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

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# ACCREDITATION

St. Thomas University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, law, and doctorate 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 St. Thomas University.



## BOARD OF TRUSTEES

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# PRESIDENT'S MESSAGE



Welcome to St. Thomas University, home of Biscayne College and the schools of Law; Science, Technology and Engineering Management; Theology and Ministry; Business; and Leadership Studies.

This catalog will give you a glimpse of the many exciting programs St. Thomas University's schools and college offer. For additional information please visit our website at [www.stu.edu](http://www.stu.edu).

Dedicated to "Developing Leaders for Life" for over 50 years, St. Thomas University looks to instill the academic, professional and social skills necessary for each of our students to become exemplary leaders in their chosen field and in their community as a whole.

At St. Thomas University, our faculty of leaders has dedicated their lives to ensuring the success of each student.

Since its founding in 1961, St. Thomas University has been an integral part of the fabric of Miami, growing with the city, and contributing substantially to the economic, social, and cultural development of its people. Today, with the formation of our schools and college and the opening of new science and technology and health and wellness buildings, the University is in the midst of one of the most exciting periods in its history.

I look forward to meeting you and sharing ideas in this challenging new environment.

A handwritten signature in cursive script that reads "Franklyn M. Casale". The ink is dark and the signature is fluid and elegant.

Rev. Monsignor Franklyn M. Casale  
President

## **VISITING THE UNIVERSITY**

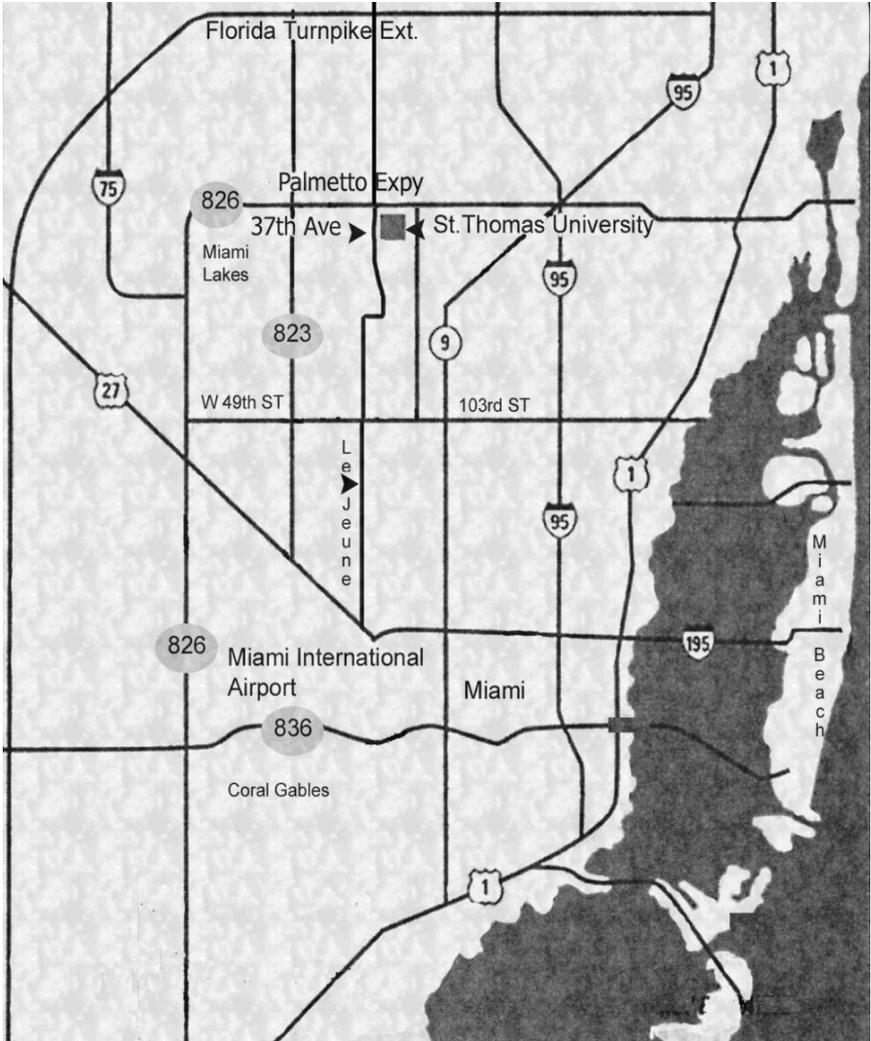
The faculty and administration at St. Thomas University encourages you to visit campus to get a first-hand introduction.

Arranging a visit is quite simple. Please call the Office of Graduate Admissions one to two weeks prior to your visit. After the date and time of your visit has been confirmed, Graduate Admissions staff will make arrangements for you to meet with a financial aid counselor as well as an admissions officer. A St. Thomas University graduate student will take you on a tour of the University. If you would like to meet with a faculty member within your academic program, we can arrange that too.

Specific questions that are hard to answer via correspondence or telephone calls can be addressed directly to faculty members or admissions personnel.



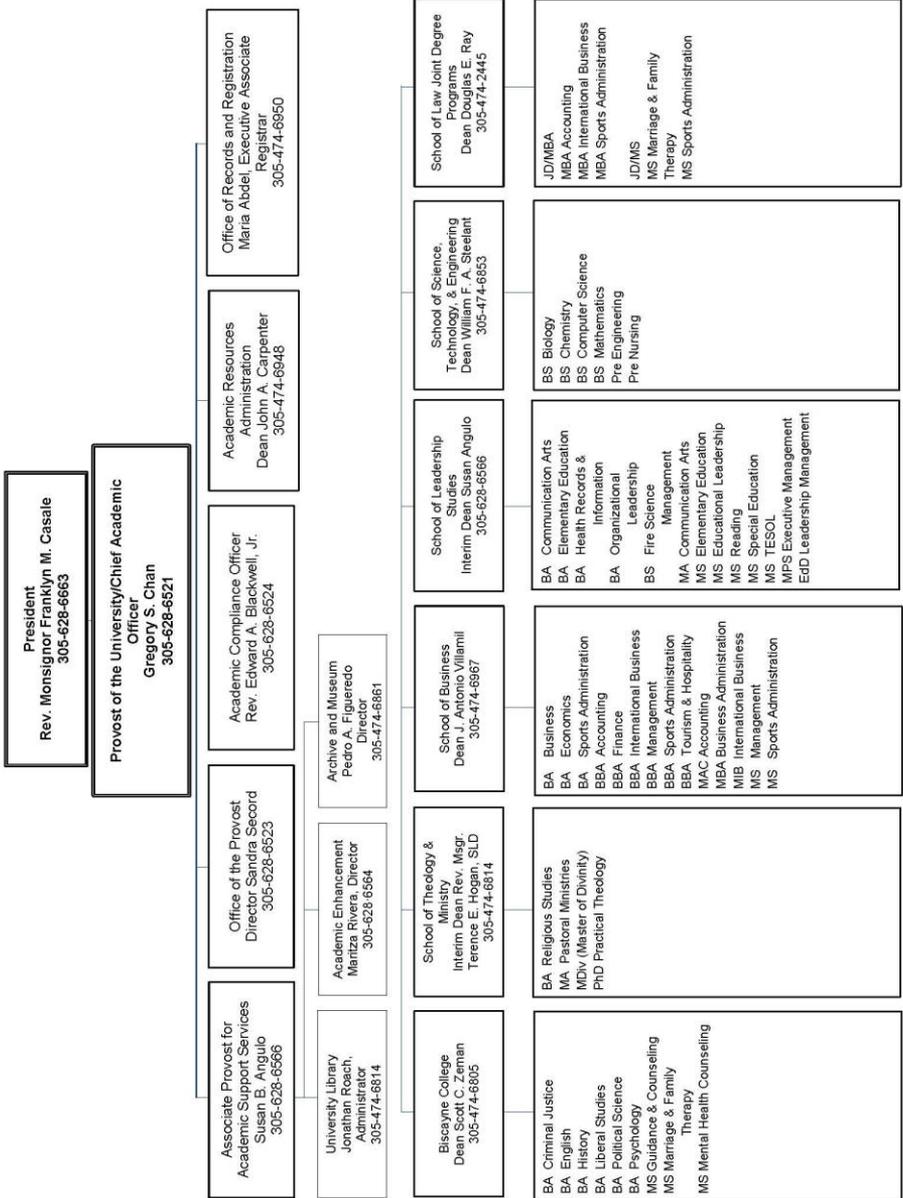
# ST. THOMAS UNIVERSITY LOCATION MAP



St. Thomas University  
Main Campus  
16401 NW 37th Ave.  
Miami Gardens, Florida 33054-6459  
305-628-6614/6770  
FAX: 305-628-6591



# ACADEMIC AFFAIRS ORGANIZATIONAL CHART



# ASSOCIATIONS AND MEMBERSHIPS

St. Thomas University holds membership in the following consortia and professional organizations:

Academy of Hospitality and Tourism (National Academy Foundation NAF)  
Academy of Finance (National Academy Foundation NAF)  
American Association of Collegiate Registrars and Admissions Officers  
American College Health Association (ACHA)  
American College Personnel Association (ACPA)  
American Conference of Academic Deans  
American Council on Education (ACE)  
American Institute of Certified Public Accountants (AICPA)  
American Psychological Association  
Association for Student Affairs Catholic Colleges & Universities (ASACCU)  
Association of Catholic Colleges & University (ACCU)  
Association of Graduate Programs in Ministry  
Association to Advance Collegiate Schools of Business International (AACBS International)  
Catholic Library Association  
Caribbean Tourism Organization (CTO)  
College and University Professional Association (CUPA)  
Council of Independent Colleges  
Florida Association of Colleges and Universities  
Florida Association of Colleges for Teacher Education  
Florida Association of Student Financial Aid Administrators (FASFAA)  
Florida Board of Education Division of Colleges and Universities (FBE-DCU)  
Florida Campus Compact  
Florida Independent College Fund  
Greater Miami Chamber of Commerce  
Greater Miami Convention and Visitors Bureau  
Greater Miami Society for Human Resource Management (GSHRM)  
Higher Education Partnership of Southeast Florida (HEPSEF)  
Hispanic Association of Colleges and Universities  
Independent Colleges and Universities of Florida  
International Assembly of Collegiate Business Education (IACBE)  
International Society of Travel & Tourism Educators (ISTTE)  
Marine Industries Association of South Florida (MIASF)  
National Association of College Admissions Counseling (NACAC)  
National Association of College Directors of Athletics (NACDA)  
National Association of College and University Food and Services (NACUFS)  
National Association of College and University Business Officers (NACUBO)  
National Association of Graduate Admissions Professionals (NAGAP)  
National Association of Independent Colleges and Universities  
National Association of Intercollegiate Athletics  
National Association of Foreign Student Advisors (NASFA)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Association of Student Personnel Administrators (NASPA)  
National Catholic Campus Ministry Association  
National Intramural Recreation Association (NIRSA)  
National Restaurant Association

North Dade Regional Chamber  
Society for Human Resource Management (SHRM)  
South Florida Career Consortium (SFCC)  
South Florida Educational Consortium (SFEC)  
Southeast Florida Library Information Network (SEFLIN)  
Southeastern Library Network (SOLINET)  
Southern Association of Colleges and Schools (SACS)  
Southern Association of Collegiate Registrars and Admission Officers  
Southern Association of Pre-Law Advisors  
Southern Association of Student Financial Aid Administrators (SASFAA)  
Southern Association for College Admission Counseling (SACAC)  
The Sun Conference



**Chapel of St. Anthony**

# ST. THOMAS UNIVERSITY

## MISSION STATEMENT

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

## CORE VALUES

- Catholic Identity
- Global Diversity
- Student Success
- Leadership Development

The St. Thomas University graduate is a multilingual, internationally experienced individual, who rises to professional and community leadership guided by ethics enriched through an understanding of the Catholic social and intellectual heritage.

## VISION STATEMENT

St. Thomas will position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business, and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social, and scientific universe of the global community.



**Chapel of St. Anthony**

# UNDERGRADUATE ADMISSION

## ADMISSIONS REQUIREMENTS

All applicants must have a High School Diploma or its equivalent, write a personal essay, and have at least one letter of recommendation sent to St. Thomas University.

The minimum criteria for consideration by the Admissions Committee are:

1. Minimum, unweighted GPA of 2.50 (on a 4.0 scale).
2. SAT score of at least 880 (Critical Reading + Mathematics sections) or a composite score of 18 on the ACT exam.

Applicants must meet the above requirements to be considered for admission. Applicants with lower credentials are considered on a case-by-case basis by the Admissions Committee with special emphasis on the personal essay, letter of recommendation, and placement test scores.

Students interested in applying to St. Thomas University may contact the Office of Admissions directly at the address below or online at [www.stu.edu](http://www.stu.edu).

St. Thomas University  
Office of Admissions  
16401 NW 37th Avenue  
Miami Gardens, FL 33054-6459  
Phone: 305-628-6546  
Fax: 305-628-6591  
Toll free: 1-800-367-9006

## APPLICATION DEADLINES

Admission to the university is on a "rolling" basis. Prospective entering freshmen may apply any time after completion of their junior year in high school. Transfer students may apply at any time prior to the start of the semester for which they are seeking admission. However, there is a priority deadline of May 1st for the Fall semester and November 1st for the Spring semester. Applications after the priority deadline will be considered for admission according to the number of spaces available for the semester for which they are applying. The Office of Admissions will review applications upon receipt of all required documents.

## APPLICATION PROCESS

Applicants must submit the following information directly to the Office of Admissions:

1. A completed Undergraduate Application for Admission, along with a non-refundable \$40 (US currency) application fee.
2. An official high school transcript, passing score on the General Educational Development (GED) test, or official transcripts from all colleges and universities attended. These documents should be sent directly from the issuing institution to the Office of Admissions.
3. Official SAT, ACT, or CLAST/General Knowledge Test scores. In the absence of SAT, ACT, or CLAST/General Knowledge Test scores, students must take the Accuplacer Assessment Instrument at the University's Academic Enhancement Center prior to registering for classes.

4. One letter of recommendation.
5. A personal statement/essay (refer to the application for topics).

Transfer applicants who have completed 30 or more semester hours are not required to submit high school transcripts or SAT/ACT scores.

Specific programs may have additional admission requirements.

### **First-Year Students**

Applicants must present a minimum of 18 high school units of which 12 units should be in the academic subjects listed below. Students should successfully complete the following courses in high school:

- |                                  |         |
|----------------------------------|---------|
| • English                        | 4 units |
| • Mathematics (Algebra or above) | 3 units |
| • Science                        | 2 units |
| • Social Science                 | 3 units |

### **Home-Schooled Students**

St. Thomas University requires the following for all home-schooled students:

1. An official high school transcript (home school), official copy of a passing score on the General Educational Development (GED) test, or official transcripts from all colleges and universities attended. These documents should be sent directly from the issuing institution to the Office of Admissions.
2. Official SAT or ACT results. It is preferred that students have a score of at least 500 on each section of the SAT or a composite score of 21 on the ACT
3. One letter of recommendation.
4. A personal statement/essay (refer to the application for topics).
5. A completed Undergraduate Application for Admission, along with a non-refundable \$40 (US currency) application fee.

### **Placement Tests**

St. Thomas University requires academic placement testing for all students entering the University with the exception of those who have a score at or above 500 Math/440 Critical Reading/440 Writing on the SAT, or ACT scores at or above 18 Reading/17 English/19 Math, or passed the CLAST/General Knowledge Test. This testing is also utilized to evaluate candidates for admission who hold a GED or students who have been out of high school for several years and have not taken the SAT or ACT.

The results of the placement testing are used for course advisement. Students may be required to complete basic skills coursework according to the placement test results.

### **SAT and ACT Scores**

While testing is not always a precise indicator of a prospective student's academic abilities, the Admissions Committee considers it as a reliable measure of an applicant's classroom performance. Therefore, prospective students must submit scores from one of the two nationally recognized academic tests, the College Entrance Examination Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT). Test scores must be sent directly to the Office of Admissions.

Information concerning the tests and test dates is available from high school guidance offices. Applications without test scores are considered incomplete.

Students without passing scores on all sections of the CLAST/General Knowledge Test, SAT scores at or above 500 Math/440 Critical Reading/440 Writing, or ACT scores at or above 18 Reading/17 English/19 Math **must** take the Accuplacer Assessment Instrument test before enrolling.

A student who fails to meet the above criteria and does not receive a passing score on the Accuplacer Assessment Instrument has not demonstrated an ability to benefit from the St. Thomas University educational experience, and may be denied admission.

Students who have passed the GED with a score of 2250 and have received an acceptable score on the STU placement test are eligible for admission to the university provided all other admission criteria have been met.

### **Transfer Students**

Qualified transfer students from accredited colleges and universities are invited to apply to St. Thomas University. To be considered for admission applicants must have a minimum cumulative GPA of 2.5 from all institutions attended. Official transcripts from all colleges and universities attended must be sent directly to the Office of Admission by the issuing institutions. Transfer applicants are subject to the same deadlines applicable to first-time undergraduates.

### **Transfer Credits**

Coursework completed at regionally accredited colleges or universities will be accepted as follows:

1. The maximum credit for work completed in a junior or community college is 60 semester hours.
2. Maximum credit for work completed at a four-year institution is 90 semester hours.
3. Students transferring with fewer than 30 semester hours must submit official high school transcripts and SAT/ACT scores. (Refer to the first-year student section above for placement testing requirements).
4. St. Thomas University may withhold granting transfer credit for courses in a major taken more than 12 years prior to the date of application to the University, if no additional coursework has been taken in the interim.
5. Credit will not be granted for transfer courses in which the student has earned a grade of D+ or below, unless the credit is part of an earned associate degree from a Florida public community college.
6. St. Thomas University shall grant junior standing to every accepted student graduating from a Florida public community college holding an Associate of Arts Degree.

Information provided on the application for admissions to St. Thomas University and all supplemental forms must be complete and accurate. Any omission or misrepresentation of facts may be cause for denial of admission, revocation of admission, dismissal after enrollment, revocation of your degree, or any other action as deemed appropriate by the University. Applicants must also further understand they have a continuing responsibility to notify St. Thomas University of any and all

changes in the information submitted that occur any time after filing an application, including during enrollment at St. Thomas University.

## **ACCEPTANCE CLASSIFICATIONS**

A student may be accepted into the University as an undergraduate in one of the three categories:

1. Full Admit – Degree-seeking student meeting the admission criteria listed above.
2. Probational Admit – Admitted as a student who must complete certain academic testing requirements during the first semester or academic year; in addition, student must maintain satisfactory progress toward their degree.
3. Conditional Admit – Candidates admitted to the university pending receipt of official documents, which must be submitted prior to the end of the first semester of attendance.

## **Tuition Deposit**

Upon notification of acceptance to the University, prospective students must submit a \$250 (US currency) non-refundable tuition deposit fee in order to reserve a seat in the entering class. The deadline for receipt of the deposit is May 1st for all candidates accepted before May 1st for the Fall semester or two weeks from the date of the acceptance letter if admitted to the university after May 1st. Applicants admitted for the Spring semester must submit the non-refundable tuition deposit of \$250 (US currency) by the deadline stated on their acceptance letter.

## **READMISSION**

Any undergraduate student returning to St. Thomas University after an absence of two semesters (not including summer sessions) must submit a new application to the Office of Admissions. Students must submit all transcripts from schools attended during their absence from the University. All students re-entering St. Thomas University are bound by the policies dictated by the current catalog. Students must meet all requirements for their major and degree as stated in the current catalog. The acceptability of transfer credits will depend on the University's standards and policies at the time of re-application.

## **TRANSIENT STUDENTS**

Transient students are students who are enrolled and pursuing a degree at another institution while taking courses at St. Thomas University. In order to be considered a transient student, the following must be submitted to the Office of Admissions:

1. Proof of good standing from the current (home) institution.
2. A letter from an authorized official at the current (home) institution granting permission to take courses at St. Thomas University.

Transient students are limited to a maximum of 15 semester hours. Students who plan to take **more than 15 semester** hours cannot be considered as a transient student and therefore must complete and submit an Undergraduate Application for Admission to St. Thomas University, submit a \$40 (US currency) fee, and meet all other applicable requirement for consideration as a transfer student.

## **SPECIAL STUDENT**

Special student status is awarded to candidates who wish to take courses as a non-degree seeking student. The Special Student (non-degree) Application must be

completed and submitted to the Office of Admissions along with a \$40 (US currency) application fee and proof of a high school diploma or its equivalent. Special students may register for a maximum of 15 semester hours and are not eligible for financial aid. Special students who subsequently decide to formally work toward a St. Thomas University degree are subject to the same admission requirements and conditions applicable to all other candidates.

## INTERNATIONAL STUDENTS

International undergraduate students must fulfill the same requirements as all other students applying for undergraduate admission. In addition, international undergraduate students must provide the following information:

1. **Educational Documents:** Official transcripts or Statement of Marks must be mailed to the Office of Admissions at St. Thomas University directly from the educational institution(s) attended. The official transcript or Statement of Marks must contain:
  - Subjects studied
  - Marks or grades awarded
  - Length of class periods (optional)
  - Number of periods per week for each subject (optional)
  - Grading scale with minimum passing marks

Note: If transcripts or Statement of Marks do not indicate the type of degree and date awarded, certified copies of the diploma or other proof of the awarding of the degree must be presented. Certified copies of transcripts or Statement of Marks from foreign institutions may be submitted, but the University requires that such transcripts or Statement of Marks be sent directly to St. Thomas University from the issuing institution(s).

2. **English Translations:** Documents in a language other than English must be accompanied by the original official English translation.
3. **Evaluations:** A NACES (National Association of Credential Evaluation Services) accredited evaluator must evaluate all transcripts from institutions outside the United States. The evaluation agency must indicate that the institution has accreditation equivalent to that of institutions recognized as accredited by the United States Department of Education. However, the Admissions Committee reserves the right to request an accredited evaluation of a transcript from an English speaking institution during the admissions process, if the accreditation of the institution is in doubt. International applicants can obtain information regarding accredited evaluators by contacting the Office of Admissions. International applicants must request that the evaluator provide the Admissions Committee with a course-by-course evaluation and a grade point average equivalent. Also, applicants must request that the evaluator send the original evaluation directly to the Office of Admissions. The costs associated with evaluation of transcripts are solely the responsibility of the applicant.
4. **TOEFL/IELTS:** International students educated in foreign institutions where the language of instruction is not English are required to submit the results of either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants who submit a TOEFL score of at least 197 on the computer-based test, 71 on the Internet-based TOEFL test, or an IELTS score of at least 5.5 will not be required to take any course in English as a second language. Applicants

transferring from U.S. or non-U.S. institutions where the language of instruction is English, who have demonstrated proficiency in the English language, are exempt from the TOEFL. Undergraduate applicants whose TOEFL score is from 173-193 on the computer-based test, 61-70 on the Internet-based test, or their equivalents must enroll concurrently for both academic courses and intensive English courses for a total of at least 12 credits. Intensive English instruction is offered at St. Thomas University. Academically qualified applicants who are unable to take the TOEFL or who have a score between 157-173 on the computer-based test, 54-61 on the Internet-based test, or their equivalents may be offered admission on the condition that they must take the Level Of English Proficiency (LOEP) pre-test to assess English language skills. The student will then be placed in the appropriate ESL course(s). The Admissions Committee and Director of the Academic Enhancement Center will make the final determination.

5. **SAT/ACT Scores:** The SAT or ACT test scores are not required of international students. However, international students are advised to take the SAT or ACT in order to establish admissibility for applicants where their foreign records alone are not sufficient to make a determination.

### **Intensive English and TOEFL Preparation**

Intensive English instruction is offered at St. Thomas University. The program includes preparation in reading, writing, oral presentation, and listening skills.

Note: Information on test sites and dates for the TOEFL examination can be obtained from the local U.S. Consulate or by writing:

Test of English as a Foreign Language  
PO Box 899  
Princeton, NJ 08541  
<http://www.toefl.org>

Once all the documents required for admission are received, the Office of Admissions will begin review of the applicant's file.

### **United States Citizen and Immigration Services Requirements**

Most international students require a student visa (F-1/J-1) to study in the United States. Some international students may already have an immigration status, which allows them to pursue studies in the United States without having to fulfill any other special visa requirements. International applicants are solely responsible for obtaining the appropriate information concerning U.S. immigration requirements in order to pursue their studies in the United States. Applicants who need to obtain a student visa (F1/J-1) should allow sufficient time to process their application for admission and acquire their student visa.

### **Certification of Eligibility (Form I-20 for F-1 Visa, Form DS-2019 for J-1 Visa)**

International students who are required to have a student visa (F-1/J-1) in order to enter and study in the United States must fulfill the following requirements upon their acceptance to the University:

1. Statement of Financial Sponsorship (Form A). The individual or agency that will act as the Financial Sponsor for the student must complete this form.

2. Certification or Letter of Finances (Form B). This form must be completed and signed by the student, sponsor, and government representative or sponsoring agency. Students may elect to have their sponsor's bank forward a certified letter verifying that the funds required are available. (Please contact the Office of Admissions for the minimum amount that must be certified).
3. For J-1s Only: J-1 Exchange Visitor Student Request Form. This form must be completed and signed by the applicant who is requesting to attend St. Thomas University as an exchange student.

International students who do not require a student visa (F-1/J-1) because they already have a visa in force that allows them to study in the United States must send a photocopy of the following:

- Identification page of their passport
- Passport page with corresponding visa
- I-94 card

### **Tuition Deposit for International Students**

Upon notification of acceptance to the university, prospective students must submit a \$250 (US currency) non-refundable tuition deposit fee in order to reserve a seat in the entering class. The deadline for receipt of the deposit is May 1st for all candidates accepted before May 1st for the Fall semester or two weeks from the date of the acceptance letter if admitted to the university after May 1st. Applicants admitted for the Spring semester must submit the non-refundable tuition deposit of \$250 (US currency) by the deadline stated on their acceptance letter. Once the tuition deposit has been received, the Certificate of Eligibility for Non-Immigrant Students (I-20) Form will be sent to the student. In addition, in order to register, international students will be required to pay 50 percent of the first semester's tuition minus any scholarship awards at the time of registration. The remaining balance is due no later than eight days after the start of the semester/term.

### **Procedure for Obtaining a Student Visa (F-1/J-1)**

To secure a student visa (F-1/J-1), admitted students must take the following documents to their local U.S. Consulate:

- Letter of acceptance from St. Thomas University
- I-20/DS-2019
- Passport
- Financial Guarantee

It is recommended that international students contact the US Consulate in their country to clarify any additional documentation required as evidence of financial support to meet the stipulations for the Financial Guarantee. Contact the Office of Admissions for additional information on international student admissions.

### **ADMISSIONS POLICY FOR UNDOCUMENTED STUDENTS**

Students seeking admission into St. Thomas University who are unable to demonstrate legal status as defined by Department of Homeland Security and who have graduated from a high school in the United States can be considered for admission to the University provided they have fulfilled and met the stated entrance requirements applicable to all candidates for admissions.

Students considered as “undocumented” are not eligible for receipt of federal or state government financial aid funds, nor on-campus employment, and in many instances for donor scholarships offered through St. Thomas University. However, they may be eligible for merit or talent based scholarships as part of the admissions process.

For purposes of tuition payments, “undocumented” students will be subject to the same payment requirements as international students, namely they must pay 50 percent of the total tuition charges for each semester minus any scholarship awards at the time of registration for classes and the balance no later than eight days after that start of the semester/term.

### **BA/JD PROGRAM**

St. Thomas University offers a combined Bachelor’s Degree and Juris Doctorate Degree. This is a six-year program offered to qualifying University undergraduate students who meet the following requirements:

1. Students must begin the program in their first year of undergraduate studies.
2. Students must have a high school G.P.A. of 3.0 on a 4.0 scale, and an ACT minimum score of 25 or SAT combined score of 1140 (Critical Reading and Math).
3. A formal Undergraduate Application for Admission.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system designed to ensure the student meets the curricular requirements prior to applying to the School of Law.

In order to complete the BA/JD program in six years, students must select a major with a minimum of 30 elective credits. This allows students to take the remaining 30 elective credits at the law school. Presently, disciplines such as business administration, natural sciences, computer information systems, and education do not enable students to participate in this joint degree program.

Students must fulfill all the pre-selection criteria for admission into the School of Law. Upon successfully completing the first year of law school, students will be awarded the bachelor’s degree in the appropriate undergraduate discipline.

### **Pre-Selection Criteria for Admission to the School of Law**

1. Candidates must have completed 90 credits of undergraduate work and all requirements towards their degree must be completed to enter the law school.
2. The student’s academic record should be reviewed periodically to ensure that the student is making satisfactory progress towards meeting the undergraduate degree requirements and the law school entrance requirements. An assessment will be made after the completion of 30, 60 and 75 credits to determine the student’s ability to meet the conditions of the joint degree.
3. A letter from the Academic Advisor or appropriate University official stating that the candidate has fulfilled all requirements and that the academic department agrees to accept the law school credits must accompany the St. Thomas Law Application Form.
4. Candidates who have been subject to disciplinary or academic action may not be considered for admission to the School of Law without special justifying circumstances.

5. Candidates must be registered with the LSDAS (Law School Data Assembly Service) of the LSAC (Law School Admission Council).
6. Candidates should take the LSAT no later than February for Fall admission and no later than October for Spring entry.
7. Candidates must have at least a 3.0 undergraduate GPA and a 150 LSAT score.

### **Application Procedures**

Students selected for this program must meet the admissions requirements set forth by the School of Law.

1. Complete and submit the St. Thomas Law Application Form by January 2<sup>nd</sup> for Fall admission and November 2<sup>nd</sup> for Spring entry. The application fee will be waived for St. Thomas University BA/JD applicants.
2. Provide two letters of recommendation from faculty members.
3. Submit a personal statement describing reasons for pursuing a legal education.
4. Request an official transcript.

### **Selection Criteria**

1. The Law School Admissions Committee will review all the completed applications. An application is considered complete when all of the items listed in the Application Procedures section have been received at the Law School Office of Admissions.
2. Applicants with the strongest academic records, aptitudes and abilities, and who are active participants in student activities and/or service in the University or community will be selected for interviews.
3. An interview will be required before a final decision is made on the applicant.

### **Tuition and Fee Costs**

Charges will be based on the student's enrollment status. For the first three years of undergraduate studies, the student will pay the regular undergraduate rates. Once the student begins study at the School of Law, the student will be charged the applicable School of Law tuition and fee costs.

### **Financial Aid and Scholarship Eligibility**

As undergraduates, students are eligible to apply and be considered for all federal aid programs, (i.e., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Family Educational Loan Program (FFELP), Federal Work-Study), as well as state aid and undergraduate scholarship programs. Upon enrolling at the School of Law, students are considered graduate/professional students and hence are no longer eligible for federal and state grants. As law students, both federal loans and private loans are available to qualified students. Candidates may be considered and awarded School of Law scholarships. Eligibility for scholarships is based on the LSAT score and undergraduate GPA.

### **Withdrawal from the Program**

A student who withdraws from the School of Law at any time prior to the end of the first year School of Law study and leaves in good standing may return to the undergraduate school as if s/he were on a leave of absence. Credits earned while in the School of Law may be applied towards the undergraduate degree but will

only count towards elective credits. The student must complete all appropriate degree requirements to receive the bachelor's degree.

## **ST. THOMAS UNIVERSITY AND FLORIDA INTERNATIONAL UNIVERSITY JOINT ENGINEERING PROGRAM**

In the 2+2 Engineering Program between St. Thomas University and Florida International University College of Engineering, students spend their first two years taking pre-engineering courses at STU and then transfer to FIU to complete a bachelor's degree program in their final two years. By participating in the STU/FIU Engineering Education Program, students have the best of both worlds: the advantages of a smaller, more personal college with the resources available to a top tier engineering college. This program offers preparation for four major areas of engineering at FIU: (1) Biomedical, (2) Civil and Environmental, (3) Electrical and Computer, and (4) Mechanical and Materials.

### **Admission Requirements**

Students are eligible for admission to the Pre-engineering Program at STU after meeting the following criteria:

1. GPA of 3.0 or higher.
2. SAT total score of at least 1650 with a minimum score of least 500 on each of mathematics, verbal, and writing portions.

### **Satisfactory Academic Progress**

To remain in the program, students must (1) earn a C or better on their first attempt at all science (biology, chemistry, and physics) and mathematics courses, (2) maintain a GPA of 3.0 or higher in all science and mathematics courses, and (3) maintain an overall GPA of 2.8 or higher.

### **Selection Criteria**

To be eligible for admission to the FIU College of Engineering, students must receive approval from STU, be in good standing at STU, have a cumulative GPA of no less than 2.5, have no less than 2.5 in mathematics courses and no less than 2.5 in physics, and have successfully completed the STU pre-engineering coursework.

## **ST. THOMAS UNIVERSITY AND THE UNIVERSITY OF MIAMI JOINT NURSING PROGRAM**

This Joint Nursing Program is a unique pairing combining two private universities to serve the academic and financial needs of the students as well as increase the supply of well-educated nurses prepared to serve the community's healthcare needs. Students will take their first two years of study at St Thomas University. Upon successful completion of the STU curriculum with an overall GPA of 3.3 or higher, students will enter the University Of Miami School Of Nursing and Health Studies to begin their junior and senior years. Graduates of this program will earn a Bachelor's Degree of Science in Nursing (BSN) from the University of Miami pending successful achievement of all requirements.

### **Admission Requirements**

Students will be eligible for admission to the Joint Program beginning at St. Thomas University after meeting the following criteria:

1. STU GPA of 3.3 or higher.

2. Minimum requirements: SAT scores of 500 Critical Reading and 500 Math or ACT scores of 23 English, 23 Reading, and 23 Math.

**ADMISSION POLICY ON ON-CAMPUS HOUSING**

All first-year students with a home address further than 50 miles from St. Thomas University are required to live on campus. First-semester international students are also required to live on campus.

# FINANCIAL AFFAIRS

## REGISTRATION AND PAYMENT POLICY

In order for registration to be complete, tuition and fees must be paid, or payment arrangements made, at the time of registration. Payments may be made by cash, money order, check (subject to bank approval – checks may also include cashier's and treasurer's checks), credit card (VISA, MasterCard, and Discover), financial aid authorization, or bank wire transfers. Students who do not pay in full must sign a promissory note detailing the student's obligations.

To use anticipated Financial Aid funds toward payment at registration, a student MUST have received a Financial Aid award. If the Financial Aid award is less than the amount owed to the University, the difference must be paid in full at the time of registration. Grants and loans administered by the University are credited to a student's account once the award process has been completed. Student loans are electronically disbursed to the University weekly, excluding holidays or University closures. Some student loans are disbursed in the awarded amount less 4 percent processing fees; others are disbursed in the awarded amount. Student loans disbursed in the form of a paper check usually requires endorsement from the student before it can be applied to his/her account. Students should visit the Office of Financial Affairs with valid identification to endorse the check. Valid identification includes a state driver's license, student ID, or passport.

If a student opts not to get financial aid, a 50 percent payment is due upon registration, and the balance, in full, is due by the 8th day of the term. If suspended from receiving financial aid, payment is required in full.

## LATE REGISTRATION

Students who have not completed their registration before the first day of the semester/term will be assessed a late registration fee. This fee varies based on the time registration is complete. SEE BUSINESS OFFICE BULLETIN ONLINE FOR DETAILS.

## INTERNATIONAL STUDENTS

International students are required to pay 50 percent of the tuition and fee charges at the time of registration. The remaining 50 percent is due by the 8th day of the term. International students are not permitted to register via the Web Advisor.

**In addition, all unpaid balances (net of financial aid and payment plans) are assessed 5% interest charge (APR) annually until balance is paid in full. (NO EXCEPTIONS).**

## ADD/DROP CLASS ADJUSTMENTS AND REFUND POLICY

Payment is due immediately for any additional charges resulting from the completion of an add/drop form. If a decrease in credit hours results in a student dropping below full-time during the posted add/drop period (12 hours for undergraduate students; 9 for graduate students), tuition, general fee assessment, and Financial Aid awards will be adjusted accordingly. A fee of \$10 will be charged per course added/dropped.

**EXCEPTION:** If class changes occur due to cancellation by University administration and a student's new total credits fall below full-time, the student will receive 100 percent tuition and fee adjustment for this change only.

### **"A" SESSIONS AND TERMS**

Students enrolled in "A" Terms or Sessions are allowed to withdraw by the 8th day of **the first session**. For example, if registered for "A6" and "A7", a student may withdraw from either session during the first eight (8) days of either term and be eligible for a 100 percent refund **AS LONG AS THE STUDENT IS NOT RECEIVING FEDERAL OR STATE AID**.

### **ST. THOMAS UNIVERSITY REFUND POLICY**

Tuition refunds are based on **total tuition charges** and **not** on the amount paid. Refunds for students who were awarded federal aid will be refunded in accordance with Federal Law to the programs that disbursed the funds. Federal law requires St. Thomas University to refund any excess funds as a result of Financial Aid by the 14th business day after aid has been posted to the students' account. **Registration fees and deposits are non-refundable. IN THE CASE OF "A" TERMS, THE TERM BEGINS ON THE FIRST BUSINESS MEETING DAY OF CLASSES FOR THAT SESSION, NOT THE STUDENT'S FIRST CLASS DAY.** Students who register but do not attend classes, or who stop attending classes, **will not** receive credit unless they withdraw officially by submitting a completed official withdrawal (add/drop) form to the Bobcat Enrollment Center. The effective date of withdrawal is the date on which the Bobcat Enrollment Center receives the form. Students who receive Financial Aid refunds in error are required to return the funds to St. Thomas University immediately. Failure to do so will be subjected to late charges, administrative drop, and referral to a collections agency. St. Thomas requires all students enroll in direct deposit. Paper checks will not be issued. **SEE BUSINESS OFFICE BULLETIN ONLINE FOR DETAILS.**

### **SPECIAL BILLING TO THIRD PARTIES**

**Authorization from third parties and/or students** is required in order for the Office of Financial Affairs-Student Accounts Business Office to invoice for payments. Common examples of third party organizations are: AmeriCorps, Florida Prepaid, US Customs, Veterans Affairs, and Vocational Rehabilitation. Most of these organizations provide documentation. In the absence of such documentation, students should provide written authorization (including email) and detailed contact information for the Business Office to contact and invoice the organization on his/her behalf. Students should deliver documentation to the Bobcat Enrollment Center at the time of registration or email [stufa@stu.edu](mailto:stufa@stu.edu). Students can also request a Tuition Invoice/Receipt online through the Bobcat Enrollment Center or Financial Affairs webpage. Please allow 5 to 10 business days for processing. Sponsorship payments are due within 30 days after the semester begins. **If the third party fails to honor its agreement, payment is due immediately from the student.**

### **TUITION INSTALLMENT PAYMENT PLAN**

Students may choose to pay charges owed for an upcoming academic year (Fall and Spring semesters only) through a University approved tuition installment plan. A non-refundable payment plan application fee of \$75 is required. **See Business Office Bulletin ONLINE for Details.**

## **RIGHT TO PRIVACY AND DISCLOSURE REGARDING FINANCIAL RECORDS**

The Gramm-Leach Bliley Act, enacted in 1999, provides for safeguarding customer information and the customer's right to privacy and disclosure. In accordance with this Act, all phone queries received from students or third parties requesting account information will have to be authenticated. **Students should also print their full name or ID # on any check payment sent by mail.**

## **STUDENT ACCOUNT CLEARANCE REQUIRED FOR FUTURE REGISTRATION, TRANSCRIPTS, AND DIPLOMAS**

The University prohibits the registration or release of transcripts or the issuance of a certificate of completion or diploma to any student who has not satisfied their financial obligations to the University. The total balance due must be paid. **See Business Office Bulletin online for details.**

## **GRADUATION POLICY**

Students applying for graduation must be cleared by the Business Office in order to participate in the Commencement Ceremony. Students who are not cleared for Graduation will not participate in the Ceremony. All financial obligations must be fulfilled.

## **DELINQUENT STUDENT ACCOUNTS**

Students are responsible for course selection and will be held liable for tuition and fees incurred as stated on their registration statement, unless a written withdrawal form is filed with the Bobcat Enrollment Center before the end of the specified 100 percent refund period. **Therefore, the university reserves the right to refer student accounts to a collection agency, and or attorney and to disclose any relevant information to credit bureau organizations if payment of total charges is not made within 120 days.** In such an event, the student shall be liable for all collection expenses and, if required, all reasonable attorney fees associated with the collection of outstanding balances and accumulated interest.

In order to receive a full refund, students who wish to drop classes must complete the proper form and report to the Bobcat Enrollment Center no later than the final full refund drop date (100 percent Refund Withdrawal Date). **Please see Business Office Bulletin online for details.** Courses officially dropped with a 100 percent refund will be removed from the student's record. Amounts due to the University will be deducted before refund disbursement or credit is issued.

## **TRUTH IN LENDING ACT**

The Higher Education Opportunity Act of 2008 (Pub. L. 110-35) (HEOA) added section 128(e)(3) to the TILA to require that, before a private educational lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. The Federal Reserve Board's Final Regulations published on August 14, 2009 incorporate this new requirement at 12 CFR 226.48(e). **THE SELF-CERTIFICATION FORM MUST BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE. This student form is located via the web under the Office of Financial Affairs.**

Payment should be submitted to the Bobcat Enrollment or mailed to:

St. Thomas University  
Business Office ATTN: Cashier  
16401 NW 37th Avenue  
Miami Gardens, FL 33054-6459

### **WIRE TRANSFER PAYMENTS**

Wire transfer of funds for payment on student accounts at St. Thomas University can be handled through any full service bank. Wire transfers should be directed to:

Sun Trust/Miami, N.A.  
Corporate Cash Management  
777 Brickell Avenue  
Miami, Florida 33131  
Phone: 1-800-947-3786

ABA Number: 061000104  
Account Number: 0189001210477  
St. Thomas University  
16401 Northwest 37th Avenue  
Miami Gardens, Florida 33054  
Phone: 305-474-6977

### **FEDERAL PERKINS LOAN PROGRAM**

The Office of Financial Affairs manages the Federal Perkins Loan Program. The Perkins fund is a revolving fund; that is, funds are replenished by student borrowers who fully repay their loans. Students who are awarded this loan are required to complete entrance and exit counseling, which discloses their rights and responsibilities regarding timely repayment and the consequences of loan default. Please see Business Office Bulletin for details.

### **VETERANS ADMINISTRATION**

St. Thomas University is approved for undergraduate and graduate education of Veterans and eligible dependents under current public laws. Students who may be eligible for educational benefits under any Veterans Administration program should contact:

Veterans Administration Regional Office  
PO Box 1437  
St. Petersburg, Florida 33731

Eligible students MUST contact the Veterans Administration at least one semester in advance of the date of their intended enrollment at the University. For further information contact the Veterans Administration Regional Office at 800-827-1000.

You can also visit the website at [www.stu.edu](http://www.stu.edu) and select "Veterans' Information and Services" for more information.

# FINANCIAL INFORMATION

**THE UNIVERSITY RESERVES THE RIGHT TO CHANGE, WITHOUT NOTICE, ITS TUITION, FEES, SERVICE CHARGES, RULES AND REGULATIONS AT THE BEGINNING OF ANY SEMESTER OR TERM AND DURING THE YEAR SHOULD CONDITIONS SO WARRANT. THIS RIGHT WILL BE EXERCISED JUDICIOUSLY.**

## TUITION

### Academic year 2013 – 2014 (effective July 1, 2013)

\*\*\*\*\*

FULL-TIME UNDERGRADUATE (12-17 credits)	\$13185	per semester
Medical Insurance (unless proof of existing coverage)	\$1030	per year
Tuition rate for credits in excess of 17 credits	\$871	per credit
 PART-TIME UNDERGRADUATE (1-6 credits)	 \$527	 per credit
 GRADUATE	 \$871	 per credit
 OFF-SITE GRADUATE PROGRAM	 \$571	 per credit
 MASTER OF PROFESSIONAL STUDIES	 \$571	 per credit
 DOCTORAL PROGRAMS	 \$871	 per credit
 +FULL TIME TEACHER		
Undergraduate Course	\$527	per credit
(Must submit proof of applicable full-time employment at time of registration)		
 +CLERGY & IPM STUDENTS		
Undergraduate Course	\$527	per credit
(Must submit proof of applicable full-time Employment or other required documentation at time of registration)		

**+Only students enrolled in a degree-seeking program are eligible for tuition discounts.**

### PROFESSIONAL STUDIES/ONLINE COHORTS

UNDERGRADUATE	\$440	per credit
GRADUATE	\$571	per credit
 DUAL ENROLLMENT-HIGH SCHOOL PROGRAM	 \$55	 per credit

### \*ROOM AND BOARD

#### Cascia Hall

Single	\$5400	per semester
Double	\$4500	per semester

#### University Inn

Single	\$8270	per semester
Double	\$5070	per semester
Triple	\$3750	per semester

**Villanova Hall**

Single	\$8600	per semester
Double	\$5400	per semester
Triple	\$4200	per semester

Room Reservation and Damage Deposit (Refundable upon departure from dormitories)	\$250
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**\*Contact Campus Life for full contract details about Room & Board options/fees.**

**GENERAL FEES AND DEPOSITS**

*Audit Course Fee	\$879	
*Audit Course Fee Law School	\$1463	
*Credit by Exam	\$300	
*Course Drop/Add Fee ( <i>after 1st week of term/semester</i> )	\$10	per course
*Late Registration Fee ( <i>1st week</i> )	\$150	
( <i>thereafter - after 1st week of term/semester</i> )	\$300	
*Late Payment Fee ( <i>assessed monthly</i> )	5%	APR
*Administrative Drop Fee	\$300	
*Health Insurance Fee ( <i>annual rate</i> )	\$1030	
*Health Insurance Fee ( <i>semester rate</i> )	\$588	
(Health Insurance fee will be waived upon submission of proof of private coverage by the posted deadline)		
* <i>Supplemental Health Insurance</i>	\$180	
*Parking Permit/Decal replacement fee	\$30	
*Portfolio Assessment Fee ( <i>27 credit maximum</i> )	\$767	
*Returned check fee (plus 5% if over \$300)	\$50	per check
*Laboratory Fee ( <i>Computer Lab &amp; Science Labs</i> )	\$105	per course
* Laundry Card	\$50	
*Replacement Diploma Fee	\$150	
*Official Transcript ( <i>3 free per calendar year</i> )	\$15	
*Official Transcript ( <i>Express Service additional fee</i> )	\$25	
*Tuition Payment Installment Plan		
10 month installment ( <i>2 semesters</i> )	\$75	
5 month installment ( <i>1 semester</i> )	\$75	
*International Student Fee	\$250	per semester

**TESTING**

*Miller's Analogies Test	\$85
*CLEP	\$115
*LOEP	\$30
*Accuplacer ( <i>re-test whole exam</i> )	\$45
*Accuplacer ( <i>partial re-test</i> )	\$15
*ELLIS	\$25
*TOEFL	\$175
*DSST	\$115

**NEW STUDENT FEES & DEPOSITS**

*Application Processing Fee	\$40
*Room Reservation and Damage Deposit	\$250
*Tuition Deposit	\$250
*Law School Application Processing Fee	\$60
*School of Law (JD) Seat Deposit	\$500

**NOTE: All items designated by an asterisk (\*) are non-refundable.**

# FINANCIAL AID

The Office of Financial Aid is committed to the philosophy that every student demonstrating financial need should be offered assistance. The availability of certain funds and timeliness of application is imperative in determining amounts of assistance available to students. Therefore, it is important to apply early and adhere to application requirements and deadlines.

Each student's financial assistance package shall contain a component of gift aid, to the extent that available funds and program eligibility will permit. Self-help will be the next component of the assistance package. With the above principles established, financial assistance shall be awarded in the following order, as eligibility and funds permit:

1. Federal Pell Grant
2. Federal SEOG
3. State Scholarships and/or Grants
4. Private Scholarships and/or Grants
5. Institutional Merit Scholarships
6. Institutional Need Grant
7. Self-help (Federal Work Study, Federal Perkins Loan, Direct Stafford Loan and/or Direct PLUS Loan for Parents)

## **ELIGIBILITY REQUIREMENTS (FEDERAL AND STATE PROGRAMS)**

Certain but not all eligibility requirements for federal and state financial assistance are summarized as follows:

1. Complete the 2013-2014 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
2. Apply within designated deadlines.
3. Demonstrate financial need (except for some loan programs).
4. Have a high school diploma, a General Education Development (GED) Certificate, pass a test approved by the US Department of Education, or meet other standards approved by the US Department of Education.
5. Be enrolled in an eligible degree or certificate program at St. Thomas University.
6. Be a US citizen or an eligible non-citizen of the US.
7. Have a valid Social Security number.
8. Make Satisfactory Academic Progress (as determined by the University).
9. Sign a statement on the FAFSA certifying use of federal student aid only for educational purposes.
10. Sign a statement on the FAFSA certifying that you do not owe a refund on a federal student grant or that you are not in default on a federal student loan.
11. Register with Selective Service (if you are a male 18 through 25 years of age).
12. Not be a convicted drug offender during the period for which you will be receiving Title IV assistance.

Please note some aid programs may have earlier deadlines, as established by specific organizations. These deadlines must be met to receive aid from these specific programs.

## HOW TO APPLY FOR FINANCIAL ASSISTANCE

To be considered for most forms of financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA) online. In order to complete the FAFSA online, a personal identification number (PIN) is necessary. To obtain a PIN, please go to [www.pin.ed.gov](http://www.pin.ed.gov). For Federal Financial Aid, the Federal School Code for St. Thomas University is 001468. To apply, please follow the following steps.

1. Complete the 2013-2014 Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>.
2. Be admitted to the university, or, if in attendance, be a student in good academic standing (please refer to the section below on satisfactory academic progress).
3. Florida Resident Access Grant (FRAG) recipients must complete the FAFSA by designated deadlines. First time recipient must provide proof of Florida residency for parent and/or student.
4. Provide, if requested, proof of U.S. citizenship.
5. Provide, if requested, a copy of your, your spouse and/or your parents' 2012 Federal Tax Return Transcripts.
6. Provide additional information as requested to satisfy institutional, federal and state program requirements.

**Financial aid is not available for audited or minimester courses.**

## HOW TO BORROW WISELY

- Look into alternate methods of financing (e.g. scholarships, fellowships, employee tuition reimbursement, veteran's benefits, savings, family, etc.). Carefully compare repayment incentives.
- Repay debts as soon as possible; the longer you owe, the more you will pay.
- To help secure your financial future, stay in touch with your lender.
- Borrow as little as possible. ONLY borrow what you need.

