For example, a description of a machine could be copyrighted, but this would only prevent others from copying the description; it would not prevent others from writing a description of their own or from making and using the machine.

b. Copyrighted Materials may include the following:

- Books, journal articles, texts, glossaries, bibliographies, class notes, study guides, laboratory manuals, reports, syllabi, tests, and proposals;
- Lectures, musical or dramatic compositions, unpublished script, works of art;
- Films, filmstrips, charts, transparencies, and other visual aids;
- Video and audio tapes or cassettes;

- Live video and audio broadcasts;
- Programmed instructional materials;
- Mask works;
- Other materials or works that qualify for protection under the copyright laws of the United States (USC 102).

c. Ownership. Copyright ownership of all work by College employees or students shall be allocated in accordance with the College Intellectual Property Policy. When using outside consultants/independent contractors to perform work for the College, whether under a sponsored program or otherwise, College employees must ensure there is a written agreement or adequate provisions in other agreements with the consultants/independent contractors to assign the rights to and in all works to the College.

## 2. Computer Software Copyrights

a. Ownership. Ownership of computer software developed by faculty, staff, and student employees of the College shall be handled in accordance with the College Intellectual Property Policy.

b. Funding by Other College Agent(s). If computer software is developed by faculty, staff, or student employees but funded by another designated College agent(s) pursuant to a contract between the parties, then the College shall require the designated agent(s) to pay the Creator(s) the royalty payments that the Creators(s) would have received after appropriate review and recommendation by the College if the computer software had been funded and developed by the College.

## **Appeal Process.**

- A Creator may appeal a decision or determination made pursuant to this policy by submitting an appeal in writing to the College within thirty (30) days of receiving notice of the decision or determination.
- The College shall review the appeal and render a decision in writing within a reasonable time of receiving the appeal.

## **Definitions:**

- “Class” includes a set of educational objectives that are identified in a syllabus and delivered either by an instructor, or under an instructor’s supervision and pursuant to the College’s policies.
- “Class Notes” are notes or other instructional material provided to the participants by the instructor as part of a Class.
- “Copyright” is a form of protection provided to the authors of “original works of authorship” including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished.
- “Copyright Income” is defined to include income associated with any copyright disclosure made to the IPC for exploitation, even if the income is received before a copyright application has been filed or a copyright issued, and includes such monies received as royalties, fees, advanced payments, court awarded

infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the employee(s) or the College, whichever funded the original exploitation. Some examples of such costs are the cost of securing the appropriate copyright licenses, and other legal efforts as required. Copyright Income shall not include indirect economic benefits resulting from the technological position established by the copyrighted technology or the sale of derived articles or concepts, including such items as a follow-on sponsored programs that uses the copyrighted technology as a basis for future work.

e) "Courseware" shall mean educational material in the form of software programs/applications and data (usually digital and/or packaged for use with a computer) and intended for classroom instruction (in class or remotely) or for a self-learning or faculty/coach assisted program.

f) "Creative and Scholarly Works" shall mean traditional academic publications, such as professional papers published in scholarly journals, or newly created texts published in journals or books.

g) "Creator" is defined as an author of, inventor of, or person who discovers, develops, or generates any type of intellectual property. Inventorship and authorship shall be determined in accordance with patent law and copyright law, respectively.

h) "Intellectual Property" shall mean any patentable materials, copyrighted materials, trademarks and service marks, software, art and creative endeavors, and trade secrets, whether or not formal protection is sought.

i) "Patent" refers to the grant of a property right to the inventor, issued by the United States Patent and Trademark Office (USPTO) or foreign analog.

j) "Patent Income" is defined to include income associated with any patent disclosure made to the College for exploitation, even if the income is received before a patent application has been filed or a patent issued, and includes such monies received as royalties, fees, advanced payments, court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the College. Some examples of such costs include, but are not limited to, the cost of securing the patent, appropriate licenses, and other legal efforts as required. Patent Income shall not include indirect economic benefits resulting from the technological position established by the patented technology or the sale of derived articles or concepts, including such items as follow-on sponsored programs that use the patented technology as a basis for future work.

k) "Software" shall mean one or more computer programs existing in any form, along with any associated operational procedures, manual, or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions and statements of related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

l) "Teaching Notes" are the personal notes of the instructor regarding the delivery of a Class.

m) "Trade Secret" shall refer to information that companies keep secret to give them an advantage over their competitors.

n) "Trademark" is a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. A "service mark" is the same as a

trademark except that it identifies and distinguishes the source of a service rather than a product. The College is concerned only with trademark issues that pertain to patented or copyrighted Intellectual Property of the College. All other trademark issues should be directed to the appropriate College officials.

o) “College” includes Miles College and all of its administrative units, including but not limited to departments, centers, institutes, consortia and other similar organizations, regardless of source of funding.

### **Publication.**

Faculty, staff, students, and others may contract with third parties to publish their own research results and other scholarly information unless there are contractually imposed restrictions or temporary restrictions imposed to protect intellectual property that may be the subject of an application for intellectual property protection.

### **Disclosure of Intellectual Property.**

All Creators have a duty to promptly disclose any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s) to Miles College in accordance with the procedures in this policy.

### **Assignment of Intellectual Property.**

a) If any intellectual property is determined, in accordance with this policy, to be owned by Miles College, Miles College may, at its sole discretion, assign all rights, title, and interests to one or more designated commercialization agents.

b) Faculty, staff, students, and others may not assign or license intellectual property owned by the College without the written consent of the College or its designated commercialization agent(s), as applicable. The College has the ultimate right to resolve any conflicts relating to ownership of intellectual property rights arising in connection with contracts between the College and third parties or organizations.

c) In the event that faculty, staff, students, or others are Creators of intellectual property owned by an external entity and the intellectual property does not fall within the scope of this Policy, (e.g., it is not the subject of an agreement between the external entity and the College/its designated commercialization agent(s)) this intellectual property policy will not apply. Neither Miles College nor its designated commercialization agent(s) will have any obligations with regard to negotiation of terms and conditions, patenting, licensing, or royalty distribution.

d) When using outside consultants/independent contractors to perform work for the College that is not specifically identified in a sponsored research or other contract, there must be a written agreement established through procurement or other College policies/mechanisms ensuring proper assignment of intellectual property.

e) Any special cases and unique situations relating to intellectual property and not specifically covered by this policy or any other College policy, or which arise because of conflict(s) of interest, shall be brought to the attention of the College Administration.

## **College Holiday Periods.**

During the summer sessions and extended College holiday periods, the College will have the authority to:

a) Expedite the review of intellectual property disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.

## **Intellectual Property Disclosure and Related Procedures.**

a) Creators have a duty to promptly disclose all Intellectual Property to the College.

b) With regard to College owned intellectual property, particularly patents and/or patentable inventions, each Creator has a duty to promptly disclose any intellectual property discovered, conceived, or first reduced to practice to the College prior to disclosing such information to ANY other third party.

c) When a disclosure of Intellectual Property is received by the College, it has a duty to promptly evaluate and provide final disposition of the rights to the intellectual property disclosed. The College shall determine a preliminary course of action based on the commercial potential of the invention. The College will provide notice of any potential delays, and recommend alternative courses of action if unexpected delays are encountered.

d) After reviewing the relevant materials and conducting discussions with the Creator(s), the College may recommend that additional information be gathered to determine the ownership, legal, competitive, and market issues that have bearing on the patenting, copyrighting, or trademark decision. After that information is collected and evaluated, the College will recommend one of two courses of action:

i. Assert its sole interest in the intellectual property in writing and recommend that the College pursue an application for protection using its own financial and legal resources and/or refer the intellectual property to a designated commercialization agent as determined by College's agreement with such commercialization agent;

ii. Return or assign sole interest in the Intellectual Property to the Creator(s) for their own pursuits, relinquishing in writing all College interests in said Intellectual Property as well as any related responsibilities for costs and reserving for itself a fee-free and royalty-free, perpetual, irrevocable license to use the Intellectual Property in its academic, research and other non-commercial scholarly endeavors. The agreement between the parties shall be in accordance with this policy.

e) For trademark requests, the College will forward a decision to the Responsible Individual/Organization.

f) If the College pursues a patent or copyright application, its designated commercialization agent shall manage the interactions and timelines with attorneys and the USPTO but will rely on the Creator(s) to provide sufficient technical details and insight so that attorneys will be able to craft the best possible protection.

g) Pursuit of foreign patent applications will only be recommended to the College when: (a) there is substantial justification for the commercial potential of the invention; (b) one or more firms have expressed their intent or made a commitment to license the technology; or (c) a potential licensee will assume all filing and other foreign application costs. Foreign patent applications will be reviewed

annually and may be dropped at the College's discretion depending on actual or potential licensing activity. With the College's approval and subject to mutual agreement regarding the allocation of each party's rights, Creators and/or sponsors may request and be granted rights to assume such costs on foreign patent applications.

h) If a patent is dropped or abandoned, the rights may be released to the inventor(s) subject to a stipulation that any direct patenting costs incurred by the College be reimbursed if the patent generates income. If and when appropriate, income distribution arrangements shall be handled on a case by case basis between the College and the inventor(s) and shall be subject to College approval. The College shall review the status of all disclosures and pending or issued patents provided by the designated commercialization agent in accordance with College policies.

i) Reassignment to Creator(s) of College Intellectual Property.

Should the College, or its designated commercialization agent(s), decide not to assert its rights in and to the Intellectual Property for administration, or if at any future time decide not to take any further action in protection or commercialization of the Intellectual Property, it shall exert reasonable efforts to notify the Creator(s) and, upon request of the Creator(s), and subject to prior commitments or obligations, relinquish in writing all College interests in the Intellectual Property as well as any related responsibilities for costs and release the Intellectual Property to the Creator(s) in accordance with the following:

- 1) The Creator(s) agree to maintain the technology at their expense from the point of the assignment forward;
- 2) The assignment is consistent with any obligations to third parties, including but not limited to unreimbursed fees, any legal obligations, or any approvals from sponsors necessary prior to release; and
- 3) The assignment to the Creator(s) does not involve a conflict of interest.
- 4) In the case of Federal agency sponsorship, any release must be made to the Federal Government, following which the Creator(s) may directly petition the federal agency for a release of the rights to himself or herself. Decisions by the Federal sponsors to permit individual Creator(s) to acquire ownership are generally made on a case-by-case basis with the Federal Government retaining for itself certain rights as provided for in federal patent laws.

ii. In the case that unreimbursed fees of third parties or unreimbursed fees incurred by the College, or its designated commercialization agent(s), exist, the Intellectual Property may be licensed to the Creator(s) until all fees are repaid. At which time the Creator(s) may be assigned the Intellectual Property pursuant to section (a) above.

iii. In exchange for such assignment, the Creator(s) shall grant the College a perpetual, irrevocable, fee and royalty free license to use such intellectual property for research, academic and other scholarly purposes of the College.

### **Infringements.**

Faculty, staff, and students should notify the College Office of Technology Transfer of any potential infringement of protected College intellectual property.

### **Applicable Laws.**

The provisions of this Policy are subject to any applicable laws and regulations. Grants or contracts between external sponsors and the College under which intellectual property is produced may contain specific provisions with respect to disposition of rights to such property that may differ from those contained in this policy. Under the terms of certain contracts and agreements between the College and various agencies of government, private and public corporations, and private interests, the College may be required to license patent rights to the contracting party. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest.

The Library of Congress United States Copyright Office: <http://www.copyright.gov/>

## RESPONDING TO ACADEMIC COMPLAINTS

Student misconduct and discipline is governed in the *College Regulations and Code of Ethics*, Student Handbook, Office of Student Affairs. Actions that have been defined in the Student Handbook affecting classroom management will pre-empt such actions being handled within the Office of Academic Affairs.

The instructor is the primary personnel governing actions in the classroom. Both the instructor and student will follow the same process in resolving academic conflicts originating from classroom to the Academic Judicial Committee.

### ACADEMIC HONESTY

The College expects all students to be honest in their efforts to obtain an education. Any student found to be dishonest in acquiring, using or reporting information, or violating established academic codes of conduct, in any other manner, will be subject to penalty for the requirement in question.

Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. In case where evidence is sufficient to establish that a student cheated or was otherwise dishonest in completing a test, paper, report, etc., the penalty will range from repeating the assignment to expulsion from the College.

#### Procedures

- § The instructor discusses with the student any evidence of dishonesty with tests, assignments, or other requirements and the resulting consequences. Based on documented sound evidence, the instructor may require the student to repeat the assignments, complete an alternate assignment or record a reduced grade of “F” for the assignment; based on circumstantial evidence, the instructor may talk with the student about the importance of honesty in the academic environment.
- § The student is expected to accept established consequences for acts of dishonesty and refrain from committing any further acts. In the face of circumstantial evidence, it is expected that the student will show the instructor respect in discussing the matter.
- § If the student disagrees with an instructor’s charge of academic dishonesty and the subsequently imposed penalty, the student must make a written appeal to the division chair for relief.
- § The chair, in consultation with appropriate individuals, secures documentation of dishonesty, determines if the charge is valid and/or the penalty is reasonable. The chair submits a written response to the student within **5** days.
- § If the student disagrees with the chair’s decision, the student will submit a written appeal to the Academic Dean within **5** days of notice.
- § The Academic Dean provides the final written response within **5** days. If the decision is not favorable to the student, the Academic Dean may forward the final response to the student **or** defer to the Academic Judicial Committee.
- § If the student disagrees with the decision coming from the Academic Dean or Academic Judicial Committee, the student may submit a written appeal to the President. The decision of the President will be final.
- § Students who commit repeated acts of dishonesty may be referred to Office of Student Affairs with a recommendation for suspension from the College

NOTE: At each stage of the appeal process, the process should be initiated within **5** days (not to include weekends and holiday breaks) from notice of the previous appeal from either the student or instructor and



handled in a professional manner.

## **ACADEMIC APPEAL**

Students enrolled at the College may register a concern or complaint about **any** academic regulation without any adverse actions. Concerns and complaints may include, but not limited to:

- \$ instructional program;
- \$ delivery of the program;
- \$ grade received;
- \$ test results;
- \$ academic advisement;
- \$ student-instructor conflict; or
- \$ other matter related to academic affairs

Concerns and complaints will be received and followed as outlined in the **Procedures** outlined above (i.e., the first level of the complaint, the Division Chair, the Academic Dean and/or Academic Judicial Committee and President of the College).

## **DISRUPTIVE BEHAVIOR** (classroom concerns)

Professional deportment is expected in the classroom at all times. Issues unresolved in the classroom that rise to an improper dismissal of the student may require:

- (a) request made by the instructor for which the student adheres;
- (b) request made by the instructor for which the student does not adhere;  
(if assistance from College Security is requested, the instructor should document, in writing, the nature of the issue with the Division Chair the same day (but not later than 24 hours). The Division Chair, based on the unresolved issue, and on a case-by-case basis, determines the next step on the part of the Instructor, with notification to the student. A formal procedural process, if necessary, may be initiated;
- (c) if the action of the student deems to threaten other students in the class, the Instructor may dismiss the class. The Division Chair should be informed immediately.

If the action poses a personal threat to other students in the class, the instructor should dismiss the class and call Campus Security immediately. The Division Chair should be informed and the Chair will determine the next procedural step on the part of the instructor, with notification to the student (i.e., a student posing personal threats must report to the Counseling Center and if the matter is not resolved, the students should be sent to the Dean of Student Affairs).

Concerns and complaints will be received and followed as outlined in the **Procedures** outlined above.

### **NOTE:**

Academic complaints dating back more than a calendar year generally will not be investigated.

Students, at the expiration of disciplinary decisions, may be recommended to participate in campus-based seminars, workshops or counseling.

Where the academic conflict is between a student and Division Chair, the Chair will notify the Academic Dean to allow another chair to replace their position in the process.

modified: Spring 2011



MILES COLLEGE  
OFFICE OF ACADEMIC AFFAIRS

## ACADEMIC COMPLAINT FORM

- ☐ Student  
☐ Faculty  
☐ Staff/Other

Date: \_\_\_\_\_

Name \_\_\_\_\_ Student No. \_\_\_\_\_  
Last First Middle

Cellular Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Type of Appeal:

- ☐ Exception to grade change ☐ Instructional ☐ Conflict ☐ Test Results  
☐ Academic Dishonesty ☐ Academic Advising ☐ Other: \_\_\_\_\_

**Reason for Appeal** (explain in detail your reason for this appeal. Please attach necessary documentation to support your appeal request):

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\_\_\_\_\_  
Signature Date

### OFFICE USE ONLY:

1<sup>st</sup> Level

- ☐ Approved  
☐ Denied  
☐ Modified
- \_\_\_\_\_  
Signature Date

2<sup>nd</sup> Level (if applicable)

- ☐ Approved  
☐ Denied  
☐ Modified
- \_\_\_\_\_  
Signature Date

Office of Academic Affairs (if applicable)

- ☐ Approved  
☐ Denied  
☐ Modified
- \_\_\_\_\_  
Signature Date

# COURSE DESCRIPTIONS

A brief description of each course follows. It includes information about credit hours and prerequisites. The courses are listed in alphabetical order by departmental abbreviation. For more information, consult faculty in the appropriate division.

## ACCOUNTING – AC

### **AC 210. Survey of Accounting (3 credit hours)**

This course is an introduction to financial accounting principles with exposure to basic accounting statements, processes, and management applications. This course is intended for students majoring in management. **Prerequisite: MA 101**

### **AC 211. Principles of Accounting I (3 credit hours)**

This course includes accounting principles of sole proprietorship. It covers accounting cycle, specialized journals and financial statements. **Prerequisites: MA 101**

### **AC 212. Principles of Accounting II (3 credit hours)**

This course includes accounting principles as they relate to partnership and corporations, financial statement analysis, introduction to cost accounting, use of accounting information for planning, control, and decision-making. **Prerequisite: AC 211.**

### **AC 311. Financial Accounting I (3 credit hours)**

This course includes the measuring and reporting of accounting for income, the handling of the various segments of the balance sheet. Topics include: recognition, measurement, and reporting of income, time value of money (applications of present value and future value techniques in accounting), cash and temporary investments, receivables, and inventory. **Prerequisite: AC 212.**

### **AC 312. Financial Accounting II (3 credit hours)**

This course is a continuation of AC 311. It covers non-current assets, long term investments in equity securities, current and contingent liabilities, accounting for long term debt securities, contributed capital, retained earnings, earnings per share, and revenue recognition.

**Prerequisite: AC 311.**

### **AC 313. Accounting for Management (3 credit hours)**

This course includes cost accumulation for product, cost behavior, cost-volume-profit analysis, profit planning and budgeting, pricing and capital investment, and use of cost data for decision purposes. This course is intended for students majoring in management. **Prerequisite: AC 210.**

### **AC 322. Income Tax Accounting (3 credit hours)**

This course includes federal income tax provisions and procedures, gross income, deductions, credits against net income, tax liability, and preparation of tax returns. **Prerequisite: AC 212.**

### **AC 410. Managerial Accounting (3 credit hours)**

This course includes cost accumulation for product, cost behavior, cost-volume-profit analysis, profit planning and budgeting, pricing and capital investment. **Prerequisite: AC 212.**

### **AC 411. Accounting Information Systems (3 credit hours)**

This course includes the accounting information system, transaction processing, ethics, fraud and internal control, database management systems.

**Prerequisite: AC 312**

### **AC 412. Survey of Accounting (3 credit hours)**

This course includes a survey of basic accounting principles, including accounting cycle, preparation of financial statements, and application of accounting principles to partnerships, corporations, and analysis of various financial statements. **Prerequisite: MA 101.**

### **AC 414. Cost Accounting (3 credit hours)**

This course includes the nature, objectives and procedures of cost analysis and control, theories of cost allocation and accumulations, uses of accounting information for decision-making. **Prerequisite: AC 212.**

### **AC 420. Advanced Accounting (3 credit hours)**

This course includes partnerships, leases, mergers, and business combinations. **Prerequisite: AC 312.**

### **AC 440. Auditing (3 credit hours)**

This course includes a study of auditing practices specified in official pronouncements, professional ethics, legal liability, internal control, and auditors' report. **Prerequisite: AC 312.**

### **AC 450. Governmental Accounting (3 credit hours)**

This course includes an examination of accounting theories and practice applied to governmental units and other not-for-profit organizations. It also covers the use of fund accounting. **Prerequisite: AC 212.**

### **AC 485. Seminar in Financial Accounting Theory (3 credit hours)**

This course is a survey of current financial accounting theory. Topics include the nature of accounting theory, the historical development of accounting, the FASB's Conceptual Framework project; and the influence of standard setting agencies on the economic consequences of financial reporting.

### **AC490. Accounting Internship (3 credit hours)**

This course includes accounting practice in business environments. Approval of the Coordinator of Accounting and the Division Chairperson is necessary to register for this course. **Prerequisite: AC 312.**

## **AEROSPACE STUDIES – AERO**

### **Aero 101. The Air Force Today I (1 credit hour)**

This course includes a survey course of topics relating to the Air Force and national defense. It covers discussion of purpose, structure, and career opportunities in the United States Air Force. The course also covers an introduction to effective written communications. It is offered during the fall term only. **Co-requisite: Aero 101 Lab**

### **Aero 102. The Air Force Today II (1 credit hour)**

This course includes an introduction to interpersonal communications. The course involves a seminar focusing on effective listening techniques, verbal and nonverbal communications. It covers practical exercises and group projects designed to demonstrate barriers to effective communications and techniques to overcome these barriers. It also covers development and presentation of oral communications -- strategy, technique, and delivery of effective oral presentations. It involves student practicum. It is offered during the spring term only.