## PRIORITY DEADLINES

ALL financial aid documents, including the results of the FAFSA or Renewal FAFSA (FAFSA-R), must be received by the Office of Financial Aid to be considered "ON TIME" by the priority date - **April 1, 2013**. Students whose files are completed accurately by this deadline will receive priority consideration for limited Federal, State, and/or Institutional funds. Students who complete their financial aid file after the April 1, 2013 priority deadline will be processed in the order of completion date, but may not receive an award determination by the beginning of the Fall semester. Late applicants should plan to have adequate resources to meet their tuition and living expenses upon registration.

## NOTIFICATION

The Office of Financial Aid aims to provide award notification by June 15, 2013 for those students who applied for financial aid by April 1, 2013. If you applied by the priority deadline of April 1, 2013 and have not heard from the Office of Financial Aid by July 15, 2013, please contact the Bobcat Enrollment Center at 305-474-6900.

## RENEWAL OF AWARDS

1. Financial Aid awards are not automatically renewed. A student must apply each year to receive an award determination. The FAFSA for the current academic year is available after January 1st online at [www.fafsa.gov](http://www.fafsa.gov).

2. Academic scholarships and/or grants (offered by the Admissions Office) are renewable if the student maintains Satisfactory Academic Progress. The initial scholarship letter you received from the Admissions Office outlines the eligibility criteria for renewal of the award.

### **SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require the University to establish Standards of Satisfactory Academic Progress. Students must maintain satisfactory academic progress towards a course of study. Satisfactory Academic Progress is measured both in qualitative and quantitative terms. Students must maintain a minimum cumulative grade point average and complete a minimum cumulative number of credits by the end of each term of enrollment. In addition, assistance will be limited to a maximum number of credits in relation to degree requirements. The Standards of Satisfactory Academic Progress are required for Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Direct Subsidized Stafford, Direct Unsubsidized Stafford, Direct PLUS Loans for Parents, Florida Resident Access Grant, and Florida Student Assistance Grant. Institutional scholarships and/or grants are subject to the same standards. All courses taken at the University will be counted. Failure to meet the requirements of satisfactory academic progress will result in the student being placed on warning, probation, or suspension of financial aid eligibility. For the purposes of Title IV Aid, the Office of Financial Aid defines an academic year as 24 credits (Fall and Spring) for all undergraduate programs. Full-time undergraduate enrollment is defined as enrolled for a minimum of 12 credits per term.

### **MEASURING SATISFACTORY ACADEMIC PROGRESS**

There are two components to Satisfactory Academic Progress:

#### **Qualitative** (Grade Point Average)

- Undergraduate – Minimum cumulative GPA of 2.0

#### **Quantitative** (Credit Hour Completion)

- Undergraduate students with a combined enrollment of 12 credits or more for the academic year (Fall/Spring) must earn 75 percent of all cumulative credits attempted.
- Undergraduate students with a combined enrollment of less than 12 credits for the academic year (Fall/Spring) must earn ALL credits attempted.

### **MAXIMUM TIMEFRAME**

Students are eligible to receive financial aid up to 33 percent over and above the maximum number of credit hours required to obtain his/her degree as defined in the University's Catalog. All undergraduate/graduate courses attempted at the University will be counted towards the maximum timeframe limitation.

- Financial assistance will not be extended to cover minor degrees.
- All periods of enrollment (including Summer), will be counted towards maximum timeframe.

**Note: The Summer semester may be used to make up credit hour deficiencies and GPA for the new academic year (except for state programs).**

## **SECOND BACHELOR'S DEGREE**

Students will be eligible to receive financial aid up to 33 percent over and above the maximum credit hours required to obtain a second bachelor's degree. The student must submit documentation from the College Dean of the student's chosen major indicating the number of credit hours needed to complete the desired second bachelor's degree. **Students pursuing a second bachelor's degree will only be eligible for Federal Work Study and the William D. Ford Federal Direct Loan Program.**

## **CHANGE OF MAJOR**

Students are eligible for aid up to 33 percent over and above the maximum number of credits required for their new degree. All transfer credits and credits attempted at the University from the previous major will be included in the calculation of maximum timeframe. Financial assistance will not be extended to cover lost credits due to change of major.

## **DEFICIENCIES/PREREQUISITES**

Students who are admitted with deficiencies and/or prerequisites will have those credits added to their minimum degree requirements.

## **TREATMENT OF PUNITIVE AND NONPUNITIVE GRADES AND COURSES**

All courses with a grade of F, I, W, UW, and repeated courses will be considered in the calculation of credit hours attempted and will be subject to the Standards of Satisfactory Academic Progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of Satisfactory Academic Progress. Incomplete (I) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed. **It is the student's responsibility to inform the Bobcat Enrollment Center if grade changes have been made to his/her academic record.**

## **NOTIFICATION OF SATISFACTORY ACADEMIC PROGRESS STATUS**

Before issuing an award for an academic year, the Office of Financial Aid will review the applicant's eligibility based on academic performance at the end of each semester for the previous academic years. Students who have not met minimum standards of Satisfactory Academic Progress will be placed on financial aid warning for one semester. Failure to meet the requirements of Satisfactory Academic Progress during the warning period will result in suspension from receiving any form of Title IV funding (including federal loans).

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

A student may regain eligibility by:

- Achieving the required GPA and Credit Hour Completion as outlined.
- Attend summer school to make up credit hour deficiencies and GPA for the new academic year (except for state programs).
- Appeal the Financial Aid decision, following the Appeal Process.

## **APPEAL PROCESS**

Any student who does not meet Satisfactory Academic Progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility.

1. To appeal, submit the Satisfactory Academic Progress Appeal Form (available at [www.stu.edu/faforms](http://www.stu.edu/faforms)) with proper documentation to the Bobcat Enrollment Center explaining the reason(s) for the request.
2. The student will be notified of the decision within 15 business days of the receipt date.

If the Financial Aid officer reviewing the student's documents denies the appeal, the student may submit a "Final Appeal Request" and a "Student Academic Plan Form," available from the Bobcat Enrollment Center. The Final Appeal Request will be reviewed by the Financial Aid Appeal Committee and the student will be notified of a final decision within 30 days. **This decision shall be final. Only one final appeal per academic year is allowed.**

***Note:** All charges incurred during any period of time for which a student's aid is denied/suspended is the sole responsibility of the student and/or his/her parents. Under no circumstances will awards be made retroactively, unless specifically provided for herein. If the appeal is approved, financial assistance will be awarded based on availability of funds at the time of approval.*

### **DROPPING/WITHDRAWING**

Awarded funds are intended to help meet educational expenses during University study. If you withdraw, drop out of school, drop below half-time, change enrollment status, or leave without notice in any given enrollment period, your financial aid award may be reduced or canceled, and you may be required to return a portion of the aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be applied to the financial fund from which your aid was awarded. You may also be required to refund a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the US Department of Education. **You should consult with an Enrollment Specialist at the Bobcat Enrollment Center prior to dropping or withdrawing to avoid unnecessary financial hardship.**

Financial aid is refunded based on the date of withdrawal from St. Thomas University. Title IV aid is earned in a prorated manner on a per diem basis up to the 60 percent point in the semester. After this point in time, Title IV aid is viewed as 100 percent earned. Refunds to the federal student financial aid programs must be made prior to issuing a refund to the student. In accordance with federal regulations, refunds are allocated in this order:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loan for Parents
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs
8. Other Non-Federal financial aid
9. Student

St. Thomas University will complete the Return of Title IV Funds calculation and return any Title IV funds that are due to the Title IV programs. Students will be notified in writing of any balance owed to St. Thomas University and have 45 days from the date of the letter to arrange payment with the Business Office. Failure to

pay within this deadline will result in your student account being reported to the collection agency. Students will be responsible for any fees access by the collection agency.

## **RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID RECIPIENTS**

### **RIGHTS:**

1. Students have the right to expect that financial assistance eligibility be determined in an equitable manner, consistent with Federal and State regulations and university policies.
2. Students have the right to full information about financial assistance programs, pertinent regulations, policies, and procedures.
3. Students eligible for financial assistance have the right to be considered for those programs for which they qualify, as long as funds are available.
4. Students have the right to complete information about how their financial assistance eligibility was determined.
5. Students have the right of access to their financial assistance records and assurance of confidentiality of family information as defined by the Buckley Amendment of 1973 and the St. Thomas University student records policy.
6. Students have the right to accept all or any portion of their University assistance award, but the reduction of one portion will not necessarily be a basis for an increase in another portion and may affect the type of assistance students receive.
7. Students have the right to review their financial assistance upon written request to the Office of Financial Aid.
8. Students have the right to information regarding tuition and fees, as well as, refund policies and procedures, which are available in the Business Office Handbook.

### **RESPONSIBILITIES:**

1. Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
2. Students are responsible for providing all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid.
3. Students are expected to read, understand, and keep copies of all forms they are asked to sign.
4. Students are responsible for planning for moderate spending, and to contribute to the costs of education through summer employment.
5. Once financial assistance is accepted, students are responsible for notifying the Office of Financial Aid if they:
  - a. receive a loan, grant, scholarship, work, or other additional aid;
  - b. change their marital status, permanent address, or state of residence;
  - c. change their attendance status (e.g. half-time, three-quarter time, or full-time); or
  - d. withdraw from the University
6. Students are expected to perform in a satisfactory manner the work agreed upon in the Federal Work Study employment program.
7. Students must notify the Office of Financial Aid if they are, or plan to be, employed on campus in a non-work study position while receiving financial aid from federal and state sources.

8. Students are responsible for using student aid funds awarded to them for educational, and related, expenses only.
9. It is the responsibility of each student to know and comply with the deadlines for application or reapplication for assistance.
10. Students are responsible for knowing and complying with rules governing the aid received, including enrollment requirements and Satisfactory Academic Progress.
11. Financial assistance is awarded by semester for periods up to one academic year. Students should reapply for assistance for the following academic year.
12. Students who withdraw from the University before the end of the semester may be required to refund a portion of the aid received from Direct Stafford Loans, Federal Perkins Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or certain private scholarships, as determined by federal formula for Return of Title IV Funds.
13. Students are responsible for completing the Loan Exit Interview prior to graduation or separation from the University and for understanding the conditions and repayment terms of all loans, both federal and private.
14. Students are responsible for paying any tuition, fees, room, board, or other expenses not covered by financial aid.

## **TYPES OF FINANCIAL ASSISTANCE FEDERAL ASSISTANCE**

**FEDERAL PELL GRANT** - A grant funded by the federal government for undergraduate students who demonstrate need and are seeking their first bachelor's degree. The actual amount will be pro-rated based on the student's actual enrollment status each semester.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** - A grant funded by the federal government and available on a limited basis to eligible undergraduate students seeking their first bachelor's degree. Students must enroll at least half time to receive this grant. Priority is given to full time students with the greatest financial need.

**FEDERAL WORK STUDY (FWS)** - A need-based program funded by the federal government to provide part-time employment for students while gaining valuable experience. Federal Work Study students can work up to 15 hours per week in a variety of jobs on campus or through the America Reads Program off-campus. Students must enroll at least half time to participate in the FWS program.

**FEDERAL PERKINS LOAN** - A long-term, low-interest loan made to students demonstrating exceptional financial need. Awards are contingent upon the availability of funds and the amount of other financial assistance received. The interest rate is fixed at 5 percent and repayment begins 9 months after the student graduates or drops below half-time enrollment. Students must enroll at least half time to receive this loan. Priority is given to students enrolling full time.

**DIRECT SUBSIDIZED STAFFORD LOAN** - A long-term loan based on financial need. The interest rate is fixed at 6.8 percent for subsidized Stafford Loans disbursed after July 1, 2013. Repayment begins 6 months after the student graduates or drops

below half time. During this 6-month "grace period," interest **will** accrue on the loan. This loan is subject to a 1.051 percent federal default fee. Loan limits: Freshmen - \$3,500, Sophomores - \$4,500, Juniors & Seniors - \$5,500. Students must enroll at least half time to receive this loan.

**DIRECT UNSUBSIDIZED STAFFORD LOAN** - A long-term, non-need based loan available to dependent students who do not qualify for the full amount of the Direct Subsidized Stafford Loan. The loan limits apply to the combine subsidized and unsubsidized amounts for dependent students. This loan is subject to a 1.051 percent federal default fee. Effective, July 1, 2008, dependent students are eligible to borrow an additional \$2,000 per year. Effective, July 1, 2008, independent students are eligible to borrow an additional \$6,000 per year for Freshmen and Sophomores, \$7,000 per year for Juniors and Seniors. Students are responsible for paying the interest while attending school. Interest starts 45 days after the loan is fully disbursed. The interest rate is fixed at 6.8 percent. Students must enroll at least half time to receive this loan.

**DIRECT PLUS LOAN FOR PARENTS** - A long-term loan for parents of dependent undergraduate students who do not have an adverse credit history. This is a non-need based loan. The interest rate is fixed at 7.9 percent and interest accrual and repayment begins the day the loan is fully disbursed. This loan is subject to a 4.204 percent federal default fee. Loan limits equal the cost of attendance minus other financial aid received by the student. Students must enroll at least half time to receive this loan.

**NOTE:** Prior to obtaining a federal student loan, all first-time borrowers at St. Thomas University must participate in LOAN ENTRANCE COUNSELING in accordance with federal regulations. The purpose is to provide debt management counseling, and to inform the student of his/her rights and responsibilities as a borrower of a federal student loan. In addition, and in accordance with federal regulations, all students who obtain a federal student loan must participate in LOAN EXIT COUNSELING prior to separation from the University. Counseling includes information about the amount of indebtedness, deferment, forbearance, and consolidation provisions related to loan repayment. Stafford Loan recipients receive a reminder to complete the Entrance and/or Exit Loan Counseling online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

## **STATE ASSISTANCE**

**FLORIDA STUDENT ASSISTANCE GRANT (FSAG)** - The FSAG is a need-based grant funded by the State of Florida. The Office of Financial Aid assumes eligibility from the information submitted on the FAFSA on the basis of financial need. Students must submit the FAFSA by the designated deadlines for each academic year. Final eligibility is subject to confirmation from the State. Prior year recipients must have earned 24 credits by the end of the previous Spring term and have a cumulative 2.0 GPA to maintain eligibility. Students must enroll full time to receive this grant.

**FLORIDA RESIDENT ACCESS GRANT (FRAG)** - The FRAG is a non-need based grant funded by the State of Florida. The Office of Financial Aid assumes eligibility from the information submitted on the FAFSA. Students must submit the FAFSA by the designated deadlines for each academic year. Final eligibility is subject to confirmation from the State. Prior year recipients must have earned 24 credits by the

end of the previous Spring term and have a cumulative 2.0 GPA to maintain eligibility. Students must enroll full time to receive this grant.

**FLORIDA BRIGHT FUTURES SCHOLARSHIP** - The Florida Academic Scholars and the Florida Medallion awards are estimated. Annual award amounts are determined by the Florida Department of Education. Scholarships are based on full-time enrollment each semester. Award amounts are pro-rated based on actual enrollment status each semester.

**For more information on State of Florida scholarships, visit [www.fldoe.org](http://www.fldoe.org).**

## **INSTITUTIONAL MERIT SCHOLARSHIPS**

**ACADEMY OF FINANCE** - Eligible students must hold membership in their high school's Academy of Finance. Students must be accepted to the School of Business, have a cumulative, unweighted GPA of 3.0, and have a 970 SAT/20 ACT score. The scholarship is renewable for the 4-year program duration as long as the student maintains a 2.75 cumulative GPA.

**ACADEMY OF HOSPITALITY AND TOURISM SCHOLARSHIP** - Eligible students must have completed the Dade County School Board-sponsored Academy of Tourism Program and must enroll directly to St. Thomas University from high school. Award levels vary. Students must maintain a minimum 2.75 cumulative GPA.

**HUGH ADAMS SCHOLARSHIP** - Awarded to a Broward Community College (BCC) graduate who earned an AA degree with a minimum 3.50 GPA, completed the Honors Program at BCC, and is admitted to the St. Thomas University Honors Program. This is a two-year award provided the student makes Satisfactory Academic Progress toward completing the Honors Program requirements. Award levels vary. Students must be enrolled full time.

**ATHLETIC SCHOLARSHIPS** - Awarded by the Athletic Department based on athletic skill and financial need. Eligible students must be enrolled full time and must maintain a 2.0 cumulative GPA at St. Thomas University.

**VISION 2000 SCHOLARSHIP** - Available to graduates of Catholic high schools that enroll directly to St. Thomas University from high school. Renewal is for 3 successive academic years providing the student maintains full-time enrollment and a minimum 2.75 cumulative GPA.

**PRESIDENTIAL SCHOLARSHIPS** - Awards are based on academic achievement and aptitude. Undergraduates must be full-time students and maintain a 2.75 cumulative GPA at St. Thomas University. The scholarship is renewable for 3 successive academic years. Amounts are awarded and determined by the Admissions Committee.

**DEANS AWARDS** - Scholarships are based on academic achievement and aptitude. Undergraduates must be full-time students and maintain a 2.50 cumulative GPA at St. Thomas University. The scholarship is renewable for 3 academic successive years. Amounts are awarded and determined by the Admissions Committee.

**INTERNATIONAL STUDENT AWARD** - Available to international students admitted for full-time study. The award is renewable is for 3 successive academic years provided the student maintains a 2.25 cumulative GPA. Amounts are awarded and determined by the Admissions Committee.

**R. ROBERT MCCABE SCHOLARSHIP** - Student must be a graduate of Miami Dade College (North or South Campus) with an AA degree, must have a 3.25 GPA, have completed the Honors Program at MDC, and be admitted to the St. Thomas University Honors Program. The award is determined by Miami Dade College. This is a two-year award provided the student makes Satisfactory Academic Progress toward completing the Honors Program requirements. Award levels vary. Students must be enrolled full time.

**MIAMI DADE COLLEGE INTER-AMERICAN SCHOLARSHIP** - Eligible students must be a graduate of the Miami Dade College Inter-American Campus with an AA degree, must have 3.50 GPA, must have completed the Honors Program at MDC, and must be admitted to the St. Thomas University Honors Program. The award is determined by Miami Dade College. This is a two-year award provided the student makes Satisfactory Academic Progress toward completing the Honors Program requirements. Award levels vary. Students must be enrolled full time.

**ST. THOMAS UNIVERSITY HONOR SCHOLARSHIP** - Students are selected by the St. Thomas University Scholarship Committee. Eligible students must have and maintain a 3.50 cumulative GPA, have received a minimum of 28 on the ACT or 1100 on the SAT, and be enrolled full time.

**TRANSFER ASSISTANCE AWARD** - Available to transfer students with a minimum of 45 credit hours from accredited two- or four-year institutions. Scholarships are renewable up to 2 successive academic years and are based on full-time study and maintaining a 2.25 cumulative GPA.

**UNIVERSITY AWARD** - Available to incoming students based on GPA and/or standardized test scores. Undergraduate students must be full time and maintain a 2.25 cumulative GPA. This scholarship is renewable for 3 successive academic years.

**NOTE:** St. Thomas University reserves the right to review and adjust original financial aid award packages, including University-funded scholarships and/or grants if the student receives additional funding from federal, state, and/or private sources (e.g. FSEOG, FRAG, FSAG, Florida Bright Futures Program, etc.) that exceed the cost of tuition and dormitory fees (if applicable). All institutional aid is intended for full-time enrollment for Fall and Spring semesters only. Recipients of multiple institutional awards including tuition discounts are eligible to receive the highest individual award only.

## **SCHOLARSHIPS AVAILABLE FROM INDIVIDUALS, FOUNDATIONS, AND CORPORATIONS**

**ACCOUNTING AND FINANCE SCHOLARSHIP** - For senior undergraduates majoring in accounting or finance with a minimum cumulative GPA of at least 3.0. Eligible students must complete the FAFSA, demonstrate financial need, and enroll full time.

**AMATURO FAMILY FOUNDATION SCHOLARSHIP** - The student must be in good academic standing with a minimum cumulative GPA of 3.0 and be enrolled full time. The scholarship is renewable for up to 3 successive academic years if maintaining a minimum 3.0 cumulative GPA.

**RAY APICELLA SCHOLARSHIP** - The student must be in good academic standing with a minimum cumulative GPA of 3.0 and be enrolled full time.

**ARAMARK SCHOLARSHIP** - Eligible students must complete the FASFA, demonstrate financial need, and have a minimum GPA of 3.0. The student must be enrolled full time and reside on campus.

**PAUL BATEMAN SCHOLARSHIP** - The student must be an incoming Freshman, US citizen, complete the FASFA, demonstrate financial need, be in good academic standing, and be enrolled full time.

**BLUE CROSS BLUE SHIELD OF SOUTH FLORIDA SCHOLARSHIP** - Available to incoming Freshmen. Eligible students must be admitted to the STU/UM joint nursing program, have a minimum GPA of 3.3, be a Florida resident, and be enrolled full time. The scholarship is renewable for 1 year if the recipient maintains a 3.3 cumulative GPA. The scholarship application is available online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

**CAMILLE AND CARL BUCCELLATO SCHOLARSHIP FUND** - Eligible students must complete the FAFSA, demonstrate financial need, be in good academic standing, and be enrolled full time.

**ROSE CASALE MEMORIAL SCHOLARSHIP** - Eligible students must complete the FAFSA, demonstrate financial need, be in good academic standing, and be enrolled full time.

**HENRY A. FERRO, Jr. MEMORIAL SCHOLARSHIP** - Eligible students must be a Sports Administration major, demonstrate academic achievement, complete the FAFSA, demonstrate financial need, and be enrolled full time. Preference will be given to students graduating from a Catholic high school in the Northeast, if possible from Long Island.

**FOREST FLAMMANG CHARITABLE TRUST FUND SCHOLARSHIP** - Eligible students must complete the FAFSA, demonstrate financial need, demonstrate academic achievement, and be enrolled full time.

**INSTITUTE FOR WORKFORCE ENHANCEMENT SCHOLARSHIP** - Eligible students must complete the FAFSA, demonstrate financial need, be an adult student 25-years-old or older, be a Florida resident, and be enrolled full time. The scholarship is renewable if all criteria are met and the student maintains a 3.0 cumulative GPA.

**MARTIN LEMLICH SCHOLARSHIP** - For a pre-law student who completes the FAFSA, demonstrates financial need, has a minimum GPA of 3.0, and is enrolled full time.

**O. MIKE AND MARION MARINELLI SCHOLARSHIP** - Awarded to a deserving, minority, South Florida student with good academic achievement. Eligible students must be enrolled full time.

**MENDELSON FAMILY ENDOWED SCHOLARSHIP** - For an incoming Freshman, US citizen or eligible non-citizen, in good academic standing, with a minimum high school GPA of 3.25. The scholarship is renewable for up to 3 successive academic years. Eligible students must be enrolled full time and maintain a minimum 3.0 cumulative GPA.

**ALBERT AND BEATRIZ MINIACI FAMILY SCHOLARSHIP** - For an incoming Freshman who has completed the FAFSA, demonstrates financial need, is in good academic standing, and is enrolled full time.

**ADRIENNE AND EDWARD J. MULVEY SCHOLARSHIP** - Eligible students must demonstrate academic achievement, have a minimum GPA of 3.0, and be enrolled full time.

**NORTH DADE MEDICAL FOUNDATION NURSING SCHOLARSHIP** - Available to full-time, incoming Freshmen. Eligible students must be admitted to the STU/UM joint nursing program, have a minimum GPA of 3.3, be a Florida resident, and be enrolled full time. The scholarship is renewable for 1 year if recipient maintains a 3.3 cumulative GPA. The scholarship application is available online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

**NEAL PARKER SCHOLARSHIP** - Eligible students must demonstrate academic achievement, have a minimum GPA of 3.0, and be enrolled full time.

**REPUBLIC NATIONAL BANK SCHOLARSHIP** - Eligible students must demonstrate academic achievement, have a minimum GPA of 3.0, and be enrolled full time.

**LOURDES P. & RAFAEL A. SANCHEZ SCHOLARSHIP** - Eligible undergraduate students must major in Sports Administration, demonstrate academic achievement, complete the FAFSA, demonstrate financial need, and be enrolled full time.

**DON SHULA SCHOLARSHIP FOUNDATION** - For incoming Freshmen who have completed the FAFSA, demonstrate financial need, participated in high school varsity athletics, have a sports-related career goal, and have a minimum 2.50 high school GPA. The scholarship is renewable if all criteria are met, the student maintains a 3.0 cumulative GPA, and the student is enrolled full time.

**SUNTRUST BANK MIAMI, N.A. SCHOLARSHIP** - For an incoming Freshman, Sophomore, or Junior majoring in Business. Eligible students must be Miami Dade County residents with a 3.0 GPA, active in community services, and enrolled full time.

**WILLIAM RANDOLPH HEARST SCHOLARSHIP** - Incoming Hispanic or African-American freshman. Minimum GPA of 3.3 and SAT score of 1050. Must complete the FAFSA, have financial need and intend to reside in after graduation.

#### **SOURCES OF SCHOLARSHIP FUNDS**

There are many sources of funding available for students outside of St. Thomas University. Scholarships may be obtained from private organizations, corporations, religious groups, and civic organizations. Criteria including academic achievement, ethnic background, program of study, disability, etc. may be used in determining eligibility. Some excellent resources for scholarships include high school guidance counselors, college financial aid advisors, public libraries, and local bookstores. Many

scholarships are listed on the web. For the latest updates on available scholarships, visit [www.stu.edu/financialaid](http://www.stu.edu/financialaid) and select Scholarships.

The following is a sample list of websites with free scholarship search:

[www.fastweb.com](http://www.fastweb.com)

[www.latinocollegedollars.org](http://www.latinocollegedollars.org)

[www.blackcollegedollars.org](http://www.blackcollegedollars.org)

## **SAMPLE SCHOLARSHIPS**

**DATATEL SCHOLARS FOUNDATION SCHOLARSHIP** - Must be in good academic standing. Scholarship application is available at [www.datatel.com/global/scholarships/](http://www.datatel.com/global/scholarships/).

**GATES MILLENIUM SCHOLARS (GMA)** - Available to minority students with high academic and leadership promise who have significant financial need. Visit [www.gmsp.org](http://www.gmsp.org) to obtain a scholarship application and deadline information.

**HISPANIC COLLEGE FUND SCHOLARSHIP** - Available to Hispanic, US citizens or permanent residents of the US majoring in business, science, or engineering. Eligible students must demonstrate financial need and have a minimum GPA of 3.0. The application is available at [www.hispanicfund.org](http://www.hispanicfund.org).

**ROBERT G. & GAIL F. KNIGHT SCHOLARSHIP FOUNDATION** - Eligible students are 17-years-old or older who are planning to attend or are currently attending a two- or four-year college or university with a minimum high school GPA of 3.5 or minimum college GPA of 3.0. Applicants must have a history of school involvement in activities, sports, and/or community service. Scholarship recipients are selected based on a combination of merit, activities, and a personal essay.

**THE SALLIE MAE FUND SCHOLARSHIP PROGRAM** - To apply and obtain information on the Sallie Mae Fund First in My Family, The Sallie Mae Fund Unmet Need, and The Sallie Mae Fund American Dream, visit [www.thesalliemaefund.org](http://www.thesalliemaefund.org).

**USA FUNDS ACCESS TO EDUCATION SCHOLARSHIPS** - Applicants must have an annual adjusted gross income of under \$35,000, be a US citizen or eligible non-citizen, who are not currently in default on any student loans. The scholarship is available to full-time and half-time undergraduate students. Fifty percent of the scholarships are targeted to students who are minority or disabled. Visit [www.usafunds.org](http://www.usafunds.org) to obtain scholarship application and deadline information.

# **GENERAL INFORMATION**

## **OFFICE OF UNIVERSITY ADVANCEMENT**

### **Mission Statement**

The Office of University Advancement is focused on fostering relationships, building partnerships, creating awareness, and generating support amongst alumni, donors, leaders, business partners, legislators, and the community for the University's mission in academics, research, scholarships, and outreach. Our goal is to engage and connect these constituents to create meaningful partnerships with the University to garner support and secure resources that will enhance St. Thomas University's place in higher education.

## **ALUMNI ASSOCIATION**

The St. Thomas University Alumni Association (STUAA) mission is to promote the welfare of St. Thomas University and to establish a mutually beneficial relationship between St. Thomas University and its alumni. The Alumni Association supports and strengthens the University, involves and enriches its alumni, and fosters a lifelong relationship with St. Thomas. We seek both to encourage alumni to become involved in alumni and University activities and to recognize those graduates who have contributed to the University through such activities.

## **ACADEMIC RESOURCES ADMINISTRATION (ARA)**

### **Dean John A. Carpenter, PhD**

### **Associate Director Angela Rodriguez, MS**

Academic Resources Administration (ARA) is a unit of Academic Affairs established to acquire financial and other external resources by means of federal, international and other public grants, contracts, innovative academic initiatives, research initiatives and partnerships. These resources will primarily support academic program development, increased enrollment quality and quantity, faculty development, research, student retention and achievement, and administrative development.

University faculty, administrators, and staff desirous of seeking resources should contact [jacarpenter@stu.edu](mailto:jacarpenter@stu.edu), or cell telephone 305-342-7959, visit ARA in O'Mailia Hall 6A and visit the ARA entry in the University website

## **CAMPUS MINISTRY**

Campus Ministry takes a leading role in the mission of St. Thomas University by assisting students, staff, and faculty in the ongoing tasks of spiritual and religious formation. While faithful to and supportive of the Catholic Identity of St. Thomas, the staff and programs of Campus Ministry are attentive and sensitive to the ecumenical and interfaith dimensions of the University's population.

The staff provides direct service to students in the office (Kennedy Hall 114) and in the Chapel of Saint Anthony. The Kennedy Hall office has become a place of hospitality and friendship for students, staff, and faculty. It is the center of the staff's

efforts to provide for spiritual needs. Programs and projects are developed here that support liturgical and sacramental life, community outreach, spiritual development, and leadership training. Each year, the Rite of Christian Initiation of Adults (RCIA) process is offered for those who wish to be baptized, confirmed, or to join the Catholic Church from another faith tradition. There is an annual weekend retreat, faith sharing groups, Advent and Lenten reflections, and many service opportunities through the Office of Campus Ministry, open to all students. The staff is interested in learning about unmet spiritual needs of the community, so please stop in and talk with staff if you have new ideas.

In addition to faith-sharing groups and service opportunities offered in the School of Law, there is a chaplain for the School of Law, Monsignor Andrew Anderson, whose office is located in the Student Services suite of the Law School.

In the Chapel of Saint Anthony, Mass is celebrated daily at 12:15 pm. The Chapel is open throughout the day and provides the University community with a quiet place for private prayer and reflection. All are welcome and encouraged to spend time in the Chapel. It is also where community worship will take place in the Mass of the Holy Spirit at the beginning of each academic year and in the Baccalaureate Mass, held the night before graduation each semester.

All students are encouraged to visit the Office and become involved in the various activities and programs offered. We exist to serve you, so please give us that opportunity.

## **STUDENT AFFAIRS**

St. Thomas University adheres to the philosophy that students will succeed if they are given support in their academic and social life. The mission of Student Affairs is to enhance academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness. Services available through the Student Affairs Department include: Athletics and Intramurals, Campus Activities, Career Services, Counseling Services, Health and Wellness, International Students and Scholar Services, Residential Life and Housing, Emergency Management, and Student and Staff Development.

These offices oversee all aspects of student services relating to residence life, campus activities, student retention, and student success. Offices are located in the Student Center, Residence Life is located in Donnellon Hall 104, and Athletics is located in the Fernandez Family Center for Leadership and Wellness. For detailed information regarding student's rights and responsibilities, please reference the St. Thomas University Student Handbook at <http://www.stu.edu/studenthandbook>.

## **HEALTH AND WELLNESS**

Health and Wellness is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities and based on the principles of Catholic Social teachings and Catholic Health Care: the care and

dignity of the individual, attention to the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in the world. St. Thomas University has the unique advantage of providing an intimate, family education model aimed at developing leaders for life.

**Location:** The south end of the Student Center Building near Rathskeller Hall.

**Services Offered:** Psychological (counseling) and acute medical care for the St. Thomas community, and if unable to help you directly, Center staff will assist you in searching for resources.

- **Psychological Care (Counseling):** Programs typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Staff offers wellness-themed monthly workshops that give students an opportunity to be proactive in their overall health. Health and Wellness also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting all services.
- **Medical Care:** To address general health care concerns, weekly clinic days are staffed by a Registered Nurse. Outpatient surgical, urgent, ER gynecological, visual, radiology, or other specialty medical services are not provided. Medical issues requiring more specific care or students with emergency situations are referred to a physician, clinic, or hospital in the community. Medical services provided off campus are strictly at the student's expense. Emergency and urgent care medical and ambulance services MAY BE covered, in part, by your health insurance provider.

**Contact:** For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact Nellie Baez, RN, BSN: [nbaez@stu.edu](mailto:nbaez@stu.edu). To make an appointment for counseling, contact Josie Oramas, LMHC: [joramas@stu.edu](mailto:joramas@stu.edu). For emergencies, call 911.

**Hours:**

Clinic:	Monday – Friday, 9am-4:30pm.
Counseling:	Monday-Friday, 10am-6pm.

**Student Insurance:** All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, a plan is available for students of St. Thomas University. **Health and Wellness communicates to students through St Thomas University e-mail accounts, this includes the waive/enroll insurance information and deadline.** Please be very careful to check your STU email regularly for updates on verifying existing health insurance, enrolling for student health insurance, and for all applicable deadlines. It is each **student's sole responsibility** to assure full cooperation with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of insurance along with University registration. Active insurance status will be checked regularly for accuracy. All students who reside on campus must submit a completed medical form and updated immunization records before moving into the residence hall. **All first-year students residing on campus must show proof of a recent meningitis immunization. Please check the Health and Wellness webpage at <http://www.stu.edu/healthandwellness> for information on**

**University Immunization Guidelines and for health forms.** In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), only expressly designated staff of the University may confirm proof of medical insurance.

## **ATHLETICS DEPARTMENT**

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis, and cross-country; women's teams compete in basketball, softball, volleyball, soccer, tennis, and cross-country. The University also has co-ed Cheer and Dance. The programs at St. Thomas have a long history of athletics and academic success. In the past few years, at least 5 of its 12 athletic teams have qualified for national tournaments and the athletics program as a whole finished 2nd in the Sun Conference Commissioner's Cup; 9 of 12 teams have also received NAIA Scholar Team honors. University athletes annually maintain a 3.0 overall GPA. According to the 2006 IPED report, the athletics program has a 42% graduation rate within a six year period. With increased academic support and mandatory study halls, this rate is sure to increase. The success of athletes is a true sign of the University's commitment toward its "student first" mission.

**Mission:** Intercollegiate athletics at St. Thomas University provides student-athletes with a competitive and diverse environment where they can challenge themselves athletically and academically. The Department of Athletics places a priority on the mental, social, physical, emotional, moral, and spiritual well-being of student-athletes, a practice that allows student-athletes to flourish and reach their full potential. Participation in athletics prepares student-athletes for future endeavors by developing leadership and encouraging teamwork – values that enhance good citizenship. Consistent with the University's Catholic tradition, rooted in diversity and service, the Department of Athletics emphasizes community engagement in the region. Whether on the field, in the classroom, or in the community, student-athletes and staff respect the rights, dignity, and worth of every human being; maintain the highest standards of ethical behavior; and conduct themselves in a manner which brings credit to the University.

**Philosophy:** The President of St. Thomas University and the Department of Athletics firmly believe in supporting the academic progress of student-athletes and encouraging the values of respect for others, quality sportsmanship, and ethical conduct in amateur intercollegiate athletics. These are key values in achieving the University mission of "Developing Leaders for Life." The President of St. Thomas University, in cooperation with the Department of Athletics, ensures that all student-athletes, athletic staff, and institutional personnel understand and practice the highest ethical conduct on and off the field or court and comply fully with all the rules of the Division. These values are the standards for all fans, alumni, boosters, and members of the immediate collegiate community at all events throughout the athletics program.

The Department of Athletics places a high priority on the health, safety, well-being, and academic success of its student-athletes, and encourages the growth of well-balanced student-athletes in the student-centered environment established by the University mission and its Catholic tradition. Participation in athletics facilitates the learning of values that improve the mental, social, physical, emotional, moral, and spiritual development of student-athletes. These lifelong values teach teamwork,

sportsmanship, and leadership. The Department of Athletics fully supports student-athletes and their efforts to meet their educational objectives and to maintain good academic progress toward their degrees.

In addition, the athletic programs afford student-athletes high-level, amateur, athletic competition where they can challenge themselves on the field or court through equitable participation. Excellence in competition is always approached within the framework created by the Division's constitution, bylaws, policies, and principles of sportsmanship. The Department of Athletics schedules the majority of its competitions with other members in its Division within the University's regional and geographical location. An equal opportunity to participate in intercollegiate athletics is provided for all students regardless of gender, race, ethnicity, religion, national origin, and sexual orientation. Furthermore, the Catholic tradition and mission of the University ensures all students have opportunities for volunteer service and community engagement in order to develop leaders who contribute in the region in which they reside.

**Eligibility:** Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA) and the Sun Conference (TSC), whichever is most stringent, in addition to the University's admissions requirements. **Graduate students that are interested in participating in athletics at St. Thomas University must have completed and received an undergraduate degree from St. Thomas University and be enrolled full-time in a graduate program according to the graduate admissions standards.**

In order to participate in athletics, student-athletes must maintain a minimum 2.00 overall GPA and pass at least 24 credit hours within the last two full-time terms of attendance. For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at <http://www.playnaia.org/>.

To remain eligible to participate in intercollegiate athletics, the following must be met:

### **\*Entering Freshman**

An entering freshman student must be a graduate of an accredited high school or be fully accepted as a regular student in good academic standing as defined by St. Thomas University. An entering freshman is defined as a student who, upon becoming identified with an institution, has not been previously identified with an institution(s) of higher learning for two semesters or three quarters (or equivalent). An entering freshman must meet two of the three entry-level requirements to participate in athletics at St. Thomas University:

1. Achieve a minimum of 18 on the Enhanced ACT or 880 on the SAT. The ACT/SAT test must be taken on a national or international testing date and certified to the institution prior to the beginning of each term in which the student initially participates (residual tests are not acceptable). The SAT score of 880 or higher must be achieved on the **CRITICAL READING** and **MATH** sections of the SAT. Scores must be achieved on a single test, and the test score must be sent directly from the testing center to the University.
2. Achieve a minimum overall high school grade point average of 2.50 on a 4.00 scale (the NAIA requires a 2.00 GPA).
3. Graduate in the top half of your high school graduating class.

**NOTE: ST. THOMAS UNIVERSITY ADMISSION STANDARDS MUST BE MET IN ORDER FOR STUDENT-ATHLETES TO BE ELIGIBLE FOR PARTICIPATION.**

**\*Four –Year Completion**

Student-athletes have 10 semesters (or terms of attendance) in which to complete four (4) athletic seasons in a sport, whichever comes first. Eligibility of student-athletes begins when a student first registers for 12 or more credits or when a student-athlete first competes (practices, scrimmages, or contests) at any two- or four-year collegiate institution. These years are continuous. Student-athletes will be charged a term of attendance upon enrollment in 12 or more institutional credit hours. Summer sessions are not included, but night school, extension, or correspondence courses are applicable to this ruling. A student-athlete may be granted an extra year of competition if they are ill or injured and meet the criteria of the NAIA medical hardship, only if the student-athlete has the eligible semesters and/or seasons remaining.

**\*Twelve Credit Rule**

The NAIA and St. Thomas University require that a student-athlete must be a full-time student in order to participate. It must also be verified that the student-athlete is registered and fees are paid for at least 12 credits. Under University policy, a student-athlete is ineligible to practice or compete during any time if:

1. He/she is registered for less than 12 credit classes,
2. Registration or admission is canceled; or
3. Change in enrollment occurs.

Changes in enrollment (e.g., petitions to add/drop courses, late enrollment, instructor drops, etc.) should be submitted prior to the published deadlines to ensure records are accurate and complete. If a student-athlete drops a course, it costs credits toward graduation. **A student-athlete is not permitted to drop a class without a signature from the Director of Athletics or Faculty Athletics Representative.** This policy is designed to prevent a student-athlete from making changes in their academic schedule that may jeopardize their academic and/or eligibility status.

**Progress Reports and Mandatory Study Halls:** To ensure student-athletes are making normal progress towards graduation, the Department of Athletics administers progress reports throughout the semester as part of the University's F.I.R.S.T. alert system. Upon of this report, coaches meet with student-athletes individually. Reports are also generated throughout the semester via professors who deem students at risk. From these various reports, coaches will mandate study hall.

**Financial Aid/Grants/Scholarships:** Athletic teams are provided with a specific number of one-year renewable grants-in-aid (athletic scholarships) in accordance with budgetary restrictions and regulations. Athletic grants are awarded by the Office of Financial Aid upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grant-in-aids are not reimbursements for services performed, but to help student-athletes with their educational expenses. An athletic and/or academic grant is restricted to covering educational expenses such as tuition, room/board, and fees. All grants cover only a portion of the current academic year and do not include summer or minimester term classes. All grants have a minimum GPA and full-time status requirement to receive such grants, unless a senior exception is approved. For more information, see the Bobcat Enrollment Center.

Athletic grants require certification of eligibility. If deemed ineligible, student athletes may lose their athletic grant.

**Academic Dishonesty:** Academic dishonesty is considered the representation of another's work as one's own, either directly or through complicity in falsification, cheating, plagiarism, facilitating academic dishonesty, or infringing on the academic rights of others. Forms of dishonesty such as cheating, plagiarism, stealing, or deceiving may be referred to the Coaches and Athletic Director. Any of these could result in the student athlete being removed from his/her sport and no longer being eligible to compete in intercollegiate athletics. For further information regarding the policy as it relates to the general student population, please refer to the St. Thomas University Student Handbook at <http://www.stu.edu/studenthandbook>.

All forms of dishonesty such as cheating, plagiarism, stealing, or deceiving will be referred to your Coaches and Athletic Director. If found guilty, according to the Academic Conduct Code, the Dean of the School in which the violation occurred will submit a report to the Provost. Upon recommendation, the Dean of the School and/or Provost will inform the Vice President for Planning and Enrollment of the outcome. It is at this point that the student-athlete will be immediately removed from his/her sport and will no longer be eligible to compete in intercollegiate athletics.

Use the following as a guideline to make sure you are practicing proper conduct.

1. Prepare thoroughly all assignments.
2. Prepare thoroughly for all tests.
3. Do not let other students copy from your work or tests.
4. Discourage dishonesty among other students.
5. Refuse to assist dishonest students who cheat or plagiarize or are dishonest in other ways.
6. Know what academic dishonesty is and avoid any occurrence of it.

**Missed Class Policy:** Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship segment (**the off season**).

A schedule of games and competitions from the Faculty Athletics Representative will be emailed to all faculty for Fall, Winter, and Spring sports, indicating when student-athletes should be excused from class. **It is the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and class work that should be completed.**

## **INTRAMURALS AND RECREATION**

The Fernandez Family Center for Leadership and Wellness' Intramurals and Recreation department, offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, softball, basketball, volleyball, street hockey, billiards, and more. The Intramurals and Recreation programs also offer many special event opportunities on and off campus designed to meet the needs of the students, faculty, and staff.

The Department has several recreational facilities located on campus for use by faculty, staff, students, and alumni, including the new Fernandez Family Center for Leadership and Wellness. The Center includes a state-of-the-art fitness center, café,

full size gymnasium for volleyball and basketball, athletic department offices, media room, three classrooms for sports administration, and a fitness studio. Additional recreational facilities include a swimming pool, outdoor basketball courts, and tennis courts. Use of all recreational facilities requires a valid STU ID.

**Mission:** St. Thomas University is dedicated to placing an emphasis on providing students ongoing social, physical, intellectual, and cultural development. Students will have the ability to achieve these developmental needs through participation in Intramurals and Recreational Sports activities. Intramurals and Recreational Sports afford students, faculty, and staff the opportunity to work together to strengthen personal development while enhancing academic productivity through the increase of physical fitness, psychological health, wellness, and exercise. All Intramurals and Recreational Sports programs highlight and reward values such as sportsmanship, leadership, teamwork, and lifelong leisure skills. The goal of Intramurals and Recreational Sports is to be as varied as possible to support the diverse population at St. Thomas University in addition to participation among the local educational institutions.

**For more information call (305) 474-6874 or Like us on Facebook: Fernandez Family Center for Leadership and Wellness**

## CAREER SERVICES

The Office of Career Services is dedicated to assisting St. Thomas University students and alumni in attaining their career goals. Students who visit Career Services early-on in their pursuit of a degree learn about a variety of methods useful in making career decisions. Office staff specializes in combining one-on-one career advising with the latest in career-related technology, including an internet-based system for professional, internship, and part-time openings and resume referrals. Additional services available to students include:

1. **Self-assessment:** Students work one-on-one with a Career Advisor to identify their interests, abilities, and work values. When appropriate, students utilize the Myers-Briggs Personality Type Indicator. Once a student or alumni completes the MBTI and meets with a Career Advisor, he/she is better positioned to choose a major or decide on a career path.
2. **Job search assistance:** Students seeking professional employment, an internship, summer employment, or graduate study can obtain assistance with resumes, cover letters, and interviews in the classroom or one-on-one.
3. **Internships and Experiential Learning:** Students who secure an internship or experiential learning assignment enhance their marketability by developing valuable skills. Further, they increase their awareness of career options while developing a professional network. To learn more, visit the Career Services Office or <http://www.stu.edu/StudentLife/CareerServices/InternshipInformation/tabid/317/Default.aspx>.
4. **Web-based Career Services:** Students are able to post their resume and cover letter online, giving them the ability to apply for job/internship openings posted by employers.
5. **Career Expos:** Fall and Spring Career Expos result in approximately 50-60 employers converging on campus to hire students.

6. **Career Resources:** Visit the Career Services website at [www.stu.edu/career](http://www.stu.edu/career) to view the What can I do with this major? program that contains information on areas graduates can enter with a particular degree (i.e. accounting), the employers that recruit people in those majors, and the strategies to follow to get there. It's a must see!
7. **Career Workshops and Class Visits:** Participate in workshops on a variety of career topics including The Career Planning Timeline (freshmen through senior year), Resume Writing, Interviewing Skills, Networking, Skills Employers Seek, Cover Letter Writing, Going to Graduate School, and more. Career Advisors also visit undergraduate and graduate classes, upon faculty request.
8. **Mock Interviews:** Students and Alumni can schedule a one-on-one mock interview with a Career Advisor. The purpose of the mock interview is to practice for the "real" interview. Feedback is provided on the spot to the interviewee to help him/her develop professional success techniques.
9. **Mentoring Program:** Career Services in partnership with The National Society of Hispanic MBAs (NSHMBA) offers the L.I.F.E. (Latin Initiative to Foster Empowerment) Mentoring Program in the Fall and Spring semesters. The purpose of L.I.F.E. is to increase the retention rate of Hispanic students (other minorities are encouraged to participate). L.I.F.E. targets undergraduate students, ideally in their freshmen and sophomore years, who may not be clear about their career path. Professional mentors provide mentees with resume critiques, mock interviews, and tips to help them jumpstart their careers. Graduate students and alumni interested in serving as professional mentors may contact a Career Advisor to express interest.

**Office Hours and Location:** Monday-Friday, 9am to 5pm. Career Services is located in the Student Center.

For more information, call (305) 628-6688 or visit [www.stu.edu/career](http://www.stu.edu/career).

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

St. Thomas enrolls students and scholars from over 65 countries. The University seeks qualified international students and scholars who bring a special richness and diversity to the cultural life of the University community. The University assists international students and scholars in achieving educational goals while providing insight into American culture.

### **Certificate of Eligibility SEVIS I-20 and Arrival/Departure Card I-94**

The U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility SEVIS I-20 is issued to admitted students who have provided an official financial affidavit. The student is required to attend St. Thomas University as indicated on the SEVIS I-20 for the time specified on the I-94 Arrival/Departure Card. Students are expected to complete at least one semester of study at this institution prior to requesting an institutional transfer.

### **Department of State DS-2019**

The DS-2019 is the document issued by the sponsor of the Exchange Visitor Program (i.e. STU). It is the document used for the issuance of the J-1 visa at a U.S. Consulate or Embassy to students or scholars. The U.S. Customs & Border Patrol officer will

stamp the DS-2019 at the port of entry and return it to the student/scholar along with the Arrival/Departure Card I-94. The DS-2019 must be valid at all times.

International students on an F-1 student visa while in the U.S. must:

- Be degree seeking and registered as a full-time student each semester (6 credit hours for graduate/doctoral students and 12 credit hours for undergraduate students), and may register for only one three-credit online course per semester;
- Check-in with the international student advisor within the first 15 days of the start of each semester;
- Not engage in off-campus employment without permission from USCIS or the principal designated school official (PDSO);
- Keep a current valid passport; and
- Have medical health insurance.

International students on an F-1 or J-1 visa who are physically present in the U. S. are not eligible for admission in to a program of study that is only offered online.

**Important Note:** J-1 students may be degree or non-degree seeking, and are required to follow the above stated guidelines to maintain legal status. J-1 scholars are required to check-in with their host department upon arrival and the International Student Advisor within the first five days of their arrival. J-1 scholars are required to comply with their contract agreement.

International Student Advisors assist international students and scholars by providing services and support related to immigration regulations and maintaining legal F-1/J-1 status while attending St. Thomas University. The Advisor serves as the liaison between international students and scholars and the USCIS. Additionally, the advisor serves as a resource to the University community. All international students and scholars are encouraged to visit an International Student Advisor for detailed information with regards to their F-1/J-1 status.

### **Permanent Resident Status**

If a current student changes his or her status to that of a permanent resident, a copy of the Permanent Resident Card “green card” must be submitted to the Office of Admissions. Additionally, the International Student Advisor must be notified to update University records to reflect the change of status.

## **UNIVERSITY LIBRARY**

The University Library fosters learning for the entire community with information resources, space, and support services that empower students to become life-long leaders. The 50,000-square foot building offers a wireless learning environment with networked seminar rooms, group study rooms, and personal study areas. The Library houses over 215,000 print resources and 512 print magazine, journal, and newspaper titles. The building contains four computer labs and is the center for a virtual library, providing access to over 275,106 full-text journals, magazines, and newspapers in digital format and 117,222 e-books.