**Co-requisite: Aero 102 Lab**

### **Aero 201. The Air Force Way I (1 credit hour)**

Historical survey of technological innovation in warfare. Focus on the emergence of air power and its significance in war and national security policy implementation. Offered fall term only. **Co-requisite: Aero 201 Lab**

### **Aero 202. The Air Force Way II (1 credit hour)**

Analysis of leadership and followership traits in the context of a modern military force. Discussion of ethical standards of military officers and Air Force core values. Introduction to total quality management. Advanced practical application of oral communications skills. Organization, research, delivery and audience analysis for briefings and presentations. Group leadership problems designed to enhance interpersonal communications. Offered spring term only. **Co-requisite: Aero 202 Lab**

### **Aero 300. Field Training (2 credit hours)**

Three week training and evaluation course designed for selected candidates prior to entry into the Professional Officer Course. Students participate in rigorous physical training. Students must have the permission of the Professor of Aerospace Studies before enrolling. Offered summer term only.

### **Aero 301. Air Force Leadership and Management I (3 credit hours)**

Analysis of selected concepts, principles, and theories of quality Air Force leadership and management. Discussion of individual leadership skills and personal strengths and weaknesses as applied to an air Force environment. Offered fall term only. **Co-requisite: Aero 301 Lab**

### **Aero 302. Air Force Leadership and Management II (3 credit hours)**

Seminar focusing on selected Air Force officer's duties and responsibilities as a subordinate leader. Discussion of an Air Force officer's responsibilities in the personnel counseling and feedback process. Offered spring term only. **Co-requisite: Aero 302 Lab**

### **Aero 401. National Security Forces in Contemporary American Society I (3 credit hours)**

Instruction and discussion of the basic elements of national security policy and process. Examination of roles and missions of air power in implementing national security policy. Offered fall term only. **Co-requisite: Aero 401 Lab**

### **Aero 402. National Security Forces in Contemporary American Society II (3 credit hours)**

Instructor led seminar focusing on contemporary roles for the military in society and current issues affecting the military profession. Comparative analysis of civil and military justice systems. Instructor led seminar focusing on transitional issues facing students entering the active duty Air Force. Discussion will include factors which will facilitate a smooth transition from civilian to military life. Offered spring term only. **Co-requisite: Aero 402 Lab**

## **ARABIC— (AR)**

### **AR 101. Arabic Language I (3 credit hours)**

In this introductory course, students learn to listen, speak, write, and read at a beginning level. Students will become familiar with the Arabic script and sound system, develop a working vocabulary, learn rudimentary grammatical concepts, and practice conversational dialogues. Students learn Arabic letters in isolated and connected forms, begin creating simple sentences, and learn gender, plurals, pronouns, possession, geographic place names. Students will learn the counting system through the introduction of meaningful vocabulary. Students will expand their knowledge of Middle Eastern cultures

### **AR 102. Arabic Language II (3 credit hours)**

Students will increase their proficiency with the Arabic script and sound system, widen their working vocabulary, learn key grammatical points, and practice conversation. At this level, students continue to refine their Arabic writing skills, develop the ability to read and understand sentence-level text, explore Arabic verb roots, study additional present and future tenses, practice dialogue exercises, increase their working vocabulary, and learn more in-depth grammar. Students will expand their knowledge of Middle Eastern cultures.

## **ART - ART**

### **ART 101. Introduction to Art Making: Foundations of two and three dimensional design (3 credit hours)**

This course will introduce the two- and three-dimensional design practices of art making. In this "hands on" course, students will work in a variety of media. For example: 2D works in drawing, collage and photography and 3D works in mixed media. This foundation class is a study of the basic principles and elements of representational and non-representational design. Student works will be exhibited. Field trips to sites such as art galleries, museums, studios will be included. No previous experience needed.

### **ART 102. Multi-media Art (3 credit hours)**

Art 102 is a studio art course which focuses on an analytical approach to the art materials used for self-expression in the visual arts. Emphasis is placed on introducing the student to art media processes and techniques while learning to create works of art. Art 102 includes a variety of art media (painting, photography, sculpture and collage). An exhibition of students' works will be featured during the semester. No previous experience needed.

## **BIOLOGY-BY**

### **BY 101. General Biology I (3 credit hours)**

An introductory course designed to fulfill the general education requirements of the College. Major topics discussed in the course include: the origin of life; the cell, its chemistry, morphology, and differentiation; basic physiology and anatomy of mammals; and basic physiology and anatomy of vascular plants. **Co-requisite: BY 101L**

**BY 101L. General Biology I Lab (1 credit hour)**

Lab component to accompany course.

**BY 201. General Biology II (3 credit hours)**

Designed to give a stronger background in the biological sciences. The course reviews basic principles presented in BY 101 but on a more detailed level. It covers additional topics receiving major emphasis including the diversity and the interaction of living things with the environment. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 101*

**BY 201L. General Biology II Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 202. Botany (3 credit hours)**

The study of growth and development of plants: their microscopic structures, physiology, and diversity, with emphasis on vascular plants. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 101*

**BY 202L. Botany Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 210. Zoology (3 credit hours)**

The study of the means by which multi-celled organisms solve their peculiar problems of life, principles of classification and phylogenetics, evolution, reproduction, and behavior population. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 101*

**BY 210L. Zoology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 302. Cell Biology (3 credit hours)**

The cell as a basic unit of life. It covers discussion of the origin of life, classification, genetics, and metabolism leading to an integrated understanding of the relationship between chemistry and biology. It also covers the structure and function of biomolecules, cytoskeletons.

*Three lecture hours and a two hours laboratory per week. Prerequisite: BY 101*

**BY 302L. Cell Biology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 304. Genetics (3 credit hours)**

The fundamental concepts of heredity with emphasis on the nature, transmission, and action of genetic material. It also involves the study of classical and molecular genetics of plants, animals and microbes. *Three lecture hours and a two hours laboratory per week.*

**Prerequisite: BY 210**

**BY 304L. Genetics Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 305. Embryology (3 credit hours)**

A study of the formation, development, and morphology of various animals that emphasizes the human embryo. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 210*

**BY 305L. Embryology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 307. Human Anatomy (3 credit hours)**

This course is the study of the gross and microscopic structure of the human body, the anatomy of the skeletal, muscular, circulatory, and nervous systems with emphasis on the functional aspects. It involves demonstrations and laboratory study of human tissue and mammalian dissection.

*Three lecture hours and a two hours laboratory per week. Prerequisite: BY 101*

**BY 307L. Human Anatomy Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 308. Parasitology (3 credit hours)**

This course is an introduction to taxonomy and life cycles of parasites and the pathogenic effect upon their hosts. It uses contemporary experiments as a means of indicating methods of eradicating parasites. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 210*

**BY 308L. Parasitology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 310. Histology (3 credit hours)**

This course includes a detailed microscopic study of cells, tissues, and organs in living organisms. Various histological techniques will be used to augment student understanding of subject matter. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 307*

**BY 310L. Histology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 317. Immunology (3 credit hours)**

This course includes a study of the basic principles of immunology. Emphasis is placed on the chemical and physical nature of antigens and antibodies, the mechanisms involved in induction and activity of humoral and cell-mediated immunity. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 307*

**BY 317L. Immunology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 402. Human Physiology (3 credit hours)**

This course involves a study of integrated functions of human cells, tissues, and organ systems -- digestive, reproductive, nervous, and endocrine systems. *Three lecture hours and a two hours laboratory per week. Prerequisites: 307, or permission of instructor.*

**BY 402L. Human Physiology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 403. Plant Physiology (3 credit hours)**

This course involves the study of various processes and structures of plants, photosynthesis, metabolic processes, and plant nutrition. Laboratories and class discussions are integrated to emphasize the relationship between theoretical and experimental results. This also includes independent reading in contemporary areas of research. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 202*

**BY 403L. Plant Physiology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 405. Microbiology (3 credit hours)**

This course involves the study of microorganisms with emphasis on bacteria, fungi, and viruses; their structure and function; ecology; significance to man and his health; and host defense mechanisms. *Three lecture hours and a two hours laboratory per week.*

**BY 405L. Microbiology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 406. Molecular Biology and Genetic Engineering (3 credit hours)**

This course involves the study of molecular biology of the gene, gene expression and regulation, recombinant DNA, and genetic engineering. It also covers the applications of genetic engineering in medicine and industry. *Three lecture hours and a two hours laboratory per week. Prerequisite: BY 302 or permission of instructor*

**BY 406L. Molecular Biology and Genetic Engineering Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 407. Biochemistry I (3 credit hours)**

This course involves a study of the chemistry of carbohydrates, proteins, nucleic acid, and lipids, including their structure, function and metabolic interactions. It also covers the study of the chemistry of biological compounds and an introduction to metabolism. *Three lecture hours and a two hours laboratory per week. Prerequisite: CH 305*

**BY 407L. Biochemistry I Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 408. Biochemistry II (3 credit hours)**

This course is a continuation of Biochemistry I. It covers metabolism of energy-yielding compounds, oxidative phosphorylation, metabolism of informational molecules; metabolism of carbohydrates, proteins, and lipids; nutritional biochemistry. *Three lecture hours and a two hours laboratory per week.*

**BY 408L. Biochemistry II Lab (1 credit hour)**

Lab component to accompany corresponding course.

**BY 449. Senior Seminar (2 credit hours)**

This course is required of all biology majors in the senior year. This course acquaints students with contemporary research presentations and aids students in preparing for the senior comprehensive examination. **Prerequisite: Senior Standing**

**BY 450. Research (3 credit hours)** This course involves a research in a specific area of biology under faculty supervision.

**Prerequisite: Permission of instructor required.**

**BY 451. Research II (3 credit hours)**

This course involves research in a specific area of biology under faculty supervision. **Prerequisite: Permission of instructor required.**

**CHEMISTRY - CH****CH 110. Chemical Concepts (3 credit hours)**

This course is an introductory course for natural science majors. Chemical Concepts covers all the fundamentals in chemistry. Factor analysis, unit conversions, periodic properties of matter, balancing chemical reactions, reaction stoichiometry, energetics involved in reactions, and fundamental organic chemistry are taught in this course. *Three lecture hours and a two hours laboratory per week. Prerequisite: MA 101*

**CH 110L. Chemical Concepts Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 131. General Chemistry I (3 hours)**

Chemical reactivity, molecular structure and bonding will be discussed in detail in the General Chemistry sequence. Common types of reactions, reaction stoichiometry, reactions in aqueous solutions, redox reactions, and the energy involved in reactions, and factors that affect speed of chemical reactions will be taught in detail. Chemical equilibrium pertaining to solubility, precipitation reactions and acid base reactions are also covered in these courses. The fundamental ideas and method that are basis of all chemistry that includes atomic structure, periodic properties of elements, bonding and molecular structure will be introduced in these courses. *Three lecture hours and a two hours laboratory per week. Prerequisites: MA 101*

**CH 131L. General Chemistry I Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 132. General Chemistry II (3 hours)**

Chemical reactivity, molecular structure and bonding will be discussed in detail in the General Chemistry sequence. Common types of reactions, reaction stoichiometry, reactions in aqueous solutions, redox reactions, and the energy involved in reactions, and factors that affect speed of chemical reactions will be taught in detail. Chemical equilibrium pertaining to solubility, precipitation reactions and acid base reactions are also covered in these courses. The fundamental ideas and method that are basis of all chemistry that includes atomic structure, periodic properties of elements, bonding and molecular structure will be introduced in these courses. *Three lecture hours and a two hours laboratory per week.*

**Prerequisite:** CH 131

**CH 132L. General Chemistry II Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 303 and CH 304. Qualitative Analysis and Analytical Chemistry (3 hours each)**

The analytical sequence of chemistry courses with strong emphasis on laboratory work, involves quantification of compounds using various analytical techniques of separation and identification. Main steps involved in complete analysis, like sampling, sample preparation, measurement and calculation, in each method will be introduced. The wet chemical methods covered include titrimetric methods, acid-base equilibria, complex formation titrations, oxidation-reduction titrations and electrochemical methods of analysis. Spectrophotometric, chromatographic, light absorption, transmission and scattering techniques used in analysis will be discussed in detail during the course. The operation of main instruments routinely used in analytical laboratories for hyphenated methods of analysis will be covered in the courses. *Three lecture hours and a three hours laboratory per week.* **Prerequisites:** CH 132

**CH 303L. Qualitative Analysis and Analytical Chemistry Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 304L. Qualitative Analysis and Analytical Chemistry Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 305 and CH 306. Organic Chemistry I and II (3 hours each)**

Structure and reactivity of six main classes of organic compounds: alkanes, alkenes, alkadienes, alkynes, alkyl halides, alcohols and aromatic compounds will be taught in detail in this two semester sequence of organic chemistry. Nomenclature, preparation and reactivity of the above classes of compounds with different functional groups like carbonyl, ether, carboxyl, ester and amino groups will be discussed in detail. A mechanistic approach to organic reactions with emphasis on stereochemistry is an essential component of these courses. These courses are supported by laboratory work that includes use of chemical instrumentations like Infrared spectrometry, Gas Chromatography and Nuclear Magnetic Resonance. *Three lecture hours and a three hours laboratory per week.* **Pre-requisites:** CH 132

**CH 305L. Organic Chemistry I Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 306L. Organic Chemistry II Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 350. Instrumentation Techniques (3 credit hours)**

'Instrumentation Technique' is an advanced course that builds up on qualitative analysis (CH 303) and analytical chemistry (CH 304). Advanced instrumentation techniques used routinely in environmental, pharmaceutical, biochemical, material science, forensic and surface science laboratories will be taught in this course. In addition to the electrochemical, chromatographic, spectrophotometric, nuclear magnetic methods used in instrumentation, surface analytical techniques using light/electron beam scattering will be dealt with in this course. Pharmaceutical analysis using radioisotopes, use of nanotechnology in instrumentation, immunoassays and material characterization will be highlighted. The students will be able to design a specific methodology to carry out an analysis highlighting method validation, and other quality control criteria. A tour of a state-of-the-art instrumentation laboratory is included in the course. *Three lecture hours and a three hours laboratory per week.*

**Prerequisite:** CH 304

**CH 350L. Instrumentation Techniques Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 407. Synthetic Organic Chemistry (3 credit hours)**

A mechanistic approach to organic chemistry, synthetic organic chemistry is an advanced level organic chemistry course for students majoring in chemistry. Different multi-step synthetic methods pertaining to natural products, drugs, pharmaceuticals, dyes and fine chemicals, organic polymers, food and beverage flavoring will be taught in this course. Pertinent mechanisms involved in esterification, electrophilic aromatic substitutions in polycyclic aromatic hydrocarbons etc., will be discussed during the course. A special project will be assigned in which students are required to plan a multi-step synthesis of a pharmaceutical preparation and conduct literature survey on the compound. The students will design a multi-step synthetic route for the compound and execute the process in the laboratory. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** CH 306

**CH 407L. Synthetic Organic Chemistry Lab (1 credit hour)**

Lab component to accompany corresponding course.

**CH 401 and 402. Physical Chemistry I and Physical Chemistry II (3 hours each)**

This two semester sequence of physical chemistry for students majoring in chemistry emphasizes varied topics in physical chemistry with coherent laboratory work. The first part of this course will deal with the chemical system at the microscopic level. With a brief introduction to advanced mathematics and differential calculus, the basic principles underlying physical chemistry will be taught. Basic thermodynamics, that includes defining a system, energy production, utilization, Carnot cycle, thermodynamic properties of system, steady-state and equilibrium state, first and second law of thermodynamics will also be taught. The main portions of thermodynamics that include reaction equilibrium in ideal gas mixtures, one and two component systems and real gases will be taught in detail. During the second half of physical chemistry, solutions and their behavior, non-ideal solutions, reaction equilibrium, multi-component phase equilibrium, surface chemistry, electrochemical systems, kinetic theory of gases, reaction kinetics and quantum chemistry will be covered. The areas of chemical physics with applications in spectroscopy will

also be dealt with during the second part of the physical chemistry course. *Three lecture hours and a three hours laboratory per week.*  
**Prerequisites:** CH 132, MA 111

**CH 401L. Physical Chemistry I (1 credit hour)**

Lab component to accompany corresponding course.

**CH 402L. Physical Chemistry II (1 credit hour)**

Lab component to accompany corresponding course.

**CH 449. Senior Seminar (2 credit hours)**

This course is required of all Chemistry majors in the senior year. It acquaints students with contemporary research, presentations and aids students in preparing for their senior comprehensive examinations. **Prerequisite:** Senior Standing

**CH 450 and 451. Research I and II (3 hours each)**

This course involves reading and laboratory work on special topic in chemistry or related field, under faculty supervision.

**Prerequisite:** Permission of instructor required.

**COMPUTER AND INFORMATION SCIENCES – CIS**

**CIS 110. Computer Literacy (3 credit hours)**

This is a general studies course which emphasizes the influences of the computer in the daily lives of every citizen. It provides a comprehensive overview of the computer; familiarizes the student with the basic terminology in data processing and computer science; introduces concepts of entering, storing, and processing data and its operations; examines the application of computer systems in business, industrial, scientific, and social environments; and prepares the student to understand and utilize computers in his personal and professional life. Students are introduced to word processing, spreadsheet, database, presentation graphics, and personal information management software.

**CIS 120. Fundamentals of Microcomputer Applications (3 credit hours)**

Students are provided an intermediate-level treatment of microcomputer software applications. Hands-on experience using word processing, spreadsheet, database, presentation graphics, and personal information management software is gained by applying critical thinking skills to projects simulating life experiences. **Prerequisite:** CIS 110

**CIS 240. Introduction to Microcomputers (3 credit hours)**

Students learn to use advanced word processing, spreadsheet, database, and presentation graphics techniques effectively and efficiently  
**Prerequisite:** CIS 120

**CIS 260. Fundamentals of Computer Information Systems (3 credit hours)**

This course introduces concepts of computer information systems and the applications of information systems to business. Students learn the basic concepts of computer hardware and software, management information systems, decision support systems, systems analysis, and computer programming. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs. Programming languages and programming techniques will also be introduced and applied to solve case studies. **Prerequisite:** CIS 110.

**CIS 270. Microcomputer Hardware (3 credit hours)**

The course presents learning opportunities for students to recognize and develop expertise understanding hardware components of microcomputers, component interconnectivity, and fundamental systems software. Course activities focus on managing and maintaining personal computer components including the system board, storage devices, and peripheral devices. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite:** CIS 110

**CIS 271. Operating Systems (3 credit hours)**

Operating Systems is the study of basic operating systems concepts with an emphasis on memory, processor, device, and information management. Topics include comparisons of operating systems, how an operating system works with hardware and other software, the boot process and command line, support and installation of operating systems, managing and troubleshooting; and memory management and hard drive support. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite:** CIS 110

**CIS 280. Concepts of Multimedia Development (3 credit hours)**

Students learn how to create multimedia presentations through developing their skills in Web site development, animation, and graphics creation. They also learn how to integrate these skills into a single multimedia presentation. **Prerequisite:** CIS 110

**CIS 290. Introduction to Computer Programming (3 credit hours)**

This course introduces the principles of computer science by program development in the context C++. Major topics to be covered in this class are: tokens, syntax, semantics, compiling, linking, executing, debugging, variables, types, assignments, inputs, outputs, function definitions, function applications, and conditionals. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

**Prerequisites:** CIS 110, MA 110

**CIS 305. Internet Concepts (3 credit hours)**

This course teaches the most important topics of the Internet. It gives an introduction to the Internet and the World Wide Web. Other topics include browser basics and e-mail basics, search strategies for the Web, information resources on the Web, file transfer protocol, downloading, and data storage. Additionally, the course will build upon these skills and teach advanced e-mail, advanced communication tools, advanced Web topics, and personalized information delivery and electronic commerce. The student will also learn how to create a basic Web page. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite:** CIS 260

**CIS 310. Web Site Design and Development (3 credit hours)**

This course will focus on planning and developing successful Web sites. The student will learn to design good Web sites with functional navigation and efficient organization. Students will create sites using what they learn in class. HTML, XHTML, and XML will be used.

**Prerequisite:** Any programming language course

**CIS 320. Introduction to Java Programming (3 credit hours)**



This course will focus on the main topics of computer science including the design and implementation of algorithms and data structures. Intermediate and advanced concepts of computer programming using the JAVA programming language are covered. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

**CIS 321. FORTRAN Programming (3 credit hours)**

This course will focus on the main topics of computer science including the design and implementation of algorithms and data structures. Intermediate and advanced concepts of computer programming using the FORTRAN programming language are covered. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

**CIS 325. C++ Programming Language (3 credit hours)**

This class is an introduction to object-oriented programming using the C++ language. The design and implementation of programs using class libraries is explained. Topics include data types, in-line and overloaded functions and operators, class types and members, access and protection of members and friends, constructors and destructors, and streams. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

**CIS 327. Visual Basic Programming (3 credit hours)**

This course introduces the student to the concepts and practices of computer programming using one of the easier and more accessible computer language-Visual Basic. Subject studies include variable assignment, hierarchy of arithmetic operations, program editing and debugging, flowcharts, looping, branching, input/output statements, library functions, subroutines, graphics, and strings. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

**CIS 330. Computer Architecture (3 credit hours)**

This course involves the study of combinational and sequential circuits, arithmetic, logic, and control units, memory system design (cache, primary, secondary), and paging. It also covers ASCII architecture (for a simple computer), different CP cycles (fetch, decode, and execute), implementation of instruction sets by sequences, micro-operations, advances in architecture, introduction to pipelining and multiprocessors. **Prerequisite: Any programming language. Co-requisite: CIS 333**

**CIS 333. Assembly Language Programming (3 credit hours)**

This course involves a detailed analysis of the operation of assemblers. It also covers assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: Any programming language. Co-requisite: CIS 330**

**CIS 340. Computers and Society (3 credit hours)**

The course introduces models that describe the impact of computers on society and presents tools and techniques that are applicable to problems posed by the social impact of computers. Case studies and environmental scenarios are evaluated and documented. **Prerequisite: CIS 110**

**CIS 350. Project Management (3 credit hours)**

Students participate in an examination of knowledge sets, skills, tools, and techniques of project management with an emphasis on how project management contributes to the strategic goals of an organization. This course focuses on the role of information technology as an integration tool in project management. Specific topics include Microsoft Project software, work breakdown structure development, resource scheduling, the development of a project network, project organization and time management, performance measurement and evaluation, and managerial competencies required to organize and lead a project. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisites: CIS 120, CIS 260**

**CIS 360. Computer Networks and Data Communication (3 credit hours)**

This course involves an introduction to basic computer-driven data communications. The protocols, services, interfaces, and platforms for the transmission of data on networks are investigated. The integration of homogeneous and heterogeneous networks is developed: bridges, routers, and gateways. The OSI architecture is defined. The topology of network architecture is covered and the details of connection-oriented and connectionless service, dedicated and switched circuits, access, error detection, and error correction are explained. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 260**

**CIS 370. Data Structures for Information Systems (3 credit hours)**

This course involves the study of fundamental data structures and their application in the context of C++. Advanced data structure concepts are developed including paged binary trees, B and B++ trees, hashing, directed graphs, matrices, set manipulation, and finite state machines. Quantitative analysis of algorithms is employed. Advanced sorts and string searches are developed for data manipulation and class libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

**Prerequisites: MA 324, CIS 325**

**CIS 395. Internship (4 credit hours)**

This course is a practical work experience in computer technology. The course provides the student with practical knowledge of a wide domain of computer hardware, software, and training. Students assist campus information technology staff with various issues, thereby gaining experience with real-world break-fix and problem-resolution scenarios. The credit hours include providing four to five hours per week of IT service.

**Prerequisites: CIS 270 or CIS 271**

**CIS 400. Database Management Systems (3 credit hours)**

Concepts and structures necessary to design and implement a database system are discussed, including logical and physical file organization techniques, data models, network, data integrity, and file security. Topics covered include logical and users' viewpoints, theoretical foundations, and physical systems implementation. **Prerequisite: CIS 290**

**CIS 430. Logic Design (3 credit hours)**

This course will introduce the fundamentals and elements of logic design. The course covers number theory, fundamentals of Boolean algebra, state diagrams, combinational and sequential circuits, and design techniques with logic array components. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisites: CIS 330, CIS 333**

**CIS 440. Electronic Commerce (3 credit hours)**

This course provides both the strategic and technical essentials of what a manager needs to know in order to manage and lead an electronic commerce initiative. In addition, the course examines the use of the Web for the marketing and distribution of goods and services with a focus on assessing the marketing and strategic impact of electronic commerce on areas such as publishing, retailing, entertainment, and travel. Issues such

as the Internet, intranets, extranets, portals and search engines, electronic payment systems and security, and electronic commerce servers will be covered. **Prerequisite: CIS 260**

**CIS 449. Senior Seminar (3 credit hour)**

This course is required of all CIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their senior comprehensive examinations. **Prerequisite: Senior Standing**

**CIS 450. Information Systems Security (3 credit hours)**

This course offers an introductory yet thorough treatment of how information is secured in business and industry. Hands-on exercises give students additional opportunities to understand how security breaches occur, which is foundational to understanding how to prevent them. **Prerequisite: CIS 360**

**CIS 451. CIS Research (3 credit hours)**

This course consists of faculty-supervised research. This course can be repeated three times.

**CIS 470. Software Engineering (3 credit hours)**

This course is an introduction to the process of developing software systems. Topics include software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, and management of large software projects. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

**Prerequisite: CIS 370**

**CRIMINAL JUSTICE – CJ**

**CJ 200. Introduction to the Criminal Justice System (3 credit hours)**

This course teaches criminal justice as a system consisting of interaction between three main components: police, courts and corrections. Its focus is on investigation, arrest, prosecution, trial, conviction, sentencing, incarceration, and community supervision.

**CJ 222. Criminology (3 credit hours)**

This course teaches criminal justice as a system consisting of interaction between three main components: police, courts and corrections. Its focus is on investigation, arrest, prosecution, trial, conviction, sentencing, incarceration, and community supervision. **Prerequisite CJ 200**

**CJ 225 Effective Criminal Justice Writing (3 credit hours).**

Develops rudimentary tools needed for conducting research and writing reports and scholarly papers in criminal justice. Emphasis will be placed on developing essential report writing skills from the crime scene to the courtroom.

**CJ 315. Intro to Law Enforcement (3 credit hours).**

The course is designed to provide students with an understanding of fundamental principles of law enforcement. Substantial chronology of policing in this country, beginning with the pre-American experience and ending with recent events is presented. Discussion is focused on wide spectrum of law enforcement agencies, identifying most important characteristics of city, state, and federal police work. Services and importance of different police activities (patrol, traffic, criminal investigation) are explained. Particular attention is paid to current issues and trends in law enforcement. **Prerequisites CJ 200**

**CJ 325. Community-Oriented Policing (3 credit hours).**

This course examines police and community collaboration to solve and prevent crime with a focus on police/community relations. The course will explore the history, current strategies and the impact the community can have on crime prevention and law enforcement.

**Prerequisite: CJ 315**

**CJ 335. Intro to Courts (3 credit hours).**

This course will provide students with a working knowledge of the major structures, basic legal concepts and processes that underlie the criminal courts. **Prerequisites: CJ 200**

**CJ 345. Intro to Corrections (3 credit hours).**

A general overview of U. S. corrections including jails and prisons, institutional procedures, recent innovations, and the future of corrections. **Prerequisites: CJ 200**

**CJ 355. Criminal Justice Administration and Policy (3 credit hours).**

This course focuses on the administration and management of criminal justice agencies. Budgeting and long-range planning as well as human resources management is emphasized. **Prerequisites: CJ 200**

**CJ 360. Criminal Law (3 credit hours)**

Students will learn about the development of criminal law, elements of criminal offense, types of offenses and defenses, case analysis and legal terminology. **Prerequisites: CJ 200**

**CJ 361. Criminal Evidence (3credit hours)**

This course explains the system of rules and standards, state and federal, by which admission of proof at trial is regulated.

**Prerequisites: CJ 200, 360**

**CJ 370. Criminal Procedure (3 credit hours)**

Students will learn the process used to convict and punish. They will learn to analyze the legal steps of criminal proceedings, from investigation through punishment. **Prerequisites: CJ 200, 360**

**CJ 385. Juvenile Justice (3 credit hours)**

Explores the causes and rates of delinquency; also looks at the nature and function of the juvenile justice system. **Prerequisites: CJ 200**

**CJ 395. Criminal Justice Ethics (3 credit hours).**

Students explore philosophical questions regarding societal control, crime, and deviance. Topics include criminalization, theories of punishment, exercise of discretion, prediction of behavior, corruption and concepts of justice. **Prerequisites: CJ 200**

**CJ 400. Probation, Pardon, and Parole (3 credit hours)**

This course explores probation, pardon and parole systems in the United States. It emphasizes pre-sentence investigation, classification, offender selection, supervision and administration. **Prerequisite: CJ 200**

**CJ 405. Criminal Investigation (3 credit hours)**

Students will learn the fundamentals of investigation and crime-scene application, the recording of evidence, investigative techniques and procedures and follow-up case studies. Specific topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and the management of criminal investigations. **Prerequisites: CJ 200**

**CJ 410. Criminalistics—an Overview (3 credit hours)**

Students will explore the relationship between physical sciences and the administration of criminal justice. They will learn about the identification and application of types of physical evidence involving analysis and comparison (laboratory component included). **Prerequisites: CJ 200**

**CJ 420. Constitutional Law (3 credit hours)**

Learners study constitutional law as it relates to law enforcement. It also includes a study of Supreme Court decisions affecting law enforcement officers, right to counsel, search and seizure, due process, and civil rights. **Prerequisite CJ 200, 360**

**CJ 450. Police Administrative Organization and Behavior (3 credit hours)**

This course presents functional and structural approaches to organization. It includes behavioral study administration, organizations, and individuals. Students will also learn about the effect of group and peer dynamics on decision-making. **Prerequisite: CJ 200, 315**

**CJ 455. Correctional Rehabilitation (3 credit hours).**

The goal of this course is to help students become more knowledgeable of the purposes, techniques and theories associated with the rehabilitation of the offender in institutional and community corrections settings. **Prerequisites: CJ 200, 400**

**CJ 465. Senior Research Seminar (1 credit hour)**

This course provides supervised experiences in a criminal justice setting. Students will learn to integrate theory with practice while observing criminal justice professionals. **Prerequisites: CJ 200, 222 and Senior Standing**

**CJ 470. Women in Criminal Justice (3 credit hours)**

Students will learn about women in criminal justice: women as professionals, women as offenders, and as victims. **Prerequisite: CJ 200**

**CJ 475. Youth Gangs: Violence and Intervention (3 credit hours)**

This course presents an analysis of youth gang history and describes the characteristics of gang members. It includes gang violence and the effects of youth gangs on society. The theories, practices and various approaches to youth gang intervention are reviewed. **Prerequisites: CJ 200**

**CJ 480. Correctional Laws and Institutions (3 credit hours)**

This course is a study of prisoner rights, the rights of ex-offenders., and correctional institutions and organizations. **Prerequisites: CJ 200**

**CJ 485. Criminal Justice Internship (3 credit hours)**

This is a supervised experience in a Criminal Justice setting where students integrate theory, knowledge, and practice. The internship will require a research paper at the end of the semester. **Prerequisites: CJ 200 and Senior Standing**

**COMMUNICATIONS - CO****CO 305. Introduction to Public Speaking (3 credit hours)**

This course is designed to introduce students to public speaking. Emphasis is placed on analysis, construction, and delivery of speeches. Students will have the opportunity to practice, develop, and deliver speeches in a classroom setting.

**CO 310. Introduction to Mass Communication (3 credit hours)**

This course provides students an opportunity to explore mass media's pervasive influence on society. Students will trace the development of mass communication from the earliest symbols to the newest technologies as they examine the humanistic, artistic, and scientific impact of the various media.

**CO 320. Introduction to Media Writing (3 credit hours)**

Students are introduced to the different styles of writing demanded by the various media. Emphasis is placed on preparing students to gather information and communicate effectively to any mass audience.

**CO 340. Advertising (3 credit hours)**

The course examines basic advertising including how to develop campaign strategies, target markets, address the competition, and write successful creative platforms for advertising.

**CO 345. Photographic Imaging (3 credit hours)**

This course introduces students to the fundamental principles of digital photographic techniques. Through hands on participation and use of the computer lab, students also learn the basics of image manipulation and special effects within the digital medium. Additionally, students learn lighting, composition, and the difference between the storage and transfer of traditional film and digital mediums. This course also instructs students on the fundamental principles of conventional 35mm photography and photo processing.

**CO 350. Public Relations and Message Design (3 credit hours)**

This course is designed to give communications students the fundamentals that make public relations a viable profession and career path. This class focuses heavily on writing for public relations. Students are exposed to the theoretical principles and frameworks that govern the work of public relations practitioners. Students demonstrate ability to target audiences/constituencies, create concepts and media content specifically for these audiences, and determine the best means of achieving results. **Prerequisites: CO 305, 310, 320**

**CO 355. News Reporting (3 credit hours)**

Students apply the basic techniques of reporting, interviewing, and writing in order to produce news stories for class assignments and for publication. **Prerequisite: CO 320**

**CO 356. Milean Lab (3 credit hours)**

In this course, the students work with the College's student publication, The Milean, in a range of news production positions. They gain valuable experience in print news. **Prerequisite: CO 355 or permission of instructor**

**CO 360. Digital Video I (3 credit hours)**

This course introduces students to the language of broadcast video and audio production. Additionally, through lab work and individual projects, students gain hands-on experience in using digital video production equipment. Skills taught will include basic camera operation, audio, and basic video editing.

**CO 370. Digital Video II (3 credit hours)**

Students begin to apply technical applications learned in CO 360 to a variety of production projects. Additionally, students begin to learn the skill of multimedia editing. **Prerequisite: CO 360**

**CO 375. Advanced Media Writing (3 credit hours)**

This course involves researching and writing major, multiple-source articles, series, and projects for newspapers and magazines. It includes study and execution of computer assisted reporting. **Prerequisite: CO 355**

**CO 380. Broadcast History (3 credit hours)**

The course examines the history of broadcasting with a focus on the economic, political, and technological implications that have influenced society and the broadcast industry.

**CO 390. Print Layout and Design**

This course affords the student the opportunity to combine technological skill and expertise with a good theoretical foundation of the print medium. Laser printer, photographic editing, and scanning devices are incorporated to enhance students' technological knowledge and skill in new age publishing. **Prerequisite: CO 305**

**CO 410. Broadcast and Cable Programming (3 credit hours)**

The course introduces radio as well as broadcast and cable television programming. Students learn how ratings are used to determine programming decisions, common programming strategies, and the various sources for programs in each field.

**CO 415. Telecommunications Management (3 credit hours)**

The course examines local TV stations, cable TV and network organization, decision-making, and research techniques. It emphasizes broadcast management, research on leadership and communication management, and how management functions.

**CO 420. Digital Video III – Control Room (3 credit hours)**

Students enhance their television production skills by producing and directing individual projects, both in the studio and in the field. Production projects include traditional talk show formats, commercials/PSAs, and full television and cable news programming. **Prerequisite: CO 370**

**CO 421. MC-TV: Studio Lab (3 credit hours)**

Students work on the college cable television news magazine, MC-TV: Studio, and gain valuable production experience. **Prerequisite: CO 370**

**CO 425. Media Law/Ethics (3 credit hours)**

The course examines law and ethics as they apply to media practitioners. Emphasis is placed on legal obligations and restraints and on standards of behavior governing the profession. Students examine precedent-setting laws and review ethics case studies and current issues.

**Prerequisites: CO 305, CO 310, CO 320**

**CO 430. Scriptwriting (3 credit hours)**

Scriptwriting is designed to introduce the communications student to the basic principles of story development and structure. The course deals with how to create three-dimensional characters, find a compelling story, build an airtight plot structure, and fine-tune dialogue, among other skills. Students also learn the difference between writing for film and television, as well as how to market ideas to film studios and television networks.

**CO 435. Announcing (3 credit hours)**

The course provides training all aspects of broadcast announcing. Aspects of voice and diction relevant to on-air microphone usage are included. Students also learn reading programming and editing styles relevant to varied radio and television formats. **Prerequisites: CO 305, CO 310, CO 320**

**CO 436. Radio Production (3 credit hours)**

The course enables students to perform the functions of a broadcaster of a "Live-On-Air" radio shift. Students will be able to use an audio board, cue CDs, and fill out and follow a "Log and Show Rundown." **Prerequisite: CO 435**

**CO 451. Public Relations Strategies and Tactics (3 credit hours)**

The course enables students to demonstrate relevant skills and knowledge of case studies relating to the practice of public relations, strategies used to deliver messages to local, national, and global publics, approaches to communicate within a multicultural society, and the use of new media, such as Facebook, YouTube, and Twitter. The course format includes lectures as well as presentations by PR professionals and students. **Prerequisite: CO 350**

**CO 455. Media Research Methods (3 credit hours)**

The course introduces the major methods of research used in mass media studies. Basic principles used in conducting surveys, designing experiments, and employing content analysis are examined. Major findings in fields such as media violence, the effects of media on children, and the persuasive effects of the media provide examples of current research. **Prerequisites: CO 305, CO 310, CO 320**

**CO 460. Broadcast Regulation (3 credit hours)**

This course provides students with information regarding old and new issues facing the mass communication industry. Classroom lectures and extensive reading and research of varied case studies are primary focuses of this course. **Prerequisite: CO 305, CO 310, CO 320**

**CO 480. Senior Project (3 credit hours)**

This course is designed to give communications students an opportunity to examine topics of consequence to their areas of interest. The project may take the form of research or be developed as a practical application, such as a public relations campaign, radio/TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.

**Prerequisites:** CO 425, CO 455, CO 490

**CO 490. Internship (4 credit hours)**

Students in their junior and senior year gain real work experience and prepare for the job market. Internships are arranged by the instructor with off-campus media institutions and agencies. Every effort is made to place students in areas of primary interest: e.g. advertising, public relations, newspaper reporting, television production, and media management/sales. **Prerequisites:** CO 355, CO 360

**DANCE – DAN**

**DAN 301. Jazz Dance 301 (3 credit hours)**

This course is designed to expose the student to jazz dance as a performing art. The course will allow students a hands-on experience of jazz dance on a beginning level, while preparing students to perform and to develop skills in the use of the body as an instrument of expression on a beginning level of proficiency.

**DAN 302. Lyrical Dance 302 (3 credit hours)**

This course is designed to enhance the students' dance technique learned in Dance 301. Students will continue to build upon previously learned principles and to develop in stage presence, memorization, and overall dance technique in order to maintain acquired dance skills and to become more proficient dancers.

**ECONOMICS – EC**

**EC201. Principles of Macroeconomics (3 credit hours)**

This introductory course in the principles of aggregate economics considers such topics as the building of an economic society, the institutional features of the American economy, the determinants of national income, and contemporary problems of economic growth.

**Prerequisite:** MA 101.

**EC202. Principles of Microeconomics (3 credit hours)**

In this course, students will learn about price theory; elementary supply and demand analysis; elasticity; concepts of total, marginal, and average as applied to utility, cost and revenue; the theory of the firm, and elements of international trade. **Prerequisite:** EC 201.

**EDUCATION – ED**

**ED 201. Educational Testing (3 credit hours)**

This course is designed to provide help in English, math, essay writing, and reading for those students preparing to take the required admissions tests for Teacher Education: the Alabama Prospective Teacher Testing Program, the English Proficiency Examination, the Praxis exams, and Senior Exit Examination.

**ED 202. Education Seminar (no credit hours)**

This course assists students in preparation and mastery for the PRAXIS examinations required for elementary and secondary certification programs (i.e., content knowledge, reading and principles of teaching and learning areas). The course is recommended for all education certification majors. The course requirement will be fulfilled upon the completion of passing scores on all required PRAXIS examinations.

**Prerequisite:** Education major

**ED 209. Introduction to Teaching (3 credit hours)**

This course provides exposure to teaching-related activities in early childhood, elementary and secondary area school classrooms; it also provides laboratory orientation to the total program in teacher education. It is designed to provide an experimental basis for the student to select teaching as a career. Sixty (60) classroom observation hours are required for this course. Student will be assigned to 60 hours of field experience to be determined by the Division Chair and Field Experience Supervisor. Required for admission to TEP. **Prerequisite:** Criminal Background Check.

**ED 300. Technology for Teachers (3 credit hours)**

This course is designed to introduce candidates to knowledge and skills associated with integrating technology into teaching and learning. Candidates will be exposed to K-12 web-based applications and multimedia presentations related to various content areas. Candidates will be expected to create K-12 classroom resources including web pages and video. Candidates will also begin building an electronic portfolio to document their instructional competencies throughout the teacher education program. Required for admission to TEP.

**ED 302. Introduction to Curriculum (P-6) (3 credit hours)** This course involves the analysis of curriculum philosophies and theories with special emphasis on new aspects and concepts of the curriculum, various approaches to curriculum planning, and teaching methods.

**ED 306. Principles of Teaching (P-6) (3 credit hours)**

This course is designed to provide students with an overview of early childhood/elementary school curriculum, which includes all the experiences of children for which the school accepts responsibility. Emphasis is placed upon (1) the organization of the modern elementary school, (2) the institutional process, and guidance for the classroom teacher.

**ED 319. Education of the Exceptional Child (3 credit hours)**

This is a survey course designed to acquaint future teachers with methods of teaching children who have abilities both higher and lower than the "average" pupil, for whom adjustments in the educational process must be provided. Stressed are etiology; methods of diagnosis and differentiation; the social, emotional, physical and learning characteristics of exceptional children; and a knowledge of educational programs for various fields of exceptionality, including mainstreaming. The concentration is focused on the educational significance of the exceptionalities, and on the ways in which classroom teachers can be guided to help exceptional children reach their optimum development. Required for admission to TEP.

**ED 325. Home, School, and Community Relations (P-6) (3 credit hours)**

Students enrolled in this course will gain perspectives on parent-school-community relations by engaging in a series of seminars and field experiences throughout the semester. Students will gain exposure and receive background information regarding state initiatives such as The Alabama Reading Initiative (ARI) and Common Core State Standards (CCSS) As a part of this course, students will visit sites where qualified

staff in the field of social services, education, and business work to promote qualified educational programs that support children and families in the greater Birmingham area. Offered Spring semester only.