The Library provides online interlibrary loan and document delivery request forms for receiving material from libraries in Florida, the United States, and from around the world. For distance students, the University Library also provides full-service reference assistance through email or telephone and provides books via the US Mail. Reference and research assistance is available in person at the reference desk and via telephone and email. In-depth assistance is also available by appointment.

The Library's Information Literacy instruction program teaches students how to conduct effective research using electronic and print resources is available by appointment for all undergraduate and graduate classes.

Students may play media on the first floor of the library in the reference area or in the fully equipped study rooms. Study Room One is also equipped as a gaming lab with a 3D television and Xbox 360 Kinect system. The Library also provides popular movies and documentaries as well as New York Times Best Sellers in fiction and non-fiction for students' reading and viewing pleasure. The wireless café is on the first floor and offers coffee, tea, and hot chocolate. The University Art Gallery is on the second floor as well as the John C. Favalora Archive and Museum.

Please visit the Library website at [www.stu.edu/library](http://www.stu.edu/library) for hours and to learn more about the services and collections.

# ACADEMIC POLICIES AND REGULATIONS

**ACADEMIC GRIEVANCES.** It is assumed that most grievances will be resolved in conversation between student and professor. Grade appeals must be initiated NO LATER than 45 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 45-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade and attempt to come to a resolution with the course instructor.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean's designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairperson or Dean's designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.

**ACADEMIC DISHONESTY.** Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitating academic dishonesty; or infringing on academic rights of others. Instructors show responsibility toward the prevention of academic dishonesty by explaining to students what constitutes academic dishonesty within the particular requirements of a course. Academic dishonesty can also occur when the action does not impact grade related work of the student. **Refer to the Academic Code of Conduct** in the Student Handbook for specific examples of academic dishonesty and procedures for resolving the charge of academic dishonesty (<http://www.stu.edu/studenthandbook>).

**ADVISING.** Students who have chosen a major will be assigned a faculty advisor upon entrance to St. Thomas University. The advisor's name is printed on the student's Academic Evaluation Report (AER). Students who have not chosen a major will be assigned an advisor by the director of the Academic Enhancement Center, to help them make decisions about what courses to take and how these may lead to a major. General criteria for advising is as follows:

1. Advisement is expected for all undergraduate students.
2. All first-time students and students with hold flags must meet with their advisor and secure signed approval for the selected courses to register.
3. All students registering in person at the Bobcat Enrollment Center must have an advisor's signature to register.

For more information, call the Academic Enhancement Center at 305-628-6564.

**ATTENDANCE POLICY.** Attendance is course specific. For regular classroom courses, attendance is defined as engaging in a current course activity, including attending class, turning in an assignment, or engaging in activity with the instructor. In order to be counted as in attendance for an online course, the student must

actively respond to a current activity in the course. Logging in or submitting previously assigned material is not sufficient to be considered in attendance. St. Thomas University must return unearned Title IV funds within 45 days of a student's last attendance, which is considered the student's unofficial withdrawal date. Any student who stops attending a compressed course who is not also registered for and attending another course or who does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn.

**AUDIT POLICY.** Students must register for all courses which they attend. Students may audit a course only with the instructor's approval. Audited courses appear on the student's transcript but the student does not receive a grade nor academic credit. Audited courses are not financial aid eligible. The fee to audit a course is the equivalent of one credit.

### **CATHOLIC IDENTITY AND DIVERSITY GRADUATION REQUIREMENTS.**

***Catholic Identity.*** In order to increase understanding of and appreciation for the Catholic intellectual and artistic heritage, undergraduate students are required to take one Catholic identity course at St. Thomas University. Catholic Identity courses contain a significant amount of material that examines topics, themes, or questions pertinent to Catholicism, its doctrine, faith, background, and/or significance. This course may simultaneously satisfy other General Education or Major requirements with the following exception: this course cannot be used to simultaneously satisfy the Religious Studies requirements.

***Diversity.*** St. Thomas University endorses the study of diversity as wide-ranging, which includes institutions, language, art, music, religion, ideals, philosophy, habits of thinking, learning styles, interpersonal and social relationships, and the examination of the patterns of power. To affirm diversity means to value the co-existence of multiple cultures in a global context. Undergraduate students are required to take one Diversity course at St. Thomas University. This course may simultaneously satisfy other General Education or Major requirements.

**COURSE LEVELS.** Courses at St. Thomas University are numbered at the following levels: Freshman (100); Sophomore (200); Junior (300); and Senior (400).

**CLASS STANDING.** For admitted, degree-seeking, undergraduate students class standing is as follows: Freshman - 29 or fewer credits; Sophomore - 30-59 credits; Junior - 60-89 credits; Senior - 90 or more credits. Students should not typically take courses more than one level above their current class standing; for example, a student with sophomore level class standing may take a 300 level course but not a 400 level course.

**CONFIDENTIALITY OF RECORDS.** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be

inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. Written requests should be made to the University official responsible for the record, clearly identifying the part of the record to be amended and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. A third party can be given information about a student's records only with the written consent of the student. Exceptions to this policy can include: (a) parents and legal guardians of students who are dependent as defined by the Internal Revenue Service, upon presentation of proof of that IRS status; (b) courts presenting a court order or subpoena for disclosure; (c) agencies needing information regarding students on F-1 or J-1 visas; (d) the U.S. Department of Education; (e) school officials with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. At St. Thomas University, directory information (that information which is freely given to those requesting it) is limited to name, dates of attendance/enrollment, and degrees/certificates earned, if any.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Thomas University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC, 20202-4605

**COURSE CANCELLATION POLICY.** St. Thomas University cancels courses for which there are insufficient enrollments. In general, courses with less than 10 students are subject to cancellation. When courses are cancelled, the Bobcat Enrollment Center will provide a list of names, telephone numbers, and addresses of the students to the appropriate Dean or Dean's designee who will attempt to notify students. Students are advised to contact their academic advisor to find a suitable

replacement for the cancelled course. All fees related to the cancelled course are refunded if the student is unable to find a suitable replacement.

**COURSE LOAD.** The normal load for full-time undergraduate students is 12 to 18 credits in the Fall or Spring Semesters. The maximum allowable load is six credits in a six week session, nine credits in a nine week session, and 12 credits in a 12 week session. A student must generally average 30 credits per year to graduate in four years. Permission to enroll in more than the normal load must be approved in writing by the Dean and advisor, or the director of the Academic Enhancement Center if the student has basic skills course requirements. Part-time students are students registered for less than 12 credit hours.

**CREDIT HOUR POLICY.** St. Thomas University recognizes the "credit hour" as the basic unit for measuring and awarding college credit and ensures the total amount of engaged learning for each course is adequate and approximates more than the minimum amount of student work in accordance with commonly accepted practices in higher education, and meets the expectation of equivalency. Course credits are awarded for academic work resulting from student engagement in traditional classroom settings, laboratories, studios, internships, alternative credits, and distance education. All courses that share the same course codes also share the following commonalities: learning outcomes, course content, appropriate assessments, and instructors with appropriate academic credentials. The University defines credit hours for all courses in terms of the minimum amount of engaged learning time expected of a typical student in a course. Credit hours of academic work represent the satisfactory completion of the learning outcomes for each course as verified through assessment of those outcomes by the instructor appropriately credentialed to teach that course.

**ENGLISH AS A SECOND LANGUAGE (ESL).** The English as a Second Language (ESL) program is designed to help non-native speakers of English obtain the proficiency necessary to operate successfully in the higher education environment. The program provides a cultural orientation to the United States and to the higher education system. Students are tested at the time of registration and are placed into an appropriate level. Each program level takes one semester to complete. There are 5 levels of instruction. ESL 096-100 (Levels 1-4) meet 15 hours a week in class, 5 hours a week in Lab, for a total of 20 hours a week. ESL 111 (Level 5) meets 6 hours a week in class, 5 hours a week in Lab, for a total of 11 hours a week. Each level is 15 weeks in length. Grading for the courses is as follows: ESL 096, 097, 098 and 100 are graded on the Pass (P)/No Pass (NP) basis. Students receive letter grade for ESL 111W & G. Since language proficiency is being assessed, a minimum grade of B is required to pass these two courses. ESL 096-100 are assigned 12 academic credits. The advanced level, ESL 111, is assigned 6 credits, which can be applied toward the General Education Requirement in Humanities. Students in this level are also invited to take regular credit courses. Both before and after arrival at St. Thomas University, students will chart out a course of study with an assigned academic advisor. If a student were to complete the 5-level program, a student would receive 91 hours of instruction/54 credits. The number of levels offered each semester depends on student enrollment.

**EXCEPTIONS TO ACADEMIC POLICIES.** No exceptions to policies are made except in writing. Only the Provost/Chief Academic Officer or his/her designee can grant exceptions. Additional University policies may be found in the St. Thomas

University Handbook. Students may obtain a copy from the Student Services Office (<http://www.stu.edu/studenthandbook>).

**GENERAL EDUCATION REQUIREMENTS.** Each bachelor's degree listed in this catalog has, in addition to the requirements of the major, the following General Education Requirements: Humanities (12 credits), The Natural World and Quantitative Reasoning (9 credits), Culture and Society (9 credits), Philosophy (6 credits), and Religious Studies (6 credits). Any waivers of GER requirements must be applied for before full admission to the University. An application must be to the Dean of the School/College offering the relevant courses.

**GRADES AND GRADE POINTS.** The grade points are used: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; F=0.00. The following terms are used: A=Superior; B=With Merit; C=Satisfactory; D=Passing; and F=Failure. Other grade indicators are: AD=Administrative Drop (permanent grade for non-payment, no credit or grade points, used in the calculation of GPA); AU=Audit (no credit or grade points); AW=Administrative Withdrawal (permanent grade, no credit or grade points, not used in calculation of GPA); CP=Course in Progress (temporary grade for internship courses); I=Incomplete; NG=No Grade Submitted (temporary grade); NP=No Pass (unsatisfactory, for pass/no pass courses); P=(credit earned, for pass/no pass courses); UW=Unofficial Withdrawal (no credit or grade points, not used in calculation of GPA, can only be given if the student never attended the course); W=Official Withdrawal (no credit or grade points).

**GRADE APPEALS.** A student who wishes to appeal a course grade must follow the procedure outlined below. Appeals must be initiated NO LATER than 45 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 45-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the appeal should be made to the Dean or the Dean's designee. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean's designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairperson or Dean's designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.
4. Grades are considered permanent at the end of each term. A grade assigned for work in a course is not subject to change except in the case of a specific error, which may be corrected upon petition by the student to the instructor of the course and approval of the Dean of the College/School. A grade may be changed by the instructor no later than one year from the completion of the course. A grade cannot be changed after the student's degree has been posted.

**GRADE REPLACEMENT.** Any undergraduate student who receives a grade of C-, D, or F in an undergraduate course may retake the course once for grade replacement

within one year. Students re-taking a course for grade replacement must file the appropriate form with the Bobcat Enrollment Center at the time of registration. Only the most recent grade will be used in calculating the Grade Point Average (GPA). This policy applies to St. Thomas University courses only.

**HONORS.** Graduation Honors are calculated based on grade point average for St. Thomas University coursework. Only students who have earned 60 credits at St. Thomas University are eligible for Graduation Honors. Credit for Credit by Examination, CLEP, Military, Corporate Training, and Life Experience (Portfolio) do not apply to the 60 St. Thomas University credits required for Honors. Graduation Honors are: Cum Laude (3.55-3.74); Magna Cum Laude (3.75-3.89); Summa Cum Laude (3.90-4.00). At the end of each Fall and Spring Semester, all students who have completed at least 12 credits (with grades for which quality points are awarded), and who earn at least a 3.55 grade point average, are given Dean's List recognition. Students with incomplete (I) grades or NG grades are not eligible for the Dean's List.

**INTERNSHIPS.** Most Internships and Field Experience courses are graded on a Pass/No Pass basis. A passing grade will not be included in the computation of the Grade Point Average (GPA), but a non-passing grade will be included in the computation. For requirements for individual majors check with your advisor.

**INDEPENDENT STUDY.** An independent study course must be approved by the instructor and Dean. An independent study can only be taken by students who have attained senior standing and there is an absolute need for the course in order to satisfy requirements for graduation.

**INCOMPLETES.** An instructor may give a grade of Incomplete (I) in unusual and exceptional circumstances. All Incompletes must be finalized prior to the midpoint of the following semester, excluding summer terms. Incompletes not finalized by the deadline automatically convert to an F (Failure). If it is necessary for the student to attend the course in another semester in order to make up an incomplete, the student must register for that course as an Audit.

**MAJOR.** Majors build on the information and skills acquired in the General Education Requirement courses. The curriculum in each major consists of a combination of required and elective courses in the discipline. Majors help students develop critical and analytical thinking, professional and presentational skills, as well as competence in a specific discipline. Majors provide broad foundations necessary to prepare students for advanced study or for a career. Majors consist of at least 24 credits in a discipline or related disciplines, and at least one half of these courses must be at the 300/400 level. A second major requires students fulfill all the requirements of both majors.

Courses applied to a major cannot be used to satisfy the requirements of another major, minor, or specialization without approval of the appropriate Dean. Students must declare a major by the start of their Sophomore year.

**CHANGES OF MAJOR.** Students may elect to change their major at any time, but are advised to evaluate possible increases in the length of time required to graduate. Any change of major must be requested in writing at the Bobcat Enrollment Center. Students who change majors are required to meet the major requirements for the year in which they declare the major.

**MINOR.** Minors consist of at least 18 credits in a discipline other than the major area. The knowledge and skills acquired go substantially beyond the introductory level. Minors are generally chosen to supplement the major field of study. Courses applied to a minor cannot be used to satisfy the requirement of another minor or specialization without approval of the appropriate Dean.

If a minor has a prerequisite, it must be indicated that the minor has prerequisites, even if it is part of the GER. The actual credits for the minor, including the prerequisites, must be included in the catalog. A minor has 18 credits and must have a program review. Admission requirements for a minor are no different than the admission requirements for a major or general admission to the University.

The same courses should never be used for both a major and a minor. Use for a different minor or specialization must be approved by the appropriate Dean at the program level, i.e. biology majors pursuing a minor chemistry.

**ONLINE/BLENDED/WEB-ENHANCED COURSES.** Any course may be web-enhanced, requiring the student to have access to the internet. A course delivered online/blended will be specified in the course schedule.

**PARTICIPATION IN COMMENCEMENT.** St. Thomas University considers Commencement to be an academic event, and thus available only to students who have met all requirements for graduation by the date of Commencement. In addition, students must fulfill all financial obligations to the University in order to participate in the Commencement Ceremony. If a student is unable to participate in Commencement, the student may participate in the next scheduled Commencement.

**PROBATION AND SUSPENSION.** Students pursuing an undergraduate degree will be put on academic probation if their cumulative Grade Point Average (GPA) falls below a 2.00 or if they fail to pass required Basic Skills coursework.

Students may be suspended at the end of a semester if, after being placed on probation at the end of a previous semester, they continue to have a cumulative GPA under 2.00 or continue to fail required Basic Skills coursework. For policy regarding Financial Aid probation/termination, refer to the "Financial Aid" section of this catalog.

Suspended students are eligible for readmission to the University after they submit an official transcript from a regionally accredited institution of higher education with a cumulative 2.00 GPA for a minimum of 12 credits (taken after STU academic suspension). These credits must be St. Thomas University transfer-eligible. Readmission is approved by the Admissions Review Committee and the student's school/college Dean. If approved, the student will be readmitted under the current catalog year. The Academic Enhancement Center must advise students until the institutional GPA has reached the 2.00 requirement.

A student receiving Veterans Administration educational benefits who has not maintained satisfactory progress (2.00 cumulative GPA or better) at the end of any Fall or Spring Semester will be placed on academic probation. If the student has not been removed from academic probation by the end of two subsequent semesters, the student's VA educational benefits will be terminated for unsatisfactory progress.

The VA student may petition St. Thomas University to re-certify him/her for educational benefits after one semester has elapsed. St. Thomas University will re-certify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of his/her academic career.

**READMISSION.** See Admissions Policies.

**RECENCY OF CREDITS.** St. Thomas University reserves the right to withhold accepting undergraduate credits toward the major for coursework earned more than 12 years prior to the date of application. Courses are subject to a course-by-course review by the department in which the student seeks a major. Exceptions to major requirements will be made by the Dean of the School/College in consultation with the Office of Registration and Records Management. Program substitutions and exceptions must be submitted in writing, and copies maintained in the student's academic file. A change in major may result in an exception to this policy being rescinded.

**REGISTRATION.** Registration is a formal written procedure that represents both a financial and an academic commitment. The obligations a student incurs by registration remain unless the course is canceled by the University or the student officially withdraws from the course. See the **ST. THOMAS UNIVERSITY REFUND POLICY.**

**Although faculty and advisors will help the student choose appropriate courses, the student is responsible for fulfilling all requirements. Degrees and/or certificates will be awarded only if all requirements are met.**

After registration, all changes of schedule must follow the formal procedure established by the University. This includes completion of a Registration-Add form and/or Drop form and submission of the appropriately signed forms to the Bobcat Enrollment Center. The change becomes effective on the date the forms are received by the Bobcat Enrollment Center. The student should keep their copy of these forms as proof of date of adding, dropping or withdrawing from a course. Unless the official change of schedule procedure is followed, a student is officially responsible for those courses listed on the Registration-Add form and receives a grade for each of those courses. Discontinuing class attendance does not constitute official withdrawal, just as attending class does not in itself constitute official registration.

Deadlines for adding, dropping, and withdrawing from courses are published in the course schedules for each semester and summer session. During the first week of the Fall or Spring Semester (and an equivalent period, approximately seven percent of the teaching days for any other academic term) students may be admitted to, registered in, or added to a course with their advisor's signature. A student may drop a course by submitting a signed Drop form to the Bobcat Enrollment Center. No fee is charged for changes of schedule during this period.

After the first week (seven percent of the teaching days), it is mandatory that the student obtain both the signature of the instructor and Dean of the School/College in order to be admitted to, registered in, or added to a particular class. A drop/add fee will be assessed for any change in schedule.

The deadline for adding courses with the signature of the instructor and Dean is the end of the 10th instructional day of the Fall or Spring Semester (and an equivalent period, approximately 14 percent of teaching days of any other academic term.)

The deadline for withdrawing from courses is the end of the 55th instructional day of the Fall or Spring semester (and an equivalent period, approximately 75 percent of the teaching days of any other academic term). Students withdrawing from any course will receive a "W" grade on their transcripts. Drop/add, late fee, and refund policies are listed in the "Financial Information" section of this catalog.

Students who fail to meet their financial obligations to the University may have their registration cancelled. These students must obtain the approval of the Business Office and the approval of each of their instructors before their registration can be reinstated.

**REQUIREMENTS FOR GRADUATION.** St. Thomas University awards degrees three times per year: the end of the Fall Semester (Commencement Day - December), Spring Semester (Commencement Day - May), and Summer Session (August). Verification of graduation and subsequent posting of degrees to transcripts may take up to 60 days after the official graduation date. Students must meet all degree requirements including the filing of an approved, formal application for the degree before any degree is awarded or posted to the transcript. Check with the Bobcat Enrollment Center for more information.

All students at St. Thomas University must meet the following criteria in order to graduate:

1. Earn a minimum of 120 credit hours and fulfill the requirements for a specific discipline consisting of General, Program/Major Prerequisites, Major Requirements, General Education Requirements, the Catholic Identity requirement, and the Diversity requirement (See Catholic Identity and Diversity Requirement policy). Majors may require more than 120 credits for completion.
2. Earn a minimum 2.00 overall GPA at St. Thomas University and a 2.25 GPA in major requirements. Education majors must earn a 2.50 in required major courses.
3. Earn a minimum of thirty (30) credits, including a minimum of one half of the Major Requirements in residence at St. Thomas University. Thirty (30) credits of the last thirty six (36) credits must be in residence at St. Thomas University. Credits in the major, which are more than 12 years old, may not be recognized for degree purposes (See Recency of Credits policy).
4. Make formal application for graduation, through the Bobcat Enrollment Center by the deadline stated in the academic calendar for the term in which graduation is expected. Submitting an application for graduation, regardless of participation in Commencement, is a requirement for posting degrees on transcripts and issuing diplomas. Candidates who do not meet graduation requirements must repeat the application process. Applications must be signed by the major advisor and Dean of the School/College or the Dean's approved representative before being submitted to the Bobcat Enrollment Center.
5. Satisfy all financial obligations with St. Thomas University.

Students who have met all requirements for graduation are eligible to participate in the Commencement Ceremony.

**REQUIREMENTS FOR A SECOND DEGREE.** Students admitted for a second bachelor's degree must complete a minimum of 30 additional credits from St. Thomas University and satisfy all General, Program/Major Prerequisites, and Major Requirements for the major chosen.

**REQUIREMENTS FOR A SECOND MAJOR.** Students who declare a second major must meet all academic requirements for both majors in order to graduate with both.

**REQUIREMENTS FOR A THIRD MAJOR.** Students declaring a third major must complete an additional 24 credits beyond the number of hours required for the first and second majors (minimum 144 credits) as well as meeting the requirements for all three majors.

**STUDY ABROAD.** St. Thomas University offers opportunities for undergraduate students to study abroad. This type of experiential learning gives student the benefit of living in and learning another culture. Second language skills are developed along with a better understanding of their own countries through immersed learning in countries other than their own.

#### **TRANSCRIPTS.**

1. All students who attended St. Thomas University are required to submit their transcript request online at <https://kennedy.stu.edu> (login required). Students who do not know their login ID and/or PIN number should complete the PIN Request form available online and fax it to 305-474-6930. The first three transcript requests are free of charge.
2. Transcript requests from anyone other than the student will not be honored.
3. Official transcripts are sent regular mail delivery and will normally be sent or ready for pick-up within five (5) working days. Mailed requests have a 10 – 14 working day turn-around time. However, at the end/beginning of Fall, Spring and the Summer semesters, a period of up to ten (10) working days may be required for walk-in transcript requests.
4. Outstanding obligation to the University (past due student account balance and/or Perkins loans) is sufficient cause to prohibit registration and the release of transcripts and/or diplomas.
5. The University reserves the right to assign past due accounts to a collection agency.

All transcripts from other institutions other materials submitted to St. Thomas University become the sole property of the University and cannot be returned to the student. St. Thomas University does not provide transcripts from other colleges, universities, or high schools, or transcripts of standardized tests. Transcripts of records from other institutions must be obtained from those other institutions.

**TRANSFER CREDITS.** Coursework transferred or accepted for credit toward an undergraduate degree at St. Thomas University must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in St. Thomas University's undergraduate degree programs. Assessment and documentation of equivalent learning will be made by qualified faculty in the appropriate discipline. St.

Thomas University may also use recognized guides to aid in the evaluation of credit. These guides may include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

Coursework completed at regionally accredited colleges or universities or colleges or universities with accreditation equivalent to regional accreditation will be accepted, when applicable, on a course-by-course basis. In addition, the University may also accept credit for coursework completed at colleges and universities accredited by a national accrediting agency recognized by the US Department of Education when those courses are entered in the Florida common course numbering system. All transcripts from foreign colleges and universities evaluated for transfer credit must be accompanied by an evaluation from an agency that is a member of the National Association of Credential Evaluation Services (NACES). All official transcripts from schools where the official language is not English must be accompanied by a certified translation. Only courses graded "C-" or above will be accepted for transfer credit, unless otherwise provided for in an articulation agreement. A maximum of 60 credits will be accepted for work completed at a junior or community college, and 90 credits is the maximum acceptable transfer credit from baccalaureate institutions.

Students transferring to St. Thomas University with Sophomore standing are required to take two philosophy and two religious studies courses to fulfill the General Education Requirements in these areas; students transferring to St. Thomas University with Junior or Senior standing are required to take one philosophy and one religious studies course to fulfill the General Education Requirements in these areas; fulfillment of all other General Education Requirements will be evaluated on a course-by-course basis.

St. Thomas University has articulation agreements with all public, community colleges in the state of Florida and with colleges and universities in the US and internationally. Every eligible student graduating from a State of Florida public community college with an Associate of Arts degree will be accepted to St. Thomas University with Junior standing. For information on articulation agreements between St. Thomas University and other colleges and universities, please contact the Office of the Associate Provost for Academic Support Services at 305-628-6606 or visit the Office located in Kennedy Hall, Room 107.

For transfer credits in the major taken more than 12 years prior to the date of application to St. Thomas University, where no additional coursework has been taken in the interim, the University may, if deemed appropriate, withhold granting transfer credit (See Recency of Credits Policy).

Following matriculation at St. Thomas University, a student is limited to a maximum of 12 credits taken at another institution. Permission to take these courses must be obtained **PRIOR** to taking the courses. The appropriate form, the Undergraduate Transient Student Transfer Form, is available from the Bobcat Enrollment Center.

Students admitted to St. Thomas University must submit official transcripts from all previously attended institutions. Upon receipt of official transcripts from all institutions, the Office of Registration and Records Management will do a preliminary evaluation of the credits submitted. This preliminary evaluation will be sent to the Dean or Dean's designee of the College/School that houses the major chosen by the

student. After review and approval by the Dean or Dean's designee, a letter will be sent, with a copy of the evaluation, notifying the student of the amount of credit eligible for transfer to St. Thomas University. This evaluation will be done in a timely manner and completed at least prior to the end of the first academic term in which the student is enrolled.

Transfer students who have not passed the CLAST/GENERAL KNOWLEDGE TEST must complete an academic placement test in order to determine placement in college level writing and mathematics courses unless they have received a grade of A or B in college level courses in these areas.

St. Thomas University awards transfer credit only in areas offered at the University. Credit is accepted for transfer only if it can be applied to the student's degree program.

**STUDENT EXCHANGE OR STUDY ABROAD TRANSFER CREDITS.** On the Undergraduate Transient Student Transfer Form, students must submit course titles, descriptions, and credit hours for courses proposed to be taken during an approved student exchange program or approved study abroad program to the Dean or Dean's designee of the School/College offering an equivalent course. The Dean or Dean's designee must approve the course and credit to be awarded. This approval process will substitute for a transcript evaluation and allow up to 12 transfer credits.

**Note that the Undergraduate Transient Student/Transfer Approval form, with the AER attached, must be submitted to the Bobcat Enrollment Center prior to registering for the course. If the student does not obtain prior approval, there is no assurance the credits will transfer.**

**WEBADVISOR. A Personal Identification Number (PIN),** which gives access to WebAdvisor, will be assigned upon admission to St. Thomas University and may be obtained from the Bobcat Enrollment Center. Incoming students will be able to register via WebAdvisor using their PIN after their first semester of study; their first semester, new on-campus students must register in person at the Bobcat Enrollment Center. New online students should contact the College/School for their program for registration. WebAdvisor provides access to each student's Academic Evaluation Report, account balance, grades, unofficial transcript, and schedule. Online registration is denied to all students who have an Academic Enhancement hold flag, have an outstanding balance, have failed to meet course pre-requisite, have not declared a major, or are on academic probation/suspension. **Online registration through WebAdvisor does not substitute for academic advisement.** Students should continue to meet with their academic advisor on a regular basis so the advisor may help in selecting the appropriate courses to ensure academic success.

**WITHDRAWAL FROM THE UNIVERSITY.** Withdrawal of enrollment from the St. Thomas University for any reason whatsoever is NOT official until the student has submitted a signed withdrawal form to the Bobcat Enrollment Center. The withdrawal becomes effective on the date the withdrawal form is received by the Bobcat Enrollment Center, NOT the date on which the student discontinues class attendance.

Any student who does not register for two consecutive semesters will be considered withdrawn from the University. Once a student has withdrawn, the student may not resume studies until he/she is formally readmitted. To initiate the readmission

process, the student must complete and submit a new application form. Students, when readmitted, will be admitted under the current catalog year, including current graduation requirements.

## **NON-TRADITIONAL CREDIT OPTIONS FOR UNDERGRADUATE STUDENTS.**

**ALTERNATIVE COURSE CREDITS.** A maximum of 45 semester hours of alternative credits may be counted toward graduation. This includes CLEP, Advanced Placement credit, Credit by Examination, Life Experience credit, and credit for military or corporate training. Contact the Office of Registration and Records Management for further information.

**ADVANCED PLACEMENT(AP).** St. Thomas University is an active participant in the CEEB Advanced Placement program. Any score of 3 or above will give a student at least three semester hours of St. Thomas University credit, and, in many cases, will also satisfy General, Program, or Major Requirements. It is possible for a high school graduate to enter St. Thomas University with Sophomore standing based on AP coursework. Students must have their scores sent directly to the University by the end of their first semester.

**AMERICAN COUNCIL ON EDUCATION (ACE).** Military or corporate training that has been recognized by the American Council on Education (ACE) is another avenue for earning college credit. Credit recommendations made by the American Council on Education (ACE) are advisory. Applicants may apply for more than one military learning experience. St. Thomas University reserves the right to reduce the total amount of credit recommended by ACE to avoid granting duplicate credits. For further information, students should contact the Office of Registration and Records Management.

**CLEP.** St. Thomas University will award CLEP credit in both general and subject areas, with the understanding that none of those credits may count toward the fulfillment of a major requirement without the approval of the appropriate department chairperson. The University will not award CLEP credit in a subject in which a student has once been enrolled at the university level. The University adheres to the mean cutoff scores for awarding CLEP credit as published by the College Board, ETS, Princeton, New Jersey 08541. CLEP General Exam section must be taken prior to enrollment or no later than the first semester of the freshman year. CLEP Subject Matter Exams may be attempted at any time provided the student has never registered for the course equivalent. St. Thomas University awards a maximum of 12 credits. **Students may be eligible for 3 to 12 credits in Humanities, depending upon their score. For credit hours awarded by ETS, students must check with the director of the Academic Enhancement Center.**

**CREDIT BY EXAMINATION.** A matriculated student may obtain Credit by Examination for satisfactorily passing a comprehensive examination on the subject matter. The examination shall be written and administered by a faculty assigned by the Dean within the appropriate division. Students wishing to earn credit by examination should obtain the appropriate form from the Bobcat Enrollment Center, and then contact the appropriate Dean for permission and assistance. Departments may restrict those courses for which credit can be earned through Credit by Examination. Students will receive a grade of 'P' (Pass) if successful or 'NP' (Not Pass) if not successful. Credit by Examination may not be attempted for the same course a

second time. See “Financial Information” for the appropriate fee for Credit by Examination.

**DSST PROGRAM (formerly known as Dantes).** The DSST Program is a credit-by-examination testing program provided by Prometric Inc. Colleges and Universities use DSST to measure knowledge in a particular subject area. Based on the achievement of a passing examination score, candidates can receive college credit. Each institution determines its passing score requirements for a DSST exam. Students **CANNOT** take these exams for a course that they have already taken (even if they failed or withdrew from the course). Students **CANNOT** take these exams on the same subject area as a course that they have already taken. Students **CANNOT** take these exams on courses that are part of the student’s Major Requirements. To apply, please complete DSST electronic form at [www.stu.edu](http://www.stu.edu) or call us 305-628-6797.

**INTERNATIONAL BACCALAUREATE DEGREE.** St. Thomas University recognizes the International Baccalaureate Degree and awards advanced standing credits. Advanced standing is given for scores of 4 or better on International Baccalaureate higher level examinations. Credit is awarded on a course-by-course basis.

**LIFE EXPERIENCE (PORTFOLIO) CREDIT.** The Life Experience Portfolio Program offers adult learners the opportunity to seek college-level credit by completion of a portfolio. The portfolio is the means by which adult learners demonstrate the knowledge and learning outcomes experiences acquired outside the traditional classroom that constitute college-level learning. Adult learners must first complete the POR 300 “Adult Development and Life Assessment” course. A maximum of 27 credits may be granted through evaluation of the portfolio by members of the St. Thomas University faculty. All credits successfully achieved through the portfolio process will be recorded on the official transcript with a grade of “P” (pass).

To qualify for the Life Experience Portfolio Program, the student must:

1. Have at least three (3) years of full-time work experience. Adult learners who do not have three years of full-time work experience may receive permission from the Assistant Dean for the Institute for Professional Studies to enter the program if they demonstrate a significant amount of community service experience.
2. Demonstrate proficiency in college-level writing by completion of ENG 101 and ENG 102 or successfully passing the CLEP examination in English with a minimum essay score of 500.
3. Successfully complete POR 300 Adult Development Life and Assessment.
4. Submit a completed portfolio requesting additional portfolio credits to the Institute for Professional Studies within one (1) year of completion of the POR 300 Course.
5. Be in good academic standing (cumulative grade point average of 2.00 in all St. Thomas University coursework).

Adult learners who have completed 90 credits are not eligible to complete the Life Experience Portfolio Program. All credit earned by completion of the Life Experience Portfolio Program will be posted on the academic transcript after successful completion of 12 credit hours of coursework at St. Thomas University.

## **ST. THOMAS UNIVERSITY NETWORK ACCEPTABLE USE POLICY.**

### **GENERAL USAGE:**

1. Faculty, staff, students, and others with St. Thomas University authorized accounts may use the available computing facilities, including transmission of data for scholarly purposes, official University business, and for personal purposes so long as such use:
  - a. Does not violate any law or University policy.
  - b. Does not involve significant use of University resources, direct cost, or substantial interference with the performance of University duties/work.
  - c. Does not result in commercial gain or private profit.
2. ALL USERS are expected to preserve the integrity of the St. Thomas University (STU) network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the USERS' responsibility to report any unauthorized use of their account(s). Policies and procedures for system(s) security will be determined by the Office of Information Technology (OIT).
3. Owners of an account are responsible for actions that occur from that account.
4. Any attempt to circumvent system security, guess other's passwords, or in any manner gain unauthorized access to STU or INTERNET resources is prohibited.
5. With the exception of the "FAIR Use Doctrine," transferring copyrighted materials to or from any system or via the STU network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by case review and may result in censure, removal of network access, or reported to pertinent authorities.
6. Use of electronic mail and other network communications facilities to harass, offend, or annoy is prohibited.
7. Use of STU network facilities for running graphics-based interactive applications (programs) is prohibited unless approved by OIT.

# ACADEMIC ENHANCEMENT CENTER

**Director:** Maritza Rivera, MA

**Faculty:** S. Diaz

## PURPOSE

The Academic Enhancement Center offers courses of instruction and services to prepare students for academic work at the college level and to assist students in developing basic skills. The Center offers instruction in Writing, Reading, Mathematics, and English as a Second or Other Language. Qualified tutors offer individualized and small group instruction to students wishing to improve their basic skills. In addition, the Academic Enhancement Center offers placement-testing services free of charge to all undergraduate and graduate student applicants.

## SERVICES

**Tutorials** - The Academic Enhancement Center provides assistance to students who, for whatever reason, need or desire help in their academic endeavors.

**Disabled Students** - Information, orientation, and advisement is offered to students who provide the University with current and verifiable disability documentation.

**Advising** - The Center provides academic advising for undergraduate students who have not chosen a major and for students who have an academic flag on their Academic Evaluation Report (AER).

**General Knowledge Test** - Students receive preparation and remediation for the General Knowledge Test, which a student must pass to be admitted to the Student Teaching Internship at St. Thomas University. Passing scores on this test also are required for Florida Teacher Certification.

**Testing** - The Center provides undergraduate and graduate skills assessment, as well as other computer-based exams to both St. Thomas University students and non-St. Thomas University students. Exams include:

**Accuplacer (The College Board)** – This computerized adaptive test consists of three subtests: Reading Comprehension, Sentence Skills, and Intermediate Algebra. All applicants are also expected to write a meaningful, concrete, and well-organized essay.

**The College-Level Examination Program (CLEP)** – This program, administered by the College Board and Educational Testing Service, is regularly coordinated at the Academic Enhancement Center. Students obtaining satisfactory scores can earn college credits. St. Thomas University is the only Open National Test Center within Miami-Dade County. To apply, please complete CLEP electronic form at [www.stu.edu](http://www.stu.edu) or call 305-628-6797.

**Miller Analogies Test (MAT)** – This is a high-level, analytic ability test that requires the solution to problems stated as analogies. The Computer-based version of this exam is offered regularly. To apply, please complete MAT electronic form at [www.stu.edu](http://www.stu.edu) or call 305-628-6797.

**DSST Program (formerly known as Dantes)** – The DSST Program is a credit-by-examination testing program provided by Prometric Inc. Colleges and Universities use DSST to measure knowledge in a particular subject area. Based on the achievement of a passing examination score, candidates can receive college credit. To apply, please complete DSST electronic form at [www.stu.edu](http://www.stu.edu) or call 305-628-6797.

### **SKILLS COURSES**

Students who have not presented ACT, SAT, or CLAST/GENERAL KNOWLEDGE TEST scores, or whose scores on one or more specified subtests fall below the required minimum, will be tested using one of several available standardized tests. Students who place below the minimum scores on these tests are required to take skills courses. These courses are available in English, Reading, Mathematics, and English as a Second or Other Language.

**Skills Courses** (with course numbers below 100):

1. Count toward veteran's benefits and financial aid requirements;
2. Carry credit, but the credit cannot be used to satisfy degree requirements;
3. Are not computed in a student's overall Grade Point Average (GPA).

All basic skills courses must be taken prior to the Sophomore year.

**ENGLISH AS A SECOND LANGUAGE (ESL).** The English as a Second Language (ESL) program is designed to help non-native speakers of English obtain the proficiency necessary to operate successfully in the higher education environment. The program provides a cultural orientation to the United States and to the higher education system. Students are tested at the time of registration and are placed into an appropriate level. Each program level takes one semester to complete. There are 5 levels of instruction. ESL 096-100 (Levels 1-4) meet 15 hours a week in class, 5 hours a week in Lab, for a total of 20 hours a week. ESL 111 (Level 5) meets 6 hours a week in class, 5 hours a week in Lab, for a total of 11 hours a week. Each level is 15 weeks in length. Grading for the courses is as follows: ESL 096, 097, 098 and 100 are graded on the Pass (P)/No Pass (NP) basis. Students receive letter grade for ESL 111W & G. Since language proficiency is being assessed, a minimum grade of B is required to pass these two courses. ESL 096-100 are assigned 12 academic credits. The advanced level, ESL 111, is assigned 6 credits, which can be applied toward the General Education Requirement in Humanities. Students in this level are also invited to take regular credit courses. Both before and after arrival at St. Thomas University, students will chart out a course of study with an assigned academic advisor.

If a student were to complete the 5-level program, a student would receive 91 hours of instruction/54 credits. The number of levels offered each semester depends on student enrollment.

# BISCAYNE COLLEGE

*"A Leader Is an Individual with a Dream  
and the Will to Make It Real"*

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## Scott Zeman, PhD Dean of Biscayne College & Professor of History

**Associate Dean:** James W. Conley, PhD

**Faculty:** R. Arango, D. Arnold, J. Bachay, T. Brezenski, B. Buzzi, J. Carpenter, P. Cingel, J. Conley, G. Feinberg, E. Ferrero, D. Goodman, J. Grace, J. Holland, G. Jamison, R. Lovett, R. Montes, J. Pickens, R. Raleigh, P. Reckford, B. Robinson, L. Rubin, F. Sicius, C. Silitsky, I. Wirshing, S. Zeman

**Mission:** The Mission of Biscayne College is to empower students as future leaders and career professionals who will make a difference in life. Through teaching, scholarship, and service in the Liberal Arts and Social Sciences, the College cultivates in its students the knowledge to advance human values including peace, justice, and spirituality.

Biscayne College, the home of liberal arts and social sciences at St. Thomas University, is composed of the Department of English and Humanities, the Department of History, Philosophy, and Global Studies, the Department of Social Sciences and Counseling, and the Institute for World Languages; it also houses the General Education Requirements, the University Honors Program, the Center for Justice and Peace, and the Center for Ethics.

Biscayne College offers Bachelor's degrees in Criminal Justice, English, History, Liberal Studies, Political Science, and Psychology; and Master's degrees in Guidance and Counseling, Marriage and Family Therapy, and Mental Health Counseling. Joint degree programs include the BA/JD, JD/MSMFC, and MSM/Justice Administration, along with several certificates and minors.

### ST. THOMAS UNIVERSITY GENERAL EDUCATION REQUIREMENTS

**Program Coordinator:** James W. Conley, PhD

**Academic Credentials:** PhD, Comparative Literature (University of Wisconsin); MA, Italian (Middlebury College); BA, English (Georgetown University)

**Contact Information:** 305-628-6640, [jconley@stu.edu](mailto:jconley@stu.edu)

Flowing from its mission, St. Thomas University's **General Education Requirements** allow students to select from a broad range of courses to facilitate "lifelong and value-oriented education." Humanities develops college-level skills in written communication, an appreciation for the issues raised by literature's masterpieces, and an awareness of the values associated with the fine arts or foreign language studies. The Natural World and Quantitative Reasoning develops critical

thinking skills through use of the scientific method and technology to explore the material world. Culture and Society examines the great achievements of the past and present as well as the social, psychological, political, and/or economic dimensions of human behavior in order to strengthen powers of judgment and effectiveness in analysis. Philosophy emphasizes the “foundational wisdom of human reason.” Religious Studies explores the general phenomenon of religion and religious experience.

**GENERAL EDUCATION REQUIREMENTS (GER) 42 credits**

**HUMANITIES REQUIREMENT 12 credits**

**WRITTEN COMMUNICATIONS 6 credits**

ENG	101	Composition
ENG	102	Composition & Literature

**ENGLISH/LITERATURE 3 credits**

**Take one three-credit course from the following:**

Any English/Literature course number 201 level or above

or

ITA	205	Italian Literature in Translation I
ITA	206	Italian Literature in Translation II

**HUMANITIES/ARTS 3 credits**

**Take one 3-credit Humanities/Arts/Language course from the following:**

HUM	101D	An Introduction to the Humanities
HUM	209C	Western Literary Masterpieces I
HUM	210C	Western Literary Masterpieces II
HUM	211	Western Literary Masterpieces III
ART	201	Survey of the History of Art
ART	244	Introduction to Drawing
ART	245	Introduction to Painting
ART	248	Photography
COM	102D	Society and Mass Media
COM	203	Introduction to Film Art and Analysis
FRE	101	Introduction to French I
FRE	102	Introduction to French II
FRE	121	Intermediate French I
FRE	122	Intermediate French II
ITA	101	Introduction to Italian I
ITA	102	Introduction to Italian II
ITA	201	Intermediate Italian I
ITA	202	Intermediate Italian II
SPA	101	Introduction to Spanish I
SPA	102	Introduction to Spanish II
SPA	201	Intermediate Grammar, Composition, and Reading
SPA	202	Intermediate Reading, Composition, and Conversation
SPA	203	Spanish Language and Grammar for Spanish Speakers I
SPA	204	Spanish Language and Grammar for Spanish Speakers II

or

Any three credits in Art (ART).

**THE NATURAL WORLD AND  
QUANTITATIVE REASONING REQUIREMENT** **9 credits**  
**MATHEMATICS**

Take one 3-credit Mathematics course from the following:

MAT	109	Mathematics for the Liberal Arts
MAT	165	Geometry for Educators
MAT	181	Pre-calculus: Algebra
MAT	182	Pre-calculus: Trigonometry and Analytic Geometry
MAT	205	Applied Statistics
MAT	212	Calculus for Business, Economics, and Finance
MAT	232	Calculus I
MAT	233	Calculus II

Note: MAT 099 and MAT 100A will not satisfy this requirement.

**NATURAL SCIENCE** **3 credits**

Take one 3-credit Natural Science course from the following:

BIO	Biology
CHE	Chemistry
FRS	Forensic Science
PHY	Physics
SCI	General Science
or	
SPO 212*	Applied Sports Science

\*For Sports Administration Majors

**PHYSICAL SCIENCE** **3 credits**

Take one 3-credit Physical Science course from the following:

CHE	100	Introduction to Chemistry
CHE	101	General Chemistry I
PHY	101	College Physics I
PHY	207	University Physics I
SCI	105	Earth Science
SCI	112	Introduction to Meteorology
SCI	114	Astronomy
SCI	119	Physical Science and Solar Energy
or		
CIS	104	Introduction to Computer Programming/Visual Basic
CIS	140	Introduction to Computer Programming/Java
CIS	205	Microcomputer Applications

or

Take any other higher CIS course.

**CULTURE AND SOCIETY REQUIREMENT** **9 credits**

**SOCIAL SCIENCE** **3 credits**

Take one 3-credit course in Criminal Justice, Economics, Education, Political Science, Psychology, or Sociology

CRI	101	Introduction to Criminal Justice
CRI	225	Crime in South Florida
ECO	201	Principles of Macroeconomics

ECO	202	Principles of Microeconomics
ECO	203	Principles of Micro and Environmental Economics
EDU	260*	Human Growth and Development
POS	101	Introduction to Political Science
POS	201	Introduction to American Government
POS	202D	Introduction to Comparative Politics
POS	230	Introduction to International Relations
PSY	101	Introduction to Psychology
PSY	220	Social Psychology
PSY	260	Applied Psychology
SOC	201D	Principles of Sociology
SOC	203D	Collective Behavior
SOC	205D	Contemporary Social Problems
SOC	225	Crime in South Florida

\*For Education Majors

### **HISTORY**

**3 credits**

Take one 3-credit course from the following:

HIS	101	History of Western Civilization I
HIS	102	History of Western Civilization II
HIS	105D	World Civilization I
HIS	106D	World Civilization II
HIS	201	United States History I
HIS	202	United States History II
HIS	311C	The Middle Ages
HIS	312	The Renaissance and Reformation
HIS	351D	History and the Cinema

### **SOCIAL SCIENCE OR HISTORY**

**3 credits**

Take three credits in History, Criminal Justice, Political Science, Psychology, or Sociology. Sports Administration majors should take SPO 313-Sports Psychology to fulfill this requirement.

### **PHILOSOPHY REQUIREMENT**

**6 credits**

Take one 3-credit course from the following:

PHI	150D	Introduction to Philosophy
PHI	152	Logic
PHI	220	Philosophy of Education

Take one 3-credit Ethics course from the following:

PHI	331	Personal Values and Organizational Ethics
PHI	332C	Ethics
PHI	344C	Social Ethics I
PHI	345C	Social Ethics II
PHI	353C	Biomedical Ethics
PHI	362C	Environmental Ethics
PHI	369C	Business Ethics

## RELIGIOUS STUDIES REQUIREMENT

6 credits

Take 6 credits in Religious Studies (Previously listed as RST, now STM). Courses used to satisfy this requirement cannot simultaneously satisfy the Catholic Identity requirement. Choose one from the following:

STM	150	Introduction to Religious Studies
STM	200C	Catholicism
STM	210D	World Religions
STM	220	Survey of the Old Testament
STM	225	Survey of the New Testament
STM	232C	Christian Moral Decision Making
STM	240C	History of Christian Thought I
STM	242C	History of Christian Thought II
STM	243	Bible: Story and Salvation
STM	272C	The Christian Community

Choose another course from the above courses for the second religious course or any 300 or 400 level religion course.

To graduate from STU, students must take at least one Religious Studies (STM) course and one Philosophy (PHI) course in ethics at St. Thomas University.

**General Education Competencies:** Competencies acquired by completion of a St. Thomas University degree include:

1. **Reading Competency** – the student is able to: 1) recognize main ideas, organizational patterns, supporting details, and the meanings of words and phrases contextually; 2) apply these critical thinking skills in identifying an author’s purpose and stylistic characteristics; and 3) adjust reading strategies according to specific examination scenarios such as objective, subjective, and standardized tests.
2. **Written English Competency** – the student is able to: 1) demonstrate proficiency when writing shorter essays for specific audiences; 2) recognize and employ grammatical and syntactical structures in the appropriate context; and 3) integrate critical reading skills with the writing process, including the completion of research papers that incorporate scholarly source materials from the University library and its databases.
3. **Computer Competency** – the student is able to: 1) integrate problem-solving skills, analysis, and design in computer applications; 2) effectively use communication software and search algorithms; and 3) apply sound design guidelines in project design and computer presentations.
4. **Oral Communication Competency** – the student is able to: 1) communicate orally in persuasive language; and 2) demonstrate clarity in speaking when presenting a proposal.

**Program Student Learning Outcomes – General Education:** Upon completion of the general education requirements, students have accomplished the following:

1. **Through Humanities** – the student is able to understand and effectively adapt techniques for organizing and completing expository essays and research papers; recognize the fundamental elements of literary structures and cultural periods; and appreciate the structures operating within the arts or a foreign language through practice or surveying outstanding achievements.

2. **Through Mathematics** – the student is able to model and analyze real world situations by using mathematical concepts, adapting appropriate notation and mathematical functions and selecting appropriate statistical techniques for various circumstances.
3. **Through Natural and Physical Sciences** – the student is able to identify, formulate, and solve scientific problems, designing and conducting experiments as well as analyzing and interpreting data.
4. **Through Social Sciences** – the student is able to examine the organization, functions, and processes of social institutions across a range of historical periods, social structures, and cultures by employing appropriate research methods and analytic technologies to investigate individual and group behavior.
5. **Through History** – the student is able to understand what it means to think historically and to articulate the interdependence of the present and future with the past.
6. **Through Philosophy** – the student is aware of the ethical values associated with human activity, understanding the evolution of human thought, and appreciating all cultures and the natural world.
7. **Through Religious Studies (STM)** – the student develops an understanding of faith, religion, and theology, reflecting on their practical implications and studying religious responses to human questions about life's meaning.

**Program Student Learning Outcomes Assessment – General Education:**  
Means of assessing the GER include:

1. Assessing the General Education Requirements as a whole and the value of its components to the overall educational experience.
2. Additional assessment measures including standardized testing and faculty review of student materials.

## UNIVERSITY HONORS PROGRAM

**Program Coordinator:** James W. Conley, PhD

**Academic Credentials:** PhD, Comparative Literature (University of Wisconsin); MA, Italian (Middlebury College); BA, English (Georgetown University)

**Contact Information:** 305-628-6640, [jconley@stu.edu](mailto:jconley@stu.edu)

*Program Advisor(s):* P. Cingel, J. Conley, J. Holland, G. Jamison, J. Plunkett

The St. Thomas University Honors Program is designed to provide an intensive and stimulating opportunity for students to enhance their college academic experience. Qualified students are offered the opportunity to take Honors courses in the subjects of their choice, and, if they desire, to work for an Honors Program designation. All Honors courses are designated as such on the student's transcript.

Full-time, degree-seeking, undergraduate students are eligible to be considered for the Honors Program. Students who indicate an interest in the program will be considered by the Honors Program Admissions Committee. Selection criteria include: grades, test scores, class ranking, extracurricular activities, letters of recommendation, personal interview, and an essay on why the applicant wishes to be

in the Honors Program. Honors Program students demonstrate a sincere interest in, and the necessary preparation for, a challenging program of college study.

Students earn Honors Program designation by taking at least twenty-four (24) credits in Honors courses, earning a minimum grade point average of 3.30 in Honors, and earning an overall grade point average of 3.30. Students must also complete the Honors Lecture Series (HON 301) and the Honors Seminar (HON 401).

Honors Program students are encouraged to apply for awards based on scholarship. Several merit scholarships are given each year to students selected to enter the Honors Program.

## HONORS COURSES

See HONORS COURSES under the course listing for complete course descriptions.

ENG	203H	Honors Writing
ENG	209C	Western Literary Masterpieces I
ENG	210C	Western Literary Masterpieces II
ENG	211	Western Literary Masterpieces III
HIS	101	Western Civilization I
HIS	102	Western Civilization II
HON	301	Honors Lecture Series
HON	401	Honors Seminar
PHI	150D	Introduction to Philosophy
PHI	321	Contemporary Philosophy
PHI	332C	Ethics
STM	150	Introduction to Religious Studies
STM	240C	History of Christian Thought I

## OTHER COURSES

Other courses that may be used toward fulfillment of the Honors designation are MAT 232 and 233 (Calculus I and II) and any Science course (Biology, Chemistry, Physics) that has a required laboratory up to twelve credits. In addition, sections or individuals in sections of other courses may earn Honors credit by written permission of the Honors Program director and the course instructor.

**Program Student Learning Outcomes:** The expected outcomes of the Honors program include:

1. The student experiences intensive alternative/enhancement of general education requirement courses and/or major courses.
2. The student recognizes the varied skills and perspectives of faculty-level research.
3. The student develops an extensive, in-depth, research project and paper on a topic of personal interest related to studies in a major.

**Program Student Learning Outcomes Assessment:** These outcomes are assessed through evaluation of the following:

1. Honors Lecture Series Reaction Paper
2. Honors Seminar Research Paper
3. Honors Capstone Project



**Kennedy Hall**

## **DEPARTMENT OF ENGLISH AND HUMANITIES**

The Department of English and Humanities strives for the highest goals of a liberal arts education to understand and evaluate the human experience in all its diversity to the fullest extent possible. Through a rich and varied curriculum in writing, literature, languages, and interdisciplinary studies, Department faculty aim to develop each student's powers of judgment, analysis, imagination, and effective expression as essential attributes of the complete person in this ever-changing world.

### **BACHELOR OF ARTS IN ENGLISH**

**Program Coordinator:** Rafael Miguel Montes, PhD

**Academic Credentials:** PhD, MA English (University of Miami); BA, English and Spanish (Oberlin College)

**Contact Information:** (305) 628-6731, email: [rmontes@stu.edu](mailto:rmontes@stu.edu)

*Program Advisor(s):* J. Conley, R. Montes, R. Raleigh, P. Reckford, I. Wirshing

The English major specializes in learning about the world's great writers, specifically the master essayists, poets, dramatists, and novelists throughout civilization and, more narrowly, in the English-speaking world. Each English major has the opportunity to tailor an individualized program of study that fits personal needs and interests. Every major is expected to take an English literature survey, an American literature survey or an American Studies course, and upper-division courses on literary periods, genres, special topic areas, and/or professional writing.

### **BA IN ENGLISH**

**120 credits**

### **GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

Note: The following specific suggested GER for English majors.

## Humanities

ENG 201 suggested

### **CATHOLIC IDENTITY**

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

### **REQUIREMENTS: LITERATURE EMPHASIS**

**30 credits**

#### **Core Courses**

**6 credits**

ENG	331	Introduction to Shakespeare
or		
ENG	412C	Renaissance and the 17th Century
and		
ENG	490C	Multicultural Literary Criticism
or		
ENG	492	Contemporary Literary Criticism

#### **Program Requirements**

**24 credits**

Eight, 3 credit courses in English (ENG 301 or Higher Level)

### **GENERAL ELECTIVES**

**42-48 credits**

42-48 credits level 100 or above (NOT NES or ESL)

Students who receive a degree in English with the Literature Emphasis are strongly encouraged to earn the Professional Writing Certificate.

**Program Student Learning Outcomes:** Upon completion of the major in English – Literature Emphasis, an individual is able to:

1. Write well at an advanced level.
2. Perform research and produce research essays.
3. Demonstrate a familiarity with the major characteristics of different cultural periods.
4. Understand the special techniques associated with major genre.
5. Appreciate the contributions of major literary figures to the history of ideas.

**Program Student Learning Outcomes Assessment:** During the graduation term, each English major, under the direction of an English faculty member, completes an English Major Portfolio demonstrating accomplishments in writing, research, and the understanding of genre, periods, and major literary figures. The portfolio is evaluated by English faculty and used for the purpose of program assessment.

### **REQUIREMENTS: PROFESSIONAL WRITING EMPHASIS**

**30 Credits**

#### **Core Courses**

**15 credits**

ENC	303	Multi-genre Research and Writing
ENC	373	Grammar and Rhetoric in Writing
ENC	403	Professional and Technical Writing and Editing

ENC	497	Internship in Professional Writing I
ENG	490C	Multicultural Literary Criticism

### **Electives**

**9 credits**

ENC	333	Creative Writing
ENC	495	Special Topics in English Professional Writing
ENC	498	Internship in Professional Writing II
ENC	499	Internship in Professional Writing III
ENG	200	Scientific Writing
ENG	322C	Forms of Drama
ENG	355	Modern Aspects in Poetry
ENG	358	Modern Short Story
COM	303	Writing for "TV"
COM	343	Multi-Platform Journalism Writing

Other appropriate courses in ENG may be substituted with the approval of the instructor and the Program Director.

### **Program Requirements**

**6 credits**

COM	105	Speech
CIS	205	Microcomputer Applications
or		
Higher Level CIS course.		

### **GENERAL ELECTIVES**

**42-48 credits**

42-48 credits level 100 or above (NOT NES or ESL)

Students who receive a degree in English with an emphasis in Professional Writing are not eligible to receive the Professional Writing Certificate.

**Program Student Learning Outcomes:** Upon completion of the major in English – Professional Writing, an individual is able to:

1. Write well at an advanced level.
2. Perform research and produce research essays.
3. Demonstrate a familiarity with the major characteristics of different cultural periods.
4. Understand the special techniques associated with major genre.
5. Appreciate the particular contributions of major literary figures to the history of ideas.
6. Master writing skills in business, education, the physical and social sciences, legal and public service careers, or the fine arts.

**Program Student Learning Outcomes Assessment:** During the graduation term, each English major, under the direction of an English faculty member, completes an English Major Portfolio, demonstrating accomplishments in writing, research, and the understanding of genre, periods, and major literary figures. The portfolio is evaluated by English faculty and used for the purpose of program assessment.

### **SPECIALIZATION IN ENGLISH**

**12 credits**

The English specialization allows students to develop writing and research skills while broadening a personal appreciation of literature studied at the advanced,

undergraduate level. Any ENG courses numbered 300 and above may be applied toward the specialization.

## MINOR IN AMERICAN STUDIES

**Program Coordinator:** Rafael Miguel Montes, PhD

**Academic Credentials:** PhD, English (University of Miami); MA, English (University of Miami); BA, English and Spanish (Oberlin College)

**Contact Information:** (305) 628-6731; [rmontes@stu.edu](mailto:rmontes@stu.edu)

*Program Advisor(s):* J. Conley, R. Montes, R. Raleigh, P. Reckford, I. Wirshing

**Program Description:** The American Studies minor enhances a student's understanding of the United States by exploring the social, cultural, and historical events that have shaped the nation. Courses offer students the opportunity to better comprehend how America has evolved from colonial to contemporary times.

### **PROGRAM REQUIREMENTS** **18 credits**

#### **Core Courses** **9 credits**

ENG	301	Survey of American Literature I
ENG	302	Survey of American Literature II
ENG	485	American Studies Seminar

#### **Electives** **9 credits**

ENG	351	The Novel
ENG	358	Modern Short Story
ENG	368	Mark Twain and the World of Humor
ENG	385	America: Past
ENG	386	Multicultural America: Present

**Program Student Learning Outcomes:** Students completing the American Studies minor:

1. Know the major events in American history from the Era of Discovery to the present.
2. Understand the important literary achievements of selected American authors.

**Program Student Learning Outcomes Assessment:** Evaluation of student final papers in the American Studies Seminar.

## PROFESSIONAL WRITING CERTIFICATE

**Program Coordinator:** Rafael Miguel Montes, PhD

**Academic Credentials:** PhD, English (University of Miami); MA, English (University of Miami); BA, English and Spanish (Oberlin College)

**Contact Information:** (305) 628-6731, [rmontes@stu.edu](mailto:rmontes@stu.edu)

*Program Advisor(s):* J. Conley, R. Montes, R. Raleigh, P. Reckford, I. Wirshing

**Program Description:** The Professional Writing Certificate allows students to develop writing and research skills while broadening a personal appreciation of grammar, rhetoric, and types of professional writing.

**PROGRAM REQUIREMENTS** **18 credits****Core Courses** **9 credits**

ENC	303	Multi-genre Research and Writing
ENC	373	Grammar and Rhetoric in Writing
ENC	403	Professional and Technical Writing and Editing

**Electives** **9 credits**

ENC	333	Creative Writing
ENC	495	Special Topics in English Professional Writing
ENC	497	Internship in Professional Writing I
ENC	498	Internship in Professional Writing II
ENC	499	Internship in Professional Writing III
ENG	200	Scientific Writing
ENG	322C	Forms of Drama
ENG	355	Modern Aspects in Poetry
ENG	358	Modern Short Story
COM	303	Writing for "TV"
COM	343	Multi-Platform Journalism Writing

**Program Student Learning Outcomes:** Students who complete the Professional Writing Certificate requirements are able to:

1. Write well at an advanced level.
2. Perform research and produce effective research essays.
3. Demonstrate a familiarity with techniques identifying major genre.

**Program Student Learning Outcomes Assessment:** Assessed in core courses required for the certificate.

**SPECIALIZATION IN SPANISH** **15 credits**

The Spanish specialization assists the individual in developing proficiency with the Spanish Language and awareness of significant elements contributing to Hispanic Civilization.

SPA	201/202	Intermediate Grammar, Composition, and Reading
or		
SPA	203/204	Spanish Language and Grammar for Spanish Speakers I

Three 300/400 level courses in Spanish from the following:

HIS	379C	History of Spain
HIS	383	Spanish Civil War
HIS	454	History of Latin American Civilization II
SPA	453	History of Latin American Civilization I
SPA	455	Selected Studies

At least six semester hours of 300/400 level courses must be taken at St. Thomas University.

**DEPARTMENT OF HISTORY, PHILOSOPHY, AND GLOBAL STUDIES**

The Department offers majors in History and Liberal Studies, as well as a minor in History and specialization in Florida Studies and Philosophy. As a specialization in the

Liberal Studies major, the Department also offers its unique Global Leadership and Philosophy Program, which is normally joined with a second major or a minor in a pre-career area.

The Department's mission is to educate students historically and philosophically to become intelligent professionals who promote the ethical healing of contemporary society's ecological, societal, and spiritual crises. Central to the Department's teaching, research, and service are the interconnected historical and philosophical dimensions of Catholic Social Thought, especially in relation to the new human era of globalization.

The Department is made up of faculties from two academic disciplines: History, with its study of the development of all human civilizations and their rich history of ideas; and Philosophy, with its ecological, societal, and personal ethics for the new globalization. The Department also includes the interdisciplinary area of Liberal Studies, which is coordinated by the Philosophy faculty.

## **BACHELOR OF ARTS IN HISTORY**

**Program Coordinator:** Francis J. Sicius, PhD

**Academic Credentials:** PhD, History (Loyola University); MA, American Studies (Florida State University); BA, History (Florida State University)

**Contact Information:** 305-628-6657; [fsicius@stu.edu](mailto:fsicius@stu.edu)

*Program Advisor(s):* R. Arango, F. Sicius

**Program Description:** The BA in History provides a solid Liberal Arts education focusing on the international, multicultural, integrated, and distinctive areas of the global human community, through courses in non-Western, European, and American history. Through the history of ideas, social movements, religions, cultures, nations, and localities, students consider the totality of the human experience. By taking history courses focused on historical research, students gain that strength of character, power of judgment, capacity of analysis and effectiveness of expression that comes from developing, researching, and presenting independent projects. History faculty strive to prepare students in the concrete critical thinking and communication skills necessary for success in the changing world, while also exposing them to the diversity of the human experience to prepare students for an interconnected world.

### **BA IN HISTORY**

**120 credits**

### **GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

### **CATHOLIC IDENTITY**

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**MAJOR REQUIREMENTS:** **36 credits****Core Courses** **18 credits**

COM	105	Speech
HIS	101	History of Western Civilization I
or		
HIS	105D	World Civilization I
HIS	102	History of Western Civilization II
or		
HIS	106D	World Civilization II
HIS	201	United States History I
HIS	202	United States History II
HIS	490	History Seminar

**Program Requirements** **18 credits**

Take two 300/400 level courses in History other than U.S. History.

Take one 300/400 level course focused on a historical period from the perspective of another discipline. (For example, ENG 412C: The Renaissance and Seventeenth Century). This course requires approval of the advisor.

Take three additional History courses at the 300/400 level.

**Program Student Learning Outcomes:** Students completing the History major will:

1. Demonstrate an understanding of history as human narrative with meaning that calls for interpretation and value judgment.
2. Demonstrate an ability to critically analyze secondary and primary sources.
3. Demonstrate effective expression in oral and written form.

**Program Student Learning Outcomes Assessment:** Evaluation of graduating student portfolios by History faculty.

### MINOR IN HISTORY

**Program Coordinator:** Francis J. Sicius, PhD

**Academic Credentials:** PhD, History (Loyola University); MA, American Studies (Florida State University); BA, History (Florida State University)

**Contact Information:** 305-628-6657; [fsicius@stu.edu](mailto:fsicius@stu.edu)

*Program Advisor(s):* R. Arango, F. Sicius

**Program Description:** A history minor offers students the important advantage of being able to think about and analyze situations from a historical perspective no matter what career they choose.

**PROGRAM REQUIREMENTS** **18 credits**

Choose one part of the following sequential courses: 6 credits

HIS	101	History of Western Civilization I
HIS	102	History of Western Civilization II
or		
HIS	105D	World Civilization I

HIS	106D	World Civilization II
or		
HIS	201	United States History I
HIS	202	United States History II
HIS	108	Atlantic History

Three additional courses (9 credits) at the 300 level or above, one of which must be non-U.S. History.

**Program Student Learning Outcomes:** Students completing a History minor will:

1. Understand the major events, people, and ideas of Atlantic history and either United States history, Western history, or world history.
2. Develop a capacity for historical analysis, including the use of primary and secondary sources.
3. Communicate ideas efficiently in writing and display critical thinking.

**Program Student Learning Outcomes Assessment:** During their graduating term, each student minoring in history will prepare a list of courses taken for the history minor, indicate how each course fulfilled the program student learning outcomes, and prepare a portfolio including 15 pages of historical writing, representing the student's best analytical work. These documents will be submitted to the History Program Coordinator.

## SPECIALIZATION IN FLORIDA STUDIES

**15 credits**

The specialization in Florida Studies allows students to explore the rich multicultural heritage of Florida. This program is designed to give South Florida's future leaders an understanding of the state's unique social, ecological, and material environment with all its challenges and opportunities.

### Core Courses

**12 credits**

HIS	201	United States History I
HIS	202	United States History II
HIS	324C	Introduction to Florida Studies I
HIS	325D	Introduction to Florida Studies II

### Electives

**3 credits**

HIS	317D	Key West: History, Literature, and Environment
HIS	318D	The African Experience in Florida
HIS	345D	Florida's Spanish Heritage

## BACHELOR OF ARTS IN LIBERAL STUDIES

**Program Coordinator:** Joe Holland, PhD

**Academic Credentials:** PhD, Theology (University of Chicago); MA, Ethics & Society (University of Chicago); MA, BA, Theology (Niagara University)

**Contact Information:** 305-628-6637; [jholland@stu.edu](mailto:jholland@stu.edu)

*Program Advisor(s):* D. Arnold, E. Ferrero, J. Holland

**Program Description:** The Bachelor of Arts (BA) in Liberal Studies allows students to explore and integrate courses from the perspective of a cosmology for the present age. A faculty mentor will help students plan an individualized Liberal Studies curriculum. Students present a final written project as part of the requirement for LST

401. The Program Director for Liberal Studies and Philosophy chairs the Liberal Studies Committee.

**BA IN LIBERAL STUDIES** **120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER)** **42 credits**

**CATHOLIC IDENTITY** **3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

**DIVERSITY** **3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**MAJOR REQUIREMENTS:** **30 credits**

**Core Courses** **6 credits**

COM	400	Critical Communications for the Professional World
LST	401	Senior Colloquium I

**Major Requirements** **24 credits**

Take 12 credits at the upper level (300 or 400 level) from the following subject areas: Communication, English, Fine Arts, History, Philosophy, Spanish, and Religious Studies.

Take 12 additional credits at the upper level as approved by the academic advisor. Liberal Studies majors must have the approval of the Liberal Studies Committee for a Minor or for a Second Major.

**GENERAL ELECTIVES** **42-48 credits**

42-48 credits level 100 or above (NOT ENS or ESL)

**Note:** Courses taken as part of the General Education Requirement may not be used to fulfill the Liberal Studies major requirements.

**Program Student Learning Outcomes:** Students majoring in Liberal Studies will:

1. Understand broadly the intellectual history of Western culture through Liberal Arts disciplines courses as they relate to the skills and foundational principles of academic areas identified for the degree recipient.
2. Develop a deep personal awareness of the practical and transformative implications of all that they have learned.

**Program Student Learning Outcomes Assessment:** Faculty evaluates final papers from required core courses.

**GLOBAL LEADERSHIP AND PHILOSOPHY EMPHASIS**

Designed for motivated students who aspire to become ecologically, socially, and spiritually conscious leaders formed in a global perspective, the program includes Liberal Studies and Philosophy courses and is guided by the Aristotelian tradition as developed within Catholic Social-Ecological Thought. Students in the program are encouraged to take a second major, or one or more minors, in their potential future

career area. By means of two majors, or this major and one or more minors, the program gives students a deep and well-rounded preparation for future graduate study in areas including Business, Communications, Criminal Justice, Education, History, Humanities, Law, Medicine, Nursing, Philosophy, Political Science, Psychology, and Theology. There is also an Honors option for this emphasis.

Students in this program become members of Pax Romana’s international student movement, a non-governmental organization (NGO) holding the highest level consultative status with the Economic and Social Council (ECOSOC) of the United Nations (UN), and also with the UN Educational, Scientific, and Cultural Organization (UNESCO). Through membership, students form a learning community and participate in Pax Romana internships with Pax Romana at the United Nations in New York and Europe, and have the option of doing field-work with Pax Romana in Latin America or the Caribbean. Pax Romana has more than 120 years of history and networks approximately 420,000 university students, professionals, and intellectuals in 60 countries. For more information, contact the Liberal Studies Program Coordinator.

**MAJOR REQUIREMENTS:** **30 credits**

**Core Course** **3 credits**

COM 400 Critical Communications for the Professional World

**Major Requirements** **27 credits**

Take the following 15 credits in Philosophy:

PHI	321	Contemporary Philosophy
PHI	345C	Social Ethics II
PHI	353C	Biomedical Ethics
PHI	362C	Environmental Ethics
PHI	369C	Business Ethics

and

Take the following 12 credits in Liberal Studies

LST	321	Global Leadership Study-Tour I
LST	322	Global Leadership Study-Tour II
LST	401	Senior Colloquium I
LST	402	Senior Colloquium II

**GENERAL ELECTIVES** **48 credits**

48 credits level 100 or above (NOT ENS or ESL)

**Note:** Courses taken as part of the General Education Requirement may not be used to fulfill the Liberal Studies major requirements.

**Program Student Learning Outcomes:** Students majoring in Liberal Studies with an emphasis in Global Leadership and Philosophy will:

1. Understand broadly the intellectual history of Western philosophy through the primal, classical, modern, and postmodern eras of the human journey, and do so in a global framework.
2. Understand, with special depth, the interrelated ecological, social, and spiritual breakdown of the modern Western reductionist mechanistic cosmology and the breakthrough of a postmodern global holistic-ecological cosmology.

- Understand the integrated ecological, social, and spiritual ethics of the still developing Catholic intellectual tradition for the emerging global civilization of the electronic era.
- Develop a deep personal awareness of the need to explore for the practical and transformative implications of all that they have learned.

**Program Student Learning Outcomes Assessment:** Faculty evaluates final papers from required core courses.

### **SPECIALIZATION IN PHILOSOPHY**

**15 credits**

The Specialization in Philosophy provides the student with greater intellectual depth for her or his major field. It can also provide a profound intellectual foundation for future graduate work. And it strengthens the student's intellectual leadership for a future career. Students take required 6 credits and 9 additional Philosophy credits.

#### **Required Courses:**

PHI	150D	Introduction to Philosophy
PHI	332C	Ethics

## **DEPARTMENT OF SOCIAL SCIENCES AND COUNSELING**

The Department of Social Sciences and Counseling offers undergraduate majors in Criminal Justice, Political Science, and Psychology and several minors and certificate programs, including a minor in Sociology, a minor in International Relations, and a certificate in Homeland Security and Terrorism Control. Students majoring in the Social Sciences are prepared for law school, advanced degrees in psychology and counseling, and important government and international jobs including entry level positions in law enforcement, US Customs, the FBI, the State Department, the United Nations, and the Secret Service.

### **BACHELOR OF ARTS IN CRIMINAL JUSTICE**

**Program Coordinator:** Gary Feinberg, PhD

**Academic Credentials:** PhD, Sociology (The Union Institute); MA Sociology (Brooklyn College); BA Sociology (Brooklyn College)

**Contact Information:** 305-628-6578; [gfeinber@stu.edu](mailto:gfeinber@stu.edu)

*Program Advisor(s):* G. Feinberg, D. Goodman, R. Lovett

**Program Description:** The Bachelor of Arts (BA) in Criminal Justice major provides students with a skill-based, scholarly understanding of the structure and operation of the police, court, and correctional systems. Attention is given to managerial, legal, and behavioral aspects of crime and crime control along with important related contemporary issues such as capital punishment, the war on drugs, court reform, and terrorism.

### **BA IN CRIMINAL JUSTICE**

**120 credits**

#### **GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

Note: the following Criminal Justice courses for GER.

**Social Science**

Criminal Justice majors should take SOC 201D. 3 credits

**History**

Criminal Justice majors should take HIS 202. 3 credits

**Social Science/History**

Criminal Justice majors should take SOC 321. 3 credits

**CATHOLIC IDENTITY****3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

**DIVERSITY****3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**MAJOR REQUIREMENTS****39 credits**

COM	105	Speech
CRI	101	Introduction to Criminal Justice
CRI	302	Law Enforcement Systems
CRI	321	Courts and the Criminal Justice System
CRI	323	Human Resource Management
CRI	350	Corrections
CRI	405	Police Organization and Management
SOC	201D	Principles of Sociology
SOC	321D	Criminology

Take 12 credits in Criminal Justice 300/400 level. SOC 410D and POS 410 may be taken as 300/400 level courses in partial fulfillment of this requirement.

**GENERAL ELECTIVES****36-51 credits**

36-51 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students who successfully complete the major in Criminal Justice are able to:

1. Identify the major branches of the criminal justice system and discuss how they are interrelated and interdependent.
2. Identify and explain major legal concepts or terms used to characterize various types of crimes and criminal procedures.
3. Identify the major forms of crime and describe some of their social correlates, i.e., how they vary by age, race, gender, and social class.
4. Identify, explain, critically assess, and apply major theoretical explanations of criminal behavior.
5. Identify major contemporary problems (e.g., delay, budgetary crises) faced by the major branches of the criminal justice system and their causes and possible solutions.
6. Identify and discuss the roles of the police, prosecutor, judge, defense counsel and other major players in the criminal justice system.

**Program Student Learning Outcomes Assessment:** Exit exam administered to graduating students.

## MINOR IN FORENSIC CRIMINAL JUSTICE

**Program Coordinator:** Gary Feinberg, PhD

**Academic Credentials:** PhD, Sociology (The Union Institute); MA, Sociology (Brooklyn College); BA, Sociology (Brooklyn College)

**Contact Information:** 305-628-6578; [gfeinber@stu.edu](mailto:gfeinber@stu.edu)

Program Description: The Minor in Forensic Criminal Justice is designed for those interested in applying the “magic of science” to the justice enterprise. Students are provided with the unique knowledge and skills afforded by the laboratory sciences in understanding both why and how a criminal event occurred. Correspondingly, students develop a sound comprehension of the structure and operation of the police and the courtroom where the evidentiary impact of laboratory efforts has practical consequences. This undergraduate minor is meant especially for students majoring in Criminal Justice, or Psychology. It is also an appropriate alternative for earning elective credits to any major allowing for 21 or more elective credits.

Career benefits include the pursuit of positions as crime scene analysts. The ultimate goal is to help maximize the effectiveness of police patrols, criminal investigations, and special operations activities.

### **PROGRAM REQUIREMENTS**

**24 Credits**

CRI	101	Introduction to Criminal Justice
CRI	302	Law Enforcement Systems
CRI	321	Courts and the Criminal Justice System
CRI	435	Scientific Research and Crime Analysis
CRI	485	Criminal Procedures
PSY	470	Psychology of Law
FRS	201	Introduction to Forensic Science
FRS		(One Upper level Forensic Science Course)

**Program Student Learning Outcomes:** Students who successfully complete the minor in forensic criminal justice are able to:

1. Identify the major branches of the criminal justice system and discuss how they are interrelated and interdependent.
2. Identify and explain major legal concepts or terms used to characterize various types of crimes and criminal procedures.
3. Identify and discuss the major steps a criminal case goes through from arrest to incarceration.
4. Identify and explain basic crime scene procedures of investigation.
5. Identify, explain, and implement some of the scientific tests used in criminal case investigations, their limits and related legal issues.

**Program Student Learning Outcomes Assessment:** Exit exam administered to graduating students.

## BACHELOR OF ARTS IN POLITICAL SCIENCE

**Program Coordinator:** Giselle D. Jamison, PhD

**Academic Credentials:** PhD, Political Science (Florida International University); MS, International Studies (Florida International University); BA (licenciada), International Relations (Universidad Catolica de Cordoba, Argentina)

**Contact Information:** 305-628-6579; [gjamison@stu.edu](mailto:gjamison@stu.edu)

*Program Advisor(s):* T. Brezenski, G. Jamison

**Program Description:** The Bachelor of Arts (BA) in Political Science is designed to prepare students for graduate work in Political Science, International Relations, Public Administration, and related fields, and for leadership roles in government or the private sector. It provides excellent preparation for law school, government work, business, and journalism. Students majoring in Political Science are required to take 24 upper division credits. It is expected, however, that they will select electives from a broad spectrum of the Social Sciences in order to enhance their understanding of the problems that require political solutions.

### **BACHELOR OF ARTS IN POLITICAL SCIENCE** **120 credits**

#### **GENERAL EDUCATION REQUIREMENTS (GER)** **42 credits**

##### **Social Science**

Political Science majors should take ECO 201. 3 credits

##### **History**

Political Science majors should take HIS 102. 3 credits

##### **Social Science/History**

Political Science majors should take HIS 202 or PSY. 3 credits

##### **Philosophy**

Political Science majors should take PHI 152 and PHI 332C. 6 credits

#### **CATHOLIC IDENTITY** **3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

#### **DIVERSITY** **3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

### **MAJOR REQUIREMENTS** **42 credits**

POS	101	Introduction to Political Science
POS	102	Geopolitics
POS	201	Introduction to American Government
POS	202D	Introduction to Comparative Politics
POS	230	Introduction to International Relations
COM	105	Speech

Take 24 credits in Political Science at the 300/400 level

## GENERAL ELECTIVES

**33-45 credits**

33-45 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students who successfully complete the major in Political Science are able to:

1. Describe and analyze power, its nature, and its implementation in political processes, institutions, and culture using the main theoretical approaches in the field.
2. Identify the major branches of U.S. government and their roles and responsibilities.
3. Identify major contemporary issues in government reform and public policy.
4. Think globally about politics and its world implications.
5. Critically assess current foreign policy and major issues.
6. Think critically, write effectively, and debate clearly using sound arguments, grounded in political science theory.

**Program Student Learning Outcomes Assessment:** Quantitative assessment data is obtained through a pre-test/post-test system in which students take a comprehensive exam covering the subfields of American Politics, Public Policy, International Relations, and Comparative Politics following the completion of freshman year studies. Prior to graduation, students are required to take the comprehensive exam again allowing for an accurate measurement of basic concept retention.

## MINOR IN POLITICAL SCIENCE

**Program Coordinator:** Thomas F. Brezenski, PhD

**Academic Credentials:** PhD, MS, Political Science (Florida State University); BA, Pre Law (Penn State University)

**Contact Information:** 305-474-6909; [tfbrezen@stu.edu](mailto:tfbrezen@stu.edu)

*Program Advisor(s):* T. Brezenski, G. Jamison

## PROGRAM REQUIREMENTS

**18 credits**

Select 6 credits from the following courses:

POS	101	Introduction to Political Science
POS	201	Introduction to American Government
POS	202D	Introduction to Comparative Politics
POS	230	Introduction to International Relations

Take 12 credits in Political Science at the 300/400 level

**Program Student Learning Outcomes:** Students who successfully complete the minor in Political Science will be able to:

1. Describe and analyze power, its nature, and its implementation in political processes, institutions and culture using the main theoretical approaches in the field.
2. Identify the major branches of the U.S. government and their roles and responsibilities.
3. Identify major contemporary global issues in government reform and public policy.

**Program Student Learning Outcomes Assessment:** Quantitative assessment data is obtained through a pre-test/post-test system in which students take a comprehensive exam covering the subfields of American Politics, Public Policy, International Relations, and Comparative Politics following the completion of freshman year studies. Prior to graduation, students are required to take the comprehensive exam again allowing for an accurate measurement of basic concept retention.

## **MINOR IN INTERNATIONAL RELATIONS**

**Program Coordinator:** Giselle D. Jamison, PhD

**Academic Credentials:** PhD, Political Science (Florida International University); MS, International Studies (Florida International University); BA (licenciada), International Relations (Universidad Catolica de Cordoba, Argentina)

**Contact Information:** (305)-628-6579; [gjamison@stu.edu](mailto:gjamison@stu.edu)

*Program Advisor(s):* G. Jamison

The minor in International Relations introduces students to relevant global issues such as security issues, diplomatic efforts, war and peace, area studies, and the global economy. These issues affect nation-states and non-state actors such as multinational corporations, non-profit organizations, and individuals at large. Students who pursue the minor will gain theoretical and practical skills to critically think and understand the global reality and its impacts on foreign and domestic issues. Students will have the opportunity to develop leadership skills through debates, international simulations, and world politics games. This training is useful for students pursuing careers in politics, education, diplomacy, international business, international organizations (such as United Nations or the Organization of American States), law, non-governmental organizations (such as Amnesty International), communications, and graduate study in related fields.

**PREREQUISITE:**

POS	102	Geopolitics
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**3 credits**

**PROGRAM REQUIREMENTS**

POS	230	Introduction to International Relations
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**18 credits**

Take 5 courses from the following:

A. Track on Latin America and the Caribbean

POS	356D	Politics of the Developing Nations
POS	365	Caribbean Politics
POS	422	Dictators and Revolutions
POS	424	Cuba after Castro
POS	485C	Latin American Economic and Political Development
POS	480D	Inter-American Relations

B. Track on Diplomacy and Interstate Relations

POS	321	European Union Politics
POS	332	Political Ideology and Culture Wars
POS	336	United Nations and Global Security
POS	402	China: International Relations and Politics

POS	407	United States Foreign Policy I
POS	408	United States Foreign Policy II
POS	410D	Political & Military Dimensions of Terrorism
POS	459	Global Politics

For Political Science Majors only one course may be used to satisfy both the Political Science Major requirements and the International Relations Minor requirements. Other courses approved by advisor.

**Program Student Learning Outcomes:** Students who successfully complete the minor in International Relations will be able to:

1. Describe and analyze power, its nature, and its implementation in international political processes, diplomacy, international institutions, and culture using the main theoretical approaches in the sub-field.
2. Identify major contemporary global issues and critically think about tentative solutions.
3. Study international relations at the global, state, and individual levels of analysis.
4. Think critically, write effectively, and debate clearly using sound arguments, grounded in international relations theory.

**Program Student Learning Outcomes Assessment:** Quantitative assessment data is obtained through a pre-test/post-test system in which students take a comprehensive exam covering the subfields of American Politics, Public Policy, International Relations, and Comparative Politics following the completion of freshman year studies. Prior to graduation, students are required to take the comprehensive exam again allowing for an accurate measurement of basic concept retention.

## PRELAW PROGRAM

**Advisor:** Thomas F. Brezenski, PhD

Academic Credentials: PhD, MS, Political Science (Florida State University); BA, Pre Law (Penn State University)

**Contact Information:** 305-474-6909; [tfbrezen@stu.edu](mailto:tfbrezen@stu.edu)

**Program Description:** In accordance with suggestions from the Law School Admissions Council (LSAC) the PreLaw program is designed to prepare students for law school. The Council suggests that there be no special prelaw major, but that students select a major of their choice, while preparing themselves specifically in certain areas. St. Thomas University prelaw students, especially those who have followed the recommended program, have had considerable success in gaining admission to law schools including the St. Thomas University School of Law.

Students with law school as an objective should exert themselves to achieve good grades and to take courses sufficiently challenging to prepare them for scoring well on the Law School Admissions Test (LSAT), required by every accredited law school.

Law schools are greatly interested in a student's ability to think analytically and logically, and to use the English language coherently and with facility. They recommend also that students develop a sound understanding of the history and

governmental systems of the Western world, particularly the United States. These goals can be met easily within the context of most of the university's programs. Students will be assisted by the university LSAC PreLaw Advisor in planning a program that will permit them to best prepare themselves for law school. While not an exhaustive list, the following courses have been suggested for those who are interested in pursuing a career in the legal field:

BUS	220	Business Law I
CIS	205	Microcomputer Applications
COM	105	Speech
CRI	321	Courts and the Criminal Justice System
ENC	303	Multigenre Research and Writing
ENC	403	Professional and Technical Writing And Editing
ECO	201	Principles of Macroeconomics
ENG	210C	Western Literary Masterpieces II
ENG	302	Survey of American Literature II
HIS	102	History of Western Civilization II
HIS	202	United States History II
PHI	152	Logic
PHI	332C	Ethics
POS	201	Introduction to American Government
POS	202D	Introduction to Comparative Politics
POS	320	Law and Politics
POS	322	American Constitutional Law
PSY	470	Psychology of Law
SOC	201D	Principles of Sociology

NOTE: Many of the recommended courses can either be used to satisfy General Education or specific Major Requirements.

## **BACHELOR OF ARTS IN PSYCHOLOGY**

**Program Coordinator:** Pamela Ann Cingel, PhD

**Academic Credentials:** PhD, Educational Psychology (University of Toledo); MEd, Guidance and Counselor Education (University of Toledo); BA, Psychology (University of Toledo)

**Contact Information:** 305-474-6866; [pcingel@stu.edu](mailto:pcingel@stu.edu)

*Program Advisor(s):* P. Cingel, J. Grace, J. Pickens

**Program Description:** In the Bachelor of Arts (BA) in Psychology, students will explore the different aspects of psychology related to research, the diversity of humankind, and the application of psychological theories. The curriculum lays the foundation for students who want to pursue graduate school in psychology and those who want to start their career in the mental health profession. A variety of courses allow students to focus on a specific area of psychology or incorporate a minor area of study into their degree.

### **BA IN PSYCHOLOGY**

**120 credits**

### **GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

Note the following psychology-related GER courses.

**Mathematics/Physical Science**

Psychology majors should take MAT 205 and CIS 205.

**Social Science**

Psychology majors should take PSY 201.

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

Psychology majors should take PSY 220 or PSY 260.

**CATHOLIC IDENTITY****3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

**DIVERSITY****3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**MAJOR REQUIREMENTS****43 credits**

COM	105	Speech
MAT	205	Applied Statistics
PSY	201	Introduction to Psychology
PSY	250	Psychological Statistics
PSY	304	Psychological Methods of Research
PSY	491	Senior Psychology Seminar
PSY	491L	Senior Psychology Seminar Lab

**Clinical**

Take one course from the following:

PSY	351	Clinical and Counseling Psychology
PSY	355	Tests & Measurements
PSY	420	Personality Theory
PSY	440	Abnormal Psychology

**Basic Research Psychology**

Take one course from the following:

PSY	301	Cognitive Psychology
PSY	335	Psychology of Learning
PSY	365	Sensation and Perception
PSY	435	Physiological Psychology

**Diversity & Culture**

Take one course from the following:

PSY	300	Child Psychology
PSY	400	Psychology of Adolescence
PSY	403D	Psychology of Gender
PSY	407D	Multicultural Issues in Psychology
PSY	410	Adult Development and Aging

## Applied Psychology

Take one course from the following:

PSY	220	Social Psychology
PSY	260	Applied Psychology
PSY	315	Psychology of Persuasion
PSY	446	Health Psychology
PSY	450	Psychology of Work
PSY	470	Psychology of Law

## Major Elective

Take 9 additional credits from any area of Psychology

## GENERAL ELECTIVES

**36-51 credits**

36-51 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students completing the major in Psychology will:

1. Describe scientific approaches to the study of behavior including psychological theories and research methods and a basic understanding of the nervous system.
2. Describe scientific approaches and key issues for understanding human development and the behavioral, cognitive, social and emotional changes that accompany maturation and aging.
3. Understand how factors of human diversity influence human behavior and the scientific study and practice of psychology in a global context.
4. Apply psychological principles and theories to simulated real world situations or scenarios.
5. Demonstrate knowledge of the assessment, treatment, theories and diagnosis of mental disorders.
6. Demonstrate knowledge of experimental design and statistical descriptive and inferential skills.
7. Present oral and written presentation of research poster/data.
8. Pull diverse sources of information together into a coherent research proposal.

**Program Student Learning Outcomes Assessment:** Comprehensive exam administered in PSY 491: Senior Seminar

## MINOR IN PSYCHOLOGY

**Program Coordinator:** Pamela Ann Cingel, PhD

**Academic Credentials:** PhD, Educational Psychology (University of Toledo); MEd, Guidance and Counselor Education (University of Toledo); BA, Psychology (University of Toledo)

**Contact Information:** 305-474-6866; [pcingel@stu.edu](mailto:pcingel@stu.edu)

*Program Advisor(s):* P. Cingel

**Program Description:** The minor in psychology is designed to allow the student to choose classes that would enhance or contribute to their major field of study. For example, a criminal justice major might choose to take courses in the clinical area of psychology while a biology major might choose to take courses in the basic research

area. In addition, it also gives the student the opportunity to learn psychological concepts that they can apply in their everyday life.

### **PROGRAM REQUIREMENTS**

**18 credits**

PSY 201 Introduction to Psychology

Take one additional 200 level Psychology and four upper division Psychology courses OR five upper level courses except for PSY 491, 495, 496, and 497.

**Program Student Learning Outcomes:** Students completing the minor in Psychology will be able to:

1. Take concepts in psychology and relate them to their major area of study.

**Program Student Learning Outcomes Assessment:** During the graduating term, each student minoring in Psychology chooses two courses that they have taken for the minor in psychology and writes a short summary of how the courses contributed to their major area of study.

### **DEPARTMENTAL HONORS IN PSYCHOLOGY**

**Program Coordinator:** Pamela Ann Cingel, PhD

**Academic Credentials:** PhD, Educational Psychology (University of Toledo); MEd, Guidance and Counselor Education (University of Toledo); BA, Psychology (University of Toledo)

**Contact Information:** 305-474-6866; [pcingel@stu.edu](mailto:pcingel@stu.edu)

*Program Advisor(s):* P. Cingel, J. Grace, J. Pickens

**Program Description:** Psychology majors may elect to complete their Psychology degree with an Honors designation. To do so, the student must complete 30 credits of Honors courses at St. Thomas University. These must include 12 credits of General Education Honors courses (See Honors Courses under the Honors Program) and 18 credits of Honors psychology courses. The Honors psychology courses must include PSY 495 (Directed Research I and II - 6 credits) as well as four other Honors courses in psychology chosen from PSY 301, 335, 351, 355, 403D, 407D, 435, 440C, and 450. Psychology courses not designated for Honors can be taken for honors credit, if the student and instructor agree to a special set of course requirements that meet the Honors program criteria. In order for such courses to be recorded as Honors courses, the student must Drop the regular course and Add the appropriate course with an Honors designation.

In addition to meeting the above requirements, the student must also:

1. Submit an application to the Honors Admissions Committee
2. Complete an interview with the Honors Advisor
3. Complete all requirements for the Psychology major
4. Maintain and complete all degree requirements with a cumulative GPA of at least 3.30

**Program Student Learning Outcomes:** Students completing the major in Honors Psychology will:

1. Describe scientific approaches to the study of behavior including psychological theories and research methods and a basic understanding of the nervous system.
2. Describe scientific approaches and key issues for understanding human development and the behavioral, cognitive, social and emotional changes that accompany maturation and aging.
3. Understand how factors of human diversity influence human behavior and the scientific study and practice of psychology in a global context.
4. Apply psychological principles and theories to simulated real world situations or scenarios.
5. Demonstrate knowledge of the assessment, treatment, theories and diagnosis of mental disorders Research Proposal: Be able to pull diverse sources of information together into a coherent proposal.
6. Demonstrate knowledge of experimental design and statistical descriptive and inferential skills.
7. Present oral and written presentation of research poster/data
8. Pull diverse sources of information together into a coherent research proposal.

**Program Student Learning Outcomes Assessment:** Comprehensive exam administered in PSY 491: Senior Seminar

### MINOR IN SOCIOLOGY

**Program Coordinator:** Gary Feinberg, PhD

**Academic Credentials:** PhD, Sociology (The Union Institute); MA, Sociology (Brooklyn College); BA, Sociology (Brooklyn College)

**Contact Information:** 305-628-6578; [gfeinber@stu.edu](mailto:gfeinber@stu.edu)

*Program Advisor(s):* G. Feinberg

**Program Description:** The 18-credit minor in Sociology provides students with an understanding of the forces that make social order possible and those that direct social changes and progress. Students become knowledgeable about major social problems that affect the quality of life such as poverty, crime, urban blight, environmental destruction, discrimination, and family disintegration.

Correspondingly, students will be able to critically address their complex causes and efforts at ameliorating them. In addition, students will become familiar with the theories and research studies used to assess the social landscape, exploring how societies work, the way different cultures meet the universal needs of mankind, and related social policies for improving social life.

#### **PROGRAM REQUIREMENTS**

**18 Credits**

SOC	201D	Principles of Sociology
SOC	205D	Contemporary Social Problems

and

Four additional upper division courses in Sociology.

**Program Student Learning Outcomes:** Students who successfully complete the minor in Sociology will be able to:

1. Identify and explain major sociological concepts and theoretical perspectives.
2. Identify and discuss various social problems, their causes and related issues.
3. Take a position on such social issues as legalizing prostitution, decriminalizing drugs, capital punishment and to defend their position using sociological research.
4. Identify and discuss major sociological teachings regarding group structures, group functions and forms of group behavior such as cooperation, conflict, rivalry, and assimilation.

**Program Student Learning Outcomes Assessment:** Exit exam administered to graduating students.

## CERTIFICATE PROGRAMS

### CRIMINAL JUSTICE CERTIFICATE

**Program Coordinator:** Gary Feinberg, PhD

**Academic Credentials:** PhD, Sociology (The Union Institute); MA, Sociology (Brooklyn College); BA, Sociology (Brooklyn College)

**Contact Information:** 305-628-6578; [gfeinber@stu.edu](mailto:gfeinber@stu.edu)

**Program Description:** The 12-credit Certificate in Criminal Justice is designed to familiarize students with the organization and operation of the major branches of the criminal justice system, their mandate, and related materials about the nature and causes of crime. Students are introduced to basic legal aspects of administering justice, the organization and management of justice services, as well as some of the behavioral dimensions of how the judges and other key partners in the justice system carry out their respective roles. The program requires no prerequisite and is complementary to most majors. The program is also appropriate for persons with or without degrees who would benefit from increased knowledge of the criminal justice system.

#### **PROGRAM REQUIREMENTS: 12 credits**

CRI	101	Introduction to Criminal Justice
CRI	321	Courts and the Criminal Justice System
CRI	350	Corrections

One of the following:

CRI	225	Crime in South Florida
CRI	312	Victimology
CRI	319	Crime and Delinquency
CRI	460D	Community Policing Theory and Practice
CRI	498	Field Internship

### HOMELAND SECURITY AND TERRORISM CONTROL CERTIFICATE

**Program Coordinator:** Gary Feinberg

**Academic Credentials:** PhD, Sociology (The Union Institute); MA, Sociology (Brooklyn College); BA, Sociology (Brooklyn College)

**Contact Information:** 305-628-6578; [gfeinber@stu.edu](mailto:gfeinber@stu.edu)

**Program Description:** The Certificate Program in Homeland Security and Terrorism Control is designed for students and practitioners who may face security problems posed by criminal and political terrorism—regional, national, and international. It is conceived specifically for law enforcement officers, military, and private security personnel as well as college students with little or no social or political background in regional, national, or international issues of terrorism. Objectives include:

1. A summary understanding of the complex nature of terrorism; the forms that it takes; the philosophy, rules, policies, external support, and personal commitment of terrorists to the cause; and group as well as family relationships.
2. A sound understanding of the historical, political, and cultural issues behind the events to which those entrusted with the task of counter-terrorism must respond.
3. The ability to identify and discuss the issues and personalities underlying many of the major contemporary terrorist movements.
4. An improved ability to address practical, community centered demands related to the consequences of terrorist acts.
5. A more elaborate understanding and technical ability in special investigative techniques as they apply to terrorism.
6. The ability to better understand and overcome special legal and unique tactical problems of arresting, interrogating, and prosecuting terrorists.
7. An appreciation for and operational strategies to address the ethical issues encountered in investigating terrorist activities.

To obtain a Certificate, a GPA of 2.5 in all four courses and no less than a grade of "C" in any course is required. All courses must be from St. Thomas University. Life experience is inapplicable.

**PROGRAM REQUIREMENTS:**

**12 credits**

CRI	312	Victimology
CRI	410	Terrorism and Law Enforcement Procedures
POS	410D	Political and Military Dimensions of Terrorism
SOC	410D	The Sociology of Terrorism

Suggested Sequence of Courses: Students should begin their certificate with SOC 410D followed by POS 410, CRI 410 and CRI 312.

**INTERNATIONAL STUDIES CERTIFICATE**

**Program Coordinator:** Francis J. Sicius, PhD

**Academic Credentials:** PhD, History (Loyola University); MA, American Studies (Florida State University); BA, History (Florida State University)

**Contact Information:** 305-628-6657; [fsicius@stu.edu](mailto:fsicius@stu.edu)

To enhance current programs and to encourage the development of future programs abroad, the International Studies Certificate contributes to the University's quality undergraduate program by cultivating breadth of vision through Study Abroad. The program goals are to:

1. Give students the benefit of living and learning in another culture.

2. Enhance the learning experience through on-site teaching.
3. Introduce students to the variety of artistic and cultural expressions.
4. Improve language skills.
5. Give students a better understanding of their own countries through study in other countries.

**PROGRAM REQUIREMENTS** **15 credits**

Nine (9) credits in STU courses taken abroad that deal with the host culture.

Two of the following:

Any foreign language course

or

ENG	326	Hemingway in Spain
HIS	379C	History of Spain
HIS	383	Spanish Civil War
POS	356D	Politics of the Developing Nations
POS	480D	Inter-American Relations
POS	485C	Latin American Economic and Political Development
STM	210D	World Religions

For any courses not listed above, the student must get approval from the Associate Provost for Academic Support Services.

# SCHOOL OF BUSINESS

*"Ethics and Leadership Are the Keys to Success"*

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## **J. Antonio Villamil** **Dean of the School of Business &** **Research Professor of Economics**

**Faculty:** T. Abernethy, J. Bell, C. Caldwell, R. Carrillo, G. Chan, M. Espino, N. Grandmont-Gariboldi, H. Gringarten, S. Gupta, P. Klein, L. Knowles, P. Maxwell, L. Mitchell, J. Peart, C. Reese, J. Rocha, S. Song

**Mission:** The School of Business supports the University's mission of Developing Leaders for Life by providing high-quality, convenient, and affordable educational opportunities that represent superior value to diverse groups of part-time, full-time, traditional, and adult students with undergraduate, graduate, and certificate programs.

The School of Business faculty is driven by a passion to develop the next generation of leaders. Working closely with faculty, students will learn business concepts and principles necessary in today's globally competitive business environment and borderless society. In addition to a well-rounded background in liberal arts and humanities, each program emphasizes the many distinct facets of business theories and principles along with their practical application.

Following graduation, alumni of St. Thomas University's business program will have a strong foundation of skills and business knowledge to help them succeed in a 21st century economy. Many graduates take advantage of the growth of international business in South Florida and use their business degrees to help them become leaders of industry and their communities.

## **BACHELOR OF BUSINESS ADMINISTRATION DEGREES**

### **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN ACCOUNTING**

**Program Coordinator:** Lloyd A. Mitchell, MBA

**Academic Credentials:** MBA (University of Miami); BBA, Accounting (Florida International University)

**Contact Information:** 305-628-6622; [lmitchel@stu.edu](mailto:lmitchel@stu.edu)

*Program Advisor(s):* L. Mitchell, C. Reese

**Program Description:** The Bachelor of Business Administration (BBA) in Accounting prepares students for careers in public or private accounting or for positions in non-profit or government organizations. For information regarding the CPA exam, please read the section entitled "Advanced Accounting Program."

**BBA IN ACCOUNTING****120 credits**

Note the following business-related GER requirements.

**Mathematics/Physical Science**

BBA degree students should take MAT 205.

**Physical Science**

Business major students should take CIS 205.

**Social Science**

BBA degree major students should take ECO 201.