**ED 341. Visual and Performing Arts (P-6) (3 credit hours)**

This course is designed to acquaint students with (1) basic principles of art; such as design, color and form; and (2) the basic rudiments of music keyboard and flutophone experience. It provides insight into the creative process, promotes the development of creativity in the child; and emphasizes activities in singing, listening, and rhythm. It also explores making and playing simple musical instruments and creative expressions for the children in early childhood and elementary grades.

**ED 350. Social, History, and Philosophy Foundations of Education (3 credit hours)** This course provides a broad background of information on educational trends, the profession of teaching, and current educational issues. It provides context for understanding educational practices. The course also helps students to consider society's influence on the American education system, especially the political, economic, and legal relationships between society and schools. Required for admission to TEP.

**ED 400. Materials and Methods of Teaching Secondary Subjects (2 credit hours)** This is a laboratory course dealing with theories, methods of teaching the major subjects in grades 6-12 schools, critical evaluation, and selection of materials. **Co-requisite: Taken concurrently with ED 420 or 421 or 423 or 424. Prerequisite: Acceptance to TEP.**

**ED 401. Literacy and Social Development in Small Children (P-3) (3 credit hours)**

This course focuses on building students' understanding of many unique approaches to supporting literacy development in programs for young children. Students will research characteristics of children ages Pre K through third grade and integrate children's characteristics with the literacy development of children of this age. Students will be provided many activities to become actively involved in integrating social development and literacy of small children that support the Division of Education partnership with schools in the local systems.

**ED 405. Teaching Elementary Language Arts/Lit. (P-6) (3 credit hours)**

This course consists of procedures involved in the development of listening, speaking, and writing skills of children. Emphasis is placed on teaching the effective use of language in oral and written communication. Students analyze of materials and criteria guides for selecting appropriate materials for early childhood/elementary students. The course emphasizes creative use of language in connection with art, music, children's literature and other curricular areas. **Prerequisite: ED 306.**

**ED 406. Teaching Elementary Science (P-6) (3 credit hours)**

This course stresses adapting the science program, material and equipment to the ability and interests of children. It also stresses the critical evaluation and selection of the most effective materials and instructional methods. **Prerequisite: ED 306.**

**ED 407. Teaching Elementary Mathematics (P-6) (3 credit hours)**

This course involves the use of discovery and problem-solving approaches as a means of developing mathematical understanding in early childhood/elementary school children. The metric system is also introduced in this course. **Prerequisite: ED 306.**

**ED 408. Teaching Elementary Social Studies (P-6) (3 credit hours)**

This course consists of objectives, content, and procedures for teaching the relationship between man and his environment. Emphasis is placed on problem-solving skills and independent investigation. Contents of early childhood/elementary school social studies are drawn from the social and behavioral sciences. **Prerequisite: ED 306.**

**ED 409. Teaching Beginning Reading and Phonics (P-6) (3 credit hours)**

This course consists of various approaches to teaching beginning reading, including the language experience and phonics techniques; reading readiness activities; word-attack skills, the use of context clues, and individual reading programs to serve special individual and group needs.

**ED 412. Teaching Reading in Content Areas (3 credit hours)**

In this course, emphasis is placed upon teaching vocabulary, comprehension, and study skills in the content fields in grades six through twelve. The course includes materials and methods of teaching reading through science, English, social science, and mathematics. **Prerequisite: Acceptance to TEP.**

**ED 413. Diagnostic-Prescriptive Teaching of Reading (P-6) (3 credit hours)**

This course involves the study of the common causes of reading disabilities, procedures for diagnosis, and basic remediation techniques. Both individual and group testing and treatment programs are covered in this course. Guided practice in applying principles in designing and conducting tests and teaching strategies are also covered, and case studies are required.

**ED 420. Materials and Methods of Teaching Mathematics (1 credit hour)**

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grade 6-12, and critical evaluation and selection of materials specific to mathematics while working with a "highly qualified teacher." **Co-requisite: Must be taken concurrently with ED 400. Acceptance to TEP.**

**ED 421. Materials and Methods of Teaching Science (1 credit hour)**

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12; and critical evaluation and selection of materials specific to science while working with a "highly qualified teacher." **Co-requisite: Must be taken concurrently with ED 400. Acceptance to TEP.**

**ED 423. Materials and Methods of Teaching Social Studies (1 credit hour)**

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12, and critical evaluation and selection of materials specific to social studies while working with a "highly qualified teacher." **Co-requisite: Must be taken concurrently with ED 400. Acceptance to TEP.**

**ED 424. Materials and Methods of Teaching English/Language Arts (1 credit hour)** This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12, and critical evaluation and selection of materials specific to Language Arts while working with a "highly qualified teacher." **Co-requisite: Must be taken concurrently with ED 400. Acceptance to TEP.**



**ED 440. Field Studies in Early Childhood Education (3 credit hours)**

This course is designed to afford students an opportunity to observe and evaluate a number of programs for young children in corporate, private, community and church-housed programs. Students will gain experience in evaluating programs using the guidelines established by the national accreditation organization for early childhood programs. Sixty (60) classroom observation hours are required for this course.

Offered Fall semester only.

**ED 445. Evaluations and Measurements in Education (3 credit hours)**

The evaluation of teaching and learning includes the developing appropriate skills for designing the evaluation process; using measurement procedures to collect necessary data; and employing the appropriate statistical procedures to interpret the resulting information. The student should learn to use this information in making judgments or evaluations about effective teaching styles and learner outcomes. Specifically, the course helps candidates develop those skills which early childhood/elementary and secondary teachers need to engage in formative and summative evaluation to improve learning and instruction. **Prerequisite: Acceptance in TEP**

**ED 448. Classroom Management (3 credit hours)**

This course is designed to provide in-depth skill development in organizing the classroom for instruction. It will include suggested ways to work with early childhood/elementary and secondary students to create learning environments and to develop effective classroom instructional practices. **Prerequisite: Acceptance in TEP for secondary education majors.**

**ED 449. Senior Seminar (1 credit hour)**

This course is required for all Education majors in the last semester of their senior year. It is designed to explore and analyze current issues, job market data, the student's personal strengths and weaknesses, and effective teaching styles and skills. **Co-requisite: Must be taken concurrently with ED 450. Prerequisite: Acceptance in TEP. Passed all PRAXIS examinations required for major. Division Chair's signature required to register.**

**ED 450. Observation and Teaching (12 credit hours)**

This course is required for Early Childhood, Elementary Education and Secondary Education majors during their senior year. It is the culmination of various courses and activities in education in which applications of sound principles of psychology and education are expected.

The student participates for the entire semester in a classroom teaching-learning environment. These experiences consist of (1) directed observation of teaching; (2) teaching under observation; (3) conferences with supervising teachers and principals; (4) planning lessons; (5) creating units; (6) diagnosing difficulties; (7) making monthly reports; (8) assisting with extracurricular activities; (9) working with community agencies; and (10) discussing and examining timely problems and issues in education. **Co-requisite: Must be taken concurrently with ED 449. Prerequisite: Acceptance in TEP. Passed all PRAXIS examinations required for major. Division Chair's signature required to register.**

**ENGLISH - EN****EN100. English Fundamentals (4 credit hours)**

This course is designed to develop skills, knowledge, and abilities required for potential success in learning college-level English concepts to successfully enter and complete college-level courses.

**EN 101 English Composition I (3 credit hours)**

This course is concerned with fundamentals of grammar and with the improvement of reading and writing skills. A selection of essays is used. Students also study a novel and write essays in a variety of rhetorical modes. Those who need assistance with special problems may receive help in the Center for Writing Across Miles. **Prerequisite: A 'C' or above in English 100 or a satisfactory score on placement tests.**

**EN 102 English Composition II (3 credit hours)**

This course is concerned with fundamentals of grammar and with the continued improvement of reading and writing skills. Students will write essays in several rhetorical modes and will write a researched essay. They will also study a novel. The passing grade is 'C' or above. Students may receive help in the Center for Writing Across Miles. **Prerequisite: EN 101.**

**EN 201. Introduction to Literature (3 credit hours)**

Basic skills for understanding literature are introduced, and concepts which are required for reading, analyzing, and interpreting literature are taught. A wide variety of selections representative of the several literary genres will be used. **Prerequisites: EN 102.**

**EN 202. World Masterpieces (3 credit hours)**

Students read selected writings by major world authors. Basic skills for understanding literature are introduced, and concepts which are required for reading, analyzing, and interpreting literature are taught. **Prerequisite: EN 102.**

**EN 205. Introduction to the Major (3 credit hours)**

Designed for English majors, this course is an introduction to the history, theory, and practice of English as a discipline. It is required of all majors. It introduces students to current trends in English studies, including critical approaches, research methods, and specialized terminology necessary for success in the major and the field. Students also become familiar with the periods of literary history and the various genres of literature. English majors are strongly encouraged to take EN 205 during the second semester of the sophomore year. Minimum grade of "C" required. **Prerequisite: EN 102**

**EN 240H. Comparative Modern Literature-Honors (3 credit hours)**

Students taking this course will examine literature from Western and non-Western cultures reflecting a variety of genres and literary periods. **Prerequisite: EN 102.**

**EN 301. Grammar and Linguistics (3 credit hours)**

This course involves study of the structure, history, and mechanics of the English language. Although the approach is largely traditional, reference is also made to principles of transformational grammar. **Prerequisite: EN 102**

**EN 305. Advanced Composition (3 credit hours)**

Students gain intensive practice in writing the various types of prose, based on analysis of the structure, language, and rhetoric of selected works. **Prerequisite: EN 102**

**EN 306. Research and Methods (3 credit hours)**

English 306 provides an overview of query strategies using standard sources of modern literary research. Web-based, subscription journals and bibliographical resources as well as print-based materials are included as research targets. **Prerequisite: EN 102**

**EN 320. Creative Writing (3 credit hours)**

Students learn to write poetry and short stories in this introductory course in creative writing. Other literary forms may also be considered, depending on time and interest.

**EN 351. Shakespeare (3 credit hours)**

This course is a study of Shakespeare's major comedies, chronicles, and tragedies, as well as a brief treatment of Shakespeare's life and the Elizabethan stage. It also covers sonnets that are representative of Shakespeare's short verse. **Prerequisites: EN 201 or EN 202**

**EN 352. English Renaissance Drama (3 credit hours)**

Students in this course will read some of the English drama of the sixteenth and seventeenth centuries, excluding Shakespeare. The course will also focus on the fundamental characteristics of dramatic form as well as the dramatic peculiarities of theatrical production in the period.

**Prerequisites: EN 201 or EN 202**

**EN 355. Modernism (3 credit hours)**

This course presents American and British writers of the early 20th century and the theory behind modern art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.

**Prerequisites: EN 201 or EN 202**

**EN 361. American Literature I (3 credit hours)**

Students explore selected works of major American writers from 1603 to 1860. **Prerequisites: EN 201 or EN 202**

**EN 362. American Literature II (3 credit hours)**

This course is a study of selected works of major American writers from 1860 to the present. **Prerequisite: EN 201 or EN 202**

**EN 365. African-American Literature I (3 credit hours)**

This course presents an intensive analysis of the works of major Black writers in terms of their sociopolitical thought, their role in the development of modern African-American literature, and their place in American and Western literary history from 1760 through the Harlem Renaissance. **Prerequisites: EN 201 or EN 202**

**EN 366. African-American Literature II (3 credit hours)**

Students in this course will examine works by major Black voices of the 20th century from the Harlem Renaissance to the present.

**Prerequisites: EN 201 or EN 202**

**EN 370. Jewish-American Literature (3 credit hours)**

This course examines the development of Jewish-American literature and the Jewish experience as it is reflected in this literature. The course will focus on the issues raised by Jewish-American literature and its writers. **Prerequisite: EN 102**

**EN 372. The Short Story (3 credit hours)**

Students learn about the development of the short story as an art form by reading and analyzing stories by 19th and 20th century writers.

**Prerequisite: EN 102**

**EN 375. Drama (3 credit hours)**

This course presents a comprehensive, in-depth study of the dramatic form. The literature for the course ranges from Greek drama to the Theater of the Absurd. A large number of plays are considered in order that students may have a broad base of reference for critical evaluation.

**Prerequisites: EN 201 or EN 202**

**EN 380. African-American Contemporary Writers from 1970—Present (3 credit hours)**

This course concentrates specifically on selected works that explore the human conditions presented in diversely rich selections of historical romance, avant-garde comedy and satire; fantasy and science fiction; detective stories, mysteries written in novels; short stories and/or drama forms. **Prerequisite: Junior/Senior level.**

**EN 390. Poetry (3 credit hours)**

This course presents a study of representative forms, authors, and approaches to poetry. **Prerequisite: EN 102**

**EN 400. African American Autobiography (3 credit hours)**

This course will survey the evolution of African American autobiography. It will analyze autobiographies within historical context and explore the variety of forms such as memoir, diaries and others used by the authors. **Prerequisite: Junior/Senior level.**

**EN 401. British Literature I (3 credit hours)**

This course surveys significant British works from the Anglo-Saxon period through 1789. **Prerequisites: EN 201 or EN 202**

**EN 402. British Literature II (3 credit hours)**

This course is a survey of major writers of British literature from the Romantic period to the contemporary era. **Prerequisite: EN 201 or EN 202**

**EN 403. Comparative Analysis of Literary Works (3 credit hours)**

This course attends to a thematic comparison of fictional and/or non-fictional works. History, language, mythology, and religion will undergird the exploration of belief systems anchored by cultures portrayed in the works that will be studied. **Prerequisite: Junior/Senior level.**

**EN 404. Comparative Africana Literature (3 credit hours)**

This course attends to a thematic comparison of the fictional and non-fictional works written by Africans and African Americans through selected readings. History, language, mythology and religion will undergird the exploration of belief systems anchored by cultures portrayed in the works that will be studied. **Prerequisite: Junior/Senior level.**



**EN 439. The Novel (3 credit hours)**

This course presents an in-depth study of this comparatively new genre of literature. Students are introduced to the historical development of the novel and its relationship to its several predecessors in other literary forms. Relevant literary criticism provides a stimulus for discussion and ideas for writing critical analyses. **Prerequisites:** EN 201 or EN 202

**EN 449. Senior Seminar (3 credit hour)**

This course serves as a comprehensive examination of students by requiring an application of language and literary skills to written and oral projects, including reports, reviews, research papers, and discussions. **Pre-requisite:** Senior Standing

**EN 451. Literary Criticism (3 credit hours)**

This course explores theoretical and practical criticism, and precepts of the major critics are applied to literary materials.

**Prerequisites:** EN 201 or EN 202

**EN 460. Topics in Literature (3 credit hours)**

This course is designed to address a selected literary concentration and/or contemporary issue. Topics may include Southern literature, women's literature, or the work of a particular author. **Prerequisites:** EN 201 or EN 202

**EN 490. Internship (4 credit hours)**

English majors are required to take this course in their junior or senior year. It is designed for the students to use their skills in practical, hands-on situations. It is highly recommended that the students do their internships in the Center for Writing Across Miles. Students who do not intern in our writing center must make sure their internships involve supervised writing or writing-related tasks and must have their proposed positions approved by the Internship Coordinator. All interns will submit journals and/or writing assignments according to instructions from the Internship Coordinator. **Prerequisite:** Junior standing.

**ENVIRONMENTAL SCIENCES – ES****ES 200. Principles of Geology (3 credit hours)**

This course provides an introduction to geology, with emphasis on geological materials and processes. It also considers historical geology. Three lecture hours and one hour and twenty minutes laboratory per week. *Three lecture hours and a two hours laboratory per week.*

**Prerequisite:** BY 101

**ES 200L. Principles of Geology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**ES241. Biostatistics (3 credit hours)**

This is an initial course in mathematics statistics; statistical languages and notations; and describing distributions of measurements, probability, random variance and probability distribution. **Prerequisite:** MA 111

**ES300. Scientific Writing (3 credit hours)**

This course will teach introduction, organization and graphical presentation of scientific data. Students will be instructed in preparing, writing, and editing for scientific presentations, journals, manuscripts, and reports. **Prerequisite:** EN 102

**ES 305. Soil Science (3 credit hours)**

This course is designed to give basic information to help students appreciate soil as an indispensable natural resource; it teaches how soil can be used and managed for mankind.

**ES 305L. Soil Science Lab (1 credit hour)**

Lab component to accompany corresponding course.

**ES321. Environmental Science (3 credit hours)**

This course explores the relationship between individual organisms and their environment; the structure and function of populations, communities, and ecosystems; and computer usage in data analysis and report writing. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

**ES321L. Environmental Science Lab (1 credit hour)**

Lab component to accompany corresponding course.

**ES324. Environmental Analysis (3 credit hours)**

The objective of this course is to expose students to the study of principles and application of chemical and instrumental methods employed in the analysis of soil, water, plant and air samples for environmental purposes. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** CH 303 or 304, or special permission from coordinator in consultation with chairperson; Junior standing.

**ES324L. Environmental Analysis Lab (1 credit hour)**

Lab component to accompany corresponding course.

**ES340. Principles Global Positioning Systems (GPS) and Geographical Information Systems (GIS) (3 credit hours)**

This course teaches the principles of GPS and GIS, detailing how they are applied in environmental and natural resource inventories and management. Students learn major components of GIS systems such as raster, vector data, data input, verification, spatial analyses and modeling, as well as methods of classification interpolation. **Prerequisite:** ES 321

**ES400. General Ecology (3 credit hours)**

This course explores relationships between individual organisms and their environment; the structure and function of populations, communities, and ecosystems; and computer usage in data analysis and report writing. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** ES 321, MA 317; written permission of instructor.

**ES400L. General Ecology Lab (1 credit hour)**

Lab component to accompany corresponding course.

**ES404. Environmental Laws (3 credit hours)**

The course is designed to give the student an understanding of government regulations that seek to insure the quality of the environment and the safety of the work place. It includes the study of natural laws and interactions between various species in an ecosystem. **Prerequisites: ES 321 and junior standing or permission of the coordinator**

**ES415. Principles of Bioremediation (3 credit hours)**

The objective of this course is to introduce students to the applications of bioremediation. **Prerequisite: BY 405; Sophomore standing**

**ES430. Environmental Science Internship (3 credit hours)**

The student will work at a remote facility to gain experience in the field. To be eligible for internship, a student must complete all other course requirements in the Environmental Science combined major/minor pattern and apply through the Environmental Science Coordinator for the internship, which lasts approximately eight weeks. The grade is based upon a written report submitted by the student and an evaluation submitted by the Intern Site Director. **Prerequisite: Junior standing or permission of the coordinator**

**ES449. Senior Seminar (2 credit hours)**

Required of all Environmental Science majors in their senior year, this course acquaints students with contemporary research and presentations as it helps them prepare for their senior comprehensive examinations. **Prerequisite: Senior standing**

**ES450. Research (3 credit hours)**

Students conduct research in a specific area of environmental science under faculty supervision. **Permission of instructor required.**

**ES451. Research (3 credit hours)**

Students conduct research in a specific area of environmental science under faculty supervision. **Permission of instructor required.**

**FRENCH-FR****FR101. Elementary French I (3 credit hours)**

This course is a basic introduction to the French language and culture. Oral skills are stressed, along with reading, writing, and grammar.

**FR102. Elementary French II (3 credit hours)**

This course continues to build skills of the French language. Oral skills are stressed, along with reading, writing, and grammar. **Prerequisite: FR 101**

**FR201. Intermediate French I (3 credit hours)**

This course further develops speaking, listening, reading, and writing skills in French. It also increases students' knowledge of French-speaking cultures. **Prerequisite: FR 102**

**FR202. Intermediate French II (3 credit hours)**

Students in this course continue to develop their speaking, listening, reading, and writing skills in French and their knowledge of French-speaking cultures. **Prerequisite: FR 201**

**FIRST YEAR ACADEMY – FYA****FYA101. Orientation to the Academy (1 credit hour)**

This is a one-hour course that is required for graduation. It is designed to retain new students and help them make a smooth transition to college life. It provides opportunities for students to develop the skills, values, behavior, and attitudes necessary to be successful at Miles College. Emphasis is placed on the development and application of effective study habits, responsibilities of adult life, and career planning. The course will help students to become integral parts of the academic community.

**GENERAL BUSINESS – GB****GB 211. Introduction to Business Application (3 credit hours)**

This course is designed to prepare students in business applications that are necessary for personal and career enhancement. Students will acquire proficiency in the touch method of operating a computer keyboard to produce documents. Students will be introduced to careers in accounting, finance, management, marketing, entrepreneurship and use of technology in workplace.

**GB 220. Business Mathematics (3 credit hours)**

This course provides a review of fundamentals and applies mathematical concepts to sales records (including discounts, commission, and markup) and payroll records along with taxes, statistics, financial statements, and debt instruments. **Prerequisite: MA 101**

**GB 302. Business Statistics (3 credit hours)**

This course provides applications of statistical procedures in decision making, frequency distribution and graphs, data description, probability, sampling, simulation, the normal distribution, and hypothesis testing. **Prerequisite: MA 101**

**GB 310. Business Ethics (3 credit hours)**

This course introduces contemporary and controversial ethical issues and dilemmas faced by decision makers such as employees and managers. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice, and fairness, ethical standards, and moral conduct. Students will learn from real-world case studies.