**Social Science/History**

BBA degree major students should take ECO 203.

**CATHOLIC IDENTITY****3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY****3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS****54 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
	or	
ACC	204	Principles of Managerial Accounting
BUS	120	Principles of Business and Environmental Administration
BUS	220	Business Law I
BUS	309*	Management Information Systems
BUS	316D	International & Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	327D	Organizational Behavior
BUS	332	Principles of Marketing
BUS	490	Business Policy
CIS	205	Microcomputer Applications
COM	400	Critical Communications for the Professional World
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
	or	
ECO	203	Principles of Micro and Environmental Economics
FIN	311	Financial Administration I
MAT	181	Pre-calculus Algebra
MAT	205	Applied Statistics
MAT	212	Calculus for Business, Economics, and Finance

\*Students who major in Accounting must take ACC 304 Accounting Information Systems in place of BUS 309

## GENERAL ELECTIVES

0-12 credits level 100 or above (Not ENS or ESL)

**0-12 credits**

## MAJOR REQUIREMENTS (ACCOUNTING)

**24 credits**

Take all eight of the following courses:

ACC	301	Financial Accounting I
ACC	302	Financial Accounting II
ACC	303	Management Accounting I: Cost Principles and Systems
ACC	305	Federal Income Tax
ACC	401	Advanced Accounting
ACC	402	Auditing
ACC	420	Governmental and Institutional Accounting
BUS	322	Business Law II

## ADVANCED ACCOUNTING PROGRAM

To become a Certified Public Account (CPA), the Florida State Board of Accountancy has established that applicants must have 30 semester hours or their equivalent of study beyond the baccalaureate degree. In addition, applicants must have in total:

- 36 semester hours in accounting courses above the elementary level; and
- 39 semester hours in general business education.

Since graduates with a BBA in Accounting must take an additional 30 semester hours beyond the baccalaureate level to take the CPA exam in Florida, the Master of Accounting program at St. Thomas University provides the additional education. Please see the University Graduate Catalog for program details.

**BBA-Accounting Learning Outcomes:** Successful completion of the major will enable each graduate to:

1. Express their ideas and recommendations in a more concise and professional fashion by fully utilizing their verbal, analytical, and writing skills.  
**Assessment:** This outcome is assessed in BUS 490 Business Policy and BUS 317 Personal Branding. BUS 490 is assessed through a global business simulation, a research paper and other written assignments. These are assessed using the attached scoring rubrics. BUS 317 uses a personal branding report that assesses oral and written communication skills.
2. Acquire specific knowledge of the practice of Accounting in areas including Financial Accounting, Auditing, Cost Accounting, and Income Taxation.  
**Assessment:** This outcome is assessed in ACC 402 - Auditing.
3. Apply critical thinking skills acquired from exposure to specific subject theories.  
**Assessment:** This outcome is assessed in ACC 402 - Auditing.

## BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN FINANCE

**Program Coordinator:** Nicole Grandmont-Gariboldi, DBA

**Academic Credentials:** DBA, Management-Finance (Nova Southeastern University); Maitrise en Commerce (MBA) (University of Sherbrooke); BA, Commerce (University of Montreal)

**Contact Information:** 305-628-6598; [ngariboldi@stu.edu](mailto:ngariboldi@stu.edu)

*Program Advisor(s):* M. Espino, N. Grandmont-Gariboldi, L. Mitchell, C. Reese

**Program Description:** The Bachelor of Business Administration (BBA) in Finance prepares graduates for a career in finance, accounting, or general management, and unlocks a variety of career opportunities with financial institutions, other corporate entities, or in the fields of international finance or financial planning. In addition to specific finance classes, graduates will have studied the major functional activities of business.

**BBA IN FINANCE **120 credits****

**GENERAL EDUCATION REQUIREMENTS (GER) **42 credits****

**CATHOLIC IDENTITY **3 credits****

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY **3 credits****

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS **54 credits****

See BBA program requirements listed under BBA - Accounting

**MAJOR REQUIREMENTS (FINANCE) **24 credits****

**MAJOR CORE REQUIREMENTS (FINANCE) **12 credits****

Take all four of the following courses:

ECO	307	Principles of International Economics
FIN	315	Investments and Portfolio Management
FIN	318	Principles of International Corporate Finance
FIN	412	Financial Administration II

**MAJOR ELECTIVE REQUIREMENTS (FINANCE) **12 credits****

Take four of the following courses:

ACC	303	Management Accounting I: Cost Principles and Systems
ACC	305	Federal Income Tax
BUS	322	Business Law II
BUS	499	Internship in Business
ECO	301	Managerial Economics
ECO	413	Money and Banking
FIN	457	Special Topics in Finance

**BBA-Finance Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. Acquire specific knowledge of the analytical and practical tools of the world of Finance as applied in profit, non-profit, and governmental organizations.  
**Assessment:** In the "capstone" course, BUS 490, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This is done through an international computer organization simulation, through which the class teams compete with others throughout the world, creating a global marketplace. Each student is assessed in three general areas: Course and Program Content,

Communication, and Critical Thinking. This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments.

2. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

**Assessment:** In the “capstone” course, BUS 490, students exercise all elements of Organizational operation, including production, marketing, strategy, finance, and accounting. This is done through an international computer organization simulation, through which the class teams compete with others throughout the world, creating a global marketplace. Each student is assessed in three general areas: Course and Program Content, Communication, and Critical Thinking. This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments.

3. Apply and articulate subject knowledge in a critical fashion, for analysis of finance-related issues.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using the attached scoring rubrics.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN INTERNATIONAL BUSINESS**

**Program Coordinator:** Raul Carrillo, DA

**Academic Credentials:** DA, Economics; MA, Economics; BBA, Economics (University of Miami)

**Contact Information:** 305-628-6534; [rcarrillo@stu.edu](mailto:rcarrillo@stu.edu)

*Program Advisor(s):* R. Carrillo, M. Espino, N. Grandmont-Gariboldi, L. Mitchell

**Program Description:** The Bachelor of Business Administration (BBA) in International Business prepares the student for a career in international business, including international trade. In addition to a broad business background, students complete courses addressing a multitude of political, economic, and social issues encountered within the global economy.

**BBA IN INTERNATIONAL BUSINESS** **120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER)** **42 credits**

See GER requirements listed under BBA - Accounting

**CATHOLIC IDENTITY** **3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY** **3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS** **54 credits**

See BBA program requirements listed under BBA - Accounting

**MAJOR REQUIREMENTS (INTERNATIONAL BUSINESS) 24 credits***Major Core Requirements (International Business) 12 credits*

BUS	451	International Market Analysis
BUS	474	International Trade Operations Management
ECO	307	Principles of International Economics
FIN	318	Principles of International Corporate Finance

*Major Elective Requirements (International Business) 12 credits*

Take four of the following courses:

BUS	329	Principles of International Law
BUS	414	Economic and Social Problems in Latin America
BUS	456	European International Business Economics Environment
BUS	457	Special Topics in International Business
BUS	460	Asian International Business Environment
BUS	499	Internship in Business
ECO	404	Comparative Economic Systems

To satisfy two of the four elective requirements, students may take two of the following courses:

POS	230	Introduction to International Relations
POS	336	United Nations and Global Security

**BBA-International Business Learning Outcomes:** Successful completion of the major will enable the graduate to do the following:

1. Acquire an understanding of the complexities of international commerce, global trade, and the economic concepts associated with these activities.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using respective scoring rubrics.

2. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with a real-world application.

**Assessment:** In the "capstone" course, BUS 490, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This is done through an international computer organization simulation, (through which the class teams compete with others throughout the world, creating a global marketplace), a research paper and other written assignments. These are assessed using appropriate scoring rubrics. Each student is assessed in three general areas: Course and Program Content, Communication, and Critical Thinking. These assessments provide a direct view of student achievement.**BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN MANAGEMENT****Program Coordinator:** Paul Maxwell, EdD**Academic Credentials:** EdD, Adult and Continuing Education (Boston University); MBA (Northeastern University); BS, Business Administration (Boston University)**Contact Information:** 305-474-6877; [pmaxwell@stu.edu](mailto:pmaxwell@stu.edu)*Program Advisor(s):* R. Carrillo, H. Gringarten, P. Maxwell, L. Mitchell, J. Peart, C. Reese, S. Song

**Program Description:** This Bachelor of Business Administration (BBA) in Management prepares students to pursue a career in managing activities in a private, public, non-profit, or governmental organization. In addition to specific management and behavioral courses, formal studies will include Accounting, Finance, Economics, Information Systems and Statistics.

The **Business Management** specialization prepares students for a broad career in a general business environment.

The **Marketing Management** specialization is designed to offer a student preparation for a career in the marketing of goods and services.

The **Economics** specialization offers the management major an opportunity to strengthen what the student understands of various economic topics that impact decision-making in the public and private sectors.

The **Management Information Systems** specialization provides the student with a background in information systems management.

The **Tourism and Hospitality Management** specialization prepares students for management careers in the growing tourism and hospitality industries.

**BBA IN MANAGEMENT 120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER) 42 credits**

See GER requirements listed under BBA - Accounting

**CATHOLIC IDENTITY 3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY 3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS 54 credits**

See BBA program requirements listed under BBA - Accounting

**MAJOR REQUIREMENTS (MANAGEMENT) 24-30 credits**

**Major Core Requirements (Management) 12 credits**

Take all four of the following courses:

BUS	325	Operations Management
BUS	423	Marketing Management
BUS	451	International Market Analysis
ECO	301	Managerial Economics

**A. Business Management Specialization 12 credits**

Take six credits from the following courses:

BUS	322	Business Law II
BUS	323	Human Resource Management
BUS	360	Small Business Management

BUS	457	Special Topics in Management
BUS	499	Internship in Business

**Finance Elective** **3 credits**

Take one course from 300 or 400 level Finance course

**Major Elective** **3 credits**

Take one course from 300 or 400 level course in ACC/BUS/ECO/FIN

**B. Marketing Management Specialization** **12 credits**

Take four of the following courses:

BUS	335	Marketing Research
BUS	340D	Advertising
BUS	344	Consumer Behavior
BUS	345	Retail Merchandising
BUS	350	Public Relations
BUS	408	Logistics Management
BUS	417	Strategic Brand Management: Building, Measuring, and Managing Brands
BUS	440	Sales Management
BUS	457	Special Topics in Marketing
BUS	499	Internship in Business
THM	333	Tourism and Hospitality Sales and Marketing

**C. Management Information Systems Specialization** **15 credits**

BUS	410	Computer Architecture
CIS	305	Database Concepts Using Access
CIS	351	Software Engineering
CIS	430	Database System Design and Development
CIS	460	Computer Networks and Communication

**D. Economics Specialization\*\*** **12 credits**

Take four of the following courses:

BUS	499	Internship in Business
ECO	303	Intermediate Microeconomic Analysis
ECO	307	Principles of International Economics
ECO	308	Environmental Economics
ECO	310	Intermediate Macroeconomic Analysis
ECO	324	Industrial Relations
ECO	340	History of Economic Thought
ECO	401	Fundamentals of Econometrics
ECO	402	Economics History of the United States
ECO	403	Seminar in Economics
ECO	404	Comparative Economics Systems
ECO	413	Money and Banking
ECO	457	Special Topics in Economics
ECO	495	Directed Studies

and

ACC/BUS/ECO/FIN 300 or 400 level elective course

\*\*Note: The Economics Specialization is not intended for students who plan to pursue a graduate degree in economics.

## **E. Tourism and Hospitality Management Specialization 12 credits**

THM 201C Dimensions of Tourism and Hospitality Industries

Take three of the following courses:

THM/SPO	234	Food and Beverage Management
THM	398	Internship I in Tourism and Hospitality Management
THM/SPO	310	Principles of Leisure Services Management
THM/SPO	314	Sports Tourism
THM	323	Wholesale and Group Travel Management
THM/SPO	455	Conventions, Trade Show, and Destination Management
THM	456	Tourism Economic Resources and Sustainable Development
THM	498	Internship II in Tourism and Hospitality Management

Students should take POS 102 Geopolitics as a Social Science GER or elective.

**BBA-Management Learning Outcomes:** Successful completion of the specialization will enable each graduate to do the following:

1. Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.
2. Acquire an understanding of the behavior and specific communication skills required for a successful management career.
3. Acquire an appreciation that management success requires the broad application of knowledge and skills in all organizations: public, private, non-profit, and governmental.
4. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

**BBA-Management Learning Outcomes Assessment:** These outcomes are assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN SPORTS ADMINISTRATION**

**Program Coordinator:** Edwin (Ted) Abernethy, PhD

**Academic Credentials:** PhD, Higher Education (Ohio University); MS, Sports Administration (St. Thomas University); BA, Economics (University of Pittsburgh)

**Contact Information:** 305-628-6634; [tabernethy@stu.edu](mailto:tabernethy@stu.edu)

*Program Advisor(s):* T. Abernethy, J. Bell, S. Song

**Program Description:** In 1973, St. Thomas University pioneered the first undergraduate Sports Administration program which received program approval by the North American Society for Sport Management (NASSM). Developed by a group of nationally known sports executives, the Sports Administration program blends liberal arts, business, and sports administration courses in a curriculum designed to prepare graduates for management positions with college and school athletic programs, professional sports organizations, community and private fitness and recreation programs, and multipurpose facilities. The South Florida sports environment provides

a natural laboratory setting for students to obtain valuable experience while pursuing their degrees.

**BBA IN SPORTS ADMINISTRATION** **120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER)** **42 credits**

Note the following business-related GER requirements.

**Mathematics/Physical Science**

BBA degree students should take MAT 205.

**Natural Science**

BBA degree in sports administration students should take SPO 212.

**Physical Science**

Business major students should take CIS 205.

**Social Science**

BBA degree major students should take ECO 201.

**Social Science/History**

BBA degree major students should take ECO 203.

**CATHOLIC IDENTITY** **3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY** **3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS** **54 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
BUS	309	Management Information Systems
BUS	316D	International and Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	327D	Organizational Behavior
BUS	332	Principles of Marketing
CIS	205	Microcomputer Applications
COM	400	Critical Communications for the Professional World
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
or		
ECO	203	Principles of Micro and Environmental Economics
FIN	311	Financial Administration I
MAT	181	Pre-calculus Algebra
MAT	205	Applied Statistics
MAT	212	Calculus for Business, Economics, and Finance

SPO	104	Introduction to Sports Administration
SPO	309	Legal Aspects of Sports Administration
SPO	490	Seminar in Sports Administration

### GENERAL ELECTIVES

**0-12 credits**

0-12 credits level 100 or above (Not ENS or ESL)

### **MAJOR REQUIREMENTS (SPORTS ADMINISTRATION)**

**24 credits**

#### **Core Requirements (Sports Administration)**

**9 credits**

SPO	212	Applied Sports Science
SPO	306	Sports Financial Management
SPO	407	Sports Marketing and Promotions

#### **Major Elective Requirements**

**15 credits**

SPO/THM	234	Food and Beverage Management I
SPO	303	Sports Information and Public Relations
SPO	307	Facility and Event Management
SPO/THM	310	Principles of Leisure Services Management
SPO	313	Sports Psychology
SPO/THM	314	Sports Tourism
SPO	320	Governance of Intercollegiate Athletics
SPO/THM	455	Conventions, Trade Show, and Destination Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics
SPO	497	Internship in Sports Administration

**BBA-Sports Administration Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. Become aware of the various career options in this environment.  
**Assessment:** This outcome is assessed in SPO 490 - Seminar in Sports Administration. Learning achievement will be evaluated by employing a combination of subject assignments, examinations and projects. Final specialization competencies will be measured by the successful completion of a senior seminar which focuses on the application of acquired knowledge to the modern Sports Administration environment.
2. Apply basic business economic and management principles and practices to a sports administration environment, including information systems, international aspects of sport administration, and quantitative decision-making.  
**Assessment:** This outcome is assessed in SPO 490 - Seminar in Sports Administration using a scoring rubric.
3. Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.  
**Assessment:** This outcome is assessed in SPO 490 - Seminar in Sports Administration using a scoring rubric.
4. Apply critical thinking and communication skills acquired from exposure to specific subject theories as they have been combined with a real-world application.  
**Assessment:** This outcome is assessed in SPO 490 - Seminar in Sports Administration using a scoring rubric.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN TOURISM AND HOSPITALITY MANAGEMENT**

**Program Coordinator:** Paul Michael Klein, MPS

**Academic Credentials:** MPS, Hotel Administration (Cornell University); BA, Liberal Arts (Hofstra University)

**Contact Information:** 305-628-6535; [pklein@stu.edu](mailto:pklein@stu.edu)

*Program Advisor(s):* P. Klein, L. Mitchell

**Program Description:** The Bachelor of Business Administration (BBA) in Tourism and Hospitality Management prepares students for management careers in the growing tourism and hospitality industries. In addition to general business administration subjects, graduates will have studied the specifics of the industry, with a strong background in the liberal arts.

### **BBA IN TOURISM AND HOSPITALITY MANAGEMENT **120 credits****

#### **GENERAL EDUCATION REQUIREMENTS (GER) **42 credits****

Note the following business-related GER requirements.

##### **Mathematics/Physical Science**

BBA degree students should take MAT 205.

##### **Physical Science**

Business major students should take CIS 205.

##### **Social Science**

BBA degree major students should take ECO 201.

##### **Social Science/History**

BBA degree major students should take ECO 203.

### **BBA PROGRAM REQUIREMENTS **54 credits****

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
BUS	309	Management Information Systems
BUS	316D	International & Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	327D	Organizational Behavior
BUS	332	Principles of Marketing
CIS	205	Microcomputer Applications
COM	400	Critical Communications for the Professional World
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
or		
ECO	203	Principles of Micro and Environmental Economics
FIN	311	Financial Administration I
or		
THM	432	Hosp. Managerial Acctg. & Interp. Of Fin. Stmtts.
MAT	181	Pre-calculus Algebra
MAT	205	Applied Statistics

MAT	212	Calculus for Business, Economics, and Finance
THM	201	Dimensions of Tourism and Hospitality Industries
THM	321	Tourism and Hospitality Law
THM	490	Senior Seminar

### **CATHOLIC IDENTITY**

**3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

### **DIVERSITY**

**3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

### **MAJOR REQUIREMENTS**

**24 credits**

#### **Major Core Requirements**

**18 credits**

Take all six of the following courses:

THM	231	Hospitality Operations and Facilities Management
THM/SPO	234	Food and Beverage Management
THM	321	Tourism and Hospitality Law
THM	333	Tourism and Hospitality Sales and Marketing
THM/SPO	455	Conventions, Trade Show, and Destination Management
THM	456	Tourism Economic Resources and Sustainable Development

#### **Major Elective Requirements**

**6 credits**

Take two of the following courses:

THM/SPO	310	Principles of Leisure Services Management
THM/SPO	314	Sports Tourism
THM	323	Wholesale and Group Travel Management
THM	398	Internship in Tourism and Hospitality Management I
THM	498	Internship in Tourism and Hospitality Management II

**BBA-Tourism and Hospitality Management Learning Outcomes:** Successful completion of the specialization will enable graduates to do the following:

1. Apply basic business, economics, and management principles and practices to aspects of this service industry, including food and beverage management, event and trade show operations, sports tourism, and general leisure services.

**Assessment:** In the “capstone” course, BUS 490 Business Policy, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This is done through an international computer organization simulation, through which the class teams compete with others throughout the world, creating a global marketplace.

Through specialized rubrics, each student is assessed in three general areas: Course and Program Content, Communication, and Critical Thinking. The outcome is assessed in BUS 490 through a global business simulation, a research paper and other written assignments. These are assessed using

the attached scoring rubrics and provide a direct view of student achievement.

To align assessments more closely to subject theories, students take THM 455 - Convention, Trade Show, and Destination Management, as an additional capstone course, in which an integrative group project covers competencies acquired from all THM courses.

2. Apply critical thinking skills.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

3. Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.

**Assessment:** This outcome is assessed in BUS 490 Business Policy and BUS 317 Personal Branding. BUS 490 is assessed through a global business simulation, a research paper and other written assignments. These are assessed using the attached scoring rubrics. BUS 317 uses a personal branding report that assesses oral and written communication skills.

### SUGGESTED STUDY PROGRAM FOR THE BBA DEGREE

<b>Freshman year</b>	<b>Fall</b>	<b>Spring</b>
ENG 101/102 Composition	3	3
BUS 120 Princ. of Bus. & Envir. Admin or		3
SPO 104 Introduction to Sports Admin or		
THM 201C Dimensions of Tourism/Hospitality Industries		
MAT 181/212 Pre-calculus/Calculus for BUS, ECO, FIN	3	3
GER	9	6
<b>Totals</b>	<b>15</b>	<b>15</b>
<b>Sophomore year</b>	<b>Fall</b>	<b>Spring</b>
ACC 201 Princ. of Accounting I	3	
ACC 202 Princ. of Accounting II or	3	
ACC 204 Princ. of Mgt Accounting		
Law Course BUS 220 or SPO 309 or THM 321	3	
CIS 205 Microcomputer Applications	3	
ECO 201 Princ. of Macroeconomics	3	
ECO 203 Princ. of Micro & Envir. Econ.	3	
MAT 205 Applied Statistics	3	
GER	3	3
Major Requirements		3
<b>Totals</b>	<b>15</b>	<b>15</b>
<b>Junior year</b>	<b>Fall</b>	<b>Spring</b>
BUS 316D International and Multinational Management		3
BUS 326 Quantitative Analysis for Decision Making		3
BUS 327D Organizational Behavior	3	
BUS 332 Principles of Marketing	3	
FIN 311 Financial Administration I	3	
Major Requirements	3	6

Electives		3	3
<b>Totals</b>		<b>15</b>	<b>15</b>
<b>Senior year</b>		<b>Fall</b>	<b>Spring</b>
BUS 309	Management Information Systems	3	
BUS 490	Business Policy		3
COM 400	Critical Communications for the Professional World		3
PHI 369C*	Business Ethics	3	
*Or other 300 level Ethics			
Electives		3	3
Major Requirements		6	6
<b>Totals</b>		<b>15</b>	<b>15</b>
<b>Total Hours</b>			<b>120</b>

## SPECIALIZATIONS IN THE SCHOOL OF BUSINESS

No more than 15 additional credits are required to obtain a specialization. A 2.25 GPA is required for the specialization coursework. At least half of the coursework constituting a specialization shall be completed at St. Thomas University. The knowledge and skills acquired go substantially beyond the introductory level. Specializations are generally chosen to supplement the major field of study.

**NOTE:** Courses applied to a specialization cannot be used to satisfy the requirements of another specialization, major, or core requirements.

### SPECIALIZATION IN ACCOUNTING

**15 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
BUS	120	Principles of Business and Environmental Administration

And, take two of the following courses, selected with Accounting advisor assistance:

ACC	301	Financial Accounting I
ACC	302	Financial Accounting II
ACC	303	Management Accounting I: Cost Principles and Systems
ACC	305	Federal Income Tax
ACC	401	Advanced Accounting
ACC	402	Auditing
ACC	420	Governmental and Institutional Accounting
BUS	322	Business Law II

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; therefore, the student will need a School of Business faculty member's approval.

### SPECIALIZATION IN BUSINESS MANAGEMENT

**15 credits**

BUS	120	Principles of Business and Environmental Administration
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And, take four of the following courses, selected with Business Management advisor:

BUS	322	Business Law II
BUS	323	Human Resource Management
BUS	360	Small Business Management
BUS	457	Special Topics in Management
BUS	499	Internship in Business

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; therefore, the student will need a School of Business faculty member's approval.

### SPECIALIZATION IN ECONOMICS

**15 credits**

ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
or		
ECO	203	Principles of Micro and Environmental Economics

And, take three of the following courses, selected with Economics advisor:

BUS	499	Internship in Business
ECO	303	Intermediate Microeconomic Analysis
ECO	307	Principles of International Economics
ECO	308	Environmental Economics
ECO	310	Intermediate Macroeconomic Analysis
ECO	324	Industrial Relations
ECO	340	History of Economic Thought
ECO	402	Economic History of the United States
ECO	403	Seminar in Economics
ECO	404	Comparative Economic Systems
ECO	413	Money and Banking
ECO	457	Special Topics in Economics
ECO	495	Directed Studies

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; therefore, the student will need a School of Business faculty member's approval.

### **SPECIALIZATION IN FINANCE**

**15 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
FIN	311	Financial Administration I

And, take two of the following courses, selected with Finance advisor:

ACC	303	Management Accounting I: Cost Principles and Systems
ACC	305	Federal Income Tax
BUS	322	Business Law II
BUS	499	Internship in Business
ECO	301	Managerial Economics
ECO	307	Principles of International Economics
ECO	413	Money and Banking
FIN	315	Investments and Portfolio Management
FIN	318	Principles of International Corporate Finance
FIN	412	Financial Administration II
FIN	418	Financial Planning Seminar
FIN	457	Special Topics in Finance

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; therefore, the student will need a School of Business faculty member's approval.

### **SPECIALIZATION IN INTERNATIONAL BUSINESS**

**15 credits**

BUS120 Principles of Business and Environmental Administration  
BUS316D International and Multinational Management

And take three of the following courses, selected with International Business advisor:

BUS	408	Logistics Management
BUS	414	Economic and Social Problems in Latin America
BUS	451	International Market Analysis

BUS	456	European International Business Economics Environment
BUS	457	Special Topics in International Business
BUS	460	Asian International Business Environment
BUS	474	International Trade Operations Management
ECO	307	Principles of International Economics

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; therefore, the student will need a School of Business faculty member's approval.

**SPECIALIZATION IN MARKETING MANAGEMENT 15 credits**

BUS	120	Principles of Business and Environmental Administration
BUS	332	Principles of Marketing

And, take three of the following courses, selected with Marketing Management advisor:

BUS	335	Marketing Research
BUS	340D	Advertising
BUS	344	Consumer Behavior
BUS	345	Retail Merchandising
BUS	350	Public Relations
BUS	408	Logistics Management
BUS	417	Strategic Brand Management: Building, Measuring, and Managing Brands
BUS	440	Sales Management
BUS	457	Special Topics in Marketing
BUS	499	Internship in Business
THM	333	Tourism and Hospitality Sales and Marketing

Some of the above courses have prerequisites that must be fulfilled within the total of 15 credits; therefore, the student will need approval.

**SPECIALIZATION IN SPORTS ADMINISTRATION 15 credits**

The specialization in Sports Administration provides students with insight into the management of professional and amateur sports organizations. The courses aim at making the students aware of possible career opportunities in the sports industry and broadening their professional horizons. The Sports Administration specialization is an excellent complement to all majors pursuing professions in public or private sector administration, e.g., Tourism and Hospitality Management, Communications, Computer Science, and other business-related majors.

SPO	104	Introduction to Sports Administration
SPO	306	Sports Financial Management
SPO	309	Legal Aspects of Sports Administration
SPO	407	Sports Marketing and Promotion

And, take one of the following courses, selected with Sports Administration advisor assistance.

SPO	303	Sports Information and Public Relations
SPO	307	Facility and Event Management
SPO	310	Principles of Leisure Services Management





**PROGRAM REQUIREMENTS****33 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
	or	
ACC	204	Principles of Managerial Accounting
BUS	120	Principles of Business and Environmental Administration
	or	
THM	201C	Dimensions of Tourism and Hospitality Industries
BUS	220	Business Law I
	or	
THM	321	Tourism and Hospitality Law
BUS	332	Principles of Marketing
CIS	205	Microcomputer Applications
COM	400	Critical Communications for the Professional World
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
ECO	203	Principles of Micro and Environmental Economics
MAT	181	Pre-calculus: Algebra
MAT	205	Applied Statistics

**BUSINESS STUDIES CONCENTRATION REQUIREMENTS****24 credits****Marketing****3 credits**

Take one of the following courses:

BUS	335	Marketing Research
BUS	340	Advertising
BUS	344	Consumer Behavior
BUS	345	Retail Merchandising
BUS	350	Public Relations
BUS	408	Logistics Management
BUS	423	Marketing Management
BUS	440	Sales Management
BUS	457	Special Topics in Marketing
BUS	499	Internship in Business
SPO	407	Sports Marketing and Promotions
THM	333	Tourism and Hospitality Sales and Marketing
THM	455	Conventions, Trade Show, and Destination Management

**Information Systems****3 credits**

BUS	309	Management Information Systems
CIS	104	Introduction to Computer Programming/Visual Basic
CIS	201	Foundation of Computer Science
CIS	305	Database Concepts Using Access
CIS	498	Special Topics in Computer and Information Science

**Decision Making****3 credits**

BUS	325	Operations Management
BUS	326	Quantitative Analysis for Decision Making
BUS	408	Logistics Management
THM	339	Tourism Distribution Systems

**Finance****3 credits**

Take one of the following courses:

ECO 413 Money and Banking  
or  
any 300 or 400 level Finance course.

### **Advanced Business Courses**

**12 credits**

Take four of the following courses:

BUS 490 Business Policy  
and/or

300 or 400 level courses in Accounting, Business, Economics, Finance, Sports Administration, or Tourism & Hospitality Management.

### **GENERAL ELECTIVES**

**21-33 credits**

#### **BA in Business - Business Studies Concentration Learning Outcomes:**

Successful completion of the program will enable each graduate to do the following:

1. Express ideas and recommendations in a concise and professional fashion orally and in writing.
2. Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.
3. Acquire an understanding of the behavior and specific communication skills required for a successful management career.
4. Acquire an appreciation that management success requires the broad application of knowledge and skills in all organizations: public, private, non-profit, and government.
5. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

#### **BA in Business - Business Studies Concentration Learning Outcomes**

**Assessment:** These outcomes are assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

### **BA IN BUSINESS: GENERAL BUSINESS CONCENTRATION**

**Program Coordinator:** Hagai Gringarten, MBA

**Academic Credentials:** MBA, University of Miami, BBA, University of Miami, AA, Miami-Dade Community College, Instructor of Business Administration, Management, and Operations, 2005.

**Contact Information:** (305) 628-6635; [hgringarten@stu.edu](mailto:hgringarten@stu.edu)

*Program Advisor(s):* L. Mitchell, J. Peart, C. Reese

**Program Description:** The Bachelor of Arts (BA) in Business with a General Business concentration provides the student with a broad background for a business career. The major is flexible enough to allow a double major. This major is designed for the working adult learner, those who desire a double major or those who have numerous transfer credits.

## **BA IN BUSINESS – GENERAL BUSINESS CONCENTRATION 120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER) 42 credits**

**GENERAL BUSINESS SPECIALIZATION PREREQUISITES 9 credits**

Take all three of the following courses:

BUS	309	Management Information Systems
BUS	327D	Organizational Behavior
MAT	212	Business Calculus

**GENERAL BUSINESS CONCENTRATION REQUIREMENTS 24 credits**

**Required Courses 12 credits**

Take all four of the following courses:

BUS	316D	International and Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	490	Business Policy
FIN	311	Financial Administration I

**Elective Courses**

**12 credits**

Take 12 credits from the following courses:

BUS	323	Human Resource Management
BUS	325	Operations Management
BUS	408	Logistics Management
BUS	423	Marketing Management
BUS	457	Special Topics in Management
BUS	499	Internship in Business
ECO	457	Special Topics in Economics
FIN	457	Special Topics in Finance

**GENERAL ELECTIVES**

**12-24 credits**

**BA in Business - General Business Concentration Learning Outcomes:**

Successful completion of the program will enable each graduate to do the following:

1. Express their ideas and recommendations in a concise and professional fashion by utilizing their verbal and writing skills.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

2. Acquire and apply the concepts and practices required to own, operate, and/or manage a modern organization.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

3. Express their ideas and recommendations in a concise and professional fashion orally and in writing.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

4. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with case studies and, in many instances, a real-world application.

**Assessment:** This outcome is assessed in BUS 490 Business Policy and BUS 317 Personal Branding. BUS 490 is assessed through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics. BUS 317 uses a personal branding report that assesses oral and written communication skills.

## **BA IN BUSINESS: TOURISM AND HOSPITALITY MANAGEMENT CONCENTRATION**

**Program Coordinator:** Paul Michael Klein, MPS

**Academic Credentials:** MPS, Hotel Administration (Cornell University); BA, Liberal Arts (Hofstra University)

**Contact Information:** 305-628-6535; [pklein@stu.edu](mailto:pklein@stu.edu)

**Program Advisor(s):** P. Klein, L. Mitchell

**Program Description:** The Bachelor of Arts (BA) in Tourism and Hospitality Management major prepares students for management careers in the growing tourism and hospitality industries. This major brings together courses in business with a strong background in the liberal arts. In addition to general business administration subjects, graduates will have studied the specifics of the industry.

### **BA IN BUSINESS:**

#### **TOURISM AND HOSPITALITY CONCENTRATION **120 credits****

**GENERAL EDUCATION REQUIREMENTS (GER) **42 credits****

**THM CONCENTRATION REQUIREMENTS **24 credits****

Take all six of the following courses:

THM	201C	Dimensions of Tourism and Hospitality Industries
THM/SPO	234	Food and Beverage Management
THM	333	Tourism and Hospitality Sales and Marketing
THM	398	Internship in Tourism and Hospitality Management I
THM/SPO	455	Conventions, Trade Show, and Destination Management
BUS	490	Business Policy

Take two of the following:

THM	231	Hospitality Operations and Facilities Management
THM/SPO	310	Principles of Leisure Services Management
THM/SPO	314	Sports Tourism
THM	323	Wholesale and Group Travel Management
THM	456	Tourism Economic Resources and Sustainable Development
THM	498	Internship in Tourism & Hospitality Management II

**GENERAL ELECTIVES **21-33 credits****

Students should take GEO 101 as a Social Science GER or elective.

### **BA in Business - Tourism and Hospitality Management Specialization**

**Learning Outcomes:** Successful completion of the specialization will enable graduates to do the following:

1. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

**Assessment:** In the “capstone” course, BUS 490 Business Policy, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This is done through an international computer organization simulation, through which the class teams compete with others throughout the world, creating a global marketplace.

Through specialized rubrics, each student is assessed in three general areas: Course and Program Content, Communication, and Critical Thinking. The outcome is assessed in BUS 490 through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics and provide a direct view of student achievement.

To align assessments more closely to subject theories, students have begun taking THM 455 - Convention, Trade Show, and Destination Management, as an additional capstone course, in which an integrative group project covers competencies acquired from all THM courses.

2. Apply acquired theory to many aspects of this service industry, including: food and beverage management, event and trade show operations, sports tourism, and general leisure services.

**Assessment:** This outcome is assessed in BUS 490 Business Policy through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics.

3. Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.

**Assessment:** This outcome is assessed in BUS 490 Business Policy and BUS 317 Personal Branding. BUS 490 is assessed through a global business simulation, a research paper and other written assignments. These are assessed using scoring rubrics. BUS 317 uses a personal branding report that assesses oral and written communication skills.

## BACHELOR OF ARTS IN ECONOMICS

**Program Coordinator:** Maria Dolores Espino

**Academic Credentials:** PhD, MS, BS, Economics (Florida State University)

**Contact Information:** 305-474-6791; [mespino@stu.edu](mailto:mespino@stu.edu)

*Program Advisor(s):* R. Carrillo, M. Espino, S. Gupta, C. Reese

**Program Description:** The Bachelor of Arts in Economics provides an educational foundation based on the study of economic theory, analysis, and application to issues concerning the public, private, and educational communities. Electives allow students to double major in another field. The program gives students a great deal of flexibility in career and graduate school choices.

**BA IN ECONOMICS**

**120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

Note the following business-related GER requirements.

**Mathematics/Physical Science**

BA in Economics students should take MAT 205.

**Physical Science**

BA in Economics students should take CIS 205.

**Social Science**

BA in Economics students should take ECO 201.

**Social Science/History**

BA in Economics students should take ECO 203.

**PROGRAM REQUIREMENTS** **39 credits**

**Program Prerequisites** **12 credits**

MAT	205	Applied Statistics
MAT	212	Calculus for Business Economics & Finance
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics

**Major Requirements** **27 credits**

ECO	303	Intermediate Microeconomic Analysis
ECO	310	Intermediate Macroeconomic Analysis
ECO	401	Fundamentals of Econometrics
ECO	403	Seminar in Economics

**MAJOR ELECTIVES** **15 credits**

Five courses chosen from the following

BUS	414	Economic and Social Problems in Latin America
BUS	456	European International Business Economics Environment
BUS	460	Asian International Business Environment
ECO	307	Principles of International Economics
ECO	308	Environmental Economics
ECO	324	Industrial Relations
ECO	340	History of Economic Thought
ECO	402	Economic History of the United States
ECO	404	Comparative Economic Systems
ECO	413	Money and Banking
ECO	457	Special Topics in Economics
ECO	495	Directed Studies

**GENERAL ELECTIVES** **30-39 credits**

24-39 credits level 100 or above (NOT ENS or ESL)

**BA - Economics Learning Outcomes:** Successful completion of the specialization will enable each graduate to do the following:

1. Acquire an understanding of how macro- and micro-economic principles may be applied to industry and government activities and the subsequent impact upon global competition.
2. Apply economic principles to create alternate opportunities for resolving real-world issues.

**BA - Economics Learning Outcomes Assessment:** These outcomes will be evaluated directly during ECO 403, the program's capstone course. A rubric of six criteria, each with possible outcomes of 25 to 40 points (poor to excellent), was developed to measure this outcome. Student paper(s) are evaluated using this rubric.

## **BACHELOR OF ARTS IN SPORTS ADMINISTRATION**

**Program Coordinator:** Edwin (Ted) Abernethy, PhD

**Academic Credentials:** PhD, Higher Education (Ohio University); MS, Sports Administration (St. Thomas University); BA, Economics (University of Pittsburgh)

**Contact Information:** 305-628-6634; [tabernethy@stu.edu](mailto:tabernethy@stu.edu)

*Program Advisor(s):* T. Abernethy, J. Bell, S. Song

**Program Description:** The Bachelor of Arts (BA) in Sports Administration is an option for students who transfer to St. Thomas University with 60 or more credits. All other Sports Administration majors complete the requirements for the Bachelor of Business Administration degree. This major prepares learners for a management career in the field of Sports Administration. Studies combine business principles and specific topical/functional aspects of managing in a Sports Administration environment in a collegiate, community, or professional organization.

### **BACHELOR OF ARTS IN SPORTS ADMINISTRATION 120 credits**

#### **GENERAL EDUCATION REQUIREMENTS 42 credits**

Note the following business-related GER requirements.

##### **Mathematics/Physical Science**

BA Sports Administration students should take MAT 181.

##### **Natural Science**

BA Sports Administration students should take SPO 212.

##### **Physical Science**

BA Sports Administration students should take CIS 205.

##### **Social Science**

BA Sports Administration students should take ECO 201.

##### **Social Science/History**

BA Sports Administration students should take SPO 313.

### **PROGRAM REQUIREMENTS 21 credits**

ACC	201	Principles of Accounting I
BUS	332	Principles of Marketing
CIS	205	Microcomputer Applications
COM	343	Multi-Platform Journalism Writing
COM	400	Critical Communications for the Professional World
ECO	201	Principles of Macroeconomics
MAT	181	Pre-calculus Algebra

**MAJOR REQUIREMENTS****33 credits**

SPO	104	Introduction to Sports Administration
SPO	212	Applied Sports Science
SPO	306	Sports Financial Management
SPO	309	Legal Aspects of Sports Administration
SPO	407	Sports Marketing and Promotions
SPO	490	Seminar in Sports Administration

Five courses chosen from the following:

SPO/THM	234	Food and Beverage Management I
SPO	303	Sports Information and Public Relations
SPO	307	Facility and Event Management
SPO/THM	310	Principles of Leisure Services Management
SPO	313	Sports Psychology
SPO/THM	314	Sports Tourism
SPO	320	Governance of Intercollegiate Athletics
SPO/THM	455	Conventions, Trade Show, and Destination Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics
SPO	497	Internship in Sports Administration

**GENERAL ELECTIVES****24-39 credits**

24-39 credits level 100 or above (NOT ENS or ESL)

**BA-Sports Administration Program Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. Apply basic business, economic and management principles and practices to a Sports Administration environment.
2. Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.

**BA-Sports Administration Program Learning Outcomes Assessment:** These outcomes are assessed in SPO 490 - Seminar in Sports Administration using the attached scoring rubric.

# SCHOOL OF LEADERSHIP STUDIES

*"Leadership Is Learned"*

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## **Susan B. Angulo, EdD, Interim Dean for the School of Leadership Studies & Associate Provost for Academic Support Services**

**Associate Dean:** Hilroy Thomas, EdD

**Faculty:** S. Angulo, E. Blackwell, J. Booker, K. Cadeau-Stephenson, A. Campbell, J. Carpenter, O. Casse, W. Cegelka, G. Chan, Y. Chiang, S. Gillig, S. Walters-Malcolm, S. Massey, M. Moyano, Z.J. Mushipe, G. Ruiz, H. Thomas, A. Zupan

The School of Leadership Studies houses four distinct institutes: Communication, Entertainment, & Media; Education; Professional Studies; and the STU-China Forum for Executive Leadership. Through its institutes, the School develops responsible, service-oriented professionals. It offers undergraduate, graduate, and certificate programs in the areas of communication, education, and professional studies. The curricula emphasize core leadership competencies, infuse technology, and provide local and global perspectives.

Faculty are committed to the conviction that leadership can be learned. While leadership is present in all organizations, the School's faculty believes individuals in communication, education, and public service have unique leadership roles extending beyond their immediate organizations and into the larger local and global community. The School's graduates are prepared to be leaders for the 21st Century.

## **Institute for Communication, Entertainment, & Media**

**Director:** Gloria Ruiz, PhD

The Institute for Communication, Entertainment, & Media offers a Bachelor of Arts (BA) in Communication Arts. The Institute develops professional comprehensive communicators who are leaders in diverse communication specialties in professional work and advanced graduate work. Programs emphasize the highest standards of academic quality and innovation while acknowledging the complexity of the communication process, particularly the needs of multicultural audiences, and incorporate the diverse educational, professional, and cultural resources within the University and the South Florida Community.

At the graduate level, the Institute offers a Masters of Arts (MA) in Communication Arts with specializations in Electronic Media Arts and Art Management. Graduate certificates are offered for each specialization. Graduates from the masters program have the historical and theoretical knowledge along with the practical skills to gain a competitive edge in the media workplace and are prepared for studies at the doctoral level. In Electronic Media Arts, graduates are experts in visual media with skills to manage an array of visual media projects. Successful graduates in Art Management

will have a comprehensive understanding of sound communications practices within the art industry and management of art galleries, museums and events.

## **Institute for Education**

**Interim Director:** Hilroy Thomas, PhD

The Institute for Education offers degrees and courses at the undergraduate and graduate levels. These degrees and courses fulfill the requirements of Florida's Administrative Rule 6A-4.003 which states, "*degrees and credits awarded by an institution of higher learning accredited by The Southern Association of Colleges and Schools shall be acceptable for educator certification purposes.*" Graduates of these programs are eligible to apply for a Florida Educator's Temporary Certificate.

Education program and course outcomes are aligned to State of Florida competencies and skills for professional educators. Required coursework is also infused with ESOL training, technology, and the use of a variety of assessment techniques including portfolio assignments. Applied classroom knowledge is offered through course field-based experiences and related to the Florida Educator Accomplished Practices.

At the undergraduate level, the BA in Elementary Education prepares graduates for instructional leadership in the K-6 setting. The courses in this programs are offered in traditional and online formats, although most programs are offered fully online. St. Thomas University undergraduate education majors vary from traditional to non-traditional students including immigrants or the children of immigrants who have a deep desire to become a teacher and give back to their communities. Others are older adults who have jobs and family responsibilities. Many international students come to St. Thomas to develop their teaching skills and return to their home countries to pursue teaching careers.

In an effort to meet the unique needs of non-traditional students, the Institute for Education offers undergraduate teacher preparation programs that emphasize the completion of professional education and subject area course work as the only degree requirement. The Institute provides its graduates of the BA in Elementary Education with convenient and State approved programs and a clear and simple path to Florida Teacher's Certification (Alternative Route to Florida Teacher Certification).

Unlike traditional education programs where new classes typically begin twice a year, The Institute for Education starts new cohorts of students three times a year (August, January and May). Convenient evening, weekend, and online classes are offered for the working professional.

The Institute offers five Master of Science (MS) degrees. The MS in Elementary Education, ESOL and Reading prepare graduates to become instructional leaders in their schools or school districts. The MS in Educational Leadership prepares graduates to become school-site administrators with an emphasis on educational leadership in Florida and in other jurisdictions. The MS in Special Education prepares graduates to become instructional leaders for students with special needs. In addition to these degree programs, the Institute provides three graduate-level endorsements in ESOL, Gifted, and Reading.

## **Institute for Professional Studies**

**Director:** Hilroy Thomas, EdD

The Institute for Professional Studies serves adult students through both traditional and innovative instruction. Its programs respond to the needs of the lifelong learner. The degrees are targeted primarily towards employed persons serving in business, industry, labor, government and occupational fields (such as police, emergency and fire officers) serving in the government, private and non-profit sectors.

The Institute for Professional Studies' primary mission is to extend access to postsecondary educational opportunities for non-traditional adult learners, who combine work and study, with a special emphasis on serving professional workforce education needs. The Institute meets those needs through innovative online instruction, using a variety of delivery formats and scheduling options.

The Institute for Professional Studies offers the BA in Organizational Leadership, BA in Health Records and Information Management, BS in Fire Science Management, the MPS in Executive Management, and the Ed. D in Leadership and Management. All degree programs in the Institute for Professional Studies are offered totally online.

The BA in Organizational Leadership combines studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods, and technology. The BA in Health Records and Information Management allows healthcare professionals to make the transition from clinician to technician to managerial decision maker within the healthcare industry. The BS in Fire and Emergency services Management is suited for those professionals seeking administrative credentials and careers in fire services, municipal/structural fire departments and agencies, emergency management, and administrative aspects of emergency medical services.

The MPS in Executive Management strives to create effective leaders through a program that synthesizes cutting-edge concepts and the student's professional experiences. This program serves adults who wish to advance their careers. The degree is for persons who hold managerial, executive, and other leadership positions in industry, government, and non-profit organizations. Students gain first-hand knowledge of current business practices and trends using a mixture of theory and practice.

The Ed. D in Leadership and Management provides for individuals who have completed a master's degree and seek to deepen their vision as organizational leaders and enhance their skills in leadership and management applied to a variety of organizational settings and environments. The EdD in Leadership and Management is designed for candidates who are interested in careers as business leaders and managers, school superintendents, principals, directors, and supervisors; administrators in state, federal, and international agencies; professors and administrators in institutions of higher education; or directors and supervisors of educational services in for-profit corporations and non-profit agencies.

## **Institute for STU-China Forum for Executive Leadership Development (FELD)**

**Director:** Rev. Msgr. Franklyn M. Casale, President of St. Thomas University

The Institute for STU-China Forum for Executive Leadership Development (FELD) serves as a platform for executive dialogues and actions for both US and Chinese scholars and leaders. The mission of the FELD is to bring academic and community leaders together to research, plan, and implement leadership development opportunities for US and Chinese students.

### **INSTITUTE FOR COMMUNICATION, ENTERTAINMENT, & MEDIA**

#### **BACHELOR OF ARTS IN COMMUNICATION ARTS**

**Program Coordinator:** Marcela Moyano, EdD

**Academic Credentials:** EdD, Educational Leadership (St. Thomas University), MA, Communication (Barry University), BA, Communication Arts (St. Thomas University)

**Contact Information:** 305-474-6840; [mmoyano@stu.edu](mailto:mmoyano@stu.edu)

**Program Advisors:** A. Campbell, PhD; O. Casse, MFA; M. Moyano, EdD.; S. Raj, PhD; G.P. Ruiz, PhD.

**Program Description:** The goal of the Bachelor of Arts (BA) in Communication Arts major is to graduate students who are media literate. The program prepares students to work in diverse communication environments. Students will acquire competencies in a total communicative approach that emphasizes critical thinking, articulation skills in both the spoken and written word, and production experience.

#### **BA IN COMMUNICATION ARTS 120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER) 42 credits**

**CATHOLIC IDENTITY 3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

**DIVERSITY 3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**COMMUNICATIONS & MEDIA ARTS REQUIREMENTS 27 credits**

ART	201/202	Survey of the History of Art or Enhanced Art Appreciation
COM	201	Theatrical Elements: Foundations for Communications, Entertainment, and Media Arts
CIS	103	Intro to Web Page Design
or		
CIS	205	Microcomputer Applications
COM	102D	Society and Mass Media
COM	105	Speech
COM	107	Creative Process: An Introduction

COM	203	Introduction to Film Art & Analysis
COM	208	Media Ethics
COM	487	Leadership for Communications and Media <i>(capstone course)</i>
COM 497/498/499		Internship in Communication Arts (Capstone Course)

(A minimum of 3 credits in Internship is required with up to 9 credits available)

**SKILLS COURSES** **27 credits**

**\*Critical Analysis (choose 3 courses)** **9 credits**

ART	246	Elements of Design: Color and Composition
ART	249	Marketing of the American Artist
ART	335	Visual Analysis through Contemporary Art
COM	302	"TV" Drama: Past, Present, and Future
COM	307D	Global Media
COM	349	Critical Studies of Animation
COM	402D	Children and Media
COM	407C	Catholicism and Film <i>Prerequisite: COM 203 or permission of instructor</i>
COM	409D	Video Game Analysis
COM	450D	Critical Survey of World Film
COM	403	The Power of Advertising

**\*Technology and Creative Processes** **9 credits**

ART	244	Introduction to Drawing
ART	245	Introduction to Painting
ART	248	Photography
ART	344	Intermediate Drawing
ART	345	Intermediate Painting
ART	346	Mixed Media
ART	351	Introduction to Graphic Design
ART	444	Advanced Drawing
ART	445	Advanced Painting
COM	304	Speaking on Radio & "TV" <i>Prerequisite: COM 105 or permission of the instructor</i>
COM	306	Advanced Professional Speaking
COM	310	Broadcast Production <i>Prerequisite: COM 304 or permission of the instructor</i>
COM	348	Photojournalism <i>Prerequisite: ART 248 or permission of the instructor</i>
COM	410	Advanced Broadcast Production <i>Prerequisite: COM 310 or permission of the instructor</i>
COM	447	Campaign Design A-Z

**\*Content Development (choose 3 courses)** **9 credits**

COM	303	Writing for "TV": Program Development <i>Prerequisite: ENG 102</i>
COM	343	Multi-Platform Journalism Writing <i>Prerequisite: ENG 102</i>
COM	346	Message Design for Public Relations
COM	347	Message Design for Advertising
COM	375	Screenwriting
COM	400	Critical Communications for the Professional World

COM	443	<i>Prerequisite: ENG 102</i> Advanced Multi-Platform Journalism Writing
COM	448	<i>Prerequisite: COM 343 or permission of the instructor</i> New Media and Blogging

**\*NOTE: COM 495 Special Topics:** Depending on the topic covered, this course may be used to satisfy the appropriate communication area. Selected courses in one of the skills areas may satisfy an area other than where presently listed with approval of academic advisor.