**GB 314. Microcomputer Applications (3 credit hours)**

This course covers advanced microcomputer applications including Microsoft Office financial functions, amortization schedules, and modifying visual elements and presentation formats. **Prerequisite: CIS 110**

**GB 323. Managerial Economics (3 credit hours)**

This course explores concepts, tools, and methods of economic theory in the planning and operation of business enterprises. Emphasis is placed on the significance for various managerial decisions of such factors as type of products, the absolute and relative level of different costs, the market structure, and the problems raised by risk and uncertainty. **Prerequisite: EC 202, GB 220**

**GB 338. Business Communication (3 credit hours)**

This course reviews correct English grammar, word usage, spelling, punctuation and rhetoric. It gives special attention to writing business letters and research reports using suggested style manual. **Prerequisite:** EN 102.

**GB 340. Principles of Marketing (3 credit hours)**

This course includes marketing concepts and principles, marketing plans and strategies, marketing research, product management, branding, packaging and labeling, pricing of a product or service, communication and promotional mix, channels of distribution.

**GB 351. Business Economics (3 credit hours)**

This course is the analysis and application of macro and micro economic theories in solving business problems and making business decisions; development and understanding of the core ideas in economic theory and its application; marginal and aggregate analysis; and revenue and profit maximization.

**GB 361. Principles of Finance (3 credit hours)**

This course teaches basic concepts in finance including securities markets, interest rates, taxes, risk analysis, time value of money, security valuation, short term financial planning, and capital budgeting. **Prerequisite:** AC 212 or AC210

**GB 364. Principles of Investment (3 credit hours)**

This introductory course deals with the basic principles of investment, investment institutions and securities markets, analysis of securities, government and municipal securities, and portfolio management.

**GB 365. Legal Environment of Business (3 credit hours)**

This course includes an environmental approach to the study of philosophy of law, and sources of law. It covers the relationship among law, business, political influences and society. It also includes the Survey of Contemporary Business Ethic issues and their impact on business organization and society. **Prerequisite:** EN 102

**GB 370. Personal Finance (3 credit hours)**

This course teaches the various techniques that apply to the efficient handling of personal finance. Topics include the preparation of budgets, methods and costs of borrowing, the input of credit, and financial investment, including the stock and bond markets.

**GB 435. Financial Systems and Economy (3 credit hours)**

This course treats the study of money and banking with special reference to their function in the present organization of economic society. Students will examine the factors determining the supply and value of money, exchange rate equilibrium, and the role of money in determining the level of investment and employment. **Prerequisite:** EC 202

**GB 442. Business and the Internet (3 credit hours)**

This course teaches operating protocol, rules of etiquette, the World Wide Web, e-mail, research using the Internet, and security considerations.

**GB 449. Senior Seminar (1 credit hours)**

Required of all majors in their senior year. This course is designed to inform students of various principles, practices, and procedures which are used to secure employment or to gain admission to graduate programs. **Prerequisite:** Senior standing

**GB 450. Business Decisions (3 credit hours)**

This course helps students use quantitative techniques and models to help make business decisions. Topics include linear algebra, introductory calculus, probability theory, basic linear programming, regression methods, and optimization techniques.

**GB 460. Entrepreneurship (3 credit hours)**

This course teaches skills required for entrepreneurship. It explores the role of entrepreneurship in the creation and development of new economic entities. It also teaches the organization and management of business entities.

**GB 498. Business Internship (3 credit hours)**

This course supports supervised on-the-job experience in various aspects of office and business administration settings, including Accounting, Insurance, Retailing, Management, and Marketing. The student elects the phase of emphasis according to their major specialization. **Prerequisite:** Junior standing

**GEOGRAPHY – GE****GE 301. Principles of Geography (3 credit hours)**

A description and analysis of the world's 12 major regions—in terms of their environmental, cultural, demographic, geopolitical and economic components.

**HISTORY – HI****HI 101. World Civilizations (3 credit hours)**

Explores the origins of human societies and the development of world civilizations of Africa, Asia, Europe and the Americas to the early modern period. This course will explore a conceptual framework for analyzing different societies and their connections and interactions comparatively so as to highlight similarities and differences among them.

**HI 102. World Civilizations II (3 credit hours)**

traces the history of the world's civilizations from the Early Modern to the present. This course will explore the transformation wrought by the Scientific, colonial, liberal and industrial revolutions, and the finally, the world civilizations in the modern world and the great changes wrought by political-ideological revolutions, world war, post colonialism and the post-modern world. **Prerequisite:** HI 101 is encouraged, but not required.

**HI 203. American History I (3 credit hours)**

This course surveys American history from the Colonial period, American Revolution, the New Nation, American expansion, slavery, civil War and reconstruction. The course focuses on significant landmark political events, but also on the everyday experiences and social history of the

period. **Prerequisites:** HI 101, HI 102

**HI 204. American History II (3 credit hours)**

A survey of American national history since 1877 and the emergence of the United States as a world power. This course emphasizes some of the major issues in American politics and society: the growth of big business; changes in the lives of farmers, workers, and immigrants; the rise of the city; reform movements among rural and urban labor and among minority groups. **Prerequisites:** HI 101, HI 102, HI 301

**HI 303. Alabama History (3 credit hours)**

Alabama History is a survey of state history from the colonial period to the present. It examines Alabama's geography, political and economic development and the groups who have made Alabama their home. This course explores the major events and historical figures of state history and places Alabama in the context of American history. **Prerequisites:** HI 203, HI 204

**HI 308. African American History (3 credit hours)**

This course examines the role of African Americans in United States history. It emphasizes slavery, Reconstruction and its aftermath, Jim Crow, the Civil Rights and Black Liberation movements and contemporary African-American life to include African American cultural, intellectual, economic, political and social developments. **Prerequisites:** HI 203, HI 204

**HI 320. Early American History (3 credit hours)**

This course examines America from the age of European discovery and colonization to the American Revolution. The course focuses on English colonization in America, the political, social and intellectual forces leading to the American Revolution, and the creation of the United States up to the writing of the Constitution. **Prerequisites:** HI 203, HI 204

**HI 321. Nineteenth Century America (3 credit hours)**

This course examines the history of 19th-century America from the Early Republic including the Mexican War, American economic growth, territorial expansion and social change. It will examine Civil War and Reconstruction and finally the emergence of modern America with special attention to the issues of industrialization, urbanization, and immigration as well as the Labor, Populist, and Progressive movements. **Prerequisites:** HI 203, HI 204

**HI 322. The Civil Rights Movement in America (3 credit hours)**

This course will examine the events, personalities, and issues of the Civil Rights Movement in America, 1945 to present. Lectures will consider such themes and topics as the origins of segregation, the impact of World War II on the African American community, the life of Martin Luther King Jr., the Montgomery bus boycott, the Freedom Rides, Brown v. Board of Education, Massive Resistance, the White Citizens' Council movement, —cultural integration, and the Black Power movement. **Prerequisites:** HI 204

**HI 323. American Urban History (3 credit hours)**

American Urban History is an examination of the transformation of American cities from the era of the —walking city to the present. The course will consider urbanization and sub-urbanization, ethnicity and race, economic development, poverty, politics, and federal-city relations.

**Prerequisites:** HI 203, HI 204

**HI 324. Women in Modern America (3 credit hours)**

This course examines the experiences and contributions of women in twentieth century America. It gives particular attention to the forces that served to differentiate the opportunities and roles of women from those of their male peers. **Prerequisites:** HI 203, HI 204.

**HI 326. Twentieth Century America (3 credit hours)**

This course will examine American history to include the progressive Era, World War I and post-war isolationism and America's entry on the world stage. It will emphasize the Great Depression, the New Deal, World War II, Cold War America, the Protest and Civil Rights era, and contemporary America. **Prerequisites:** HI 203, HI 204

**HI 330. Ancient Europe (3 credit hours)**

This course provides a survey of ancient Europe focusing on Greece from the end of the Bronze Age to the Roman conquest and focus on the origin, evolution, and problems of the polis. It will also provide a survey of Rome from the Pre-Etruscan period to the collapse of imperial Rome focusing on the origins, nature, effects, and evolution of imperialism in Roman politics, culture, and society. **Prerequisites:** HI 101, HI 102

**HI 331. Medieval-Early Modern Europe (3 credit hours)**

Students will learn about European history from the fall of the Roman Empire to the Renaissance. This course will trace the emergence of the medieval monarchies and society out of elements of the late Roman world and the transformation of that synthesis in the troubles of the 14th century. It will also examine political, economic, institutional and social structures. **Prerequisites:** HI 101, HI 102

**HI 332. Modern Europe (3 credit hours)**

This course explores European history from the French Revolution through the two world wars.

It will explore nationalism, utopianism, European colonial expansion, the Industrial Revolution and the ideological revolution. The course will cover circumstances leading to World War I, the rise of communism, fascism, and World War II. **Prerequisites:** HI 101, HI 102

**HI 341. Latin American History (3 credit hours)**

This is a cross-cultural history of Latin America from Pre-Columbian times through the Wars of Independence and the national period to the present. This course will examine the various internal dynamics and external influences that have shaped the experiences of the countries of Latin America since independence. Emphasis is placed on socioeconomic structures as the conditioning environment for political and cultural developments. **Prerequisites:** HI 101, HI 102

**HI 342. Asian History (3 credit hours)**

This survey course introduces the political, cultural, and economic history of Asia from antiquity to the present. It focuses on cultural, social, economic, and political trends and the region's interaction with Western powers, particularly since the nineteenth century and the momentous "rise" of these Asian countries in the twentieth century. **Prerequisites:** HI 101, HI 102

**HI 343. East Asian Civilization (3 credit hours)**

The survey course will examine the histories of China, Japan and Korea, including their defining historical events, beliefs systems, and interactions. It will include the defining religions and philosophies and institutions up to modern times. It will also examine the influence of the Western powers on the East Asian states and societies. **Prerequisites:** HI 101, HI 102

**HI 350. Thinking and Writing about History (3 credit hours)**

This course provides advanced training in historical methods and historiography. It emphasizes review of literature of historical inquiry ranging from antiquity to the present and analysis of methodologies, interpretations, values, evidence, and conclusions found in the diversity of historical writings. **Prerequisites:** HI 203, HI 204

**HI 408. Southern History (3 credit hours)**

Students will learn about Southern history during the antebellum and post civil War periods through the 20<sup>th</sup> Century. The course emphasizes slavery and race, social structure, Southern identity and values, the road to secession, and Southern distinctiveness. **Prerequisites:** HI 203, HI 204, HI 303

**HI 412. African History (3 credit hours)**

This is a survey of African history from the Iron Age to 20<sup>th</sup> Century. It includes such themes as the ancient kingdoms of Africa, the medieval and Islamic kingdoms of Africa, the exploration of Africa, the age of colonialism and the history of southern Africa. Topics will include colonial politics and the political and economic developments from the last two decades of the nineteenth century to the independence movement in the 1960s. **Prerequisites:** HI 101, HI 102

**HI 433. European Intellectual History, 1700-Present (3 credit hours)**

This course is the History of Ideas documenting the Age of Enlightenment of the Eighteenth Century and the French Revolution. It explores the nineteenth century as the Age of ideology (including Liberalism, Conservatism, socialism and communism) and will also examine the trailblazing thinkers in various fields such as Burke, Hegel and Marx. It will also explore the important cultural movements of Romanticism, Nationalism and Positivism. **Prerequisites:** HI 101, HI 102

**HI 450. History of the U.S. Foreign Policy (3 credit hours)**

This course is a chronological survey of American foreign relations in the twentieth century. Emphasis is placed on diplomatic encounters that redefine the role of the United States on the world stage and the rationales that support major foreign policy relations. **Prerequisites:** HI 203, HI 204

**HI 451. Special Topics – European History (3 credit hours)**

Special Topics in European History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include political history, specific events, such as the French Revolution, regions or countries etc. **Prerequisites:** HI 101, HI 102

**HI 452. Special Topics – Non-Western History (3 credit hours)**

Special Topics in non-Western History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include women's history, ethnic history, political history, specific regions or countries etc. **Prerequisites:** HI 101, HI 102

**HI 453. Special Topics – Comparative History (3 credit hours)**

This course focuses on the key historical developments across the world since about 1700 in the form of comparative regional and thematic studies. Subject matter will vary but may include the comparative study of the rise and fall of empires, revolutions, industrialization, state making, ideologies and nationalism. **Prerequisites:** HI 101, HI 102

**HONORS – HON**

**HON EN 240H: Comparative Modern Literature (3 credit hours)**

An examination of literature from Western and non-Western cultures, this course presents a variety of genres and literary periods.

**HON EN 460H: Topics in Literature (3 credit hours)**

This course addresses a selected literary concentration and/or contemporary issue.

**HON HUM 201H: Humanity and the Arts (3 credit hours)**

This course attempts to integrate various aesthetic viewpoints and the students' world views in order to help them understand art as an expression of what it means to be human from diverse cultures and historical periods.

**HON MG 302H: Managerial Skills and Leadership Development (3 credit hours)**

With emphasis on planning, decision-making, leadership, and communication skills, this course offers students a chance to study the impact of global communication on the social and economic interests of multinational businesses. (*This course is strongly encouraged as a major elective.*)

**HON PH 102H: Science, Technology, and the Environment (3 credit hours)**

In this non-traditional course, students will be required to read current journals, newspapers, and magazines on current issues related to science, technology and the environment. They will also hear distinguished guest speakers in the field.

**HON PS 315H: Politics and Political Behavior of African-Americans (3 credit hours)**

A study of some of the complex dimensions of African-American politics, this course includes protest and accommodation, civil rights, and the role of decision-making institutions (Congress, the presidency, the judicial system and state and local politics) in the American political and social system. (*This course is recommended as a sequence to SS 101 rather than a substitute.*)

**HON PSY 201H: The Nature of Human Nature (3 credit hours)**

This offering will cover such behavioral phenomena as learning development, personality adjustment and cultural differences.

**HON RE 340H: Black Theology**

This course is a systematic study of the development of Black Theology in America. It will cover the major contemporary theological, religious, social and political movements and show what impact these movements had on biblical interpretation in the Black Church.

**HON SS 101H: African-American Experience (3 credit hours)**

This course surveys the history of African-Americans in the United States. It includes the African background, the origin and development of slavery, the abolitionist and protest movements, legislative and judicial efforts to achieve racial equality, and contributions of African-Americans to American society. Special emphasis is placed on the economic and political rights of African-Americans since the 1960s.

**HON 402H: Senior Honors Project (3 credit hours)**

The Senior Honors Project provides a means of fulfilling requirements for a major elective during the Student's senior year. The project may be directed by a professor in the student's major field.

## HUMANITIES – HU

### **HUM 201. Humanities (3credit hours)**

This course is designed to heighten students' understanding of humanity by exposing them to the world of art. It articulates various aesthetic viewpoints and integrates the students' accumulated experiences and world views with the art forms studied - music, dance, theater, literature, and the visual arts. Additionally, the course discusses the emergence of various art forms within their cultural and historical settings.

## INTERNATIONAL STUDIES- ITS

### **ITS 300. Introduction to International Studies (3 credit hours).**

The course Introduction to International Studies is a required course in the International Studies minor. The course is designed to provide an introductory overview of the world theories of principle subfields into which the discipline of International Studies is generally divided such as liberalism, realism, and neoliberalism, etc. Broadly conceived, ITS 300 addresses macro-level analysis of world-wide matters. The course offers a broad overture to issue of concern to people all over the globe.

### **ITS 470. Seminar in International Studies (3 credit hours)**

The course Seminar in International Studies offers a micro-level analysis of world affairs by a narrow focus on specific regions, i.e. the Middle East, South Asia, etc. as well as foreign policy considerations and decision making among major states and groups of states. This is the required terminal course in the International Studies minor that builds upon concepts and topics learned in preceding courses in the International Studies minor as to integrate knowledge of worldly issues and develop worldly perspectives in complex ways in which the student must present in written and oral forms the results of a research project. **Prerequisite: 15 hours in the International Studies minor as this is the terminal course for the minor, with exceptions allotted by the Academic Dean, Director of International Studies or Chairperson of the Division Social and Behavioral Sciences.**

## MATHEMATICS - MA

### **MA100. Elementary Algebra (3 credit hours)**

This course is designed to develop the skills, knowledge, and abilities required for success in learning college level algebraic concepts.

### **MA 101. Intermediate Algebra (3 credit hours)**

This is a required course in Mathematics for all students. Topics include algebra, equations and their applications, polynomials, factoring, graphs, linear and quadratic equations, and geometry. **Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.**

### **MA 110. Pre-Calculus I (3 credit hours)**

This course introduces the basic concepts of algebra and trigonometry: elementary set theory, the development of real number systems as a complete ordered field, inequalities, absolute values, relations and functions, mathematical induction, and elementary sequences.

**Prerequisite: MA 101**

### **MA 111. Pre-Calculus II (3 credit hours)**

This course deals with trigonometry of both a circle and a triangle. It also teaches Trigonometric Identities and Equations and Laws of Sine and Cosine. **Prerequisite: MA 110**

### **MA 113-114. Arithmetic for Teachers (3 credit hours each)**

This two part course teaches arithmetic operations, percent's, algebraic translations, and the metric system. It also introduces geometry. **Prerequisite: MA 101**

### **MA 201. Analytic Geometry and Calculus I (4 credit hours)**

This course deals with coordinates and lines; functions and limits; and differentiation and application. **Prerequisite MA 111**

### **MA 202. Analytic Geometry and Calculus II (4 credit hours)**

Students learn techniques of integration, applications of the definite integral, transcendental functions, sequences and series.

**Prerequisite: MA 201**

### **MA 203. Analytic Geometry and Calculus III (4 credit hours)**

This course presents polar coordinates, vectors functions of two or more variables, and multiple integrals. **Prerequisite: MA 202**

### **MA 308. Differential Equations (3 credit hours)**

Students learn the classification of differential equations, first order differential equations, linear second order equations, series solution, Laplace transforms, and systems of equations. **Prerequisite: MA 202**

### **MA 311. Linear Algebra (3 credit hours)**

This course presents vector spaces, matrices and determinants, linear systems, eigenvalues and canonical forms. It introduces numerical methods. **Prerequisite: MA 201**

### **MA 315. Theory of Numbers (3 credit hours)**

This course presents Euclidean Algorithms: fundamental theorem on divisibilities, prime numbers, congruence of numbers; theorems of Fermat, Euler and Wilson; congruence of first and higher degrees; LaGrange's theorem with applications: residues; introduction to theory of binary quadratic forms. **Prerequisite: MA 202**

### **MA 316. Fundamental Concepts of Algebra (3 credit hours)**

This is a study of algebraic systems; set truth tables, functions, concepts, inequalities and linear programming, sequences and series. This course does not fulfill any requirements for the mathematics major or minor. **Prerequisite: MA 110**

### **MA 317. Probability and Statistics (3 credit hours)**

This is an initial course in mathematics statistics; statistical languages and notations; describing distributions of measurements; probability; random variance and probability distribution. It is recommended for secondary school teachers and business majors. **Prerequisite: MA 111**

### **MA 318. Mathematical Statistics (3 credit hours)**

This course teaches statistical inference, inference from small samples, linear regression and correlation, analysis of enumerative data, analysis of variances, and non-parametric statistics. **Prerequisite: MA 317**

**MA 319. Fundamental Concepts of Geometry (3 credit hours)**

This course is primarily designed for secondary education majors and will give consideration of Euclidean and non-Euclidean geometry from both the synthetic and analytical point of view. **Prerequisite: MA 110**

**MA 324 Discrete Mathematics (3 credit hours)**

This course provides an introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. **Prerequisite: MA 101**

**MA 351. Numerical Analysis I (3 credit hours)**

This course provides an introduction to error analysis, computer representation of numbers, bisection, Newton's and other methods of root finding interpolation, and least squares approximation. **Prerequisite: MA 202**

**MA 352. Numerical Analysis II (3 credit hours)**

This course presents numerical integration for differential equations. It introduces numerical methods for different equations and numerical solution of linear systems. **Prerequisite: MA 351**

**MA 403 Advanced Calculus I (4 credit hours)**

This course presents the algebra of sets, functions, mathematical induction, properties of the real number sequences, limits of functions, and continuity. **Prerequisite: MA 203**

**MA 404. Advanced Calculus II (4 credit hours)**

Students learn differentiation, integrations and integrability; sequences of functions, infinite series, and topology of the real line.

**Prerequisite: MA 403**

**MA 412. Complex Variables (3 credit hours)**

This course presents complex numbers; elementary functions; differentiation and integration; analytic functions; Cauchy's theorem; infinite series, and residues. **Prerequisite: MA 404 or permission of instructor.**

**MA 421. Introduction to Abstract Algebra (3 credit hours)**

This course teaches basic terminology, elementary set theory, integer arithmetic, mappings and operations, introduction to groups, rings, fields, and equivalence relations. **Prerequisite: MA 202**

**MA 449. Senior Seminar (1 credit hour)**

Required of all Mathematics majors in the senior year, this course is intended to acquaint students with contemporary research and presentations as it helps them to prepare for their senior comprehensive examinations. **Prerequisite: Senior standing**

**MA 450. Research (3 credit hours)**

Students conduct research in Mathematics under faculty supervision. **Permission of instructor required**

**MA 451. Research II (3 credit hours)**

Students conduct research in a specific area of Mathematics under faculty supervision. **Permission of instructor required**

**MANAGEMENT – MG****MG 381. Principles of Management (3 credit hours)**

This course includes management concepts, approaches to managing, fundamentals of planning, organizing, influencing and communication, leadership, fundamentals of production management and control, and social responsibility.

**MG 390. Organizational Behavior (3 credit hours)**

This course is the analysis and application of theories and techniques for the understanding, prediction, and management of human behavior in the organizational context.

**MG 402. Strategic Management (3 credit hours)**

This course is a course in the formulation and implementation of strategies aimed at improving organizational effectiveness, the role of the line manager as strategist, and a view of the organization as an open, socio-technical system, including social responsibility and business ethics. **Prerequisite: MG 381.**

**MG 412. Interpersonal Relations (3 credit hours)**

This course is an analysis and comparison of several topics including how the context of varying perception is related to behavior

**MG 423. Computer Technology and Research (3 credit hours)**

This course is an introduction to the use of the microcomputer in business application and research. Analysis of business problems, retrieval and presentation of information is also covered, as well as the use of the Internet in research and report writing.

**MG 430. International Business Management (3 credit hours)**

This course is a study of the problems facing business organization in the international setting. Attention is given to the intellectual, political, social, economic and moral issues that the business and government leaders face in dealing with international business problems.

**Prerequisite: MG 381.**

**MG 453. Human Resource Management (3 credit hours)**

This course covers management of labor, dealing with selection, training, placement turnover, payment policies, employee representation, etc.

**Prerequisite: MG 381**

**MG 473. Planning and Control (3 credit hours)**

This course covers the formulation and application of objectives, strategy and policies pertaining to a total organization. The emphasis is on problem solving and the relationship between the functional areas of an organization.

**MG 490. Management Internship (3 credit hours)**

This course supports supervised on-the-job experience in various aspects of office and Business settings including Accounting, Insurance, Retailing, Management, and Marketing. The student elects the phase of emphasis according to his/her major specialization. **Prerequisite: Junior standing**



## **MANAGEMENT INFORMATION SYSTEMS – MIS**

### **MIS 120. Fundamentals of Microcomputer Applications (3 credit hours)**

See CIS 120 in the Computer and Information Sciences curriculum.

### **MIS 202. Principles of Microeconomics (3 credit hours)**

See EC 202 in the Business Administration curriculum.

### **MIS 211. Principles of Accounting I (3 credit hours)**

See AC 211 in the Business Administration curriculum.

### **MIS 212. Principles of Accounting II (3 credit hours)**

See AC 212 in the Business Administration curriculum.

### **MIS 220. Business Math (3 credit hours)**

See GB 220 in the Business Administration curriculum.

### **MIS 240. Advanced Microcomputer Concepts (3 credit hours)**

See CIS240 in the Computer and Information Systems curriculum

### **MIS 260. Fundamentals of Computer Information Systems (3 credit hours)**

See CIS 260 in the Computer and Information Sciences curriculum.

### **MIS 280. Multimedia Development (3 credit hours)**

See CIS 280 in the Computer and Information Sciences curriculum.

### **MIS 290. Introduction to Programming (3 credit hours)**

See CIS 290 in the Computer and Information Sciences curriculum.

### **MIS 302. Business Statistics (3 credit hours)**

See GB 302 in the Business Administration curriculum.

### **MIS 305. Internet Concepts & Practices (3 credit hours)**

See CIS 305 in the Computer and Information Sciences curriculum.

### **MIS 315. Systems Analysis & Design (3 credit hours)**

This course enables the students to conceptualize and understand the process of information system definition, analysis, design, and related project management issues. Topics include problem identification, feasibility assessment, requirements analysis, and definition and specification of the planned system conforming to appropriate guidelines and standards. Additionally, individual and group dynamics in the development and implementation process, metrics and tools for analysis, design and project management, quality factors and post-evaluation techniques will be explored. The focus will be on the use of structured analysis and design tools applicable to information systems environments and comparison of various analysis and design techniques. **Prerequisite: CIS 260 or MIS 260.**

### **MIS 323. Managerial Economics (3 credit hours)**

See GB 323 in the Business Administration curriculum.

### **MIS 328. COBOL Programming (4 credit hours)**

See CIS 328 in the Computer and Information Sciences curriculum.

### **MIS 340. Principles of Marketing (3 credit hours)**

See GB 340 in the Business Administration curriculum.

### **MIS 345. Computers & Society (3 credit hours)**

See CIS 340 in the Computer and Information Sciences curriculum.

### **MIS 350. Project Management (3 credit hours)**

See CIS 350 in the Computer and Information Sciences curriculum.

### **MIS 360. Computer Networks & Data Communications (3 credit hours)**

See CIS 360 in the Computer and Information Sciences curriculum.

### **MIS 361. Corporate Finance (3 credit hours)**

See GB 361 in the Business Administration curriculum.

### **MIS 381. Principles of Management (3 credit hours)**

See MG 381 in the Business Administration curriculum.

### **MIS 395. Internship (4 credit hours)**

This course is a practical work experience in computer technology. The course provides the with practical knowledge of a wide domain of computer hardware, software, and training. Students assist campus information technology staff with various issues, thereby gaining experience with real-world break-fix and problem-resolution scenarios. The credit hours include providing four to five hours per week of IT service.

**Prerequisite: MIS 315**

### **MIS 400. Database Management Systems (3 credit hours)**

See CIS 400 in the Computer and Information Sciences curriculum.

### **MIS 402. Strategic Management (3 credit hours)**

See MG 402 in the Business Administration curriculum.

### **MIS 415. Management Information Systems (3 credit hours)**

This course covers the planning, designing, development, and implementation of information systems. It also includes theory and application of management information system and issues in information systems, the worldwide web, and the Internet. **Prerequisite: MG 381**



**MIS 440. Electronic Commerce (3 credit hours)**

See CIS 440 in the Computer and Information Sciences curriculum.

**MIS 449. Senior Seminar (3 credit hours)**

See CIS 449 in the Computer and Information Sciences curriculum.

**MIS 450. Information Systems Security (3 credit hours)**

See CIS 450 in the Computer and Information Sciences curriculum.

**MIS 451. Business Decisions (3 credit hours)**

See GB 450 in the Business Administration curriculum.

**MILITARY SCIENCE – MS****MS 101. Adventure Training (1 credit hour)**

Qualified instructors lead students through a number of exciting outdoors activities such as paintball, skeet shooting, orienteering, rifle marksmanship, rappelling, and water survival. This course is offered during the fall semester only.

**MS 102. Basic First Aid Techniques (1 credit hour)**

This course covers drill and ceremony, concepts of military leadership and counseling, and basic Army rank structure. This course is offered during spring semester only.

**MS 103. Role, Organization and History of Active Army, Army Reserve, and Army National Guard (1 credit hour)**

This course includes the customs and traditions of military services, development of basic military skills, and traits and principles of military leadership.

**MS 201. Basic Land Navigation Techniques (1 credit hour)**

This course includes principles and techniques considered essential in reading military maps. This course is offered during fall term only.

**MS 202. Basic Military Skill (1 credit hour)**

This course includes land navigation, drill and ceremonies, terrain analysis, and using a compass. The course is also an introduction to military communication and a review of first aid procedures. It is offered during winter term only.

**MS 203. Drill and Ceremony (1 credit hour)**

This course covers Army-wide uniformity in conduct of drill and ceremonies. It also includes familiarization with military weapons and weapon systems.

**MS 301. Instruction and Practical Application (3 credit hours)**

This course includes instruction and practical application of advanced map reading and land navigation; the call for an adjustment to indirect fire; and the organization of the U.S. Army from squad to division level. **Prerequisites: Contracted status.**

**MS 302. Basic Military Tactics and Troop Leading Procedures (3 credit hours)**

This course covers combat communication with emphasis on practical exercises utilizing communications equipment.

**Prerequisite: Contracted status.**

**MS 303. Defensive Measures (3 credit hours)**

This course emphasizes preparation for nuclear, chemical and biological attacks; patrolling techniques; and advanced camp preparation.

**Prerequisite: Contract status.**

**MS 401. Development of Oral and Written Presentation Skills (3 credit hours)**

Students use and review a selection of military correspondence forms in this course. They will learn to present performance-oriented training and to conduct meetings and briefings. **Prerequisites: MLTY 301, 302, 303.**

**MS 402. Military Justice System (3 credit hours)**

This course covers junior officers' use of the system, Army personnel management, the logistics system, and personal support agencies.

**Prerequisites: MLTY 301, 302, 303.**

**MS 403. Leadership and Ethics Analyses (3 credit hours)**

Students will use case studies to learn about leadership and analyze ethics. This course prepares them for officer ship. **Prerequisites: MIL 301, 302, 303.**

**MUSIC – MU****MU 099. Music Fundamentals (2 credit hours)**

This course introduces the basic skills of reading and analysis, including clefs, intervals, chords, and scales.

**MU 100. Recital Attendance Class (1 credit hour)**

The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

**MU 101. Theory I (2 credit hours)**

In this course, the student applies the fundamentals of music to the study of the structure of music. Specific analytical tasks include Roman numeral and interval analysis and simple composition exercises. The aural skills component develops the student's ability to perform simple rhythms, to perform songs using solfege and/or other sight-singing methods, and to take dictation of simple diatonic melodies.

**Prerequisite: Acceptance into the music major or permission of the instructor.**

**MU 102. Theory II (2 credit hours)**

In this course, the student continues the study of the structure of music with an emphasis on inversions, secondary triads, piano textures, secondary dominants, simple chromaticism, and non-chord tones, through part-writing and analysis. The aural skills component further develops the ability to perform simple rhythms and songs, with an emphasis on chromatic melodies, and to take dictation of diatonic progressions and more advanced melodies. **Prerequisite: MU 101**

**MU 103. Ear Drills and Sight Singing I (1 credit hour)**

Students demonstrate abilities to hear, identify and work conceptually with elements of music such as rhythm, melody, harmony, structure, timbre and texture. Students study the movable “DO” system of solfeggio and sing using these syllables, scale degree numbers and with note letter names in both treble and bass clefs. Students learn to take melodic, harmonic and rhythmic dictation in diatonic relationships. The level of harmony skills applied in this class parallel the material learned in MU 102 Theory. It is recommended that these courses be taken concurrently.

**MU 104. Ear Drills and Sight Singing II (1 credit hour)** This course continues the development of the aural and theoretical aspects of music reading as begun in MU 103. Students continue to acquire necessary skills through ear training, and the sight-singing of slightly more advanced tonal music. **Prerequisite: MU 103**

**MU 111. Jazz Improvisation I (2 credit hours)** This course introduces theoretical concepts and applications that support melodic improvisation in instrumental jazz studies. **Prerequisite: MU202**

**MU 112. Jazz Improvisation II (2 credit hours)**

This course continues the study and application of theoretical concepts that support and enhance melodic improvisation in instrumental jazz studies. **Pre-requisite: MU202** with a proficiency grade of C or better

**MU 120. Class Voice (2 credit hours)**

This course acquaints the non music major, through its vocal literature and in class performances, with basic principles of good singing, and the importance and maintenance of good vocal health. **Prerequisite: Permission of instructor**

**MU 131. Keyboard Musicianship I (2 credit hours)**

This course develops beginning-level musical literacy at the keyboard. Emphasis is placed upon proper reading skills and an exploration of musical concepts at the keyboard. **Prerequisite: Acceptance into the music major or permission of the instructor.**

**MU 132. Keyboard Musicianship II (2 credit hours)**

This course develops functional keyboard skills that allow the student to cope with practical situations at the keyboard. Skills studied include sight-playing, harmonizing melodies, accompanying, transposing, piece memorization, scale-reading, and improvising.

**Prerequisite: MU 131**

**MU 141. Applied Music**

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. *Jury sheets from Applied Music are included in the Music Major Exit Portfolio*

**MU 142. Applied Music**

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. *Jury sheets from Applied Music are included in the Music Major Exit Portfolio.*

**MU 200. Music Appreciation (3 credit hours)**

This course exposes students to a wide spectrum of music and composers through diverse learning methods, including lectures, performances, critiques, videos, and recordings. Through these media, the student will develop an appreciation for the art of thinking and writing about music.

**MU 201. Theory III (2 credit hours)**

This course continues the study of musical structures, with an emphasis on chromatic harmony and modulation, through part-writing and analysis. The student is introduced to rounded and simple binary forms. The aural skills component of this course emphasizes harmonic dictation with secondary dominants and other chromatic elements, and the singing of chromatic melodies. **Prerequisite: MU 102**

**MU 202. Theory IV (2 credit hours)**

This course continues the study of musical structures, with an emphasis on contemporary analytical methods, including reductive analysis and set theory. The student is introduced to large scale formal schemes, with emphasis on style-based composition. The aural skills component of this course emphasizes the integration of chromatic harmony with piano performance skills, including chromatic figured bass realization and complex play and-sing exercises. *Graded analysis and composition projects from this class are included in the Major Exit portfolio.*

**Prerequisite: MU 201**

**MU 203. Jazz History (2 credit hours)**

This course is an overview of the musical contributions of African Americans in the field of jazz music.

**MU 204 Ear Drills and Sight Singing III (1 credit hour)**

This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight singing of tonal music. **Prerequisites: MU 201**

**MU 205 Ear Drills and Sight Singing IV (1 credit hour)**

This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight-singing of tonal music. **Prerequisite: MU 202**

**MU 209. Inspirational Singers (1 credit hour)**

This choir will share and promote the universal love expressed through gospel music, and will provide historical perspectives in an inclusive environment that will aid in enhancing positive experiences for its members. **Participation is open to all majors.**

**MU 211. Jazz Improvisation I (2 credit hours)**

This course introduces the theoretical concepts that underlie melodic jazz improvisation, provides opportunities to apply these concepts in a

stimulated performance setting, and thus assists the student in developing an imaginative personal style. **Prerequisite: Non majors with consent of instructor.**

**MU 212. Marching Band (1 credit hour)**

Admission into the Miles College large-scale instrumental ensemble is by audition.

**MU 213 Jazz Band (1 credit hour)**

This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements. **Pre-requisite: Non majors with consent of instructor.**

**MU 214. Brass Band**

This course emphasizes skill development, repertoire and performance requirements of the Large Brass Trombone Choir/ Band Brass Students. Study and performance of standard and contemporary literature for brass chamber ensembles, with emphasis on the development of small ensemble skills. Includes trumpet choirs, trombone ensemble, tuba-euphonium ensemble, and brass quintet. **Prerequisite: Non-majors with consent of instructor.**

**MU 215. Opera Workshop (1 credit hour)**

This course is an interdisciplinary performance oriented class that is designed to integrate musical and theatrical performance skills for the singing actor. **Prerequisite: Non-majors audition with consent of instructor.**

**MU 216 . Piano Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216. Woodwind Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216 Percussion Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Pre-requisite: Non-majors audition with consent of instructor**

**MU 216 Brass Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216 String Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216 Handbell Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216. Guitar Ensemble (1 credit hour)**

Class is scheduled to meet every semester TBA. **Prerequisite: Non-majors audition with consent of instructor**

**MU 216. Jazz Combo (1 credit hour)**

Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation. **Prerequisite: Placement by Faculty Audition**

**MU 216. Chamber Singers (1 credit hour)**

Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation. Class is scheduled to meet every semester TBA. **Prerequisite: Placement by Faculty Audition.**

**MU 218. Church Organ I (2 credit hours)**

This course will prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services. **Prerequisite: MU 232**

**MU 219. Church Organ II (2 credit hours)**

This course will continue to prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services. **Prerequisite: MU 219**

**MU 221. Wind Band Ensemble (1 credit hour)**

This course includes advanced wind ensemble repertoire. **Prerequisite: Participation is by faculty audition.**

**MU 222. The Jazz Singer I (2 credit hours)**

This course, also known as the Jazz Voice Class, is designed to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound. **Prerequisite: Consent of instructor**

**MU 223. The Jazz Singer II (2 credit hours)**

This course is a continuation of MU 222 Jazz Singer I, also known as the Jazz Voice Class. It is designed to continue to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound. **Prerequisite: MU 222 with consent of instructor.**

**MU 231. Keyboard Musicianship III (2 credit hours)**

This course develops intermediate-level technical fluency at the keyboard, including repertoire, harmonizing melodies, sight-reading, transposition, and improvisation. **Prerequisite:** MU 132

**MU 232. Keyboard Musicianship IV (2 credit hours)**

This course continues the development of the skills studied in MU 231. *Grade sheets from this course are included in the Music Major Exit portfolio.* **Prerequisite:** MU 231

**MU. 233. Jazz Piano I (1 credit hour)**

In this courses, students will explore jazz chord voicings with tensions, how to interpret melodies and phrases with an authentic jazz feel, improvisation, jazz bass lines, and how to develop effective introductions and endings to songs. **Prerequisite:** Consent of instructor

**MU 234. Jazz Piano II (1 credit hour)**

In this courses, students continue their mastery of jazz chord voicings with tensions, and interpreting melodies and phrases with authentic jazz feel. **Prerequisite** MU 233 or consent of instructor

**MU 241 Applied Music**

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. *Jury sheets from Applied Music are included in the Music Major Exit Portfolio.* **Prerequisite** MU 142

**MU 242 Applied Music**

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. *Jury sheets from Applied Music are included in the Music Major Exit Portfolio.* **Prerequisite** MU 241

**MU 295 Music Education Lab I**

This Lab class introduces an in depth, hands-on knowledge and skills of the major approaches to Music Education within an Elementary School setting, including Orff, Dalcroze, Laban, Suzuki, Weikart, Kodaly, and Gordon. Students will practice movement sequences and techniques, dance, song literature, content and skill learning sequences for tonal and rhythm elements of music, the development of audiation, recorder, and Elementary School Choir concepts. Students will develop a repertoire of lesson plans and will practice teach. Students will develop basic understanding of integration in music.

**MU 300. Choral Composition and Arranging (2 credit hours)**

This course will guide the prospective choral music educator in developing abilities to apply the elements of music to composing and arranging for voices. *The final project in this course is included in the portfolio for the MEC Bachelor of Music Education Degree.* **Prerequisite:** MU 202

**MU 301. Orchestration and Arranging (2 credit hours)**

In this course, the student investigates the techniques of orchestrating and arranging for orchestra, band, and instrumental chamber ensembles. Emphasis will be placed on past successful styles of orchestration. *Music Education Portfolio for MEI majors: The final project in this course is included in the portfolio.* **Prerequisite:** MU 202

**MU 302. Conducting (2 credit hours)**

This course introduces the student to basic baton technique and score reading for instrumental and choral conductors. **Prerequisites:** MU 202, MU 232

**MU 303. Introduction to Music Teaching (3 credit hours)**

This course acquaints pre-professionals with the music education profession. Classroom observation and case analyses provide students with required pedagogical foundations for music teaching.

**MU 304. Form and Analysis (2 credit hours)**

This course continues the study of musical form, with an emphasis on structural phenomena and complex forms. **Prerequisite:** MU 202

**MU 305. Music Technology (2 credit hours)**

This course introduces the student to computer technology, nomenclature, and the use of personal computers as productivity tools, with an emphasis on these competencies' application to the field of music. Computer music notation, sequencing, sampling, and other musical applications will be introduced. **Prerequisite:** MU 202

**MU 307. Jazz Education Forum (1 credit hour)**

This course provides the BA Jazz Studies Concentration Major a weekly 1 hr forum for Jazz informance presentations that include visiting jazz musicians, artists, clinicians, self evaluation, jazz performance evaluations as well as opportunities for distance learning exchanges. Extended faculty mentoring and coaching is continuously available. In these sessions, attendance is required. **Prerequisite: This forum is open to non-majors with the consent of instructor**

**MU321. Voice Diction (2 credit hours)**

In this course, the student investigates diction for singers and mastering the International Phonetic Alphabet as the foundation for study. Coursework includes written and aural assignments, as well as in-class performances of English and foreign language repertoire. *Grade sheets for vocal performance projects are included in the Music Education Exit Portfolio.* **Prerequisite:** Acceptance into the music major or permission of instructor

**MU 322. Vocal Pedagogy (2 credit hours)**

In this course, the student investigates the science of the voice, including voice physiology and health, as well as methods of teaching voice. A *digital video recording of the MEC student's micro teaching demonstration is included in the BME Exit portfolio*. **Prerequisite: MU 321 or permission of instructor.**

**MU 325. Jazz Pedagogy (2 credit hours)**

This course provides students with a familiarity with jazz pedagogy methodologies and resources. Students develop relative proficiencies and competence with implementing jazz ensemble rehearsal skills and techniques that are appropriate for both large and small jazz ensembles.