### GENERAL ELECTIVES

**18 credits**

18 credits level 100 or above (These courses may not include ENS, ESL, or Basic Skills Courses)

**Program Learning Outcomes:** The BA in Communication Arts curriculum is guided by eight learning outcomes to support the Institute's goals. Student will:

1. Acquire and demonstrate critical thinking skills.
2. Develop and integrate the ability to write in an articulate, complex, and clear manner.
3. Develop skills to identify and produce quality production materials for their area of study.
4. Develop skills to express themselves orally in a clear, articulate, and intelligent manner in a variety of situations.
5. Develop skills to be proficient in current technology.
6. Recognize, value, and demonstrate cultural competence in a multicultural environment.
7. Recognize the power of media and the ethical use of that power.
8. Define and develop leadership skills.

**Program Learning Outcomes Assessment:** These outcomes are measured through the internship e-portfolio in the internship capstone course with an assessment rubric.

## MINOR IN COMMUNICATION ARTS

**Program Coordinator:** Marcela Moyano, EdD

**Academic Credentials:** EdD, St. Thomas University, MA Communications, Barry University, BA, St. Thomas University, Assistant Professor of Media Production, Social Media and Critical Communications, 2006.

**Contact Information:** 305-474-6840; [mmoyano@stu.edu](mailto:mmoyano@stu.edu)

*Program Advisors:* A. Campbell, PhD; O. Casse, MFA; M. Moyano, EdD; S. Raj, PhD; G.P. Ruiz, PhD

**Program Description:** The goal of the Communication Arts minor is to enable students to excel in their fields of study through the development of effective communication skills, which are essential components for professional success.

### PROGRAM REQUIREMENTS

**18 credits**

Foundations in Communications and Media	9 credits
Skills Courses in Major	9 credits
Final Essay and Electronic Oral Delivery ( <i>Graduation Requirement</i> )	

**COMMUNICATIONS & MEDIA REQUIREMENTS** **9 CREDITS**

COM	105	Speech	3 credits
and (Choose 2 courses)			6 credits
COM	107	Creative Process: An Introduction	
COM	201	Theatrical Elements: Foundations for Communication, Entertainment and Media Arts	
COM	102D	Society and Mass Media	
COM	203	Introduction to Film Art & Analysis	
COM	208	Media Ethics	

**SKILLS COURSES IN MAJOR** **9 -15 credits**

Choose 3 courses from any of the skills areas for 9 credits

**\*Critical Analysis**

COM	302	"TV" Drama: Past, Present and Future	
COM	307D	Global Media	
COM	402D	Children and Media	
COM	403	The Power of Advertising	
COM	407C	Catholicism and Film	
		<i>Prerequisite: COM 203 or permission of instructor</i>	
COM	409D	Video Game Analysis	
COM	349	Critical Studies of Animation	
COM	450D	Critical Survey of World Film	

**\*Technology and Creative Processes**

COM	304	Speaking on Radio & "TV"	
		<i>Prerequisite: COM 105 or permission of the instructor</i>	
COM	306	Advanced Professional Speaking	
COM	310	Broadcast Production	
		<i>Prerequisite: COM 304 or permission of the instructor</i>	
COM	348	Photojournalism	
		<i>Prerequisite: ART 248 or permission of the instructor</i>	
COM	410	Advanced Broadcast Production (1 credit repeatable lab – WSTU 95TV station – up to 6 credits)	
		<i>Prerequisite: COM 310 or permission of instructor</i>	
COM	447	Campaign Design A-Z	

**\*Content Development**

COM	303	Writing for "TV"	
		<i>Prerequisite: ENG 102</i>	
COM	343	Multi-Platform Journalism Writing	
		<i>Prerequisite: ENG 102</i>	
COM	346	Message Design for Public Relations	
COM	347	Message Design for Advertising	
COM	375	Screenwriting	
COM	443	Advanced Multi-Platform Journalism Writing	
		<i>Prerequisite: ENG 102</i>	
COM	400	Critical Communications for the Professional World	
		<i>Prerequisite: ENG 102</i>	
COM	448	New Media and Blogging	

**Program Learning Outcomes for Communication Arts Minor:**

1. Students will acquire and demonstrate critical thinking skills.
2. Students will develop and integrate the ability to write in an articulate, complex, and clear manner.

**Assessment:** Upon graduation, students will submit a final essay to their minor advisor consisting of a reflection on (1) how communication courses developed their critical thinking, oral and writing skills and (2) how their learning experience influenced their work in their major field.

3. Students will develop skills to express themselves orally in a clear, articulate and intelligent manner in a variety of situations.

**Assessment:** Upon graduation, students will submit an electronic oral delivery (video or audio podcast) of their written report.



## INSTITUTE FOR EDUCATION

### BACHELOR OF ARTS IN ELEMENTARY EDUCATION

**Program Coordinator:** Katsia M. Cadeau-Stephenson, EdD

**Academic Credentials:** EdD, Educational Leadership; MS, Elementary Education (Nova Southeastern University); BBA, Management (St. Thomas University)

**Contact Information:** 305-628-6576; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

*Program Advisors:* K. Cadeau-Stephenson, S. Massey; Y. Chiang

**Program Description:** This degree is designed to provide highly trained and highly motivated teachers for elementary school classes. Candidates for this degree benefit from a non-traditional approach to state certification requirements and course-based clinical and field experiences. The program is designed for working adults who cannot stop work to complete a 16-week field experience. This program benefits from an emphasis on undergraduate research in all academic disciplines as students work side-by-side with professors on research projects and activities.

#### **BACHELOR OF ARTS IN ELEMENTARY EDUCATION** **120 credits**

##### **GENERAL EDUCATION REQUIREMENTS (GER)** **42 credits**

Students are encouraged to select courses that will enable them to pass Florida's General Knowledge Test and/or the Elementary Education (k-6) Subject Area Test. Please consult with your advisor when selecting these courses.

##### **CATHOLIC IDENTITY** **3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement. An education major can fulfill this requirement with EDU 352C Educational Psychology.

##### **DIVERSITY REQUIREMENT** **3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDU 422 D Teaching Strategies for Inclusion

##### **PROFESSIONAL EDUCATION REQUIREMENTS** **21 credits**

These courses are designed to introduce a student to the theories and concepts guiding contemporary education and to prepare a student to sit for the Florida Teacher Certification Examination: *Professional Education Test*.

EDU	201	Introduction to Education
EDU	245	Instructional Technology for Teachers
EDU	300	Classroom Management and Methods of Teaching/ESOL Strategies
EDU	352C	Educational Psychology
EDU	416	Testing and Evaluation of Student Learning/ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion
RED	308	Basics of Reading Instruction



- Competency 1:** Knowledge of the elementary subject matter and appropriate instructional methods for language arts and reading
- Competency 2:** Knowledge of the elementary subject matter and appropriate instructional methods for social sciences
- Competency 3:** Knowledge of the elementary subject matter and appropriate instructional methods for music and the visual arts
- Competency 4:** Knowledge of the elementary subject matter and appropriate instructional methods for health and physical education
- Competency 5:** Knowledge of the elementary subject matter and appropriate instructional methods for science, technology, and mathematics

**Program Subject Area Learning Outcomes Assessment:** The elementary education program learning outcomes are assessed in a capstone course (EDU 450). A locally developed instrument drawn from questions in a national test bank has been created. This multiple choice test contains questions related to elementary language arts and reading; social sciences; music and the visual arts; health and physical education; and science, technology and mathematics. This course is offered in the evening in the second fall term and the second spring term.

## GRADUATION REQUIREMENTS

Students in this program must have a 2.5 in their professional education and major requirements, and meet all other St. Thomas University graduation requirements.

## MINOR IN EDUCATION

**Program Coordinator:** Katsia Cadeau-Stephenson, EdD

**Academic Credentials:** EdD, Educational Leadership; MS, Elementary Education (Nova Southeastern University); BBA, Management (St. Thomas University)

**Contact Information:** 305-628-6576; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

*Program Advisor(s):* K. Cadeau-Stephenson; S. Massey

**Program Description:** This minor in Education is designed for students who are enrolled in another undergraduate degree program but are interested in teaching in the 6-12 setting. It is designed to introduce a student to the theories and concepts guiding contemporary education and to prepare a student to sit for the Florida Teacher Certification Examination: Professional Education Test. The credits in this minor are accepted by the *Florida Department of Education's Bureau of Certification* under Rule 6A-4.003. "Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the accrediting associations." St. Thomas University is accredited by The Southern Association of Colleges and Schools.

## PROGRAM REQUIREMENTS

**21 credits**

EDU	201	Introduction to Education
EDU	245	Instructional Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies

EDU	352C	Educational Psychology
EDU	416	Testing and Evaluation of Student Learning/ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion
RED	308	Basics of Reading Instruction

**Minor in Education (Professional Education) Learning Outcomes and Program Learning:** These learning outcomes are based on the professional education competencies published in The Competencies and Skills Required for Teacher Certification in Florida (14th Edition). The undergraduate teacher candidate will have demonstrated the following competencies at the pre-service level.

- Outcome 1:** Knowledge of various types of assessment strategies that can be used to determine student levels and needs (Assessment)
- Outcome 2:** Knowledge of effective communication with students, parents, faculty, other professionals, and the public, including those whose home language is not English (Communications)
- Outcome 3:** Knowledge of strategies for continuous improvement in professional practices for self and school (Continuous Improvement)
- Outcome 4:** Knowledge of strategies, materials, and technologies that will promote and enhance critical and creative thinking skills (Critical Thinking)
- Outcome 5:** Knowledge of cultural, linguistic, and learning style differences and how these differences affect classroom practice and student learning (Diversity)
- Outcome 6:** Knowledge of the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida (Ethics)
- Outcome 7:** Knowledge of how to apply human development and learning theories that support the intellectual, personal, and social development of all students (Human Development and Learning)
- Outcome 8:** Knowledge of effective reading strategies that can be applied across the curriculum to increase learning (Subject Matter)
- Outcome 9:** Knowledge of strategies to create and sustain a safe, efficient, supportive learning environment (Learning Environment)
- Outcome 10:** Knowledge of how to plan and conduct lessons in a variety of learning environments that lead to student outcomes consistent with state and district standards (Planning)
- Outcome 11:** Knowledge of collaborative strategies for working with various education professionals, parents, and other appropriate participants in the continual improvement of educational experiences of students (Role of the Teacher)
- Outcome 12:** Knowledge of strategies for the implementation of technology in the teaching and learning process (Technology)
- Outcome 13:** Knowledge of the history of education and its philosophical and sociological foundations (Foundations of Education)
- Outcome 14:** Knowledge of specific approaches, methods, and strategies appropriate for students with limited English proficiency (ESOL)

**Professional Education Program Assessment:** The program outcomes for professional education are documented and assessed using an electronic portfolio. The portfolio is used as a diagnostic tool. It must include an artifact for each Florida

Educator Accomplished Practice, a copy of the instructor's first rubric and a remediation plan, if necessary. A copy of the portfolio must accompany the graduation application.

### **GRADUATION REQUIREMENTS**

Students with this minor must have a 2.5 in the minor. Must submit a portfolio in DVD format with the degree application. (*Guidelines for the DVD portfolio are available from your advisor.*) Meet all other St. Thomas University graduation requirements.

## **INSTITUTE FOR PROFESSIONAL STUDIES**

The Institute for Professional Studies serves adult students through both traditional and innovative instruction. The Institute offers two bachelor degrees, one master degree, and one doctoral degree for personal and professional development, and responds to the needs of the lifelong learner, particularly in the workplace. The degrees are targeted primarily towards managers, executives, and other professionals employed in business, industry, labor, government, non-profit, and occupational fields. Students will learn to address workplace related problems in an information and technology-centered society.

The Institute for Professional Studies primary mission is to extend access to postsecondary educational opportunities for non-traditional adult learners who combine work and study, with a special emphasis on serving professional workforce education needs. The Institute meets those needs through innovative online and classroom-based credit programs, using a variety of delivery formats and scheduling options.

The Institute for Professional Studies offers the Bachelor of Arts (BA) in Organizational Leadership, the Bachelor of Arts (BA) in Health Records Information Management, the Bachelor of Science (BS) in Fire Science Management, the Master in Professional Studies (MPS) in Executive Management, and the Doctor of Education (EdD) in Leadership and Management.

The BA in Organizational Leadership combines studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods, and technology. The BA in Health Records Information Management allows healthcare professionals to make the transition from clinician or technician to managerial decision maker. The BS in Fire Science Management is specifically suited for those professionals seeking administrative credentials and careers in fire services, municipal/structural fire departments and agencies, emergency management, and administrative aspects of emergency medical services.

The MPS in Executive Management is an interdisciplinary degree including coursework in the areas of leadership, management, communication, strategic planning and assessment, organizational structure, and research/data analysis. The MPS prepares its graduates for leadership roles at the institutional and community levels. Individuals are able to align the program with personal and professional goals through the six courses required in a particular cognate area.

The EdD in Leadership and Management provides learning and development for today's managers. It is for individuals who have completed graduate studies and who

seek to deepen their vision as organizational leaders and managers, and enhance their skills in the management, planning, design, evaluation, research, and policy development in a variety of organizational settings and environments. The EdD is designed for candidates who are interested in careers as business leaders and managers, school superintendents, principals, directors, and supervisors; administrators in state, federal, and international agencies; professors and administrators in institutions of higher education; or directors and supervisors of educational services in for-profit corporations and non-profit agencies.

Designed for working professionals, the EdD combines cutting-edge leadership theory with practice in the field. The program offers a cohort model, a cross-disciplinary curriculum, and a broad spectrum of courses to meet individual student needs and to develop a diverse and scholarly community of learners. A typical cohort could include learners from government, business corporations, higher education, K-12 schools, health care and social agencies, religious institutions, and non-profit organizations.

**Program Outcomes for the Institute of Professional Studies:** At the conclusion of their participation in the Institute of Professional Studies programs, graduates will be able to:

1. Create an environment for empowerment, innovation, organizational agility and continuous learning in the workplace.
2. Demonstrate knowledge of effective leadership of organizations in a changing work environment, including the management of individuals, information, and the ability to respond to changes in fast changing work and other environments.
3. Integrate and apply specialized knowledge, skills, and attitudes in their performance in a managerial capacity in the workplace while employing core competencies acquired through a combination of class and practical experiences.
4. Apply various problem solving skills in the decision-making process in the workplace.
5. Demonstrate the ability to communicate values, directions, and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal, social network, and organizational settings.
6. Employ appropriate organizational values, manifest a professional code of conduct (behavior) while applying ethical and legal practices in decision-making in the workplace.
7. Become knowledgeable leaders and practitioners who can create conditions whereby they will be able make informed research-based decisions in the workplace.
8. Become knowledgeable in the use of information analysis and computer literacy skills (internet research, electronic access to information).
9. Employ personal communication skills (verbal and written) to think and exchange ideas more independently.
10. Analyze the role of management theories and determine their practical application to the workplace.
11. Participate in the design and implementation of standards to assess organizational performance and capabilities for success.
12. Develop and nurture the culture of lifelong learning and apply such tools in their work or other activities.

## **BACHELOR OF ARTS IN HEALTH RECORDS AND INFORMATION MANAGEMENT**

**Program Coordinator:** Aleksandra Zupan, MS

**Academic Credentials:** MS, Management (St. Thomas University); BA, Business Studies (St. Thomas University)

**Contact information:** 305-474-6823; [azupan@stu.edu](mailto:azupan@stu.edu)

*Program Advisor:* A. Zupan

The Bachelor of Arts in Health Records and Information Management provides health care professionals as well as individuals with a minimum of 45 credits toward a health related undergraduate degree an opportunity to complete a bachelor's degree in Health Records and Information Management. Students currently employed in the health care industry can utilize this program to migrate from the clinical side of the health care industry to the administrative, business or leadership side.

St. Thomas University views the previous health care related coursework as initial professional preparation and development in the chosen Health Care field. The remaining credits completed at the University will add a liberal arts and health records and information management component. The Bachelor of Arts in Health Records and Information Management program will help in achieving an important transition into this professional career. Improvement in performance will be experienced and potential as an effective decision maker will be discovered.

The B.A. in Health Records and Information Management is offered over a fifteen month period and consists of four semesters, four courses (12 credits) per semester with an average semester consisting of 16 weeks. Courses are five weeks in duration and are offered online. The program normally starts each January, May and August.

### **Admissions requirements:**

1. Have associate degree in medical, health, or information technology related field (or have completed 45 or more semester hours of credit) from an accredited college/post-secondary institution. Candidates who have less than 45 credits but have 3 years or more of documented work experience in the related field may be considered.
2. Have a college cumulative grade point average of 2.0 (on 4.0 scale) or better on all academic work.
3. Meet all admissions criteria stated in the Admission's Section of this catalog.

### **BA: HEALTH RECORDS AND INFORMATION MANAGEMENT 120 credits**

#### **CATHOLIC IDENTITY**

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

#### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

## GENERAL EDUCATION REQUIREMENTS

42 credits

### Humanities

#### Written Communications

ENG	101	Composition
ENG	102	Composition & Literature

#### English Literature

See the General Education Requirements for the list of courses.

#### Humanities/Fine Arts

See the General Education Requirements for the list of courses.

#### Mathematics/Physical Science

See the General Education Requirements for the list of courses.

#### Natural Science

See the General Education Requirements for the list of courses.

#### Physical Science

See the General Education Requirements for the list of courses.

#### Social Science

See the General Education Requirements for the list of courses.

#### History

See the General Education Requirements for the list of courses.

#### Philosophy

See the General Education Requirements for the list of courses.

#### Religious Studies

See the General Education Requirements for the list of courses.

## **PROGRAM REQUIREMENTS**

**9 credits**

POR	300	Adult Development & Life Assessment
ORG	205	Selected Statistical Procedures
HCS	303	Science of Medical Terminology

## **MAJOR REQUIREMENTS**

**39 credits**

Take all of the following courses:

HCS	300	Health Care Systems
HCS	315	Technology in Health Care Organizations
HCS	320	Health Services Law for Managers
ORG	323	Staffing and Employee Development
ORG	327D	Organizational Behavior
HCS	321	Health Care Database Design and Management
COM	400	Critical Communications for the Professional World
HCS	405	Advanced Health Informatics
HCS	410	Management of Health Information Systems
HCS	435	Research Writing Project
HCS	430	Health Care Finance

HCS	445	Health Care Quality, Statistics & Database Management
PHI	353C	Biomedical Ethics

## GENERAL ELECTIVES

**30 credits**

30 credits taken at level 100 or above.

**Program Student Learning Outcomes:** The Health Records and Information Management Program enables learners to:

1. Develop problem-solving and decision-making skills within the health care industry with focus on the health records and information systems.
2. Manage health information systems using the latest in technology and computer literacy skills (internet research, electronic access to the health care information).
3. Communicate values, directions, and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal and organizational settings.
4. Use research findings to enhance the health records and information systems.

**Program Learning Outcomes Assessment:** The program is assessed through the University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (HCS 445 — Health Care Quality, Statistics & Database Management). Among others, it uses a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the Health Records and Information Management.

## Graduation Requirements

To graduate with a bachelor's degree at St. Thomas University every student must successfully complete a minimum of 120 academic credits. Consistent with this requirement, graduates in the B.A. in Health Records and Information Management Program must complete at least 120 credits with a GPA of at least 2.00 and meet all additional academic requirements.

## BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP

**Program Coordinator:**

**Academic Credentials:**

**Contact information:**

*Program Advisors:* J. Booker; H. Thomas

**Program Description:** The Bachelor of Arts (BA) in Organizational Leadership is a management degree designed for self-directed and goals-oriented individuals interested in developing problem solving, decision-making, and communications skills. The student will gain an understanding of the primary functions performed by an organization. The curriculum is designed to fulfill the University's stated mission to emphasize person growth, individual values and development in areas of human understanding necessary to successfully manage in today's fast-moving, ever-changing, global operating environment.

The BA in Organizational Leadership (OL) is offered over a fifteen-month period and consists of four semesters, four courses (12 credits) per semester with an average semester consisting of 16 weeks. Courses are five weeks in duration and are offered online. The program normally starts each January, May and September.

**Admission Requirements:**

1. Complete 45 or more semester hours of credit from an accredited college/post-secondary institution.
2. Demonstrate a minimum of three years of full-time work experience.
3. Maintain a cumulative grade point average of 2.00 (on 4.00 scale) or better on all prior academic work.
4. Interview with Program Representative to outline a tentative degree plan.
5. Complete an application form and payment of \$40 non-refundable application fee.

**BA IN ORGANIZATIONAL LEADERSHIP **120 credits****

**GENERAL EDUCATION REQUIREMENTS (GER) **42 credits****

**CATHOLIC IDENTITY **3 credits****

This requirement will be fulfilled from courses identified as Catholic Identity courses.

**DIVERSITY **3 credits****

This requirement will be fulfilled by completing major requirements

**PROGRAM REQUIREMENTS **9 credits****

ORG	204	Fiscal Accountability for Organizational Leadership
ORG	205	Selected Statistical Procedures
POR	300	Adult Development & Life Assessment

**MAJOR REQUIREMENTS **39 credits****

ORG	400	Organizational Communication <i>Prerequisite: ENG 102</i>
ORG	305	Socio-economic Resources for Organizational Leadership
ORG	311	Organizational Fiscal Resource Administration
ORG	320	Organizational Law
ORG	323	Staffing and Employee Development
ORG	327	Organizational Behavior
ORG	332	Organizational Promotion
ORG	490	Strategic Policy and Planning
ORG	499A	Action Research Project A
ORG	499B	Action Research Project B
PHI	369C	Business Ethics <i>Prerequisite: ENG 102</i>
PSY	450	Psychology of Work
SOC	460D	Conflict and Conflict Resolution

**GENERAL ELECTIVES **30-45 credits****

Select courses in consultation with your advisor.

**Program Learning Outcomes:** Students completing the BA in Organizational Leadership program will:

1. Apply suitable written and oral communication skills applicable in any business and industry.
2. Understand research techniques and their applications in business and industry.
3. Use information analysis and computer literacy skills (internet research, electronic access to information) in business and industry.
4. Communicate values and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal and organizational settings.

**Program Learning Outcomes Assessment:** The program is assessed through the University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (ORG 490— Strategic Policy and Planning). Among others, it uses a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the discipline of Organizational Leadership.

## **BACHELOR OF SCIENCE IN FIRE AND EMERGENCY SERVICES MANAGEMENT**

**Program Coordinator:** Arthur L. Holmes, Sr., MS

**Academic Credentials:** MS, Management (St. Thomas University); BS, Technology (Barry University).

**Contact information:** 305-474-6007; [aholmes@stu.edu](mailto:aholmes@stu.edu)

*Program Advisors:* A. Holmes.

**Program Description:** The Bachelor of Science (BS) in Fire and Emergency Services Management is based on the core curriculum of the United States Fire Administration's Nation Fire Academy. It is specifically suited for those professionals seeking or holding management or administrative positions in fire and emergency services. Graduates will acquire the tools to assume the various leadership and management roles encompassing all areas of the fire and emergency service field including fire suppression, fire prevention, emergency medical, logistical services, disaster preparedness and public safety. The program focuses on the role of the fire and emergency services plays within a community and provides an understanding of issues in personnel management, organizational leadership, strategic planning, budgeting and financing and incident command. Emergency services professionals whose fields are related to fire services (such as EMS) and those seeking advancement to senior leadership and executive management positions with fire, EMS, and public safety organizations are also welcome, but they must meet all FSM admissions requirements.

The BS in Fire and Emergency Services Management uses a multi-professional approach to practice, policy integration, management of organizations and human resources involved with the fire and emergency service operations. It includes comprehensive knowledge that can be applied to planning, organizing, coordinating, and administering public policy, as well as understanding the fire and emergency services department's role in public safety within a community.

This degree is offered in a blended format or entirely online to accommodate students' educational advancement without unduly affecting family, leisure and business schedules and quality of life.

**ADMISSION REQUIREMENTS:**

1. Have completed 45 or more semester hours of credit from an accredited college/post-secondary institution.
2. Demonstrate a minimum of three years of full-time work experience.
3. Maintain a cumulative grade point average of 2.0 (on 4.0 scale) or better on all prior academic work.
4. Have an interview with program representative to outline a tentative degree plan.
5. Complete an application form.
6. Hold Florida or other state /country Fire/EMS certification and credentials or equivalent.

**BS IN FIRE SCIENCE MANAGEMENT **120 credits****

**GENERAL EDUCATION REQUIREMENTS (GER) **42 credits****

**CATHOLIC IDENTITY **3 credits****

This requirement will be fulfilled from courses identified as Catholic Identity courses.

**DIVERSITY **3 credits****

This requirement will be fulfilled by completing major requirements

**PROGRAM REQUIREMENTS **12 credits****

POR	300	Adult Development & Life Assessment
FSM	320	Political and Legal Foundation of Fire and Emergency Services
FSM	323	Fire Services Personnel Management
FSM	327	Organizational Behavior in Service Organizations

**MAJOR REQUIREMENTS **36 credits****

FSM	204	Fire and Emergency Services Budgeting and Finance
FSM	300	Fire and Emergency Services Technology
FSM	321	Leadership and Management in Service Organizations
FSM	329	Managing Operations and Training
FSM	407	Managing Emergency Medical Services
FSM	428	Planning and Analysis of Fire Protection Services
FSM	455	Fire Prevention Organizations and Management
FSM	470	Fire and Emergency Services Incident Management
FSM	490	Advanced Fire and Emergency Services Administration
ORG	205	Selected Statistical Procedures
PHI	369C	Business Ethics
SOC	460D	Conflict and Conflict Resolution

*Prerequisite: ENG 102*

**GENERAL ELECTIVES **30-45 credits****

Select courses in consultation with your advisor.

**Program Learning Outcomes:** Graduates of the BS in Fire and Emergency Services Management program will be able to:

1. Manage and lead a fire and emergency services organization focusing on personnel management issues, workplace conflicts, ethical issues, define social and group dynamics, labor relations, and legal issues, collective bargaining and budgeting and finance.
2. Manage, command, direct and control major incidents and resource to enhance public safety using critical and strategic resources.
3. Evaluate the effectiveness of fire and emergency services plans for a community fire suppression, emergency medical services, and fire prevention initiatives including all risk assessments.
4. Design incident management plans that include the use of information technology and strategic communication skills.

**Assessment of Program:** The program will be assessed through the University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (FSM 490 Advanced Fire Administration). Among others, it will also use a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the discipline of Fire Science Management;

**Assessment in Capstone Course:** A transformational learning and assessment process is built into the design of the capstone (FSM 490) course which provides students an effective way to integrate what they have learned by the end of the program. The structure and content of the course are clearly linked with the program outcomes (what graduates are supposed to have learned by the end of the program of study). Students will be informed of the standards used for evaluating student learning during and upon completion of the capstone course.

This course is assessed on the interaction between the three levels of learning taught throughout the program—the individual level, team level and group level. This assessment method contributes to a comprehensive and exhaustive learning outcome. Each level assesses specific learning strategies and program outcomes.

This course is assessed on the interaction between the three levels of learning taught throughout the program—the individual level, team level and group level. This assessment method contributes to a comprehensive and exhaustive learning outcome. Each level assesses specific learning strategies and program outcomes.

### **THE PRE-PROFESSIONAL "PRE-OL" PROGRAM**

Students who have attended college for brief periods, and now work in business, industry or the public and private sectors, and do not have the required 45 transferable credits to enroll in the BA in Organizational Leadership or the BA in Health Records and Information Management, may be invited to enroll in our Pre-Professional Program (Pre-OL). All courses are offered entirely online using the Blackboard platform. A student does not need prior college credits to be eligible for this program, but candidates must apply for admission to the BA in Organizational Leadership or the BA in Health Records and Information Management.

The Pre-OL consists of a series of General Education Courses and is organized in the same format as the Organizational Leadership and the Health Records and Information Management programs. Students are eligible to enter the BA in Organizational Leadership or the BA in Health Records and Information Management after the accumulation of 45 credits. Each class runs for 5 consecutive weeks, and is

provided totally through online instruction. Financial Aid is available for eligible students.

The Pre-OL is consistent with St. Thomas University mission to offer working persons the opportunity for transition from the world of work to the challenges of university studies provided in the accelerated programs. The accelerated courses and the online delivery modes in this program accommodate the schedules of adults and encourage them to complete their degree requirements in a timely and supportive manner.

The Pre-OL format brings together students whose professional backgrounds and experiences are diverse, share common academic goals and are ready for the challenges of undergraduate studies in a cohort format. In this unique environment each participant brings valuable experiences and skills to the various general education courses, thus further enriching each other's experiences.

**Admissions Requirements:** To be admitted to the Pre-Professional Program, a student does not have to present a minimum high school GPA, nor a minimum college GPA because no prior college experience is required. An applicant must:

1. Be at least 23 years of age.
2. Have at least five years progressive work experience.
3. Have a high school diploma or GED.

For continued enrollment in the Pre-OL program, a student must maintain a GPA of at least 2.50 for the first 12 credits of enrollment.

Students in the Pre-OL program must apply to the BA in Organizational Leadership or Health Records and Information Management when they have completed 30 credits with a GPA of 2.00.

# SCHOOL OF SCIENCE, TECHNOLOGY, AND ENGINEERING MANAGEMENT

*"Leaders Make the Discoveries That Build Our Future"*

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**Wim Steelant, PhD**  
**Dean of the School of Science, Technology, and  
Engineering Management & Associate Professor**

**Associate Dean:** Rev. Alfred Cioffi, SThD, PhD

**Faculty:** J. Abdirkin, E. Ajhar, A. Cioffi, T. Eaton, L. Fernandez-Torres, Y. Guo, E. Hart, M. Kang, P. Maul, J. Plunkett, D. Quesada, W. Steelant, S. Van slambrouck, A. Varela, A. Vynne, L. Wang

**Research Faculty:** A. Tapanes-Castillo

**Mission:** The faculty of the School of Science, Technology and Engineering Management teach the methods of science and engineering to future leaders in the sciences by immersing them in a modern learning environment, featuring close student-faculty engagement in leading-edge research programs.

**School Overview:** The School consists of two academic units: the Department of Natural Sciences, Mathematics and Computer Sciences, and the Institute for Applied Computer Applications and Engineering Management.

The **Department of Natural Sciences, Mathematics and Computer Sciences** offers traditional undergraduate programs in the health, life, physical and computer sciences. Emphasis is on hands-on research and laboratory experience in preparation for graduate and professional school, as well as preparation for professional positions in the engineering and high-technology industries.

The **Institute for Applied Computer Applications and Engineering Management** includes programs for professionals, scientists and engineers to advance their careers into executive leadership positions, requiring strategic decision-making, interdisciplinary skills and the ability to successfully manage resources. Programs focus on the interdependence of technology and management as the core foundation required to prepare students to become technical leaders.

Faculty pursue research and other scholarly activities, and are committed to delivering an outstanding science education to students. Students learn current science and technology in the laboratory, in the classroom and by participating in faculty-directed research, tailored to students' needs.

The School offers Bachelor of Science degrees in Biology, Chemistry, Computer Science and Mathematics, as well as a pre-Engineering program offered with Florida International University and a pre-Nursing Program offered with the University of

Miami. The School also offers minors in Biology, Chemistry, Computer Information Systems, Computer Science, Mathematics, Physics and Science.

## **DEPARTMENT OF NATURAL SCIENCES, MATHEMATICS AND COMPUTER SCIENCES**

The Department of Natural Sciences, Mathematics and Computer Sciences in the Carnival Cruise Lines Science & Technology Building offers courses in Biology, Chemistry, Computer Science, General Science, Mathematics and Physics for students preparing to enter professional or graduate schools and for students preparing for careers in fields including computer science, engineering, nursing, teaching and mathematics.

Through the curriculum, students develop the mathematical, scientific and technical skills needed for an effective career in the sciences, especially the critical, analytical and problem-solving skills used in exploring the material world. The Department is committed to preparing students for lifelong learning through technology with a conscientious respect for the natural environment. In addition, scholarship in the humanities, philosophy and theology is also an essential constituent of the well-educated professional.

### **PRE-PROFESSIONAL PROGRAMS:**

#### **PRE-MEDICAL, PRE-DENTAL AND PRE-VETERINARY**

Students interested in applying to professional schools in medicine, dentistry, pharmacy, optometry, veterinarian sciences or other professional programs should major in Biology with a Specialization in Pre-Professional Studies. Coursework includes preparation in biotechnology. In consultation with their advisor and other members of the department, students should plan a program so that the admission requirements for these professional schools and the graduation requirements of St. Thomas University are met. This process should begin early in a student career, usually after the completion of the core course requirements of the Department.



**Carnival Cruise Lines Science & Technology Building**

## BACHELOR OF SCIENCE IN BIOLOGY

**Program Coordinator:** Jeffery Plunkett, PhD

**Academic Credentials:** PhD, Biological Sciences - Neurobiology Concentration (Georgia State University); BA, Microbiology (Miami University)

**Contact Information:** 305-628-6576; [jplunkett@stu.edu](mailto:jplunkett@stu.edu)

*Program Advisors:* J. Abdirkin, A. Cioffi, P. Maul, J. Plunkett, W. Steelant, S. Van slambrouck

**Program Description:** The Bachelor of Science (BS) in Biology is designed to give students a solid foundation and knowledge base in the field of biology. The student will be exposed to the concepts of biology, chemistry, biochemistry, microbiology, genetics, and molecular biology. The purpose of the degree is to equip students with the necessary tools to function in the work place or to pursue a professional degree. It also provides the student with the necessary coursework to enable the student to pursue a research-based educational experience if so desired.

### **BS IN BIOLOGY**

**121-122 credits**

#### **GENERAL EDUCATION REQUIREMENTS (GER)**

**42 credits**

The following GER courses should be taken:

##### **Mathematics/Physical Science**

Biology majors should take MAT 232.

##### **Natural Science**

Biology majors should take BIO 108 and BIO 108L.

##### **Physical Science**

Biology majors should take PHY 101.

##### **Philosophy**

Biology majors should take PHI 353C.

#### **CATHOLIC IDENTITY**

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

#### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

#### **MAJOR PREREQUISITES**

**45 credits**

BIO	108,108L Principles of Biology I + laboratory
BIO	109,109L Principles of Biology II + laboratory
CHE	101,101L General Chemistry I + laboratory
CHE	102,102L General Chemistry II + laboratory
CHE	243,243L Organic Chemistry I + laboratory
CHE	244,244L Organic Chemistry II + laboratory

CIS	205	Introduction to Microcomputer Applications
or		
CIS	305	Database Concepts Using Access
or		
COM	400	Department approved programming course Critical Communications for the Professional World
MAT	205	Applied Statistics
MAT	232	Calculus I
PHY	101,101L	College Physics I + laboratory
PHY	102,102L	College Physics II + laboratory

**MAJOR REQUIREMENTS 23 credits**

BIO	325,325L	Microbiology + laboratory
BIO	330,330L	Cell Biology + laboratory
BIO	341,341L	Genetics + laboratory
BIO	345,345L	Physiology + laboratory
BIO	352,352L	Biochemistry I + laboratory
BIO	491	Biology Capstone Course

**ADDITIONAL MAJOR/SPECIALIZATION REQUIREMENTS 11-12 credits**

**Students not seeking a specialization must take the following:**

BIO	230,230L	Anatomy + laboratory
CHE	321,321L	Quantitative Analysis + laboratory

and

Take an additional 300/400 level Biology or Chemistry course.

**Tracks:**

**Biological Research 12 credits**

BIO	414	Advanced Research I
BIO	415	Advanced Research II
CHE	321,321L	Quantitative Analysis + laboratory

**Pre-Professional Studies 12 credits**

BIO	230,230L	Anatomy + laboratory
BIO	353,353L	Biochemistry II + laboratory
CHE	321,321L	Quantitative Analysis + laboratory

**Program Learning Outcomes:**

1. Application of the scientific method, including developing hypotheses and conducting experiments. Understanding laboratory techniques, such as laboratory procedural protocols and safety procedures, solution preparation, basic instrumentation use, electrophoresis, microscopy, and laboratory notebook keeping.
2. Understand the use and power of scientific databases such as PUBMED and Science Direct. Also, demonstrate the ability to read, understand and critically evaluate scientific literature. Prepare scientific research posters and/or oral PowerPoint lectures.
3. Critical evaluation of the cell at the macro and molecular level.
  - Describe the flow of genetic information at the molecular level and understand, at the level of the genome, the principles of chromosomal theory of heredity.

- Evaluate the theory of evolution and identify the taxonomy and phylogenetic relationships between organisms.
- Understand the major cellular processes in eukaryotic and prokaryotic cells, including metabolic processes inclusive in all kingdoms.
- Understand the basic principles of structure and function of organ systems.
- Recognize the relationship between organisms and their environment.
- Develop an understanding of the physiological processes in plants, including photosynthesis.
- Provide students with a knowledge base in chemistry, math and physics.

### Program Assessment

1. Embedded capstone course BIO 325 Microbiology; identification of unknown microorganism project.
2. Embedded capstone course BIO 330 Cell Biology; preparation/presentation of oral project.
3. BIO 491 Biology Capstone Course utilizing ETS Biology Assessment Test.

## MINOR IN BIOLOGY

**Program Coordinator:** Jeffery Plunkett, PhD

**Academic Credentials:** PhD, Biological Sciences - Neurobiology Concentration (Georgia State University); BA, Microbiology (Miami University)

**Contact Information:** 305-628-6576; [jplunkett@stu.edu](mailto:jplunkett@stu.edu)

*Program Advisors:* J. Abdirkin, A. Cioffi, P. Maul, J. Plunkett, W. Steelant, S. Van slambrouck

**Program Description:** The minor in Biology is designed to give students in all disciplines a basic knowledge of biology. Students are exposed to the concepts of biology, anatomy, microbiology and genetics. The purpose of the minor is to equip students with the necessary tools to function more effectively in the science-oriented work place. It also provides the necessary coursework to enable the student to pursue a career in the sciences.

### PREREQUISITE COURSE

MAT	181	Pre-Calculus Algebra or equivalent, or higher-level mathematics course	<b>3 credits</b>
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### MINOR IN BIOLOGY

**22 credits (or more)**

### PROGRAM REQUIREMENTS

**15-16 credits**

#### Chemistry Requirement

**4 credits**

CHE	101,101L	General Chemistry I + laboratory
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or

CHE	133,133L	Chemistry for Health Science + laboratory
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#### Biology Requirement

**8 credits**

BIO	108,108L	Principles of Biology I + laboratory
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BIO	109,109L	Principles of Biology II + laboratory
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**Microbiology Requirement****3-4 credits**

BIO	325,325L	Microbiology + laboratory
or		
BIO	213N	Microbiology for Nursing

**ELECTIVES****7 credits** (minimum)

Two or more (totaling 7 or more credits) of the following must be completed:

BIO	214	Introduction to Research Methods
BIO	321	Plant Physiology
BIO	230,230L	Anatomy + laboratory
BIO	341,341L	Genetics + laboratory
BIO	345,345L	Physiology + laboratory
BIO	330,330L	Cell Biology + laboratory
BIO	352,352L	Biochemistry I + laboratory
PSB	434,434L	Cellular and Anatomical Neuroscience + laboratory

**Program Student Learning Outcomes:** Students who complete the minor in Biology will understand:

1. How to utilize a variety of skills related to Biology, including reasoning, critical thinking, creative thinking, and problem solving; and self-regulatory behaviors of organization, self-management, and monitoring through feedback from classmates and instructors.

**Program Student Learning Outcomes Assessment**

1. Embedded capstone course BIO 325 Microbiology; identification of unknown microorganism project.

**BACHELOR OF SCIENCE IN CHEMISTRY**

**Program Coordinator:** Luis Fernandez-Torres, PhD

**Academic Credentials:** PhD, Chemistry (University of Houston); MS, Chemistry (University of Puerto Rico); BS, Chemistry (Pennsylvania State University)

**Contact Information:** 305-474-6014; [lfernandez-Torres@stu.edu](mailto:lfernandez-Torres@stu.edu)

**Program Advisors:** T. Eaton, L. Fernandez-Torres, W. Steelant, S. Van slambrouck

**Program Description:** The purpose of the Bachelor of Science (BS) in Chemistry program is to educate and prepare students for careers in chemistry and professional school programs in related fields, including medicine, dentistry and pharmacy, for graduate programs in chemistry, or for their own curiosity in chemistry.

**BS IN CHEMISTRY****120 credits****GENERAL EDUCATION REQUIREMENTS (GER)****42 credits**

The following GER courses should be taken:

**Mathematics/Physical Science**

Chemistry majors should take MAT 232.

**Natural Science**

Chemistry majors should take BIO 108 and BIO108L.

## Physical Science

Chemistry majors should take CHE 101.

### CATHOLIC IDENTITY

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

### DIVERSITY

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

### MAJOR PREREQUISITES

**46 credits**

BIO	108,108L	Principles of Biology I + laboratory
BIO	109,109L	Principles of Biology II + laboratory
CHE	101,101L	General Chemistry I + laboratory
CHE	102,102L	General Chemistry II + laboratory
CHE	243,243L	Organic Chemistry I + laboratory
CHE	244,244L	Organic Chemistry II + laboratory
COM	400	Critical Communications for the Professional World
MAT	205	Applied Statistics
MAT	232	Calculus I
MAT	233	Calculus II
PHY	101,101L	College Physics I + laboratory
PHY	102,102L	College Physics II + laboratory

### MAJOR REQUIREMENTS

**23-27 credits**

BIO	352,352L	Biochemistry I + laboratory
CHE	321,321L	Quantitative Analysis + laboratory
CHE	355	Basic Physical Chemistry

### MAJOR ELECTIVES

Take two additional 300/400 level Chemistry courses.

Take two additional 300/400 level Biology or Chemistry courses.

### GENERAL ELECTIVES

**5-9 credits**

**Program Student Learning Outcomes:** Students who complete the BS in Chemistry will have:

1. Theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry, and biochemistry.
2. Practical training in modern laboratory techniques, methods, instrumentation, and data analysis. The laboratory experience should expand and reinforce the classroom experience, and provide a current context for chemical knowledge.
3. The ability to demonstrate competence in independently gathering, interpreting, and communicating results of research.

**Program Student Learning Outcomes Assessment:** Students will perform competently on national standardized exams, such as those developed by the American Chemical Society (ACS) for general chemistry and organic chemistry.

## MINOR IN CHEMISTRY

**Program Coordinator:** Luis Fernandez-Torres, PhD

**Academic Credentials:** PhD, Chemistry (University of Houston); MS, Chemistry (University of Puerto Rico); BS, Chemistry (Pennsylvania State University)

**Contact Information:** 305-474-6014; [lfernandez-Torres@stu.edu](mailto:lfernandez-Torres@stu.edu)

*Program Advisors:* T. Eaton, L. Fernandez-Torres, W. Steelant, S. Van slambrouck

**Program Description:** Students in pre-professional programs, including pre-medical, pre-dental and pre-veterinary programs, as well as those planning to attend graduate programs in biology, environmental science or pharmacy, would benefit from the minor in Chemistry. Both the physical science and biology sections of the MCAT have numerous questions from general chemistry, organic chemistry and biochemistry. Most biology programs emphasize molecular biology – the chemical/molecular basis of biology – that has led to success in the human genome project and the biotechnology industry, including genetically modified foods.

### PREREQUISITES

**6 credits**

The following courses must be completed prior to starting the minor in Chemistry:

MAT	181	Pre-calculus Algebra or equivalent or higher
MAT	232	Calculus I or equivalent if CHE 355 Basic Physical Chemistry is taken as an elective course

### MINOR IN CHEMISTRY

**26 (or more credits)**

### PROGRAM REQUIREMENTS

**20 credits**

CHE	101,101L	General Chemistry I + laboratory
CHE	102,102L	General Chemistry II + laboratory
CHE	243,243L	Organic Chemistry I + laboratory
CHE	321,321L	Quantitative Analysis + laboratory
BIO	352,352L	Biochemistry I + laboratory

### ELECTIVES

**6 credits (minimum)**

Two of the following courses or other 300 – or 400 – level CHE:

CHE	244,244L	Organic Chemistry II + laboratory
CHE	355	Basic Physical Chemistry
CHE	460	Inorganic Chemistry
BIO	353,353L	Biochemistry II + laboratory

**Program Student Learning Outcomes:** Students completing the minor in Chemistry will have:

1. Theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry and biochemistry.
2. Practical training in modern laboratory techniques, methods, instrumentation, and data analysis. The laboratory experience should expand and reinforce the classroom experience, and provide a current context for chemical knowledge.

**Program Student Learning Outcomes Assessment:** Students perform competently on national standardized exams, such as those developed by the American Chemical Society (ACS) for general chemistry and organic chemistry.

## MINOR IN COMPUTER INFORMATION SYSTEMS

**Program Coordinator:** Adrienne Vynne, EdD

**Academic Credentials:** EdD, Instructional Technology and Distance Education (Nova Southeastern University); MS, Computer Information Systems (University of Miami); BSN (Cornell University), BA, Political Science (University of North Carolina, Chapel Hill)

**Contact Information:** 305-628-6569; [avyvne@stu.edu](mailto:avyvne@stu.edu)

*Program Advisors:* Y. Guo, A. Vynne, L. Wang

**Program Description:** The minor in Computer Information Systems is designed to give students in all disciplines a basic knowledge of information technology. Students will be exposed to the concepts of programming, database design, web technologies, and computer systems. The purpose of the minor is to equip students with the necessary tools to function more effectively in our information based technical work place. It also provides the necessary course work to enable the student to pursue a career in information technology. Majors in the Computer Science may not also complete this minor.

### **PROGRAM REQUIREMENTS**

**19 credits**

CIS	103	Introduction to Web Page Design
CIS	150,280L	Foundation of Computer Systems + laboratory
CIS	205	Microcomputer Applications
CIS	305	Database Concepts Using Access

Take any two of the following elective courses:

CIS	325	Information Technology Project Management
CIS	330	E-Commerce Technologies
CIS	340	Multimedia Systems
CIS	430	Database System Design and Development

**Program Student Learning Outcomes:** Students minoring in Computer Information Systems will have:

1. Theoretical (classroom, textbook) and practical (laboratory) knowledge of information technology concepts and skills.
2. Practical training in computer laboratories utilizing current applications in programming, database, and e-commerce and as well as a current context for information technology knowledge.

**Program Student Learning Outcomes Assessment:** Students have examinations and projects in all the minor courses. At the end of the program, they have developed an information portfolio of their work. Students work with applications used industry wide and complete standardized certification tests.

## BACHELOR OF SCIENCE IN COMPUTER SCIENCE

**Program Coordinator:** Yanhui Guo, PhD

**Academic Credentials:** PhD, Computer Science (Utah State University); MS, Computer Science (Harbin Institute of Technology); BS, Computer Science (Zhengzhou University)

**Contact Information:** 305-474-6015; [yguo@stu.edu](mailto:yguo@stu.edu)

**Program Advisors:** Y. Guo, A. Vynne, L. Wang

**Program Description:** The Bachelor of Science (BS) in Computer Science is designed to provide students with solid theoretical foundations of information and computation, and practical techniques in design and implementation of applications in computer systems. The program provides a balance between the standards of problem-solving techniques and hands-on projects of system implementation. This program demonstrates and focuses on skills in critical thinking, project development, independent study, and research in various fields.

### BS IN COMPUTER SCIENCE

**120 credits**

### GENERAL EDUCATION REQUIREMENTS (GER)

**42 credits**

The following specific GER courses should be taken:

#### Mathematics/Physical Science

Computer Science majors should take MAT 215.

#### Natural Science

Computer Science majors should take PHY 207 and PHY 107L.

#### Physical Science

Computer Science majors should take CIS 201.

#### Philosophy

Computer Science majors should take PHI 152.

### CATHOLIC IDENTITY

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

### DIVERSITY

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

### MAJOR PREREQUISITES

**36 credits**

CIS	105,280L	Introduction to Programming in C and UNIX + laboratory
CIS	140,280L	Introduction to Computer Programming/JAVA + laboratory
CIS	201	Foundation of Computer Science
CIS	241,280L	Programming in Assembly Language + laboratory
MAT	205	Applied Statistics
MAT	215	Discrete Mathematics
MAT	232	Calculus I

MAT	233	Calculus II
PHI	152	Logic
PHY	207,207L	University Physics I + laboratory

### **MAJOR REQUIREMENTS**

**27 credits**

CIS	351	Software Engineering
CIS	360	Data Structures and Algorithms
CIS	410	Computer Architecture
CIS	430	Database System Design and Development
CIS	451	Foundation of Operating Systems
CIS	470	Introduction to Computation Theory

### **MAJOR ELECTIVES**

Take 3 courses in Computer Science at the 300 level or above.

### **MATHEMATICS ELECTIVES**

**9 credits**

Take 3 courses in Mathematics at the 300 level or above.

### **GENERAL ELECTIVES**

**5-17 credits**

5-17 credits courses 100 level or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students completing the BS in Computer Science will:

1. Be able to read, write software programs with low-level and high-level programming languages such as Assembly, C, and Java.
2. Understand applying different data structures and algorithms to write efficient software programs based on the knowledge of compilation and optimization to solve practical problems.
3. Understand strategies, methodologies and standards for effective design and implementation for both large software systems and small programming projects.
4. Be able to describe the inner workings of operating systems, and operate and programming on any of the platforms.
5. Understand and be familiar with mathematical abstraction of computation.

### **Program Student Learning Outcomes Assessment:**

1. Quizzes, midterm and final exams covering competencies of each discipline.
2. Programming and software engineering projects covering GUI design algorithms application and practical problem solutions.
3. Reading and reproducing research papers.
4. Final term project with a power point presentation.