**Prerequisite: Consent of instructor**

**MU 328. Jazz Theory I (2 credit hours)**

This course is an introduction to the language of Jazz improvisation. It is a study of its rhythms, articulation, style, harmony, melody, simple analysis, and of chord and scale relationships. **Prerequisite: Aural and keyboard harmony proficiency skills**

**MU 330. Jazz Harmony and Arranging (2 credit hours)**

This course is a study of basic melodic and harmonic materials commonly used in Jazz. Students complete arranging projects that are appropriate for small jazz groups. **Prerequisite: MU 101 or consent of instructor**

**MU 333. Contemporary Keyboard Harmony (1 credit hour)**

In this course students learn the fundamental approach to understanding contemporary keyboard harmony, master chords and modern chord voicings. Students are introduced to essential harmonic vocabulary that will also improve their abilities to compose and play contemporary gospel music as needed. **Prerequisite: MU 232 and consent of instructor**

**MU 334. Techniques of Accompanying (2 credit hours)**

This course was designed to enable the ability to play a piano and other appropriate keyboard instruments with sufficient skills to accompany other student performers. This class requires all piano majors to learn repertoire and perform as an accompanists to at least (one) assigned vocalists or ensemble group of their choice during the term. **Prerequisite: MU232**

**MU 341. Applied Music (1 credit hour)**

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. *Jury sheets from Applied Music are included in Music Education Exit Portfolio*

**MU 342. Pre-Recital Hearing (1 credit hour)**

This course is a companion pre-hearing course to the MU 343 Junior Recital. All music majors ( *voice, piano, organ, band/orchestral and jazz studies concentration majors* ) must register for the MU 342 and MU 343 applied jury courses in the same semester. All music majors ( *voice, piano, organ, band/orchestral and jazz studies concentration majors* ) at the MU 342 level, must perform a minimum of (2) repertoire selections from the Junior Recital program as well as meet technical, skill and aural sight-singing proficiency requirements of the MU 342 Applied jury level. (See Music Handbook for additional information)

**MU 343. Junior Recital (1 credit hour)**

The MU 343 Junior Recital is a required 30 minute performance and is the pre- exit performance assessment for both the BA and BME Music Major ( *voice, piano, organ, band/orchestral and jazz studies concentration majors* ). The Junior Recital is only open to students who have been accepted into the major. The course is a companion course to the MU 342 Applied Music Pre-Recital Hearing. **Prerequisite: All music majors must register for the MU 342 and MU 343 courses in the same semester.**

**MU 347. Music for the Exceptional Child (3 credit hours)**

In this course, music education majors demonstrate knowledge and abilities to coordinate the effort of a large group of students with diverse backgrounds and abilities to accomplish desired musical objectives. Emphasis is on preparation to teach music to students with special needs, make practical classroom adaptations and use modification and assessment techniques for teaching students with special needs across music tasks. **Prerequisites: Acceptance into TEP**

**MU 351. Music History and Literature I (2 credit hours)**

In this course, students demonstrate knowledge of music history and the literature of Western and Non-Western cultures, including ethnic, multicultural contributions to music and the relationship of music to the other arts from 1400-1750.

**MU 352. Music History and Literature II (2 credit hours)**

This course is a continuation of MU 351. It explores music from 1750 to the present. **Prerequisite: MU 351**

**MU 354. Introduction to World Music (2 credit hours)**

This course is a survey of music focusing on non-Western cultures. Students learn about selected musical traditions from throughout the world with emphasis on how music functions as part of the daily life in particular societies. **Prerequisite: Consent of instructor.**

**MU 355. Elementary General Music (2 credit hours)**

This course prepares the musician- teacher to be able to lead students to competency, to apply general music knowledge and skills in teaching situations, and to integrate general music instruction across P-12 schools and instructional tasks. **Prerequisites: Acceptance into TEP**

**MU 356. Music Methods P-12 — Instrumental (3 credit hours)**

This course introduces the MEI major to the methods and materials necessary for P-12 music teaching and learning in the instrumental music classroom. *Music Education Portfolio for MEI students: Marching band drills from this course are included in the portfolio*. **Prerequisite: Acceptance into TEP**

**MU 357. Music Methods P-12 — Choral (3 credit hours)**

This course introduces the MEC major to the methods and materials necessary for P-12 music teaching and learning in the general/vocal choral music classroom: *A choral arrangement for changed voices is to be completed in this course and included in the portfolio.* **Prerequisite:** Acceptance into TEP

**MU 361. Church Music Literature (3 credit hours)**

This course is designed to introduce students to the history and the importance of the use of hymns and anthems in traditional music worship

**MU 362. Church Music Administration and Methods (3 credit hours)**

This course prepares students to plan worship services, administer graded choirs, maintain a music library, develop an understanding of church staff relationships, and supervise church/community music training. This course continues the study of baton technique and score reading for choral conductors. **Prerequisite:** MU 302

**MU 363. History of Church Music (2 credit hours)**

This course is a survey of music from the Old Testament period to the twentieth century Pentacostal Movement. Emphasis is placed on the analysis of trends in church music history through means of musical literature and listening examples. **Prerequisite:** Consent of instructor.

**MU 364. Contemporary Music Worship (2 credit hours)**

This course will introduce students to the development of music and worship throughout the history of the Christian Church; to understand the spiritual movements from which they arose, evaluate their effect on the Church's worship life, compare and contrast worship movements, and apply historical ideas to current worship situations. **Prerequisite:** MU 363

**MU 365. Children's Music Ministry (2 credit hours)**

This course focuses on identifying and utilizing available resources for using music in children's worship services demonstrating a basic knowledge of the historical role of music with the church and its various ministries. Students will also apply knowledge and understanding of the child's voice and how to approach recommended preparation and planning for children's choirs through the Church Music Concentration.

**Prerequisite:** Consent of instructor.

**MU 366. Foundations of Music Education (2 credit hours)**

In this course students will study the historical, philosophical, sociological, aesthetic and psychological foundations that support comprehensive music knowledge, understanding and performance.

**MU 371. Woodwind Methods (2 credit hours)**

This course introduces the student to standard woodwind instruments and techniques. Emphasis is upon developing and teaching basic concepts of woodwind instruments appropriate to teaching woodwind music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.*

**MU 372. String Methods (2 credit hours)**

This course introduces the student to standard string instruments and techniques. Emphasis is upon developing and teaching basic concepts of string instruments appropriate to teaching string music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.*

**MU 373. Percussion Methods (2 credit hours)**

This course introduces the student to standard percussion instruments and techniques. Emphasis is upon developing and teaching basic concepts of percussion instruments appropriate to teaching percussion music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.*

**MU 374. Brass Methods (2 credit hours)**

This course introduces the student to standard brass instruments and techniques. Emphasis is upon developing and teaching basic concepts of brass instruments appropriate to teaching brass music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Music Education Portfolio: Video recordings of micro teaching demonstrations are included in the portfolio.*

**MU 379. Choral Music for Instrumental Majors (2 credit hours)**

This course is an introductory study of the curriculum, materials, organization and administration of choral music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEI music majors supplementary skills needed to be successful in choral music teaching positions in P-12 schools.

**MU 380. Instrumental Music for Choral Majors (2 credit hours)**

This course is an introductory study of the curriculum, materials, organization and administration of instrumental music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEC music majors supplementary skills needed to be successful in instrumental music teaching positions in P-12 schools.

### **MU 395 Music Education Lab II**

This course is a weekly demonstration class that will provide pre-service learning experience and practice in implementing required certification standards to teach choral music at various levels to different age groups and in a variety of choral ensemble settings. **Prerequisite MU 322**

### **MU 399. Writing about Music (1 credit hour)**

This course emphasizes clear and effective writing about music and its historical, cultural, and artistic context. It also emphasizes language proficiency, logical thinking, and research methods.

### **MU 402. Senior Project Pre-Hearing Evaluation (1 credit hour)**

This course is a companion pre-hearing to the MU 403 Senior Project Exit Exam. BA music majors ( *voice, piano, organ, band/orchestral and jazz studies concentration majors* ) may choose to present a final Senior Project as their Major Exit Assessment instead of the traditional performance Senior Exit Recital. In doing so, students must register for MU 402 and 403 in the same semester and present all required Pre-Project hearing information to a music faculty committee before approval is granted to present the MU 403 Senior Project final public presentation. **Co-requisite: MU 403**

### **MU403. Senior Project (1 credit hour)**

This course guides the research and development of a comprehensive scholarly paper on a significant topic in music or music education when presented and published will satisfy the BA music major Senior Project Exit Exam requirement. Co-Requisite: To complete this course, students must submit the Bachelor Of Arts in Music Portfolio. **Co-requisite: MU 402**

### **MU 404. Advanced Conducting — Instrumental (2 credit hours)**

This course continues the study of baton technique and score reading for instrumental conductors. **Prerequisite: Completion of MU 302**

### **MU 405. Advanced Conducting — Choral (2 credit hours)**

This course continues the study of baton technique and score reading for choral conductors. **Prerequisite: MU 302**

### **MU 441 Final Recital Hearing**

This course is the final Recital hearing jury for all music majors electing the MU 413 Senior Recital as their Exit Exam. In doing so, students must elect the MU 441 and the MU 413 in the same semester, and present all required Pre- Recital hearing information to a music faculty committee before approval is granted to present the final MU 413 Senior Recital. (See Music Handbook for additional information.)

**Prerequisite: MU 343**

### **MU 413. Senior Recital (1 credit hour)**

In this class, students receive final instructional coaching in the preparation and performance of a public recital on the student's major instrument or voice. Student is obligated to follow recital standards, requirements and procedures as described in the music student handbook. This course is repeatable until all requirements are satisfied. All Senior Recital performances for Music Education Majors are presented in the Fall Semester of the majors' senior year. *A digital recording of the student in recital is included in the Music Education Exit Portfolio.* **Prerequisite: MU 441**

### **MU 444. Senior Seminar (1 credit hour)**

This course is only required of the Bachelor of Education Majors. Students gather for a weekly meeting to discuss issues pertaining to student teaching. This course must be taken in tandem with MU 445. *Music Education Portfolio. To complete MU 444 the student must submit the Music Education Portfolio.*

### **MU 445. Directed Teaching and Observation of Music at the Elementary and Secondary School Levels/Choral and Instrumental Music (12 credit hours)**

This course is only required of the Bachelor of Music Education major. The course provides student teaching experiences only for music education majors who have successfully passed the PRAXIS II Teacher Certification test while enrolled in Miles College. The completion of the BME *Music Education Portfolio for MEC students: (1) a digital video recording of the MEC student conducting and (2) a digital video recording of the MEC student using the voice as an effective teaching tool are included in the portfolio. Music Education Portfolio for MEI students: A video recording of student teaching of an instrument to an individual and/or a small group is included in the portfolio.* **Prerequisite: Student must pass the Alabama PRAXIS II Teacher Certification Test with a score of 150 or better.**

### **PE 118. Roller Skating (1 credit hour)**

### **PE 119. Low Impact Aerobics (1 credit hour)**

### **PE 122. Personal and Community Health (3 credit hours)**

This is a coeducational course providing basic concepts and orientation to health and physical education. Emphasis is placed on the concept of physical and mental "wellness" and disease prevention.

### **HP 324. Elem. Methods in Health and Physical Education (P-6) (3 credit hours)**

This course is designed to provide the professional undergraduate student with the skills necessary to properly organize, conduct, and evaluate health and physical education programs for students in grades P-6. Emphasis will be placed on curriculum design, yearly planning, unit planning, and daily lesson planning, as well as sound teaching strategies. In addition, emphasis will be placed on measurement and evaluation of learning, management of facilities and equipment and the creation of the proper learning environment. Laboratory experiences are provided.

## **PHYSICS – PH**

### **PH 102. Physical Science (3 credit hours)**

This course is an introductory course designed to help students understand the nature of the physical universe and the scientific method of investigation. Major topics include measurements, the study of light, crystals, diffractions and interferences of light, differences in matter, matter in motion, energy, kinetics theories of gases, bonding forces, electric charges in motion, models of atoms, ions, and the nature of an ionic crystal, molecules and non-ionic materials. *Three lecture hours and a two hours laboratory per week.*

### **PH 102L. Physical Science Lab (1 credit hour)**

Lab component to accompany corresponding course.

**PH 301. College Physics (3 credit hours)**

This course covers the fundamental concepts of physics, introduction of mechanics (statics and dynamics), mechanical properties of matter, and wave phenomena. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** MA 110, MA111

**PH 301L. College Physics Lab (1 credit hour)**

Lab component to accompany corresponding course.

**PH 302. College Physics (3 credit hours)**

This course is an introduction to heat and thermodynamics, static and current electricity, magnetism, and geometrical and physical optics. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** PH 301

**PH 302L. College Physics Lab (1 credit hour)**

Lab component to accompany corresponding course.

**PHILOSOPHY – PI****PI 216. Introduction to Philosophy (3credit hours)**

This course examines major problems such as the nature of knowledge, reality, truth, and morality. It also considers the relation of philosophy to science and religion; analysis and synthesis; valid and invalid arguments.

**PI 218. Ethical Issues (3credit hours)**

Students will examine the nature of good and evil, right and wrong, the grounds of moral choice and decision, and the resolution of moral conflicts.

**PI 301. History of Philosophy (3 credit hours)**

This course includes a study of Pre-Socratic thought, medieval philosophy, the Renaissance, and contemporary trends. **Prerequisite:** PI 216.

**PI 305. Philosophy of Science (3 credit hours)**

This course explores theoretical foundations of modern science. It is especially recommended for science majors. Others admitted with permission of the instructor. **Prerequisite:** PI 216.

**PI 306. Contemporary Ethical Thought (3 credit hours)**

This course analyzes modern ethical positions including Contemporary Christian Ethics, Existentialism, Atheism, Objectivism, and Positivism.

**Prerequisites:** PI 216, PI218.

**POLITICAL SCIENCE – PS****PS 201. Introduction to American Government (3 credit hours)**

This introductory course is designed to acquaint the student with the origin, development, structure, and function of the American system of government. Emphasis is placed on the political processes produced by individuals and institutions.

**PS 203. State and Local Governments (3credit hours)**

This course examines the nature and background of state and local government units in the United States. It also emphasizes the organization and function of these governmental units. **Prerequisite:** PS 201.

**PS 300. Introduction to Political Science (3 credit hours)**

An introduction to the study of conflict and competition for political power, this course focuses on the nature, principles, and limits of political authority.

**PS 301. India – Government and Politics (3credit hours)**

This introductory course is designed to acquaint the student with the political process in India. It emphasizes federal political institutions.

**PS 302. Public Policy (3 credit hours)**

This course deals with the essential ingredients of American policy making. The major domestic policy areas (e.g. energy, environment, economy and civil rights) are explored. The objectives of those who have been active in shaping policies, including government officials and interested groups, are explained. **Prerequisite:** PS 201.

**PS 305. Civil Rights and Civil Liberties (3 credit hours)**

This course attempts to cope primarily with the major problems of maintaining a balance in American society between liberty and order, between diversity and uniformity, and most importantly, between individual rights, and collective needs. Recognizing that the judiciary has become critical in the protection of individual rights, the emphasis will be on court decisions dealing with racial discrimination, free speech, separation of church and state, and the rights of the criminally accused. **Prerequisites:** PS 201, PS 300.

**PS 306. Municipal Government (3 credit hours)**

A study of local municipalities in the United States, this course explores legal aspects of city government; local election problems; types of municipal government; problems of metropolitan areas, the relationship of Cities to other units of local governments; and problems of city government today. It also considers zoning, planning, housing, revenues, and urban renewals. **Prerequisites:** PS 201, PS 203.

**PS 309. The United States Congress (3 credit hours)**

The United States Congress is an examination of the institution's constitutional origins, functions of Congress, its policy-making role, and its structures and procedures. Additionally, this course will examine Congress' relationship with the other two branches of government, the electorate, media and interest groups. **Prerequisite:** PS 201

**PS 310. The American Presidency (3 credit hours)**

The American Presidency is an examination of the most powerful yet unique institution in the world. The course will examine the development of the US presidency from its origins to the present day, presidential powers and responsibilities, the president's relationship with Congress and the federal courts, the performance of presidents relative to the public's expectations and domestic and foreign policy. **Prerequisite:** PS 201

**PS 400. Public Law and Judicial Process (3 credit hours)**

This course explores the nature of public and private law; the development of the Anglo-American legal system, and the theories of law and jurisprudence. It also considers the American court system, exercise of judicial power, restraints upon courts, the written constitution, and



the impact of selected judicial decisions. **Prerequisite: PS 201**

**PS 401. Comparative Government (3 credit hours)**

This course compares political institutions, processes and practices of various nation-states and selected concepts and ideals which underlie their political systems. **Prerequisite: PS 300**

**PS 402. The Intelligence Community and National Security (3 credit hours)**

A study of the fundamental elements of national intelligence theory and application. Students are expected to learn how domestic and global decisions are developed and fabricated into both national and international strategies.

**PS 403. Non-Western Political Systems (3 credit hours)**

Torn from today's headlines about conflict and conflict resolution, this course is a study of new states. Class discussion examines the successes and failures in the public policies of the newly independent countries of Asia, South Asia, Africa, and Latin America who have thrown off their colonial masters. **Prerequisite: PS 300**

**PS 404. International Relations and Politics (3 credit hours)**

This study of interactions among sovereign nation-states includes such concepts as balance of power, interdependency, imperialism, neo-colonialism, and "super" powers in a changing political and economic environment. **Prerequisite: PS 300**

**PS 405. Political Ideologies (3 credit hours)**

This course subjects major political ideologies and major historically interrelated issues to political analysis. It also considers development and change in the major ideologies of the era, including communism, corporatism, fascism, liberalism, and socialism. **Prerequisite: PS 300**

**PS 406. Political Theory (3 credit hours)**

Students will learn about the philosophical foundations of Western Civilization from Plato to the present. **Prerequisite: PS 300**

**PS 410. Public Administration (3 credit hours)**

This course is a study of institutions and processes of government administration and management. **Pre-requisite: PS 201**

**PS 416. Public Administration Internship (4 credit hours)**

Students will work a minimum of ten hours a week in a federal, local or state agency or office approved by the instructor. The work will be under the supervision of a member of the agency or office in which the student is placed for a period of 100 hours or ten weeks. During this internship period, the student will attend a three-hour seminar every two weeks to discuss, receive, and disseminate information pertinent to problems and contemporary issues in public administration. **Prerequisites: PS 201**

**PSYCHOLOGY — PSY**

**PSY 201. General Psychology (3 credit hours)**

The course is the study of general psychology from the modern viewpoint. It seeks to acquaint the student with the subject matter of psychology and its development as a science and to interpret to the student the fundamental laws of psychology and basic terminology of the field.

**PSY 301. Educational Psychology (3 credit hours)**

This course involves the psychology of teaching and learning. It is an introduction to the study of psychological dimensions of the education process. It involves the study of basic drives and mechanics in relation to educational situations and individual's differences. This course also introduces processors, conditions, and evaluations of learning and related methodologies of teaching. Also included in this course are evaluations of pre-teaching field experiences and in-depth analysis of the psychological basis of learning. Particular emphases are placed on development and modification of cognitive and affective behavior. **Prerequisite: PSY 201 Required for admission to TEP.**

**PSY 306. Human Growth and Development (3 credit hours)**

This course involves the study of physical, mental, social, emotional and moral development of young people from conception to late adolescence. Also included are the analysis of the function of the teacher and the school in the direction, measurement, and evaluation of individual growth and development by using various sociological and philosophical factors underlying child development and growth. The course also consists of studies involving the relationship between mental and bodily functions and the evolving personality of the child, and how the experiences in the child-parent and child-playmate relationship determine the emotional and moral aspects of the individual personality. **Prerequisite: PSY 201.**

**RELIGION – RE**

**RE 211. Survey of World Religions (3 credit hours)**

This course presents a comparative study of the major religions of the world.

**RE 215. Religious Experience and Community (3 credit hours)**

This course presents an analysis of the religious implications of personal experiences and social conditions.

**RE 303. Introduction to the Old Testament (3 credit hours)**

This study of selected themes from the Old Testament is designed to make it possible for the student to read and understand the Old Testament as an expression of the development of the Hebrew religion and its literature.

**RE 304. Introduction to the New Testament (3 credit hours)**

This course examines the beginning and growth of the Christian religion during the first century, as revealed in the New Testament.

**RE 321. The Old Testament Prophets (3 credit hours)**

This course is an intensive study of the prophetic tradition and its effects on Judaism and Christianity.

**RE 332. Christ and the Gospels (3 credit hours)**

Students will learn about the life of Christ and the development of Christianity as seen in the Gospels.

**RE 336. Life and Teachings of Paul (3 credit hours)**

This is a careful study of Paul's life and thinking, especially as revealed in his letters.

**RE 340H. The History and Meaning of Black Theology in America (3 credit hours)**

This course is a systematic study of the development of Black Theology in America. It will cover the major contemporary theological, religious, social and political movements from 1966-1979 and explore the impact these movements had on biblical interpretation in the Black Church.

#### **REAL ESTATE – RL**

##### **RL 420. Principles of Real Estate I (3 credit hours)**

This course covers real estate principles and practices, rights and interests in real estate, real estate contracts, title transfer, deeds and recordation, financing and mortgages, taxes and liens, real property insurance, federal regulations and state licensing, brokerage operations, listing advertising and selling, closing and escrow, and real estate investments. **Prerequisite: MA 101.**

##### **RL 430. Principles of Real Estate II (3 credit hours)**

This course covers real estate practice, contracts, financing, mortgages, and federal and state regulations, specifically Alabama state licensing regulations. **Prerequisite: RL 420**

#### **READING – REA**

##### **REA 100. College Reading (3 credit hours)**

REA 100 is designed to promote learning by introducing contemporary articles that highlight academic knowledge expected of educated thinkers. It also encourages students to use a progressive approach to improve their reading comprehension and critical thinking skills. Student must complete the course with a passing grade of “C.”

#### **SOCIOLOGY – SO**

##### **SO 200. Introduction to Sociology (3 credit hours)**

This introductory course is designed to acquaint the student with the origin, growth, development, structure and function of social institutions. It emphasizes the social processes of human associations which stem from the interaction between persons and groups.