## **MINOR IN COMPUTER SCIENCE**

**Program Coordinator:** Yanhui Guo, PhD

**Academic Credentials:** PhD, Computer Science (Utah State University); MS, Computer Science (Harbin Institute of Technology); BS, Computer Science (Zhengzhou University)

**Contact Information:** 305-474-6015; [yguo@stu.edu](mailto:yguo@stu.edu)

*Program Advisors:* Y. Guo, A. Vynne, L. Wang

**Program Description:** The minor in Computer Science is designed to provide fundamental concepts and skills in computer science. The requirements focus on programming methodology and skills, computer and network organization, relevant mathematical skills, laboratory courses with programming projects, and design and analysis of algorithms. The minor provides a solid foundation for students majoring in areas of Mathematics, Computation, and Engineering. Students in Bachelor's Degree programs in Mathematics, Biology, and Chemistry are well suited to this minor. Majors in Computer Information Systems may not also complete this minor.

### PROGRAM REQUIREMENTS

**19 credits**

CIS	105,280L	Introduction to Programming in C and UNIX + laboratory
CIS	201	Foundation of Computer Science
CIS	410	Computer Architecture
CIS	451	Foundation of Operating Systems
MAT	215	Discrete Mathematics

One Computer Science elective course at the 300 level or above.

**Program Student Learning Outcomes:** Students who complete the minor will:

1. Master structural and object oriented programming languages.
2. Be familiar with different data structures and algorithms applied in computer architecture and organization.
3. Understand the technical concepts of operating system and network security.

**Program Student Learning Outcomes Assessment:**

1. Hands-on programming projects covering software planning, design, implementation, and testing.
2. Term exams covering competencies of each course as well as final examination.
3. Reading and presenting research papers covering the concept understanding and comprehension.

## BACHELOR OF SCIENCE IN MATHEMATICS

**Program Coordinator:** Manchu Kang, PhD

**Academic Credentials:** PhD, Mathematics; MS, Mathematics (University of Minnesota); BS, Mathematics (Korea University)

**Contact Information:** 305-474-6853; [mkang@stu.edu](mailto:mkang@stu.edu)

*Program Advisors:* E. Hart, M. Kang, D. Quesada

**Program Description:** The Bachelor of Science (BS) in Mathematics is designed to provide the student a solid background and general comprehension of the role and application of mathematics in various disciplines and areas requiring quantitative analysis. The program is oriented toward applied mathematics, and students will be exposed to the concepts of higher mathematics with emphasis on the integration of theoretical, practical and computational viewpoints.

### BS IN MATHEMATICS

**123 credits**

### GENERAL EDUCATION REQUIREMENTS (GER)

**42 credits**

The following specific GER courses should be taken:

## **Mathematics/Physical Science**

Mathematics majors should take MAT 232.

## **Natural Science**

Mathematics majors should take CHE 101 and CHE 101L.

## **Physical Science**

Mathematics majors should take PHY 207 and PHY 207L.

## **CATHOLIC IDENTITY**

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement.

## **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

## **MAJOR PREREQUISITES**

**22 credits**

CHE	101,101L	General Chemistry I + laboratory
CHE	102,102L	General Chemistry II + laboratory
MAT	205	Applied Statistics
MAT	215	Discrete Mathematics
MAT	232	Calculus I
MAT	233	Calculus II

## **MAJOR REQUIREMENTS**

**38 credits**

MAT	234	Calculus III
MAT	306	Ordinary Differential Equations
MAT	311	Linear Algebra
MAT	316	Complex Variables
MAT	410	Introduction to Mathematical Modeling

## **MATHEMATICS ELECTIVES**

**6 credits**

Take two additional mathematics courses at the 300 or 400 level.

## **COMPUTER SCIENCE REQUIREMENTS**

**6-7 credits**

Take two courses from the following:

CIS	105,280L	Introduction to Programming in C and UNIX + laboratory
CIS	235	Introduction to C++ Programming
CIS	360	Data Structures and Algorithms
CIS	400	Computer Security
CIS	430	Database System Design and Development
CIS	470	Introduction to Computation Theory

## **PHYSICAL SCIENCE REQUIREMENTS**

**10 credits**

PHY	207,207L	University Physics I + laboratory
PHY	208,208L	University Physics II + laboratory

## **GENERAL ELECTIVES**

**15 credits**

**Program Student Learning Outcomes:** Students who complete the BS in Mathematics will:

1. Demonstrate competencies in the areas of algebra, calculus, probability, and statistics (theoretical concepts and applications).
2. Be able to apply well-understood computational techniques in problem solving.
3. Be able to apply general mathematical models, theories, and abstract reasoning to translate and solve case problems from science and engineering.
4. Construct correct and consistent solutions to mathematical problems and rigorous mathematical proofs.
5. Be able to present with the proper use of audio-visual media, and write mathematical ideas precisely and with accepted mathematical notation.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each discipline, and a final comprehensive exam.
2. Computer projects, covering problem breakdown, programming code in SAGE, graphical presentation of results and testing for general situations.
3. Reading and reproducing research papers.
4. Final term project with a PowerPoint presentation.

## MINOR IN MATHEMATICS

**Program Coordinator:** Minchul Kang, PhD

**Academic Credentials:** PhD, Mathematics; MS, Mathematics (University of Minnesota); BS, Mathematics (Korea University)

**Contact Information:** 305-474-6853; [mkang@stu.edu](mailto:mkang@stu.edu)

**Program Advisors:** E. Hart, M. Kang, D. Quesada

**Program Description:** The minor in Mathematics is designed to provide students a wider background and general comprehension of the role of mathematics in various disciplines and areas requiring quantitative analysis. The program is oriented toward applied mathematics, and students are exposed to the concepts of higher mathematics with emphasis on the integration of both theoretical and practical viewpoints.

### PROGRAM REQUIREMENTS

**20-21 credits**

MAT	232	Calculus I
MAT	233	Calculus II
MAT	306	Ordinary Differential Equations

Take three Mathematics electives at the 300 or above (including MAT 234):

MAT	234	Calculus III
MAT	310	Advanced Statistics
MAT	311	Linear Algebra
MAT	316	Complex Variables
MAT	320	Graph Theory and Networks
MAT	325	Game Theory
MAT	410	Introduction to Mathematical Modeling

MAT	415	Numerical Analysis
MAT	420	Introduction to the Theory of Algorithms

**Mathematics elective course recommendations for several areas of interest:**

Computational and Mathematical Biology: MAT 234 Calculus III, MAT 310 Advanced Statistics, MAT 311 Linear Algebra, MAT 320 Graph Theory and Networks, and MAT 410 Introduction to Mathematical Modeling.

Business, Political Science, and Decision Making: MAT 310 Advanced Statistics, MAT 320 Graph Theory and Networks, MAT 325 Game Theory, and MAT 410 Introduction to Mathematical Modeling.

Computer Science: MAT 234 Calculus III, MAT 320 Graph Theory and Networks, MAT 410 Introduction to Mathematical Modeling, MAT 415 Numerical Analysis, and MAT 420 Introduction to the Theory of Algorithms.

**Program Student Learning Outcomes:** Students completing the minor in Mathematics will:

1. Demonstrate competencies in the areas of algebra, calculus, probability, and statistics (theoretical concepts and applications).
2. Be able to apply well-understood computational techniques in problem solving.
3. Be able to apply general mathematical models, theories, and abstract reasoning to translate and solve case problems from science and engineering.
4. Construct correct and consistent solutions to mathematical problems and rigorous mathematical proofs.
5. Be able to present with the proper use of audio-visual media, and write mathematical ideas precisely and with accepted mathematical notation.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each discipline, and a final comprehensive exam.
2. Computer projects, covering problem breakdown, programming code in SAGE, graphical presentation of results and testing for general situations.
3. Reading and reproducing research papers.
4. Final term project with a PowerPoint presentation.

**MINOR IN PHYSICS**

**Program Coordinator:** Edward Ajhar, PhD

**Academic Credentials:** PhD, Physics (Massachusetts Institute of Technology); Master of Music (The University of Arizona); SB, Physics (Massachusetts Institute of Technology).

**Contact Information:** 305-628-6720; [ajhar@stu.edu](mailto:ajhar@stu.edu)

*Program Advisors:* E. Ajhar, D. Quesada, A. Varela

**Program Description:** Knowledge and mastering concepts of general and modern physics is critical for the success of a technology-driven culture and economy. The minor in Physics is designed to provide interested undergraduate majors with the

opportunity to develop a critical base of knowledge in this area. This minor is based on a solid background in calculus and will introduce students to current frontier problems in physical science, engineering, nanotechnologies and interdisciplinary subjects, including physics as a vital component. The minor provides a solid background for students majoring in areas of Mathematics, Engineering, Biology, Chemistry, and Earth/Space Science. Three of the courses require a laboratory experience.

Candidates in Bachelor's Degree programs in Biology; Chemistry; Computer Science; Mathematics; Secondary Education, Biology; Secondary Education, Chemistry; or Secondary Education, Mathematics, are well suited to this minor.

**PREREQUISITES**

**8 credits**

MAT	232	Calculus I
MAT	233	Calculus II

**PROGRAM REQUIREMENTS**

**18 credits**

PHY	207,207L	University Physics I + laboratory
PHY	208,208L	University Physics II + laboratory
PHY	301	Modern Physics (with integrated lab)
MAT	234	Calculus III

**ELECTIVE COURSE**

**minimum of 3 credits**

One of the following 300 or 400 level courses must be completed:

PHY	302	Statistical Physics
PHY	310	Principles of Physical Optics (with integrated lab)
PHY	401	Solid State Physics
PHY	402	Atmospheric Physics
PHY	403	Modern Astrophysics

**Program Student Learning Outcomes:** Students completing the minor in Physics will:

1. Master basic principles in the four subfields of physics.
2. Be able to integrate different areas of physics and mathematics.
3. Be able to Integrate physics and mathematics with current trends in science and technology.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each course as well as a final examination.
2. Elective course serves as a capstone of the minor. Research projects integrated into the elective course work, involving three components: computer programming, quantitative calculations, and hands-on skills.
3. Oral presentation in elective course applying accumulated skills.

**PRE-ENGINEERING**  
**ST. THOMAS UNIVERSITY / FLORIDA INTERNATIONAL UNIVERSITY**  
**COLLEGE OF ENGINEERING**  
**2+2 ENGINEERING EDUCATION PROGRAM**

**Program Coordinator:** Edward Ajhar, PhD

**Academic Credentials:** PhD, Physics (Massachusetts Institute of Technology); Master of Music (The University of Arizona); SB, Physics (Massachusetts Institute of Technology).

**Contact Information:** 305-628-6720; [ajhar@stu.edu](mailto:ajhar@stu.edu)

*Program Advisors:* E. Ajhar, D. Quesada, L. Wang

**Program Description:** In the 2+2 Engineering Program between St. Thomas University (STU) and Florida International University's (FIU) College of Engineering, students spend their first two years taking pre-engineering courses at STU and then transfer to FIU to complete a bachelor's degree program in their final two years. By participating in the STU/FIU Engineering Education Program, students have the best of both worlds: the advantages of a smaller, more personal college with the resources available to a top-tier engineering college.

This program offers preparation for four major areas of engineering at FIU: (1) Biomedical, (2) Civil and Environmental, (3) Electrical and Computer, and (4) Mechanical and Materials.

**Admission Requirements:** See Admission Policies

**Satisfactory Academic Progress:** To remain in the program, students must (1) earn a C or better on their first attempt at all science (biology, chemistry, and physics) and mathematics courses, (2) maintain a GPA of 3.0 or higher in all science and mathematics courses, and (3) maintain an overall GPA of 2.8 or higher.

**Selection Criteria:** To be eligible for admission to the FIU College of Engineering, students must receive approval from STU, be in good standing at STU, have a cumulative GPA of no less than 2.5, have no less than 2.5 in mathematics courses and no less than 2.5 in physics, and have successfully completed the STU pre-engineering coursework. Students may continue their education at FIU College of Engineering for both their Master's and PhD programs.

**Course Requirements:** Specific course requirements depend on the intended engineering major selected at FIU, and are discussed and planned individually with the program advisor. The sample curriculum presented below is representative for most intended engineering majors:

**SAMPLE PRE-ENGINEERING CURRICULUM**

**Freshman Year**

<b>Fall</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	4	CHE 101,101L	General Chemistry I + laboratory
	3	ECO 201	Principles of Macroeconomics
	3	ENG 101	Composition
	4	MAT 232	Calculus I
	1	UNI 101	First Year Experience
	<b>15</b>	<b>TOTAL</b>	

<b>Spring</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	4	CHE 102,102L	General Chemistry II + laboratory
	3	ENG 102	Composition & Literature
	3	MAT 215	Discrete Mathematics
	4	MAT 233	Calculus II
	3	MAT 306	Ordinary Differential Equations
	<b>17</b>	<b>TOTAL</b>	

### **Sophomore Year**

<b>Fall</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	4	CIS 105,280L	Introduction to Programming in C/UNIX + laboratory
	4	MAT 234	Calculus III
	3	PHI 152	Logic
	5	PHY 207,207L	University Physics I + laboratory
	<b>16</b>	<b>TOTAL</b>	

<b>Spring</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	6	ART/HIS/HUM	Electives
	3	MAT 316	Complex Variables
	3	PHI 369C	Business Ethics
	5	PHY 208,208L	University Physics II + laboratory
	<b>17</b>	<b>TOTAL</b>	

**65 TOTAL CREDITS**

**Program Student Learning Outcomes:** Students in the 2+2 Engineering program will:

1. Demonstrate competencies in the areas of calculus, chemistry, and physics (theoretical concepts and applications).
2. Be able to communicate mathematical ideas precisely and with accepted mathematical notation in written and oral forms.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each course as well as a final examination.
2. Embedded projects in coursework.

## **PRE-NURSING**

### **ST. THOMAS UNIVERSITY/UNIVERSITY OF MIAMI BSN JOINT NURSING DEGREE PROGRAM**

**Program Coordinator:** John Abdirkin, MD

**Academic Credentials:** MD (University of Bologna); BS, Biology and Chemistry (Syracuse University)

**Contact Information:** 305-628-6503; [jabdirkin@stu.edu](mailto:jabdirkin@stu.edu)

*Program Advisors:* J. Abdirkin, A. Vynne

**Program Description:** The 2 + 2 Joint Nursing Degree Program is an innovative program in affiliation with the University of Miami (UM), School of Nursing and Health Studies. Faculty of both institutions are recognized locally and nationally for their high quality instruction, research and public service.

The first two years of the program are at St. Thomas University (Freshman and Sophomore years). Students will complete 63 credits in prerequisite coursework, which is necessary for the Bachelor of Science in Nursing Degree (BSN). Coursework includes a rigorous curriculum in science, humanities, and liberal arts with an emphasis on critical thinking and the application of the scientific method as well as informed and ethical decision making. Students will be exposed to the disciplines of biology, chemistry, anatomy, physiology, microbiology, healthcare, and scientific writing.

The next two years (Junior and Senior years), held exclusively at the University of Miami School of Nursing and Health Studies, consist of the professional nursing major including nursing theory, medical foundations, and clinical coursework. The academic and clinical education prepares students for the dynamic and challenging medical environment, and increases the supply of well-educated nurses to serve the community's healthcare needs.

**Admission Requirements:** Students will be eligible for admission to the Joint Nursing Program at St. Thomas University after meeting the following criteria:

1. GPA of 3.3 or higher
2. SAT scores of 500 Critical Reading/Verbal and 500 Math or ACT minimum requirements: 23 Reading, 23 English, and 23 Math.

**Satisfactory Academic Progress:** Students must maintain an overall GPA of 3.5 or higher at St. Thomas University (STU) to remain in the program. Once a student is admitted into the program, all courses must be taken at STU. Therefore, students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

**Selection Criteria:** The current GPA for admission to the University of Miami (UM) is 3.5 or higher (this includes any credits transferred into the program before matriculation to St. Thomas University). UM does not accept any courses with a grade less than C. Applications to UM cannot be processed for students who do not meet the admission criteria.

## Curriculum/Course Requirements at STU

### Freshman Year

Fall	Credits	Course No.	Course Title
	3	ENG 101	English Composition
	3	MAT 181	Pre-calculus: Algebra
	3	BIO 108	Principles of Biology I
	1	BIO 108L	Principles of Biology I Lab
	3	CHE100	Introduction to Chemistry
	1	UNI101	First Year Experience for Nursing
	<b>14</b>	<b>TOTAL</b>	

<b>Spring</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	3	ENG 102	English Composition and Literature
	3	CIS 205	Microcomputer Applications
	3	CHE 133	Chemistry for Health Sciences
	1	CHE 133L	Chemistry for Health Sciences Laboratory
	3	PSY 201	Introduction to Psychology
	3	HUM/ART	Humanities or Art Elective
	<b>16</b>	<b>TOTAL</b>	

### **Sophomore Year**

<b>Fall</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	3	BIO 230	Anatomy
	1	BIO 230L	Anatomy Laboratory
	3	BIO 213N	Microbiology for Nursing
	3	PSY 250	Psychological Statistics
	3	EDU 260	Human Growth and Development
	3	ENG 200	Scientific Writing
	<b>16</b>	<b>TOTAL</b>	

<b>Spring</b>	<b>Credits</b>	<b>Course No.</b>	<b>Course Title</b>
	3	BIO 345	Physiology
	1	BIO 345L	Physiology Laboratory
	3	ART 201	Survey of the History of Art
	3	PHI 353C	Biomedical Ethics
	3	SCI 306N	Principles of Nutrition
	1	BIO 298	Medication Calculations
	3	BIO 299	Medical Terminology
	<b>17</b>	<b>TOTAL</b>	

**63 TOTAL CREDITS**

**Program Student Learning Outcomes:** Students in the 2 + 2 Nursing program will be able to:

1. Apply the scientific method, including development of hypotheses and experiments, and understand laboratory techniques such as protocols, safety procedures, basic instrumentation, and record keeping.
2. Critically Evaluate the cell at the macro and molecular level:
  - a. Describe the flow of genetic information at the molecular level.
  - b. Understand the basic principles of the chromosomal theory of inheritance
  - c. Identify the relationships between organisms and their environment
  - d. Understand the major cellular processes in eukaryotic and prokaryotic cells
  - e. Understand the principles of structure and function of organ systems
3. Provide knowledge in health and wellness issues.
4. Understand the terminology used in anatomy and medicine, including the elements and pronunciation of terms.

5. Utilize critical thinking skills to synthesize knowledge derived from the natural and physical sciences to enter advanced healthcare programs by meeting the University of Miami's transfer standards.

**Program Student Learning Outcomes Assessment:**

1. Practical final exam covering competencies of Chemistry for the Health Sciences Laboratory (CHE 133L).
2. Term exams covering competencies of Human Physiology (BIO 345).
3. Three-day dietary analysis project (data collection, analysis, measurable goals and barriers), from the Nutrition course (SCI 306N).
4. Final project of Medical Terminology (BIO 299), which evaluates five hospital departments (most common diseases, principle procedures, laboratory interpretation, radiological diagnostics, and specialty teams).
5. Science prerequisites GPA for acceptance to the University of Miami must be a minimum of a 3.5 for biology, chemistry, microbiology, anatomy, physiology, psychology, nutrition, statistics, pre-calculus, and human growth and development.



**Chapel of St. Anthony**

# SCHOOL OF THEOLOGY AND MINISTRY

*"Faith and Human Values Are  
Fundamental for Effective Leadership"*

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**Rev. Msgr. Terence E. Hogan, SLD**  
**Interim Dean for the School of Theology & Ministry**  
**and Visiting Associate Professor of Theology**

**Faculty:** T. Hogan, O. Cortes, B. Froehle, N. Samuel, B. Stovell, M. Carter Waren, T. Whapham

**Vision:** Rooted in the Catholic tradition, the School of Theology and Ministry at St. Thomas University calls forth the many and diverse gifts from the People of God for proclaiming and promoting the Reign of God on Earth.

**Mission:** Anchored in its Catholic tradition and its commitment to the methods of practical theology and religious studies, the School of Theology and Ministry prepares women and men to engage in experiential reflection, transformative action, and servant leadership required for the flourishing of both civil and ecclesial life.

The School of Theology and Ministry of St. Thomas University offers a major and minor in religious studies as well as a rich collection of undergraduate courses to meet the requirements for the general education curriculum, Catholic identity, as well as elective courses. Programs employ both main campus coursework as well as a blended online delivery format.

## **BACHELOR OF ARTS IN RELIGIOUS STUDIES**

**Program Coordinator:** Beth Stovell, PhD

**Academic Credentials:** PhD (McMaster Divinity College, Hamilton, ON, Canada); M.C.S. (Regent College, Vancouver, BC, Canada); BA (University of Texas, Austin).

**Contact Information:** 305-628-6675; [bstovell@stu.edu](mailto:bstovell@stu.edu)

*Program Advisor:* Beth Stovell

**Program Description:** The Bachelor of Arts (BA) degree in Religious Studies explores the implications of faith's search for understanding. Open to truth wherever it is found, and grounded in the rich legacy of the Catholic intellectual heritage, the program respects the religious diversity of the St. Thomas University student body. The program is a rigorous and reflective foundation in religious studies that is fundamental to effective leadership in the 21st Century, not only for religious institutions, but for excellent leadership in the wider community and world, as well as preparation for graduate and/or professional education.

**BACHELOR OF ARTS IN RELIGIOUS STUDIES 120 credits**

**GENERAL EDUCATION REQUIREMENTS (GER) 42 credits**

**CATHOLIC IDENTITY****3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY****3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**MAJOR REQUIREMENTS****33 credits****Biblical****3 credits**

Take one course from the following:

STM	220	Survey of the Old Testament
STM	225	Survey of the New Testament
STM	243C	Bible: Story and Salvation

**Historical****3 credits**

Take one course from the following:

STM	240C	History of Christian Thought I
STM	242	History of Christian Thought II
STM	355C	The Experience of Christ
STM	470,471	Great Religious Themes

**Systematic****3 credits**

Take one course from the following:

STM	200C	Catholicism
STM	272C	Christian Community
STM	322C	Sacraments and Symbol
STM	323C	Prayer and Spirituality
STM	371C	Faith and Doubt

**Moral****3 credits**

Take one course from the following:

STM	232C	Christian Moral Decision Making
STM	307C	Theology of Marriage and Family
STM	345	Reconciliation and Conflict

**Contextual****3 credits**

Take one course from the following:

STM	150	Introduction to Religious Studies
STM	210D	World Religions
STM	325	Religious Dimensions of Nonviolent Action
STM	392D	Religion in America

**Senior Seminar****3 credits**

STM	405	Religious Studies Senior Seminar
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**Communication****3 credits**

Take one course from the following:

COM	105	Speech
COM	400	Critical Communications for the Professional World

**MAJOR ELECTIVES****12 credits**

Take 12 additional credits in Religious Studies. With approval of the adviser, up to three credits may be taken outside of Religious Studies.

**GENERAL ELECTIVES****36-48 credits**

36-48 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students who complete the BA in Religious Studies will: Demonstrate basic religious literacy.

1. Demonstrate knowledge of foundational concepts in Christian thought and practice in the areas of Biblical, Historical, Systematic, Moral and Contextual studies.
2. Acquire research skills in religious studies.

**Program Learning Outcomes Assessment:** These outcomes will be assessed by three means:

1. A test with national standards for religious literacy.
2. Portfolio of one significant assignment or exam for each of the content areas will be developed by the midterm of the semester when student is enrolled in Senior Seminar (STM 405).
3. Senior Seminar research paper.

**Graduation Requirements:**

1. A student must successfully complete all required coursework.
2. A student must complete the major requirements with a 2.25 minimum GPA and 2.0 overall GPA.

**BACHELOR OF ARTS IN RELIGIOUS STUDIES ONLINE**

The Bachelor of Arts (BA) Online degree in Religious Studies explores the implications of faith's search for understanding. Open to truth wherever it is found, and grounded in the rich legacy of the Catholic intellectual heritage, the program respects the religious diversity of the St. Thomas University student body. The program is a rigorous and reflective foundation in religious studies that is fundamental to effective leadership in the 21st Century, not only for religious institutions, but for excellent leadership in the wider community and world, as well as preparation for graduate and/or professional education. This online degree is designed for the adult learner who has an Associate's Degree or equivalent coursework, and who is seeking an online format to complete a degree in Religious Studies.

**Admissions Requirements**

In addition to meeting all admissions requirements for undergraduate study at St. Thomas University, students in this program must also comply with the following requirements for admission:

1. An Associate's Degree or 45 transferable credits from a regionally accredited college or university.
2. Have life and work experience that may lead to additional credits through the Life Experience Portfolio program (See Life Experience – Portfolio – Credit).
3. Computer skills adequate to ensure successful online learning.

**BA IN RELIGIOUS STUDIES****120 credits****GENERAL EDUCATION REQUIREMENTS (GER)****42 credits****CATHOLIC IDENTITY****3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY****3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**MAJOR REQUIREMENTS****33 credits****Biblical**

Take one course from the following:

STM	220	Survey of the Old Testament
STM	225	Survey of the New Testament
STM	243C	Bible: Story and Salvation

**Historical**

Take one course from the following:

STM	240C	History of Christian Thought I
STM	242	History of Christian Thought II
STM	355C	The Experience of Christ
STM	470,471	Great Religious Themes

**Systematic**

Take one course from the following:

STM	200C	Catholicism
STM	272C	Christian Community
STM	322C	Sacraments and Symbol
STM	323C	Prayer and Spirituality
STM	371C	Faith and Doubt
STM	330	Religious/Social Analysis of Conflict

**Moral**

Take one course from the following:

STM	232C	Christian Moral Decision Making
STM	307C	Theology of Marriage and Family
STM	345	Reconciliation and Conflict

**Contextual**

Take one course from the following:

STM	150	Introduction to Religious Studies
STM	210D	World Religions
STM	325	Religious Dimensions of Nonviolent Action
STM	392D	Religion in America

**Senior Seminar**

STM	405	Religious Studies Senior Seminar
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## Communication

Take one course from the following:

COM	105	Speech
COM	400	Critical Communications for the Professional World

## MAJOR ELECTIVES

**12 credits**

Take 12 additional credits in Religious Studies. With approval of the adviser, up to three credits may be taken outside of Religious Studies.

## GENERAL ELECTIVES

**36-48 credits**

36-48 credits level 100 or above. (Not ENS or ESL)

## Program Student Learning Outcomes:

1. Students who complete the program will have both a basic understanding of the diversity of religious expressions and practices as well as an appreciation of religious diversity.
2. Students who complete the program will have been engaged in community-based learning as a strategy for life-long learning.
3. Students who complete the program will be able to articulate clearly the basic principles of the Catholic intellectual and artistic heritage, as well as the role of the Catholic university in sustaining that heritage.
4. Students who complete the program will have excellent communication skills in English, both written and oral.
5. Students who complete the program will have developed research skills that will enhance their capacity to do excellent undergraduate work as well as prepare them for graduate and/or professional education.
6. Students who complete the program will have gained the leadership skills necessary for church, civic, and family leadership in the 21st century, from a servant leadership perspective.

**Program Learning Outcomes Assessment.** A capstone course (STM 405: Religious Studies Senior Seminar) is used for program level assessment. This requires intensive work on a single research topic with a religious studies faculty member and a public presentation of the research topic in the graduation semester. This presentation may be presented at a distance through technology, but must be synchronous to ensure conversation about and evaluation of the knowledge base of the program. All graduates are to be interviewed at the end of their final semester.

## Graduation Requirements

1. A student must successfully complete all required coursework.
2. A student must complete the major requirements with a 2.25 minimum GPA and 2.0 overall GPA.

## MINOR IN RELIGIOUS STUDIES

**Program Coordinator:** Beth Stovell, PhD

**Academic Credentials:** PhD (McMaster Divinity College, Hamilton, ON, Canada); MCS (Regent College, Vancouver, B.C., Canada); BA (University of Texas, Austin).

**Contact Information:** 305-628-6675; [bstovell@stu.edu](mailto:bstovell@stu.edu)

*Program Advisor:* Beth Stovell

**Program Description:** The Minor in Religious Studies introduces students to the methods and content of religious studies and is an excellent compliment to many majors, especially when planning for graduate studies.

**PROGRAM REQUIREMENTS**

**18 credits**

**Biblical/Historical**

**3 credits**

Take one course from the following:

STM	220	Survey of the Old Testament
STM	225	Survey of the New Testament
STM	240C	History of Christian Thought I
STM	242	History of Christian Thought II
STM	243C	Bible: Story and Salvation
STM	355C	The Experience of Christ

**Systematic**

**3 credits**

Take one course from the following:

STM	200C	Catholicism
STM	272C	Christian Community
STM	322C	Sacraments and Symbol
STM	323C	Prayer and Spirituality
STM	371C	Faith and Doubt
STM	470,471	Great Religious Themes

**Moral**

**3 credits**

Take one course from the following:

STM	232C	Christian Moral Decision Making
STM	307C	Theology of Marriage and Family

**Internship**

**3 credits**

Take one course from the following:

STM	498	Internship
STM	212	Immersion for Justice/Spring Break Experience

**Electives**

**6 credits**

Take at least two courses from among any that qualify as electives or are approved by the program advisor.

**Program Learning Outcomes:** Students who complete the minor in Religious Studies will:

1. Demonstrate basic knowledge in the required content areas of Biblical or Historical, Systematic, and Moral.

**Program Learning Outcomes Assessment:** This outcome is to be assessed in an oral presentation with a power point using a scoring rubric. The presentation is to review the course content of one course taken in each area and is to be presented in the semester the student applies for graduation.

**Graduation Requirements:**

1. A student must complete all requirements for their chosen major.
2. A student must complete the requirements for the minor with a 2.25 minimum GPA in the minor courses.

# COURSE DESCRIPTIONS

## ACCOUNTING COURSES (All courses 3 credits unless otherwise specified)

### **ACC 201 Principles of Accounting I**

An introduction to accounting principles, practices, and procedures; measuring and reporting financial position and results of operations for proprietorships and corporations; interpretation and recording of business transactions; and the preparation of financial statements. *Prerequisite: BUS 120*

### **ACC 202 Principles of Accounting II**

A continuation of ACC 201, including partnership accounting, consolidations, preparation of cash flow statements, interpretation of financial statements, accounting for decision-making, and costing techniques, budgeting, and variance analysis. *Prerequisite: ACC 201 or equivalent*

### **ACC 204 Principles of Managerial Accounting**

An introductory course in managerial accounting. Emphasis is on uses of accounting information by managers in directing a business organization. Topics include: cost behavior, job order, process, and activity-based costing; cost-volume-profit relationships; budgeting and standard cost systems; control of decentralized operations; pricing of products and services; statement of cash flows; and financial statement analysis. Credit not applicable to accounting or finance majors. *Prerequisite: ACC 201 or equivalent*

### **ACC 301 Financial Accounting I**

Advanced theory and accounting techniques for the recording and reporting of financial transactions; income determination and valuation problems in asset, liability, and equity accounting. *Prerequisite: ACC 202 or equivalent*

### **ACC 302 Financial Accounting II**

Income determination and valuation problems in asset, liability, and equity accounting; analysis and interpretation of accounting data; cash flow statements; statements from incomplete records; and price level impact. *Prerequisite: ACC 301 or equivalent*

### **ACC 303 Management Accounting I: Cost Principles and Systems**

Fundamentals of manufacturing and cost accounting for income measurement and business planning, control and decision-making; job order and process costing systems; standard costs; and budgets. *Prerequisite: ACC 202 or equivalent*

### **ACC 304 Accounting Information Systems**

Use of computers in accounting systems, emphasizing "hands on" use of operating systems, word processing, spreadsheet, database management, communications, and other software in accounting. *Prerequisite: ACC 202 or equivalent*

### **ACC 305 Federal Income Tax**

Federal income tax fundamentals under the Internal Revenue Code; taxable income determination; withholding; and tax accounting rules. *Prerequisite: ACC 202 or equivalent*

### **ACC 401 Advanced Accounting**

Equity accounting for partnerships; accounting for business expansion; branch accounting; mergers and consolidations; consolidated statements; and fiduciary, fund, and social accounting. *Prerequisite: ACC 302 or equivalent*

### **ACC 402 Auditing**

Basic auditing standards and procedures as applied to both internal and public auditing; professional ethics; and audit programs, working papers, and reports. *Prerequisite: ACC 301 or equivalent*

### **ACC 420 Governmental and Institutional Accounting**

An examination of budgeting, accounting, and reporting standards and practices for government and other not-for-profit entities. *Prerequisite: Undergraduate course in Advanced Accounting or Auditing*

### **ACC 457 Special Topics in Accounting**

The course will focus on a selected area of accounting. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

### **ACC 495 Directed Studies**

**1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisite: Permission of Department Chair*

## **ART COURSES**

**(All courses 3 credits unless otherwise specified)**

### **ART 201 Survey of the History of Art**

A survey of art from pre-historic times to the modern era that emphasizes the Western experience, but also covers Africa, the Americas, and the Far East. Students will explore how the artistic medium, subject matter, and artistic style reflect social contexts.

### **ART 202 Enhanced Art Appreciation**

An enriched participatory course taught in the university classroom and through field work in local art venues that include visual as well as performing arts. The focus is the evolution of modern art, from the end of the 19th century to the present.

### **ART 244 Introduction to Drawing**

This course is designed to teach students with no prior drawing experience as well as the advanced student. The basic drawing techniques using line, shape, value, perspective, and composition will be explored. Through observation and interpretation of varied subject matter (still life and living forms), learning to "see" is the objective of this class.

### **ART 245 Introduction to Painting**

The course is designed to provide both aesthetic and practical use of water-based techniques and skills to beginners and advanced students. The precept that art is an essential tool to the student's emotional growth and stresses the importance of studio courses of art imagery and techniques.

### **ART 246 Elements of Design: Color and Composition**

A studio-based course that focuses on learning the theory and practice of composition, color, and design. Students will investigate the potential and impact that design elements offer in the creative and communication process. Includes an examination of the history and artists that define color and composition. *Prerequisite: ART 245 or Permission of Instructor*

### **ART 248 Photography**

This course prepares students in the major areas of art photography including its history, basic camera techniques and appreciation of images. Learning activities include lectures, photo critiques, visits to photo galleries and Internet research. Students concentrate on shooting pictures by completing specific thematic assignments and will display their best works at an end of semester exhibit.

### **ART 249 Marketing of the American Artist**

A research-based course that examines the history of marketing works of art. Students will investigate the historical development of artists' works focusing on the distinct marketing strategies used for works of art where the artist and the artistic product are in the foreground and how those strategies have been practiced through different art periods.

### **ART 335 Visual Analysis through Contemporary Art**

A survey of present day art forms, including art making techniques and contemporary art criticism. Students will visit local art venues and dialogue with local artists. *Prerequisite: Any ART 200+ or Permission of Instructor*

### **ART 344 Intermediate Drawing**

This course elaborates on the techniques and tools of the Introduction to Drawing (ART 244) course and investigates new dry mediums and papers and how this affects drawing. Students will learn the value of understanding what they observe in nature and learn to translate their observations into a drawing. *Prerequisite: ART 244 or Permission of Instructor*

### **ART 345 Intermediate Painting**

The course elaborates on the techniques and tools of the Introduction to Painting (ART 245) course. Students will investigate personal imagery and techniques and create images from life and other sources, and begin developing a body of work. *Prerequisite: ART 245 or Permission of Instructor*

### **ART 346 Mixed Media**

This interdisciplinary art studio course provides the student with experimentation in a variety of media: oil or acrylic painting, tempera, wood block printmaking, drawing, collage, clay, mobiles or stabiles, and sculpture construction. *Prerequisite: Any Art course 200+ or Permission of Instructor*

### **ART 351 Introduction to Graphic Design**

This course introduces the graphic design visual communication theory and practice: elements and principles of perception and design, typography, symbols, and desktop design.

### **ART 444 Advanced Drawing**

This course is designed for students to create a body of drawings that reflects both a technical ability and theme. Students will research and experiment with different aspects of communication through the visual language. *Prerequisite: ART 344 or Permission of Instructor*

### **ART 445 Advanced Painting**

This course is designed for students to create a body of paintings that reflects both a technical ability and theme. Students will research and experiment with different aspects of communication through the visual language. *Prerequisite: ART 345 or Permission of Instructor*

## **BIOLOGY COURSES (All courses 3 credits unless otherwise specified)**

### **BIO 108 Principles of Biology I**

Biology 108 is the first part of a two-semester sequence introducing science majors to the principles of modern biology and the cell doctrine. Cellular structures and functions are studied, including the subcellular organelles, membrane composition, and transport, as well as cellular metabolism and synthesis. In addition, reproduction and human genetics are explored. The molecular basis of nucleic acids and DNA is incorporated along with the study of macromolecules and fundamental biochemistry. *Corequisite: BIO 108L, MAT 181, ENG 101, CHE 100*

### **BIO 108L Laboratory: Principles of Biology I** **1 credit**

Biology laboratory is designed to complement the course materials taught in Biology 108 lecture. Students will gain valuable hands-on experience in the laboratory through the study of enzyme activity, photosynthesis, cell division, and genetics. Discussion of scientific issues will be promoted and the development of the student's scientific reasoning will be emphasized. *Corequisite: BIO 108 - Laboratory Fee*

### **BIO 109 Principles of Biology II**

The second course in the two-part sequence of introductory biology for science majors. The organ systems of plants and animals are studied in relation to their form, function, interdependency, and homeostasis. Emphasis is placed on transport and absorption systems, gas exchange mechanisms, hormonal regulation, nervous integration, and innate behavior. The evolutionary history, development and classification of biological diversity are explored. The course concludes with the biology of populations and ecology. *Prerequisite: BIO 108 - Corequisite: BIO 109L, MAT 181, ENG 101, CHE 100*

### **BIO 109L Laboratory: Principles of Biology II** **1 credit**

This laboratory is designed to complement the course material taught in Biology 109 lecture. Upon completion of this course, students will have a working knowledge of plant and animal diversity including their structure and function. Valuable hands-on experience in the laboratory is acquired through dissections of small animals and the study of ecology. *Corequisite: BIO 109 - Laboratory Fee*

### **BIO 213N Microbiology for Nursing**

This course provides the basis of microbiological principles, a survey of microorganisms, their environment, metabolism, and activities, and their interaction

with multicellular organisms, especially humans. Students will gain an appreciation of the vast diversity of microbial life, the central roles of microorganisms in nature, and their influence on our lives. This course is intended for students enrolled in the STU/UM Joint Nursing Program. *Prerequisites: BIO 108 or BIO 109, and CHE 133*

### **BIO 214 Introduction to Research Methods**

This course is a lecture and laboratory based class to introduce the research-track student to basic methodologies in the laboratory. It includes basic laboratory techniques and methodologies such as calculations, pipetting, measurements, microscopy, statistical analysis, notebook keeping, results presentation, career choice, library/internet database searching, and scientific journal manuscript analysis. This course prepares students for future laboratory courses and independent research courses at the 300 and 400 levels. *Prerequisite: High School Biology or Permission of Instructor*

### **BIO 230 Anatomy**

An introduction and survey of gross human anatomy for premedical students and biology majors with a laboratory requirement. Familiarity with the structure of the human body and the way in which it functions is achieved by systematic study of prospected models with accompanying laboratory demonstrations. Hands-on dissecting experience is an included exercise. The major human organ systems are explored including integumentary, skeletal, muscular, circulatory, lymphatic, respiratory, digestive, renal, and reproductive. *Prerequisite: BIO 109 - Corequisite BIO 230L*

### **BIO 230L Laboratory: Anatomy**

**1 credit**

Human Anatomy Lab is designed to complement the anatomy lecture series. Through hands-on practical experience, dissection techniques are illustrated in studying the various anatomical structures. *Corequisite: BIO 230 - Laboratory Fee*

### **BIO 298 Medication Calculations**

**1 credit**

This course is designed to facilitate the student's development of those skills necessary to properly calculate medication dosages. Emphasis is placed on those cognitive skills necessary to perform the calculations correctly. *Prerequisites: MAT 181, BIO 108, and Sophomore Standing*

### **BIO 299 Medical Terminology**

This course is designed to familiarize students with the complex terminology and vocabulary used in the medical field. It is designed to provide an understanding of the construction of the medical language including word derivations, prefixes, suffixes and root words. Students will study each body system in relation to its anatomical, physiological, and pathological expressions. This course includes terms describing diseases, disorders, surgical procedures, and diagnostic and treatment communication. *Corequisites: BIO 345 and Sophomore Standing*

### **BIO 314 Research I**

**2 credits**

This laboratory-based course introduces the research-track student to independent project development in the laboratory and requires 6 hours/week in the laboratory. Students develop an independent research project that they will present to the scientific community at select meetings. This two-semester sequence prepares the student for future career choices in graduate or medical school. *Prerequisite: Biology GPA of 3.0 and Permission of Instructor - Laboratory Fee - BIO 214 recommended*

**BIO 315 Research II****2 credits**

This laboratory-based course introduces the research-track student to independent project development in the laboratory and requires 6 hours/week in the laboratory. Students develop an independent research project that they will present to the scientific community at select meetings. This two-semester sequence prepares the student for future career choices in graduate or medical school. *Prerequisite: BIO 314 and Permission of Instructor - Laboratory Fee*

**BIO 321 Plant Physiology**

This course is primarily focused on the physiology of flowering plants, covering the fundamentals of how plants live, function, and cope with their environment. The course includes basic concepts of plant anatomy, morphology, and development with the focus on plant-water relations, photosynthesis, mineral nutrition, and carbohydrate metabolism. The basic physiology of non-flowering plants will be covered. *Prerequisite: BIO 325*

**BIO 325 Microbiology**

A study of the structure, function, and evolution of microorganisms from unicellular Protists (algae, fungi, and protozoa) to bacteria, virus, and viroids, their life cycles and roles in the environment. Special emphasis is placed on the economically significant and human pathogenic species. Human pathogens are described from the standpoint of symptoms, methods of isolation, identification, prescribed antibiotics, and epidemiology. Culture and genetic engineering techniques, and industrially beneficial microbes are explored. Laboratory required. *Corequisites: BIO 325L and CHE 101*

**BIO 325L Laboratory: Microbiology****1 credit**

Laboratory work involves the isolation, identification, and culture techniques of bacteria. *Corequisite: BIO 325 - Laboratory Fee*

**BIO 330 Cell Biology**

Cell Biology is the study of the structure and function of the fundamental cell forms (prokaryotic and eukaryotic), their evolution and intricacies of organellar and interorganellar activities at the biochemical and physiological levels. Significant emphasis is placed on the processes of signal transduction or the manner in which cells receive instructions and respond. Laboratory required. *Prerequisite: BIO 325 - Corequisite: BIO 330L*

**BIO 330L Laboratory: Cell Biology****1 credit**

Certain sophisticated techniques as tissue culture, gene therapy, tissue typing, and tissue transplantations are discussed, and practical applications are illustrated in the laboratory. *Corequisite: BIO 330 - Laboratory Fee*

**BIO 341 Genetics**

This course is designed to study the principles and theories of heredity including the gene concept, Mendelian, non-Mendelian inheritance and linkage. Certain statistical applications are employed to support and verify the Laws. Also discussed are the processes of selection and mutation as they relate to the transmission of genetic information in populations. Particularly important subjects for discussion are new innovations in disease therapies, such as gene transfer progress and advancements in practices of biotechnology (DNA fingerprinting and elucidation of the human genome)

will also be covered. Laboratory required. *Prerequisite: BIO 325 - Corequisite: BIO 341L*

### **BIO 341L Laboratory: Genetics**

**1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience in conducting genetic investigations. *Corequisite: BIO 341-Laboratory Fee*

### **BIO 345 Physiology**

The major emphasis of this course is placed on understanding the function of human organs and organ systems. Their individual operations and complex interactions within the internal environment of the body are also explored. Special attention is devoted to the physiology of movement, excitation and secretion with the focus directed on specific cause and effect mechanisms as well as homeostasis and feedback control regulation. This course surveys the muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and immune systems. *Prerequisite: BIO 109 - Corequisite: BIO 345L*

### **BIO 345L Laboratory: Physiology**

**1 credit**

Human Physiology Laboratory is designed to complement the lecture course, which studies the functions of organs and organ systems of the human body. Hands-on practical experience will be gained through virtual and clinical procedures. *Corequisite: BIO 345 - Laboratory Fee*

### **BIO 352 Biochemistry I**

The biochemical construction of the cell including the essential carbohydrates, proteins, lipids and nucleic acids will be examined. The mechanisms of synthesis, regulation, and metabolism, along with the major metabolic pathways, enzyme mechanics, and biological oxidation will be studied. *Prerequisite: CHE 243 - Corequisite: BIO 352L*

### **BIO 352L Laboratory: Biochemistry I**

**1 credit**

This hands-on course is designed to demonstrate modern applications of fundamental biochemical laboratory methods. Course objectives include learning to perform essential lab skills, to keep a research notebook, and to write a research report. Students should also learn to appreciate that while individual achievement may be rewarded, science is collaborative. *Corequisite: BIO 352 - Laboratory Fee*

### **BIO 353 Biochemistry II**

This course is the continuation of BIO 352 Biochemistry I. Employing a limited scientific approach, this course is descriptive in nature. This lecture course is designed to demonstrate modern applications of fundamental biochemical topics. Course objectives include exploration of the structure and function of DNA, gene expression, immune function, and other aspects of molecular biochemistry. *Prerequisite: BIO 352 Corequisite: BIO 353L*

### **BIO 353L Laboratory: Biochemistry II**

**1 credit**

This hands-on course is designed to demonstrate modern applications of fundamental biochemical laboratory methods. Course objectives include learning to perform essential lab skills, to keep a research notebook, and to write a research report. Students should also learn to appreciate that while individual achievement may be rewarded, science is collaborative. *Corequisite: BIO 353 - Laboratory Fee*

**BIO 414 Advanced Research I****4 credits**

Participation in a research project under the supervision of a faculty member. Students are expected to utilize the scientific method in devising experiments and analyze results. A written report as well as a laboratory notebook is required at the completion of the sequence. Requires 12 hours/week in the laboratory. *Prerequisites: BIO 315 and Permission of Instructor - Laboratory Fee*

**BIO 415 Advanced Research II****4 credits**

Participation in a research project under the supervision of a faculty member. Students are expected to utilize the scientific method in devising experiments and analyze results. A written report as well as a laboratory notebook is required at the completion of the sequence. Requires 12 hours/week in the laboratory. *Prerequisites: BIO 414 and Permission of Instructor - Laboratory Fee*

**BIO 416 Senior Thesis****1 credit**

A capstone course for a specialization in research. Students write an original undergraduate thesis about an independent research project(s). The thesis must be based upon research conducted for at least three semesters. *Prerequisites: Completion of a minimum of 3 research courses, including BIO 314, BIO 315, BIO 414 and BIO 515*

**PSB 434 Cellular and Anatomical Neuroscience**

A study of the cellular processes of neurons including neuroanatomical organization. Topics include membrane biology, neurotransmission, and neuroanatomy. The class is taught by text and journal literature, and analysis of published scientific data. *Prerequisites: 3 biology or 3 psychology courses; SCI 106 or BIO 108, or equivalent SCI 106 or BIO 108, or equivalent recommended*

**PSB 434L Cellular and Anatomical Neuroscience Laboratory**

This course focuses on the techniques and strategies used to study the anatomy of the nervous system and the cellular biology of neurons and glia. It covers fundamental techniques used in the field of neuroscience, including brain dissections, histology, electrophysiology, and cellular culturing techniques. Basic concepts and techniques related to neurotransmitters, neuronal circuits, developmental neuroscience, and neural stem cells are also covered. *Prerequisites: 3 Biology or 3 Psychology courses; SCI 106 or BIO 108, or equivalent recommended. - Corequisite: PSB 434*

**BIO 450 Histology**

A microscopic study of animal tissue, covering epithelium, muscle, nervous, connective tissue, and blood. Emphasis will be placed on comparisons of the morphological differences between normal and diseased tissue. Organs are compared for their differences in tissue organization both for structural and functional purposes. *Prerequisite: BIO 230 - Corequisite: BIO 450L*

**BIO 450L Laboratory: Histology****1 credit**

Clinical applications will be described that include genetic, developmentally abnormal and cancerous tissues. *Corequisite: BIO 450 - Laboratory Fee*

**BIO 491 Biology Capstone Course**

This course is a lecture/review based session in order to serve as capstone course for the biology program. The content includes aspects of cell biology, molecular biology

and genetics, organismal biology and analytical skills, and the course serves to assess our program learning outcomes. *Prerequisite: Course to be taken in student's final year of program*

### **BIO 495 Directed Readings in Biology**

**Variable Credit**

Opportunity for extensive research in an area of special interest to the student. *Prerequisite: Senior Standing and Permission of Instructor*

## **BUSINESS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **BUS 120 Principles of Business and Environmental Administration**

A survey course in the principles underlying the management of all types of organizations, including objectives, policies, organization structure, coordination, control procedures, and environmental issues. Case studies are used extensively.

### **BUS 130 Introduction to Marine Industry Management**

An overview of marine industry management. Various career paths are examined, and particular attention is given to the development of verbal and written communication skills.

### **BUS 220 Business Law I**

An introduction to legal procedures from the perspective of business enterprises, including advertising; antitrust; bankruptcy; consumer rights; contracts; corporations; credit; employment; environment, health, and safety; labor; products liability; property; securities; technology; trade; transportation; and other forms of government regulation of business. *Prerequisite: BUS 120*

### **BUS 306 Business Essentials for Non-Accountants**

An introduction to the real world of business with a multidisciplinary approach. This course includes how to manage a business, analysis of the contemporary business environment, understanding basic economics, and financial issues. Elements of marketing and how to make a marketing plan, the need for networking in business, the role of accounting as an information resource, and a common sense approach to managing financial success are discussed.