##### **SO 301. South Asian Society and Culture (3 credit hours)**

This course is designed to provide the student with information – geographic, cultural, economic, political, historical, and religious – about the seven Asian countries that constitute the South Asian Association for Regional Cooperation (SAARC). It emphasizes exploring major social and cultural institutions in these countries – India, Pakistan, Bangladesh, Sri Lanka, Nepal, Bhutan, and Maldives.

##### **SO 304. Race and Ethnic Relations (3 credit hours)**

Deals with the history of immigration and ethnic composition of the population in the United States, problems of minority groups; adjustment and assimilation, immigration, legislation, and administration. **Prerequisite: SO 200.**

##### **SO 307. Marriage and the Family (3 credit hours)**

This course is a study of contemporary trends in marriage and domestic relations and their ethnological and historical backgrounds. It includes marriage laws, mate selection, husband and wife relationship; size of family and the role of the child. **Prerequisite: SO 300.**

##### **SO 309. Criminology (3 credit hours)**

Students will learn about the development of the criminal within a cultural and social milieu. The course will explore the theory and practice of punishment and the analysis, description, and administration of criminal law, including courts and police, jails and prisons, probation, pardon and parole.

##### **SO 314. Human Sexuality (3 credit hours)**

This course studies information, trends, and problems relating to human sexual matters. It re-examines the place and meaning of sexuality in our lives and in our society. The subject matter will include a broad range of disciplines including theology, biology, sociology, education, counseling, medicine, psychology, and law.

##### **SO 316. Death and Dying (3 credit hours)**

This course examines issues relating to death and dying from sociological and social-psychological perspectives. It considers the relationship between age and the meaning of death, characterization of the dying process, and recent trends in the handling of death and dying.

##### **SO 317. Introduction to Gerontology (3 credit hours)**

This course examines biological, sociological and psychological aspects of the aging process. It considers behavioral and structural implications of the aging population in America with an emphasis on aging and interpersonal behavior; aging and social structure, and aging and social intervention.

##### **SO 318. The Aging Black Family in American Society (3 credit hours)**

This course explores some cultural and ethnic components of the aging Black family in America. It includes intra- and inter-generational relations as well as family-related role negotiations and transitions.

#### **SPANISH – SPA**

##### **SPA 101. Elementary Spanish I (3 credit hours)**

This course is an introduction to the Spanish language and culture. Oral skills are stressed, along with reading, writing, and grammar.

##### **SPA 102. Elementary Spanish II (3 credit hours)**

This course continues to build the basic skills of Spanish. Oral skills are stressed, along with reading, writing, and grammar.

**Prerequisite: SPA 101**

##### **SPA 201. Intermediate Spanish I (3 credit hours)**

This course encourages further development of speaking, listening, reading, and writing skills in Spanish and of the student's knowledge of Spanish-speaking cultures. **Prerequisites: SPA 102 or placement test**

##### **SPA 202. Intermediate Spanish II (3 credit hours)**

This course continues the development of speaking, listening, reading, and writing skills in Spanish and of the student's knowledge of Spanish-speaking cultures. **Prerequisite: SPA 201**

**SPA 230. Conversation and Writing (3 credit hours)**

This course is designed for students at the intermediate level in Spanish. This course provides for development of proficiency in both spoken and written Spanish. This course will emphasize speaking and writing in everyday life situations. At the end of the semester students will be able to have simple conversation with native speaker they will also be able to elicit and give basic information. The cultural component of the course will aim to familiarize the student with the culture lifestyle and values of Spanish speakers.

**SPA 302. Latin American Civilization and Culture (3 credit hours)**

Spanish 302 is a survey of Latin American civilization and culture from the conquest to the present. This is a look at the past and the present through the study of history, art, literature, and music. The class will include lectures, readings, student's research and presentations, videos, slides, excursions, interviews and guest speakers. The course content will be presented from a dual perspective and the students on occasions will need to take a side in the debates and express their thoughts. All this will be done with the purpose of emphasizing critical thinking and inquiry-guided learning. The material covered will be divided in five mayor section: (A) The Spaniards conquest and the colonial system, (B) National independence (C) revolution and dictatorships, (D) USA and the Americas and (E) Latin America today.

**SPEECH – SPE**

**SPE 111. Fundamentals of Speech (3 credit hours)**

This course is designed to equip students with the skills necessary for an effective working knowledge of oral communication. Students will also benefit from a clear, hands-on approach to learning the processes and skills of interpersonal, group, and public communication.

**SPE 112. Forensics and Debate (1 credit hour)**

This course is designed to equip students in the art of competitive public speaking, analytical thinking, performance, and debate.

**Prerequisite: SPE 111.**

**SPE 211. Voice and Diction (3 credit hours)**

This course is designed for students who want to improve their speech by improving their voices. This class is structured to give students a conceptual working knowledge by emphasizing sound production, voice quality, verbal articulation, and voice strengthening.

**SOCIAL SCIENCE – SS**

**SS 101. African- American Experience (3 credit hours)**

This survey course of the history of African-Americans in the United States explores the African background, the origin and development of slavery, the abolitionist and protest movements, legislative and judicial efforts to achieve racial equality, and contributions of African-Americans to American society. Special emphasis is placed on the economic and political rights of African-Americans since the 1960s.

**SS 301. Social Statistics (3 credit hours)**

This course presents elementary techniques and analyses applied to social and behavioral data. It explains the preparation and use of graphs and tables; measures of central tendency and dispersion; probability and sampling; tests of significance, and measures of association. **Prerequisite: MA 101**

**SS 303. Introduction to Anthropology (3 credit hours)**

Students will learn about of preliterate societies, their social and cultural institutions and their contributions to civilizations. Special emphasis is given to the study of the origin of the human race, language, family, religion, ideas, law and government. Applied anthropology and present day cultural trends are also analyzed.

**SS 403. Methods of Social Research I (3 credit hours)**

This course is a study of fundamentals of social scientific inquiry; concept formation, hypothesis testing; empirical laws and empirical generalizations, explanation and prediction; measurement, sampling; data gathering techniques and research design. **Prerequisite: SS 301**

**SS 404. Methods of Social Research II (3 credit hours)**

This course presents an intensive analysis of social data and statistics; application of research principles; data collection; coding and data preparation; computer software systems; and report writing. **Prerequisites: SS 301, SS 402, Advanced junior standing**

**SS 449. Senior Seminar (3 credit hours)**

Senior Seminar is the capstone course for Political Science and History majors. Seniors will examine in greater detail the subfields of their majors, become familiar with scholarly writings and articles, and submit a major research paper related to their major. The course will be team-taught with instructors from the Political Science and History Departments and the Division Chair will serve as lead instructor. This course is offered to seniors and in the fall only. **Prerequisite: Senior standing**

**SOCIAL WORK--SWK**

**SWK 300. Introduction to Social Work (3 credit hours)**

The historical development of professional social work, values, ethics, practice, principles, fields of practice, and social work modalities.

**SWK 301. Social Work Practice I (3 credit hours)**

This is a content and laboratory course with learning experiences designed to facilitate the development of professional social work interviewing skills with individuals and families. The course covers engagement, assessment, treatment planning and case recording. NASW code of ethics and theories toward practice will also be examined. **Prerequisite: SWK 300, BSW Candidacy**

**SWK 302. Social Work Practice II (3 credit hours)**

This is a content and laboratory course designed to train social work students to facilitate groups. The beginning, transitional and ending phases of the group process will be examined. **Prerequisite: SWK 301**

**SWK 303. Social Work Practice III (3 credit hours)**

This is a content and laboratory course designed to examine macro social work practice. This course will cover social work practice with large groups, communities and social organizations. **Prerequisite: SWK 302**

**SWK 304. Human Behavior and the Social Environment I (3 credit hours)**

This course examines the major concepts and theories of the biological, social and psychological development from infancy to adolescence. This course also explores the behavior and development of diverse populations through adolescence. **Prerequisite: SWK 300, BSW Candidacy**

**SWK 305. Human Behavior and the Social Environment II (3 credit hours)**

This course examines the major concepts and theories of the biological, social and psychological development from young adulthood through late adulthood. This course also examines the influence of gender roles and sexual orientation in human growth and development.

**Prerequisite: SWK 304**

**SWK 306. Social Welfare Policy and Services I (3 credit hours)**

This course provides an analysis of the historical and philosophical development of social welfare and its relationship to social, political, economic, and cultural institutions. **Prerequisite: SWK 300, BSW Candidacy**

**SWK 307. Social Welfare Policy and Services II (3 credit hours)**

This course examines social welfare policy development, program analysis, and political and policy advocacy within the generalist social work practice framework. **Prerequisite: SWK 306.**

**SWK 308. Child Welfare (3 credit hours)**

The historical development of child welfare as field of social work practice. Federal, state, and local policies designed to meet the needs of children and their families.

**SWK 309. Social Services for Exceptional Children (3 credit hours)**

This course provides an overview of physical, social, emotional and educational needs of children with developmental disabilities and their families.

**SWK 310. Social Work with the Aged (3 credit hours)**

This course focuses on specific intervention techniques for generalist social work practice with the aged including an overview of theories, program and policies associated with the aging population.

**SWK 312. Social Work in the Health Care Settings (3 credit hours)**

This course is designed for students interested in obtaining an overview of the field of medical social work. It will explore the service rendered by social workers that provide support to those living with physical and mental illness. The role of social workers in several health care settings and in multidisciplinary teams will also be examined.

**SWK 313. Substance Abuse (3 credit hours)**

This course is designed to provide students with knowledge of substance abuse, addiction and its associated theories of causation. Special emphasis will be placed on socio-cultural aspects of alcohol and drug consumption, drug classifications, assessment and diagnosis treatment, relapse and prevention.

**SWK 314. Introduction of Mental Health (3 credit hours)**

Students will obtain knowledge of the theories and research regarding etiology of various mental disorders and the impact of these disorders on the client system.

**SWK 315. Introduction to Family Therapy (3 credit hours)**

This course is an examination of the history of family therapy. It focuses on systems theory and current theories and practice of family therapy. Video, oral and written case presentation will be utilized. Students will learn techniques of family therapy to use with their clients as they practice social work.

**SWK 316. Family Violence (3 credit hours)**

This course will provide the student with knowledge of the types, causes and effects of violence in the home with a focus on intimate partner violence. The student will also examine societal responses to family violence, including medical, legal and treatment responses to these acts.

**SWK 317. Social Services for People Living with HIV/AIDS (3 credit hours)**

This course emphasizes Social Work Practice issues in the provision of HIV/AIDS services.

**SWK 319. Social Work with Diverse Populations (3 credit hours)**

Students receive an in depth introduction into meanings and functions of cultural politics, prejudices, discrimination, racism, sexism, ageism, and oppression.

**SWK 320. Ethics in Social Work Practice (3 credit hours)** This course will examine the ethical issues, dilemmas and choices requiring ethical decision-making in social work practice. This course will help students acquire the knowledge base required to identify ethical issues, the skills necessary to resolve ethical dilemmas, and the capacity to make ethical decisions when confronted with conflicting duties and choices that occur within the context of a profession with a specific value base and a code of ethics specifying ethical principles and standards related to clients, colleagues employers, profession and broader society.

**SWK 410. Applied Social Research**

Application of the research process and proposal formulation for generalist social work practice with individuals, families, groups, communities, and organizations. A written research proposal is required. **Prerequisites: SS 301, SS 403.**

**SWK 415. Electric Writing for Generalist Practitioners (3 credit hours)**

Through didactic and computer instruction, the student will acquire the skills needed to critically analyze and synthesize data given for the purpose of service delivery.

**SWK 416. Field Practicum and Seminar I (9 credit hour)**

This course is the application of social work knowledge, values, ethics and practice principles. It provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. The course involves providing agency services while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending 250 clock hours in placement. Weekly seminar participation is required. **This course is taken concurrently with SWK 303. Prerequisites: BSW Candidacy, Completion of all upper level Social Work courses (with the exception of SWK 303 and 410) and 2.5 GPA.**

**Co-requisite: SWK 416L**

**SWK 416L. Field Practicum and Seminar I Lab (2 credit hours).**

This purpose of this course is to facilitate integration of the social work theory and practice on the basis of field practicum experiences. Co-requisite: **Corequisite: SWK 416**

**SWK 417. Field Practicum and Seminar II (9 credit hours)**

This course is the application of social work knowledge, values, ethics and practice principles. It provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. The course involves providing agency services while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending 250 clock hours in placement. Weekly seminar participation is required. This course is taken concurrently with SWK 410. **Prerequisites: SWK 416. Co-requisite: SWK 417L**

**SWK 417L. Field Practicum and Seminar II Lab (2 credit hours).**

This purpose of this course is to facilitate integration of the social work theory and practice on the basis of field practicum experiences.

**Co-requisite: SWK 417**

**THEATRE - TH**

**TH 200. Theatre Practicum (1 credit hour)**

The student receives 1 hour of credit for participation in theatre production. Acting, stage management, technical production, building, or running crew positions fulfill this requirement. This course may be taken for credit as many as three times for a total of three hours of production practicum.

**TH 209. Oral Interpretation (3 credit hours)**

This course is designed to provide students with the ability to read, understand, and effectively present literature in a verbal manner. Special emphasis is given to verbal language skills and understanding of character, as well as the delivery methods which make for the most effective presentation.

**TH 210. Beginning Acting (3 credit hours)**

This course will assist the student in approaching the theatrical experience from the perspectives of drama as a performing art, drama as literature, and drama as a unique craft that requires training in special skills related to performance. In this course, students will have the opportunity to reach out to an audience and communicate through voice, body, and every other means at the performer's disposal. **Prerequisites: TH 260**

**TH 211. Movement I (3 credit hours)**

This course is an introductory study of the concepts of preparing and performing a role on stage with specific emphasis on the actor's physicality and stage movement. Emphasis is placed on the imaginative and artistic use of the whole body in the development of acting roles.

**TH 260. Introduction to Theatre (3 credit hours)**

This course is a general survey course designed to introduce the theatrical experience to the student. By exploring all aspects of theatrical arts, students will gain an understanding of meaning and purpose in theatre production.

**TH 261. Play Production (3 credit hours)**

Play production is a course which will introduce students to all aspects of producing for the theatre. Each student will be exposed to facility evaluation and management, set design and construction, basic stage lighting, and basic costuming in an attempt to acquaint the student with basic knowledge of how the theatrical experience "happens." **Prerequisites: TH 260**

**TH 262. Costume and Makeup Design (3 credit hours)**

With two shows each year, students interested in Costume and Makeup Design have the opportunity to work side by side with our costume and makeup designer to bring each character to life on stage. From classes in the Costume Shop and Makeup Room to creating costumes and makeup designs for each production, our students develop their talents and skills in a hands-on, supportive environment. **Prerequisites: TH 261**

**TH 280. Plays on Film (3 credit hours)**

This course is designed to enhance a student's understanding and enjoyment of drama and cinematic art, with a focus on the symbiosis of the two.

**TH 300. Theatre Practicum (1 credit hour)**

The student receives 1 hour of credit for participation in theatre production. Acting, stage management, technical production, building, or running crew positions fulfill this requirement. This course may be taken for credit as many as three times for a total of three hours of production practicum. **Prerequisite: TH 200**

**TH 301. History of the Theatre I (3 credit hours)**

This course is a historical investigation of the theatre and dramatic literature from ancient Greece through 1800's. This includes African American Theatre. **Prerequisite: TH 260**

**TH 302. History of the Theatre II (3 credit hours)**

This course is a historical investigation of the theatre and dramatic literature from 1800 through the present. This includes African American Theatre. **Prerequisite: TH 301**

**TH 303 Directing I (3 credit hours)**

A studio class that investigates the fundamental skills a director needs to work with actors. Working with actors, students learn how to animate the text onstage through status exercises and scene work as they develop their skill in text work, staging, and dramatic storytelling.

**Prerequisite: TH 302**

**TH 308. Beginning Playwriting (3 credit hours)**

This course is dedicated to the process of writing for the stage. The primary goal of the course is to encourage students to write quickly, fluidly, and fearlessly. Emphasis is placed on experimentation and process, with the end result being quality work available for stage/film performance.

**Prerequisites: EN 102, TH 260**

**TH 309. Educational Theatre (3 credit hours)**

Educational Theatre is a course for the education/language arts student to enhance drama and creative dramatic skills in the classroom, as well as any educational setting.

**TH 310. Scenic Design and Painting for the Stage (3 credit hours)**

Scenic design and stage painting covers the fundamentals of the processes of designing and painting scenic elements for the stage, with a practical hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes.

**Prerequisite:** TH 200, TH 260

**TH 312. Intermediate Acting (3 credit hours).**

This course focuses on beginning scene study with an emphasis on exploring action/objective and the given circumstances of a selected text.

**Prerequisite:** TH 210

**TH 315. Makeup Design and Prosthetics for the Stage (3 credit hours)**

Makeup Design and Prosthetics for the stage covers the fundamentals of the processes of designing, building, and implementing makeup and prosthetic devices for the stage and film (including body makeup and hair design), with a practical hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes. **Prerequisite:** TH 301

**TH 320. Lighting Design and Audio Engineering (3 credit hours)**

Lighting Design and Audio Engineering covers the fundamentals of the processes of designing stage lighting and theatrical sound for the stage, with a practical hands-on approach to implementation of equipment, systems, and standard theatrical processes. **Prerequisite:** TH 201

**TH 325. Costume Design and Construction (3 credit hours)**

Costume Design and Construction covers the fundamentals of the processes of designing, building, and implementing costumes and costume pieces for the stage and film, with a practical, hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes. **Prerequisite:** TH 301

**TH 342. Advanced Theatre/Studio (3 credit hours)**

Advanced Theatre (Studio) is a course designed to allow a student the freedom to explore an area of interest in a primary concentration, develop a plan for addressing the interest, and fully promoting and producing the planned objectives to create a fully realized theatrical plan.

**Prerequisite:** TH 261

**TH 360. Special Topics/Workshops in Theatre (3 credit hours)**

This course is designed to address selected topics in a theatrical concentration or on a contemporary theatrical issue. These topics could include Regional Theatrical Practices, Theatrical Architecture, International Study, Concentrated Production Practices, and Specific Production Implementation and Development.

**TH 375. Drama as Literature (3 credit hours).**

Studies in the heightened realities of poetic drama. Verse analysis, research, methods and how to approach a classical dialogue.

**Prerequisite:** TH 301

**TH 400. Theatre Practicum (1 credit hour)**

The student receives 1 hour of credit for participation in theatre production. Acting, stage management, technical production, building, or running crew positions fulfill this requirement. This course may be taken for credit as many as three times for a total of three hours of production practicum. **Prerequisite:** TH 300

**TH 402. Advanced Acting (3 credit hours)**

This course is designed to help students reflect upon their work from Beginning Acting in order to improve their acting and technique. Advanced Acting is a performance-based class and all students are required to perform in front of the class and certain campus activities for evaluation. The course will focus primary on scene study and text analysis through improvisation, physical action, emotional exploration, monologue study, and Shakespeare's sonnets. **Prerequisite:** TH 312

**TH 403. Directing II (3 credit hours)** For the advanced student in directing. Intensive concentration on the full realization of a dramatic text from research and analysis through rehearsal and into performance. **Prerequisite:** TH 303

**TH 405. History of American Musical Theatre (3 credit hours)**

This course explores Musical Theatre in America, its origins, its development, and its effect on popular culture. Emphasis will be placed on examining productions, their creators, and performers. **Prerequisite:** TH 312

**TH 408. Advanced Playwriting (3 credit hours)**

This is a workshop course in the writing of drama. We will examine and write monologues, dialogue, ten-minute plays, as well as study and begin work on one-act and multi-act dramatic works. We will study various theories about constructing plays, read and discuss several plays that exemplify the theories, and workshop with plays-in-progress. The development of student writing will be facilitated by workshop feedback from peers as well as from the professor. This class will also attempt to attend and discuss local plays, and read and discuss professionally written scripts from a playwright's (writer's) point of view. While the focus of the course is on the construction of a script, we will also examine and discuss all parts of a possible and/or existing production. The skills learned in writing dialogue, character development and story will assist students as they pursue all creative writing genres. **Prerequisite:** TH 308

**TH 412. Narrative Theatre (3 credit hours).**

This course charts the development of performance studies and narrative drama. The course discerns the field's disciplinary influences and defining principles. We read many of the texts that are considered foundational, including the work of Richard Schechner, Joseph Roach, Erving Goffman, J.L. Austin, Judith Butler, among others. Particular attention is paid to the relevance of performance theory to theatre and dance studies.

**Prerequisite:** TH 309

**TH 414. Styles of Acting (3 credit hours)**

Styles of Acting is a course that will prepare the students to perform classical selections including, but not limited to Shakespeare, Sophocles, Aeschylus, Terrence and other earlier playwrights. **Prerequisite: TH 402**

**TH 449. Senior Seminar (1 credit hour)**

Students prepare polished audition material for their Performance Exit Exam presented during their final semester before a panel of judges who will critique their work. Open to seniors only, with permission of the program. **Prerequisite: Senior Standing**

**TH 460. Script Analysis (3 credit hours)**

This course is designed to guide the student to read and analyze stage scripts for historical, literary, and production perspectives as they relate to structure, style and period. **Prerequisite: TH 308**

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B.A., Mississippi College

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M.B.A., Jackson State University  
M.S., Jackson State University  
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**Addington, Marcus**, (*since 2015*)  
**Instructor, Biology**  
M.S., Clemson Univrsity

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B.V.S., University of Khartoum

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