### **BUS 309 Management Information Systems**

A survey of major information systems (IS) in organizations, including a review of the basic computer concepts; the IS development cycle; relation of IS and decision-making; and IS applications through the completion of projects. *Prerequisites: ACC 202 and CIS 205*

### **BUS 316D International and Multinational Management**

A survey of the elements of the global environment surrounding the business enterprise and their effects and impacts on management of the enterprise within the international/multinational context. A study of patterns of international business and investment, opportunities, and problems facing the international/multinational business manager. Management of business functions on a multinational scale. Identification and evaluation of methodologies for conducting international business and management of the international/multinational business enterprise. *Prerequisite: BUS 120*

### **BUS 317 Personal Branding**

A comprehensive overview of strategies and tactics involved in building personal brand equity and improving communication and professional skills at work, school, and socially. This course will address the most important issues involved in creating and building a better personal brand

### **BUS 320 Legal Aspects of the Marine Industry**

An introduction to the basic principles of the law and the application of these principles to Marine Industry Management. A variety of topics will be discussed including contracts, torts, copyrights, discrimination, and harassment. *Prerequisite: BUS 130*

### **BUS 322 Business Law II**

An examination of bailments; commercial paper; security transactions; partnerships and corporations; property and real estate transactions; wills, estates, and trusts; insurance; suretyship; guaranty; and bankruptcy. *Prerequisite: BUS 220*

### **BUS 323 Human Resource Management**

A survey course covering modern human resource management practices including human resource management in dynamic legal and competitive environments; job analysis, human resource planning, recruitment, selection, and placement; performance evaluation; compensation administration; employee benefits; training and development; organizational development; labor-management relations; and safety and health. *Prerequisite: BUS 120*

### **BUS 325 Operations Management**

Concepts and practices for managing productive activity; resource allocation; analysis of methods and facilities; research and product development; production planning; organization and control; production accounting; inventory management; and quality control. *Prerequisites: BUS 326 and FIN 311*

### **BUS 326 Quantitative Analysis for Decision Making**

The application of mathematical techniques for decision making, decisions under conditions of certainty and uncertainty, production and inventory models, linear programming; queuing theory, and project management (PERT/CPM). *Prerequisites: MAT 205 and BUS 120, SPO 104 or THM 201C*

### **BUS 327D Organizational Behavior**

A survey course covering theory, research, and practical applications in analyzing and understanding human beings in organizational situations including learning, perception, personality, attitudes, and motivation; groups and intergroup dynamics; leadership; communication; goal setting and rewards; job design; organizational culture, change, and development; and international aspects of organizations. *Prerequisite: BUS 120, SPO 104, or THM 201C*

### **BUS 329 Principles of International Law**

An analysis of the international legal environment. Study and research of the interrelationship among laws of different countries as they affect individual, business, and multinational organizations operating in the international field. Study of how legal problems and their solutions can influence the direction of international business. *Prerequisite: BUS 220*

### **BUS 332 Principles of Marketing**

A survey course covering concepts and applications of the marketing function within the global context, including mix-product planning, pricing, promotion, and distribution-consumer behavior; market segmentation; the interrelationship of marketing functions; the relationship to other business functions; and the role of government. *Prerequisite: BUS 120*

### **BUS 335 Marketing Research**

An examination and appraisal of the functions of research in managerial decision-making. The uses of marketing research, marketing analysis methods, planning the investigation, securing data, tabulation and analysis interpretation, presenting results, and quantitative and analytical techniques and their application to marketing problems are emphasized. *Prerequisites: BUS 332 and MAT 205*

### **BUS 340D Advertising**

A survey of the field of advertising in its social, economic, and management contexts. Consideration is given to advertising research, preparing the advertising campaign, approximation, selection of media, layout, copy, and printing and engraving methods. *Prerequisite: BUS 332*

### **BUS 344 Consumer Behavior**

An examination of the application of behavioral science theory to marketing strategy. Product, distribution, pricing, and promotion strategy are examined as a function of motivation, attitudes, personality, reference groups, social class, and culture. *Prerequisite: BUS 332*

### **BUS 345 Retail Merchandising**

A study of fundamentals of retailing with an emphasis on policies, trends, and procedures in retail distribution and promotion. *Prerequisite: BUS 332*

### **BUS 350 Public Relations**

An examination of the historical developments of public relations, showing the principles, methods, and means of influencing public opinion. *Prerequisite: BUS 120, SPO 104, or THM 201C*

### **BUS 360 Small Business Management**

An integrative course for studying and framing the diverse components of small organization activity. Using case and project study methods, in term and individual investigative modes, students study and experience the management process involved in starting up, developing, and maintaining continuing progress in small businesses. *Prerequisites: ACC 201, ACC 202, BUS 220, BUS 322 or Permission of Instructor*

### **BUS 408 Logistics Management**

Emphasized management of the logistics function of firms. The process of planning, implementing, and controlling the efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods, and related information, from point-of-origin to point-of-consumption, in accordance with customer requirements, domestically and globally. *Prerequisite: BUS 325 or BUS 332*

### **BUS 409 Social Entrepreneurship**

An introduction to social, need-driven entrepreneurship focused on undertaking feasible projects that make the world a better place. Synergistic collaboration among various stakeholders is emphasized in order to make the achievement of sustainable social goals the priority while maintaining financial solvency.

### **BUS 410 Project Management**

A comprehensive overview of the principles and application of project management techniques, with an emphasis on MIS design and implementation projects. The purpose of this capstone course is to integrate the MIS knowledge accumulated in prior coursework. It addresses the general stages of a project in chronological order and describes how the stages are related using project management tools, such as work breakdown structure, scheduling, and risk management. *Prerequisite: BUS 325*

### **BUS 414 Economic and Social Problems in Latin America**

A study of the interdependence, mutual influencing, and dynamic paths exhibited by these phenomena in the cultural context of the area. The application of these insights to the understanding of past historical occurrences in these societies. *Prerequisites: BUS 316D, ECO 201, ECO 202 or 203*

### **BUS 417 Strategic Brand Management: Building, Measuring, and Managing Brands**

A comprehensive overview of strategies and tactics involved in building brand equity and brand analysis. Brands are among the most valuable assets of a company. This course will address the most important issues involved in creating and building strong brands and maximizing the value of existing brands and will provide a framework for understanding brands and when and how consumers perceive, evaluate, and respond to brands.

### **BUS 423 Marketing Management**

Management of the marketing function of firms and marketing management accounting are considered. This course examines the fundamental procedures for decision-making in areas such as promotion, product research, channel selection, and pricing. Emphasis on quantitative techniques and coordination with other major functional areas using the case study approach. *Prerequisite: BUS 332*

### **BUS 436 Introduction to Entrepreneurship**

An introduction to the fundamentals of entrepreneurship. This course uses a comprehensive approach to generate good ideas that can be nurtured into successful businesses and the development of business plans. Also covered are the relevant legal issues, financing, growth strategies, and management and marketing techniques related to sustaining a venture.

### **BUS 440 Sales Management**

A study of the problems of sales management; sales policies; selection and training of salesmen; preparation of manuals; methods of compensation for sales force; various methods of sales stimulation, administration, and budgeting; and measuring the sales managers contribution to profitable operations. *Prerequisite: BUS 332*

### **BUS 447 International Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in international organizations, including learning,

perception, personality, attitudes, motivation, groups and inter-group dynamics, leadership, communication, goal setting and rewards, job design, organizational culture, change and development, and international aspects of organizations. This course provides a comprehensive introduction to international organizational behavior and management and is presented from a global, rather than a North American or Western European, viewpoint. This course offers students a unique cultural perspective on the roots of organizational behavior around the world. The book acts as a guide to the changes that are not only reshaping organizations, but the ways they are understood.

### **BUS 451 International Market Analysis**

An analysis of the structure of international markets and a study of the environmental factors affecting international marketing opportunities, threats, and strategies. Students apply the principles of marketing and marketing management on an international scale. The impact of environmental factors on management of the elements and functions of marketing international is addressed. Students investigate international market potential of major world areas and examine global changes and their impact on international marketing, including export marketing. This course include analysis of each of the elements of the marketing mix applicable to international marketing, contrasting these to domestic marketing. *Prerequisites: BUS 332 and BUS 316D*

### **BUS 456 European International Business Economics Environment**

A survey of the history of European countries with an emphasis on the International Business Economics Environment. This course concentrates on the region as a whole rather than on individual countries. *Prerequisite: BUS 316D*

### **BUS 457 Special Topics in Marketing, International Business, or Management**

The course will focus on a selected area of Marketing, International Business, or Management. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

### **BUS 460 Asian International Business Environment**

A survey of the history of Asian countries with an emphasis on the International Business Environment. This course concentrates on the region as a whole rather than on individual countries. *Prerequisite: BUS 316D*

### **BUS 474 International Trade Operations Management**

The technical procedures involved in managing exporting and importing operations are covered. Topics include international trade operations terminology, documentation, regulations governing merchandise and technology exports and imports, cargo insurance, international banking, credits and collections, and the relationship between documentation, business development, and shipping. *Prerequisite: BUS 316D*

### **BUS 490 Business Policy**

The senior-level, business administration capstone course. An interdisciplinary course designed to provide students with an opportunity to integrate concepts and applications of principles studied throughout the student's undergraduate career, covering both business administration and other disciplines. Topics include complex decision-making, strategic management, and business policy including planning and

goal setting in a global context. *Prerequisites: Senior standing and the completion of BUS 309, BUS 326, BUS 327D, BUS 332, and FIN 311. Last semester of senior year recommended.*

### **BUS 491 Seminar in Marine Industry Management**

The senior-level, marine business administration capstone course. As an interdisciplinary course, it is designed to provide students with the opportunity to integrate concepts and applications of principles studied throughout the student's undergraduate career, covering both marine business administration and other disciplines. Topics include complex decision-making, strategic management, and business policy including planning and goal setting in a global context. *Last semester of senior year is recommended.*

### **BUS 495 Directed Studies**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

### **BUS 497A Internship for Marine Industry Management**

Seniors who have demonstrated the ability and commitment to their major through active volunteer participation and adequate grade point average are encouraged and assisted in arranging internships with professional businesses that operate in some aspect of the recreation marine industry. Credit hours are directly related to the length of the internship and the work week. The course is graded on a pass/no pass basis. *Prerequisite or Corequisite: BUS 491 and Permission of Department Chair*

### **BUS 499 Internship in Business**

**1-6 credits**

A supervised program designed to offer an on-the-job experience to qualified students in the fields of finance, international business, management, and marketing. Each internship is individually prearranged. The course is graded on a pass/no pass basis. *Prerequisite: Permission of Department Chair*

## **CAE (BASIC SKILLS COURSES)**

**(These courses are graded on a PASS/NO-PASS basis.)**

### **CAE 099R Reading Skills**

**1 credit**

A review of the reading skills that are needed for college-level reading comprehension. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements. *Laboratory Fee*

### **CAE 099W Writing Skills**

**1 credit**

A review of the writing skills that are assessed in college-level English composition courses. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements. *Corequisite: ENG 100 - Laboratory Fee*

### **CAE 099M Mathematics Skills**

**1 credit**

A review of mathematics skills needed for college-level mathematics. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements. *Laboratory Fee*

## **CHEMISTRY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **CHE 100 Introduction to Chemistry**

A survey of the fields of chemistry, including basic theories and modern applications. Designed for non-Science majors seeking to fulfill the General Education Requirements in Science, or for Biology majors who have not had a previous course in Chemistry. *Prerequisite: High School Algebra or Corequisite: MAT 181*

### **CHE 101 General Chemistry I**

The fundamental laws of Chemistry; states of matter, atomic and molecular structure, the periodic table, stoichiometry, theories of chemical bonding, acid-base reactions, and gas laws. *Prerequisite: MAT 181 or Equivalent and CHE 100 or Equivalent - Corequisite: CHE 101L*

### **CHE 101L Laboratory: General Chemistry I** **1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHE 101 - Laboratory Fee*

### **CHE 102 General Chemistry II**

A continuation of CHE 101; solutions, redox reactions, reaction kinetics and equilibria, thermodynamics, electrochemistry, nuclear chemistry, descriptive chemistry. *Prerequisites: CHE 101 and CHE 101L - Corequisite: CHE 102L*

### **CHE 102L Laboratory: General Chemistry II** **1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHE 102 - Laboratory Fee*

### **CHE 133 Chemistry for Health Sciences**

Selected topics from general chemistry, organic chemistry, and biochemistry will be studied. This course is designed specifically for Nursing and Allied Health Technology. *Prerequisite: CHE 100 or equivalent, MAT 100A or equivalent - Corequisite: MAT 181 or equivalent and CHE 133L*

### **CHE 133L Chemistry for Health Sciences Laboratory** **1 credit**

Hands-on laboratory exercises are performed to accompany the material presented in the lecture course: including inorganic, organic, and biochemical experiments. Students will perform fourteen experiments, collect data, and analyze the results. *Corequisite: CHE 133 - Laboratory Fee*

### **CHE 243 Organic Chemistry I**

An introduction to the chemistry of carbon compounds; chemical bonding and structure as it pertains to carbon bonds, relation between structure and reactivity of organic molecules, study of chemical reactions through mechanisms, functional groups, and their transformations, synthesis. *Prerequisite: CHE 102 - Corequisite: CHE 243L*

### **CHE 243L Laboratory: Organic Chemistry I** **1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHE 243 - Laboratory Fee*

### **CHE 244 Organic Chemistry II**

A second course in the chemistry of carbon compounds; chemical bonding and structure as it pertains to carbon bonds, relation between structure and reactivity of organic molecules, study of chemical reactions through mechanisms, functional groups, and their transformations, synthesis. *Prerequisite: CHE 243 - Corequisite: CHE 244L*

### **CHE 244L Laboratory: Organic Chemistry II**

**1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHE 244 - Laboratory Fee*

### **CHE 321 Quantitative Analysis**

The theory and practice of equilibrium in aqueous reaction systems; gravimetric and volumetric analysis, spectrophotometry, acid-base reactions, oxidation-reductions, precipitation, and complex formation reactions. *Prerequisite: CHE 102 - Corequisite: CHE 321L*

### **CHE 321L Laboratory: Quantitative Analysis**

**1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHE 321 - Laboratory Fee*

### **CHE 355 Basic Physical Chemistry**

A study of the Fundamentals of Physical Chemistry: laws of thermodynamics, thermochemistry, entropy, chemical kinetics, and electrochemistry. *Prerequisite: CHE 102 and MAT 232*

### **CHE 411 Undergraduate Research I**

**Variable Credit**

Participation in a research project under the supervision of a faculty member. A written report is required at the completion of the sequence. *Prerequisite: Junior Standing and Permission of Instructor - Laboratory Fee*

### **CHE 460 Inorganic Chemistry**

A junior/senior-level course in modern inorganic chemistry, including principles of molecular structure, bonding, symmetry and group theory, molecular orbital theory, the solid state and band theory, and chemical reactivity with application to main group, semi-conductors, transition-metal chemistry, and coordination compounds. *Prerequisite: CHE 244 and CHE 244L, or Permission of Instructor*

## **COMPUTER SCIENCE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **CIS 103 Introduction to Web Page Design**

An introduction to planning and creating websites. Topics include Dreamweaver, web design techniques, personal versus professional websites, and designing and building websites. It serves as a preparation for higher-level courses on the subject. *Prerequisite: Knowledge of MS Word (or equivalent) and PowerPoint - Laboratory Fee*

### **CIS 104 Introduction to Computer Programming/Visual Basic**

An introduction to computers: computer structure and organization, algorithms, flowcharts, and programming. Visual Basic programming applications for science and business problems and computer solutions to various numerical and non-numerical

problems. This course requires no previous knowledge and may be taken by students in various fields. *Laboratory Fee*

### **CIS 105 Introduction to Programming in C and UNIX**

This course is intended to provide students with an understanding of the basic concepts and comprehensive programming experience using the C programming language. Students will learn how to read and write efficient codes, how to debug and test code, and how to compile and execute code on UNIX platform, which will reinforce the theory covered in each chapter. By the end of the course, students will have developed and debugged C programs that use branching, loops, functions, arrays, pointers and structures, and will have used file I/O functions to read and write data files to disk. *Corequisite: CIS 280 - Laboratory Fee*

### **CIS 115 Advanced Programming in Basic**

An extension of the material covered in CIS 104 with emphasis on disk files, file access methods, screen and menu generation, error trapping, and advanced string manipulation. Available only to students in the St. Thomas University Dual Enrollment Program. *Prerequisite: CIS 104 - Laboratory Fee*

### **CIS 140 Introduction to Computer Programming/Java**

This course provides an introduction to computer science using object-oriented techniques for design and implementation. Topics covered include, but are not limited to, objects, classes, class diagrams, inheritance, polymorphism, encapsulation, event-driven programming, variables, operators, sequencing, selection, iteration, and arithmetic, relational and logical expressions. *Prerequisite: CIS 150 or CIS 201 - Corequisite: CIS 280L - Laboratory Fee*

### **CIS 150 Foundation of Computer Systems**

This course provides students with the skills to install and setup new software and hardware, diagnose both hard and software problems, and make security decisions. System management essentials are also presented, including system protection, updates, system errors, as well as recovery. Learners complete laboratory tests and simulations. *Corequisite: CIS 280L - Laboratory Fee*

### **CIS 201 Foundation of Computer Science**

This course covers advanced topics with emphasis on the use of computers for the solution of problems. The student may use any computer language for this course. Topics covered include computer applications, hardware, software, systems design, editing, data input, tables, data organization, files, and numerical analysis. *Laboratory Fee*

### **CIS 205 Microcomputer Applications**

The use of microcomputers for business and personal use are covered in this course. Topics include: learning how to use a microcomputer for presentation software, library research and spreadsheet applications. Word processing knowledge is required. *Prerequisite: Knowledge of word processing - Laboratory Fee*

### **CIS 235 Introduction to C++ Programming**

An intensive introduction to programming and problem solving with C++. Topics include program control structures, elementary data types, array, classes, and modular design. *Laboratory Fee*

### **CIS 241 Programming in Assembly Language**

This course is intended to provide students with fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. In this course, low-level language architecture including assemblers, linkage editors, and loaders will be introduced with examples analysis and explanation. Team projects will be given for the lab exercises. *Prerequisite: CIS 105 - Corequisite: CIS 280L - Laboratory Fee*

### **CIS 280L Computer Science (Information Technology) Lab 1 credit**

This laboratory is a requirement of designated computer science classes to provide an opportunity to put learning concepts and theory into practical application. The student works on programming teams and collaborates on group projects as well as completes directed studies with professors. Course may be repeated for credit. *Corequisite: CIS 105, CIS 140, CIS 150, CIS 230 or CIS 241*

### **CIS 302 Advanced C++ Programming**

This course expands the fundamentals course by reinforcing concepts of analysis, design and implementation. A top-down approach to programming is utilized. The course also introduces a teamwork component in addition to individual assignments. Debugging techniques are revisited. *Prerequisite: CIS 235 - Laboratory Fee*

### **CIS 303 Introduction to Compilers**

This course is intended to introduce essential theory, algorithms, and tools used in compiler construction. Students will learn the principles of how a compiler works, including lexical, semantic, and contextual analysis of source files, syntax trees, symbol tables, code generation, and optimization techniques. *Prerequisite: CIS 241 - Laboratory Fee*

### **CIS 305 Database Concepts Using Access**

This course covers topics in database design using Microsoft Access. Topics include relationships, queries, and intro to VBA. *Prerequisite: CIS 205 or Equivalent Practical Experience - Laboratory Fee*

### **CIS 310 Advanced Java Programming**

This course expands the fundamental course by focusing on object-oriented analysis, design and implementation. Students will learn advanced techniques for programming graphical user interfaces, programming with files and communication with databases. *Prerequisite: CIS 230 - Corequisite: 280L - Laboratory Fee*

### **CIS 325 Information Technology Project Management**

The course is designed to teach students how to develop competitive skills for managing IT projects. It explores increasing complex management tools for ever-changing technologies, global networks and interdisciplinary teams. Project scope, time and cost factors are identified. Microsoft Project 2007 software is used to complete a case project. *Prerequisite: CIS 205 and MAT 181 - Laboratory Fee*

### **CIS 330 E-commerce Technologies**

This course presents some of the technologies used in developing e-commerce websites. Students will be asked to create a website. Topics will include use of server software, Active Server Pages (ASP) and XML. *Prerequisite: CIS 205 and MAT 181 - Laboratory Fee*

### **CIS 340 Multimedia Systems**

This course teaches the student how to plan and create websites. Design fundamentals include: Vector graphics, bitmap graphics, Fireworks, and frame animation. The objective is to produce a fully functional and professional website. *Prerequisite: CIS 103 - Laboratory Fee*

### **CIS 351 Software Engineering**

A study of the theory of system analysis and design. The approach adopted is based on dataflow techniques. A system analysis requiring dataflow diagrams, a data dictionary and additional process specifications is developed. *Prerequisite: CIS 140 and MAT 181 - Laboratory Fee*

### **CIS 360 Data Structures and Algorithms**

The basic concepts of data composition and organization. Topics include internal and external storage structures; arrays, stacks, and linked lists; file allocations, accessing, searching and sorting; and recursive and non-recursive processing. *Prerequisite: CIS 241 - Laboratory Fee*

### **CIS 400 Computer Security**

This course is designed to cover the most important features of computer security, including topics such as cryptography, operating systems security, network security and language-based security. After completing this course, students will be able to analyze, design and build secure systems of moderate complexity. *Prerequisite: MAT 181 - Laboratory Fee*

### **CIS 410 Computer Architecture**

This course is a study of the fundamental concepts of computer architecture. Topics include the representation of information, components of the computer and how they interact, microarchitecture and microprogramming, conventional machine and assembly language, and advanced architectures. *Prerequisites: CIS 351 and CIS 360 - Laboratory Fee*

### **CIS 430 Database System Design and Development**

This course introduces fundamental concepts of database processing. A case study includes logical and physical database design. Database models, descriptions and query languages, implementation and administration. *Prerequisite: CIS 351 - Laboratory Fee*

### **CIS 451 Foundation of Operating Systems**

A study of theoretical principles of operating systems theory and their implementation in actual operating systems. Topics include instruction sets, I/O interrupt structure, addressing schemes, evaluation and recovery procedures. Practical examples are provided from the UNIX operating system. *Prerequisite: CIS 360 and MAT 181 - Laboratory Fee*

### **CIS 452 UNIX and Operating Systems**

This course is intended to describe to the students the UNIX application user's interface (AUI) and give the students insight into the inner workings of the system, along with some important UNIX concepts, data structures, and algorithms. This course also describes some important UNIX software engineering tools for developers of C software and shell scripts. By the end of the course, students will be familiar

with UNIX operations with AUI and UNIX application development. *Prerequisite: CIS 451 - Laboratory Fee*

### **CIS 460 Computer Networks and Communication**

An Investigation of communication-based systems and equipment. This course includes Network component, LAN components, Link Level Protocols, systems Network Architecture (SNA), and Network Management. *Prerequisite: MAT 181 - Laboratory Fee*

### **CIS 470 Introduction to Computation Theory**

An introduction to the theory of computation, including models of computation, such as Turing machines and theory of programming languages, including grammars, parsing, syntax, and semantics. This course will also cover formal languages, computability and complexity, and reducibility among computational problems. *Prerequisite: CIS 410 - Laboratory Fee*

### **CIS 490 Internship in Computer and Information Science 1 to 6 credits**

Offers the student an opportunity to work on a project or an experience approved by the department. This is usually done off-campus and the student will have a qualified supervisor at the site as well as a faculty advisor. *Prerequisites: Program Coordinator Approval and Senior Standing - Laboratory Fee*

### **CIS 498 Special Topics in Computer and Information Science**

*Prerequisites: Program Coordinator Approval - Laboratory Fee*

## **COMMUNICATION ARTS COURSES (All courses 3 credits unless otherwise specified)**

### **COM 102D Society and Mass Media**

An acquaintance with mass media, especially as it influences various aspects of American society. A study of how the media perform the functions of information, entertainment, and persuasion. Outside assignments include media venues, oral and written reports.

### **COM 105 Speech**

All aspects of oral communication are studied including vocal and physical delivery, methods of preparation, argumentation, and persuasion.

### **COM 107 Creative Process: An Introduction**

This course is designed (1) to introduce students to the nature of creativity, (2) to stimulate their own creative process and (3) to highlight how creativity is an integral part of the communications profession.

### **COM 201 Theatrical Elements: Foundations for Communications, Entertainment and Media Arts**

This course illustrates how television and film have their motivational origins for dramatic and production values within theater's multiple elements. A total theatre approach will cover tragedy, comedy, the various movements, and all aspects of theatre production.

### **COM 203 Introduction to Film Art and Analysis**

This course teaches students the critical thinking skills necessary to analyze film as a modern art form through analysis of film texts to discern the way meaning is conveyed through film production elements.

### **COM 208 Media Ethics**

This course covers ethical issues and social responsibilities with which media professionals should be familiar and development of strategies for resolving ethical dilemmas that graduates may face in their professional environments.

### **COM 302 "TV" Drama: Past, Present, and Future**

This course reviews the history of television in the U.S. with a special emphasis on generic structures. It examines various economic, political and social forces that affect our television content and utilizes television theory to understand these effects.

### **COM 303 Writing for "TV"**

This course focuses on how to write professionally for various aspects of TV, while also learning about the medium itself. Each student will write creative commercials, public service announcements, promos, and TV news copy. Actual professional script models will be utilized as part of the process. *Prerequisite: ENG 102*

### **COM 304 Speaking on Radio and "TV"**

Professional standards will be used as a means of helping the student reach professional levels in radio and TV speaking. This course will be directed toward those students interested in broadcasting careers or in heightening their awareness of the contrasting oral approaches used in both media. Actual in-studio environs will be utilized. *Prerequisite: COM 105 or Permission of Instructor*

### **COM 306 Advanced Professional Speaking**

An examination of the discipline of oral interpretation focusing on developing voice, articulation, and movement skills for planning and delivery of oral presentations. *Prerequisite: COM 105 or Permission of Instructor*

### **COM 307D Global Media**

A critical analysis of the role of media in the era of globalization. This course explores the challenges media practitioners face when embracing global media. Philosophies of media ethics and cultural perspectives are studied. Media practices across the globe are examined.

### **COM 310 Broadcast Production**

This course allows the student to gain knowledge in the theory of television and studio production. Students also learn the language of television production and gain practical experience with studio equipment through the completion of three team projects. *Prerequisite: COM 304 or Permission of Instructor*

### **COM 343 Multi-Platform Journalism Writing**

A comprehensive course in journalism focusing on basic skills for news-gathering, interviewing, speech coverage, newswriting, and source research. There will be a practical applications of news and feature writing. Techniques of headline writing, copy reading and newspaper design and layout will be covered. *Prerequisite: ENG 102*

### **COM 346 Message Design for Public Relations**

Students will learn the underlying fundamental principles, skills, concepts, and methods of designing a message for public relations and how to convey that message in a variety of sectors including information industries, entertainment, and politics. Emphasizes the strategy of crafting and delivering a Public Relations (PR) message with special focus on pre-writing, preparation, and editing. Students will gain professional exposure to writing for a PR career. *Prerequisite: ENG 102*

### **COM 347 Message Design for Advertising**

Students will learn the underlying fundamental principles, skills, concepts, and methods of designing a message for advertising and how to convey that message in a variety of sectors including information industries, entertainment, and politics. Emphasizes the strategy of crafting and delivering an advertising message with special emphasis on pre-writing, preparation, and editing. Students will gain professional exposure to writing for an advertising career. *Prerequisite: ENG 102*

### **COM 348 Photojournalism**

An exploration of the relationship between written words and visual images, especially as they relate to contemporary news media. *Prerequisites: ART 248 or Permission of Instructor*

### **COM 349 Critical Studies of Animation**

This course will study the art of animation through an examination of its history, aesthetics, technical practices and cultural impact.

### **COM 375 Screenwriting**

A writing course that implements the foundation of film and television screenwriting with an emphasis on story, character driven action, and the structure of the standard Hollywood narrative film. *Prerequisite: COM 203*

### **COM 400 Critical Communications for the Professional World**

Reviews theories and process of oral and written communications and report writing. Reviews the problem and processes of communication in all types of organizations. *Prerequisite ENG 102.*

### **COM 402D Children and Media**

An examination of the effects of television on children with emphasis on minority children. The course relates communication theories to children's television usage and their cognitive/social development.

### **COM 403 The Power of Advertising**

This theoretical course will examine the emergence and history of advertising as a form of communication, its influence on other forms of media, and its impact on culture and society, specifically gender, race, ethnicity and sexual orientation. Students will evaluate the effects of advertising, its place in our consumer culture, and how advertising fits into the structure of most industries from the perspective of communication principles.

### **COM 407C Catholicism and Film**

A film criticism course that incorporates a Catholic perspective in the examination of popular films. Students review film criticism that addresses production techniques and content, are introduced to the Church's efforts in establishing production standards,

and view a series of films from different eras with their different entertainment values.

### **COM 409D Video Game Analysis**

This course explores the history and artistry of videogames, with emphasis on the aural as well as visual aspects of the form. In addition, this course qualifies as a diversity course and will explore race, ethnicity, gender and class in terms of issues of representation and consumption.

### **COM 410 Advanced Broadcast Production**

**1-6 credits**

This course provides the opportunity to work in a professional setting in the student-managed campus channel. A one credit course which can be repeated up to six times.  
*Prerequisite: COM 310 or Permission of Instructor*

### **COM 443 Advanced Multi-Platform Journalism Writing**

This journalism writing course is for students interested in pursuing a career in journalism and refines writing skills for multi-platform outlets. *Prerequisite: COM 343*

### **COM 447 Campaign Design A-Z**

This applied practice course builds upon skills acquired in either Message Design for P.R. or Message Design for Advertising. Students will apply those skills by designing and developing a complete campaign (either Advertising or P.R.)

### **COM 448 New Media and Blogging**

A comprehensive examination of the design and development of new media such as blogging and podcasting as well as emerging platforms. Includes the study of theoretical constructs underlying the designs, uses, and effects of new media and the different standards for blogging/podcasting and journalism. Based on this understanding, students will produce diverse electronic written and visual content and develop online communities through emerging electronic platforms.

### **COM 450D Critical Survey of World Film**

A survey of the history of the motion picture from its origin in the 1870's to contemporary developments and the Third World film. Students will critique selected motion pictures at the contextual, artistic, technical and informational levels.

### **COM 487 Leadership for Communications and Media**

A capstone course that incorporates students' acquired knowledge of critical thinking, written, production, oral, technological, multicultural, ethical, and leadership communication skills. These skills will be demonstrated through the development and execution of an effective communications project designed to assist a socially relevant organization or social problem. *Prerequisite: Senior Standing and Communication Arts Major*

### **COM 495 Special Topics in Communication**

An intensive study of a major issue in Communication Arts. Depending on the topic offered, this course can help to fulfill critical, written, oral or production requirements for the Communication Arts degree. This course should be taken only once.

### **COM 497 Internship in Communications**

**1-3 credits**

An opportunity for work-study experience in communications.

**COM 498 Internship in Communications****1-3 credits**

An opportunity for work-study experience in communications.

**COM 499 Internship in Communications****1-3 credits**

An opportunity for work-study experience in communications.

**CRIMINAL JUSTICE COURSES**  
**(All courses 3 credits unless otherwise specified)**

**CRI 101 Introduction to Criminal Justice**

A comprehensive overview of the philosophies and history of the three major areas in the criminal justice system: law enforcement, the judiciary and corrections. Included will be an assessment of the extent of crime and an evaluation of career opportunities. *Required of all Criminal Justice majors.*

**CRI 203 Private Security Management**

Addresses the organization and management of security units in industry, business, government, and other institutions; the protection of manpower; facilities and other assets; and administrative, legal, and technical problems. Loss prevention and polygraph are discussed. *Prerequisite: CRI 101*

**CRI 225 (SOC 225) Crime in South Florida**

An intensive, critical examination of the crime problem in Miami, Fort Lauderdale, and the surrounding communities. In addition to descriptive materials covering the nature and extent of various types of offenses, offenders, and crime victims, the course focuses on the police, court, and correctional systems as state and local administrative agencies mandated to combat crime specifically in South Florida.

**CRI 290 (SOC 290) Criminological Theory**

This relevant, thought-provoking criminal justice course will provide learners with a comprehensive understanding of the major theories used to explain, interpret, or specify crime patterns and criminal behavior. It begins with a treatment of the nature of crime theory and why crime theories are important, traces the development of major crime theories, sets forth their central arguments, assets and limitations, and it includes with sections explaining the influence and practical application of various crime theories to crime control policies and programs. *Prerequisites: CRI 101: Introduction to Criminal Justice or SOC 201: Principles of Sociology*

**CRI 300 (SOC 300) Research Methods in Criminology and Criminal Justice**

This course introduces students to the basic methods of research used in criminal justice. Students will learn the major steps researchers use in making and testing hypotheses, the logic of causality, alternatives to causal explanations in criminal justice and social science, as well as various techniques for collecting data including the experimental design, ex post facto experiments, mailed surveys, interviews, direct observation, participant observation, and content analysis. Various strategies for analyzing data including scaling techniques and the application of frequently used statistical procedures will also be addressed. *Prerequisites: CRI 101: Introduction to Criminal Justice or SOC 201: Principles of Sociology; MAT 205: Applied Statistics*

### **CRI 302 Law Enforcement Systems**

A study of the American police system that examines the origins, functions, and operations of policing a modern society. The course focuses on different models of policing and the interrelationship of various components of the system. *Prerequisite: CRI 101*

### **CRI 304 Criminal Law**

A comprehensive and contemporary look at criminal law and the elements of various major crimes. In addition to more traditional crimes such as murder rape, robbery, assault, arson, and various forms of theft, the course addresses such topical crimes as domestic violence, identity theft, pornography, child abuse, drug trafficking, and various public order crimes. The course uses lectures and the case method approach traditionally found in most law schools. Students will have the opportunity to read and review selected major criminal court cases and discover how the judiciary perceives and interprets criminal law. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 310 (SOC 310) Alcohol and Drug Abuse as Social Problems**

An in-depth examination of alcohol and drug abuse as social problems with both national and international dimensions. It covers the nature and extent of drug abuse, the socio-legal history of its emergence as a major social problem, description and analysis of the related supporting culture, and their respective functions and dysfunctions in society. Efforts at their control, including interdiction, legalization, and various rehabilitation programs will also be critically reviewed. *Prerequisite: SOC 201D, HUS 101, CRI 101, or Permission of Department Chair*

### **CRI 312 (SOC 312) Victimology**

A course focused on the social and psychological characteristics of crime victims, their role in precipitating criminal acts, the difficulties they encounter in the criminal justice systems, alternate social program, and legal policies designed to compensate, protect, and rehabilitate victims. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **CRI 319 (SOC 319) Crime and Delinquency**

An analysis the underlying causes of juvenile delinquency with an emphasis on ways to prevent its occurrence. The course reviews recent developments in delinquency prevention and rehabilitation. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **CRI 321 Courts and the Criminal Justice System**

An introduction to courts and administrative procedures, due process, legislative power, regulatory administration, conflict of interest statutes, torts, etc. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 322 (POS 322) Constitutional Law**

Covers the organization and jurisdiction of the federal courts and the role of the Supreme Court in American society. The course emphasizes contemporary constitutional issues affecting American public law in the 1960s, 1970s, and 1980s. The landmark decisions will be studied in seminar discussions using the case method.

### **CRI 323 Human Resource Management**

Covers modern personnel management as a staff function and analysis of its development and evolution with reference to such challenges as: the impact of automation, increased size and complexity of public agencies, increased professionalism of work forces, development of the civil service system, affirmative action, and other governmental policies and the impact of the behavioral sciences.

### **CRI 330 (SOC 330) White Collar Crime**

Examines the nature and dynamics and forms of white collar crime including fraud, price fixing, labor law violations, false advertising, copyright and patent infringements, securities violations, forgery, and embezzlement. The course also addresses public attitudes towards such offenses and problems related to their prosecution and defense. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **CRI 336 Ethical and Legal Issues in the Social Sciences**

Examines the ethical and legal issues common to the sub-disciplines in the social sciences. Issues include freedom of information, personal liability, and state and federal legislation related to the practice of psychology and counseling. Students will explore issues unique to their specific field. *Prerequisite: PHI 332C*

### **CRI 350 Corrections**

A comprehensive view of American corrections in order to develop an awareness of new approaches and developments in the field of criminal rehabilitation. The course emphasizes the historical, philosophical, social, legal, and professional aspects of correctional administration. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 400 Crime Control and Prevention: Theory and Practice**

A course focused on crime control; prevention theories and practice will be the focus of this course. National programs, technological applications, and crime prevention approaches will be examined. *Prerequisite: CRI 101, or Permission of Department Chair*

### **CRI 405 Police Organization and Management**

A survey course in the principles underlying the management of police organizations: objectives, policies, organization structure, coordination, and control procedures. *Prerequisite: CRI 101 or permission of the instructor*

### **CRI 410 Terrorism and Law Enforcement Procedures**

An introduction to the unique field of terrorism investigation and prosecution. Among the investigative procedures examined and tailored to the demands of dealing with terrorists are surveillance, polygraph, informants, the investigative task force, pre-test telephone calls, and undercover operations. The course also addresses special difficulties encountered when prosecuting terrorist in the courtroom.

### **CRI 420D A Comparative Analysis of International Criminal Justice System**

An in-depth analysis and comparison of law enforcement, court, habilitation, and prison systems throughout the world with special emphasis on differing philosophies and goals. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 421 (SOC 421) The Sociology of Law and the Legal Profession**

An examination of the emergence of sociological jurisprudence and the scientific study of the relation of law to society. The course also includes a focus upon the practice of law as a business and as a profession. *Prerequisite: SOC 201D, CRI 101, or Permission of Instructor*

### **CRI 435 Scientific Research and Crime Analysis**

A comprehensive evaluation of current developments in research, instrumentation, and laboratory techniques utilized to detect, identify, analyze, and compare demonstrative evidence. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 460D Community Policing: Theory and Practice**

Examines the social dimensions of law enforcement agencies and their relationship to the total community; the changing police role, conflicting forces affecting law enforcement, and public attitudes toward police; and the conflict between society's demand for law and order and the means granted police for attaining that goal. The course emphasizes the police officer's role in mediating racial conflict in the urban ghetto. Mass media's relationship with police and the community is also discussed. *Prerequisite: CRI 101 or permission of the instructor*

### **CRI 484D Women, and the Criminal Justice System**

A course focused on women and their role as professionals in the criminal justice system. Topics also include women as criminals and as victims. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 485 Criminal Procedure**

A course that deals with the manner in which police detect whether a criminal offense has been committed, the manner in which they gather evidence against the suspect, the manner in which the evidence is presented to and evaluated by the guilt-determining body, and, if guilt is determined, the manner in which punishment is imposed. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 488 Seminar on Organized Crime**

Examines the history, structure, and evolution of organized crime in the United States. Topics discussed include loan-sharking, fencing, pornography, national and international narcotics, police intelligence and undercover operations, and the infiltration of organized crime into government and legitimate business. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 494 Seminar on Contemporary Issues**

An intensive study of a topic in criminal justice not otherwise offered in the curriculum. Topics change based on student/faculty concerns and interest, therefore, this course may be repeated. *Prerequisite: CRI 101 or Permission of Instructor*

### **CRI 495 Directed Study**

**1-6 credits**

An opportunity for extensive research in an area of special interest to the student; a research paper will be required. The course may be repeated for credit in different study area. *Prerequisite: Nine credits in CRI and Permission of Instructor*

### **CRI 498 Field Internship**

**1-6 credits**

An opportunity to relate theory to practice through observation and experience. The internship must be performed in an approved agency. Credits are determined

according to the type of internship. This course is graded with a letter grade.  
*Prerequisite: Twelve credits in CRI and Permission of Instructor*

## **ECONOMICS COURSES** **(All courses 3 credits unless otherwise specified)**

### **ECO 201 Principles of Macroeconomics**

A study of aggregate economic behavior including the role of government, monetary and fiscal policy, national income, economic growth, inflation, and full employment.

### **ECO 202 Principles of Microeconomics**

A study of the economics of the firm including competition, market pricing, scarce resources, and international trade. *Credit can be obtained for either ECO 202 or ECO 203, not both*

### **ECO 203 Principles of Micro and Environmental Economics**

A study of the economics of the firm including competition, market pricing, scarce resources, and responsibilities of the firm in terms of the environment and sustainability. *Credit can be obtained for either ECO 202 or ECO 203, not both*

### **ECO 301 Managerial Economics**

A study of managerial decision making by the application of economic analysis and the integration of concepts from accounting, finance, mathematics and statistics.  
*Prerequisites: ECO 201, ECO 202 or 203*

### **ECO 303 Intermediate Microeconomic Analysis**

Economic and mathematical analysis of the equilibrium conditions of the household, the firm and the industry. The role of the price mechanism in resources allocation under conditions of competition, monopoly and imperfect competition; intermediate course in microeconomic theory designed to follow the basic principles course.  
*Prerequisite: ECO 201 and ECO 202*

### **ECO 307 Principles of International Economics**

An introduction to international economics concepts. A study of the principles of comparative advantage, international economic policies, and relationship to domestic policies; analysis of tariffs and other forms of protectionism; preferential trade agreements; and analysis of the balance of payments, adjustments to disequilibria under varying conditions. Foreign exchange rates and alternative monetary systems are also discussed. *Prerequisites: ECO 201, ECO 202 or ECO 203*

### **ECO 308 Environmental Economics**

An introduction to environmental economics. Economic principles and tools will be applied to environmental problems both of market and non-market natures. The goal is to equip the student with the tools necessary to address problems of environmental quality and analyze policy solutions.

### **ECO 310 Intermediate Macroeconomic Analysis**

An examination of national income accounting and the determination of the level of income and employment; classical Keynesian and post-Keynesian models; private, government, and foreign sectors; and theories of inflation and economic growth.  
*Prerequisite: ECO 201 and ECO 202*

### **ECO 324 Industrial Relations**

A study of the impact of labor unions on industrial relations, management practices in labor-management conflicts, and government role in such conflicts.

### **ECO 340 History of Economic Thought**

A survey of the development of economic ideas from ancient times, in particular from the 17th century to the present. Special attention is given to the interaction of political and economic thought, philosophy, and natural sciences in the light of the changing socio-economic and cultural background. Emphasis is placed on the evolution of English Classical and neo-classical doctrines and their criticism by the Marxist and Keynesian school. *Prerequisite: ECO 201 and ECO 202*

### **ECO 401 Fundamentals of Econometrics**

Focuses on application of mathematical and statistical methods to estimate the relationship between economic variables. Elementary econometric techniques will be introduced in this course to test and analyze economic models. Topics covered will include basics of probability and statistics, statistical inference, estimation and hypothesis testing, linear and multiple regression models, model adequacy, multicollinearity, heteroscedasticity, autocorrelation, time series analysis, and forecasting techniques. In addition, this course will apply these tools in econometrics to evaluate and understand current economic events and predict future economic phenomena. *Prerequisites: ECO 201, ECO 202, MAT 205 and MAT 212*

### **ECO 402 Economic History of the United States**

A study of industrial progress from the colonial period to the present time, integrating economic and historical forces in influencing the social and political development of the United States. *Prerequisites: ECO 201, ECO 202 or ECO 203*

### **ECO 403 Seminar in Economics**

This is the capstone course in economics. This is a policy-oriented, writing intensive course required for Economics majors in their senior year. The tools of economic analysis and theory learned in the core courses will be used to analyze and evaluate specific current as well as past economic issues and policies, both at micro and at macro level. Topics covered may vary in order to accommodate current important economic events. *Prerequisites: ECO 303, ECO 310, ECO 401*

### **ECO 404 Comparative Economic Systems**

A critical evaluation of selected examples of the world's major economic systems and comparison of these systems on the basis of industrial production, agricultural exchange, credit and banking, income distribution, the status of labor, and international trade. *Prerequisites: ECO 201, ECO 202 or 203*

### **ECO 413 Money and Banking**

A study of the nature and function of money, credit, commercial banking, central banking, the Federal Reserve System, monetary and fiscal policies, international monetary principles, and problems. *Prerequisites: ECO 201, ECO 202 or ECO 203*

### **ECO 457 Special Topics in Economics**

The course will focus on a selected area of Economics. Areas of study may include current issues/events or may be determined at the discretion of the instructor.

*Prerequisite: Permission of Instructor*

**ECO 495 Directed Studies****1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

**EDUCATION COURSES  
(All courses 3 credits unless otherwise specified)****EDU 201 Introduction to Education**

A basic orientation, with historical and philosophical emphasis, to the whole field of education, including a study of contemporary issues and problems. The course includes an analysis of the school in North America. *Prerequisite: ENG 102*

**EDU 245 Instructional Technology for Teachers**

This course is designed to introduce pre-service teachers to the expanding use of technology in classroom instruction, including the use of Web 1.0 and Web 2.0 technologies in the classroom.

**EDU 260 Human Growth and Development**

An examination of the concepts, methods and problems of human development with consideration of both its psychological and psychosocial aspects; studies of the physical, intellectual, emotional, moral and social aspects of growth of the normal person. Emphasis on the psychology of learning, maturation, nature-nurture, cognition, perception, and personality.

**EDU 265 Computer Technology in Education**

This course is designed to introduce students to computer technologies as teaching and learning tools. First, the course provides students with the foundational and working knowledge necessary for planning and designing meaningful and thoughtful use of technology in education. Second, students are introduced to a variety of computer-based applications and guided to explore effective, efficient, and appealing ways to use and integrate computer technologies in classrooms. This is a hands-on, project-based course where students design and develop real-life projects for teaching and learning in K-12 settings.

**EDU 300 Classroom Management and Methods of Teaching/ESOL Strategies**

A conceptual overview of the field of education. A survey and evaluation of traditional and modern teaching methods and the effective use of instructional materials and media for different learners is presented. Students apply knowledge of classroom management practices and of individual differences to meet the instructional needs of all students. Emphasis is placed on instructional methods and strategies in teaching English Language Learners. *Prerequisite: EDU 201 or Permission of Instructor*

**EDU 302 Elementary Social Studies in the Multicultural School Setting**

This course includes a variety of materials and techniques for teaching social studies. Students examine the scope and sequence of topics at each elementary grade level, relating contemporary issues to basic social studies disciplines. The student will learn to implement objectives, concepts and generalization, thinking skills, and evaluation tools. Emphasis is placed on selecting methods, materials, and instructional activities appropriate for English Language Learners, which take into account language proficiency levels when teaching specific content areas.

### **EDU 303 Mathematics Instruction in the Elementary Multicultural School Setting**

The content and methods for teaching mathematics are presented in this course. The pre-algebra curriculum includes: the four basic computation operations for whole numbers, fractions, and decimals; problem solving; geometry; measurement; graphs and charts; and probability. Emphasis is placed on selecting methods, materials, and instructional activities appropriate for English Language Learners.

### **EDU 304 Science Instruction in the Multicultural School Setting**

This course focuses on the teaching of science at the elementary grade level. Special emphasis will be placed on scientific procedures, including hypothesizing, observing, data gathering, and generalizing. Students will learn to clarify problems, design experiments for class presentation, and design stimulating exhibits and discussions based on scientific materials. Consideration will be given to selecting methods, materials, and instructional activities appropriate for English Language Learners, taking into account language proficiency levels when teaching specific content areas.

### **EDU 305 Health and Physical Education in the Elementary School**

A study of procedures and methods for the teaching of health and physical education at the elementary level. A developmentally appropriate curriculum for health and physical education will be implemented with grade level variations.

### **EDU 319 Art and Music in the Elementary School**

A study of procedures, materials and methods for teaching art and music in the elementary school. Lesson planning and practical teaching demonstration by students.

### **EDU 352C Educational Psychology**

A study of the psychological principles and research underlying educational practice in the classroom. Areas considered: the child and his/her development; the teaching-learning process; individual differences, measurements, and evaluation; and guidance and adjustment. *Prerequisite: PSY 201*

### **EDU 404 Instructional Methods for Teaching 6-12 Mathematics and Science**

This course examines content and methods for teaching science and mathematics in middle and secondary school. Students explore a variety of techniques and reflect on approaches most applicable to teaching and learning in the middle school and high school science classroom. "Hands-on" approaches, resources, materials, technology, and ideas drawn from the student's experience will be discussed. In addition, the course includes emphasis on mathematical problem solving, the necessary training for lifelong learning, use of technology, alternative assessment, and techniques of assertive discipline. There will be a Field experience in a community school.

### **EDU 405 Instructional Methods for Teaching 6-12 English and Social Science**

The purpose of this course is to examine content and methods for teaching English and Social Science in middle and secondary school. This course is a study of content, methodology, program development, appropriate activities, and assessment techniques for middle and secondary school social studies. Students will also implement ESOL strategies in planning and presenting lessons. Students will also become familiar with the Florida Accomplished Practices as appropriate. Students are required to teach a social studies lesson in a classroom during the 10-hour field

experience required for this class. Students will implement ESOL strategies in planning and presenting lessons.

### **EDU 406 Methods of Teaching English as a Second Language**

A study of the methods of teaching English as a Second Language by reviewing the major methodologies and current trends in ESOL teaching and practicing various listening, speaking, reading, and writing skills. Instructional strategies to be used in an ESOL classroom will be addressed.

### **EDU 416 Testing and Evaluation of Student Learning/ESOL Strategies**

The course is designed to develop the knowledge and skills necessary in preparing students to select, adapt, and design assessment instruments and testing techniques reflective of both instructional goals and the needs of linguistically and culturally diverse students in the bilingual/ESOL classroom. Students also will become knowledgeable with the entry and exit procedures used to place students appropriately as well as the use of alternative assessments to determine readiness of English Language Learners to make a smooth transition to the regular classroom program.

### **EDU 417 Applied Linguistics: Language and Literacy through ESOL**

This course provides an overview of the subsystem of language (phonology, morphology, syntax, semantics) and how it varies from language to language (L1 vs. L2 developmental patterns). In addition, students develop an understanding of how first and second language acquisition principles relate to the instruction of linguistically and culturally diverse participants. The conceptual focus of this course is to provide students with the knowledge to improve and adapt their teaching strategies in order to facilitate learning within diverse populations and environments.

### **EDU 418 ESOL Curriculum and Materials**

This course is designed to enable the participants to learn about second language philosophy, especially the study of content, development and evaluation of ESOL curricula for the immediate application of learned techniques in the classrooms.

### **EDU 419 Cross Cultural Communication**

This course is designed to develop awareness and understanding of the major cultures represented by the different language minorities within the state. It provides insights that will enable participants to plan and implement curriculum, instruction, and assessment activities that will meet the special needs of English Language Learners who are speakers of other languages.

### **EDU 422D Teaching Strategies for Inclusion**

Participants will be able to identify the various types of special needs that students in the classrooms may exhibit and utilize the various types of classroom modifications they may be called upon to make in order to meet the needs of included children. Participants will develop an awareness and understanding of the other risk factors such as limited linguistic proficiency and/or cultural differences. This will enable them to plan and implement curriculum, instruction, and assessment activities that will meet the special needs of English Language Learners. *Prerequisite: EDU 352 and Junior Standing*

### **EDU 450 Curriculum and Materials Development**

A critical consideration of the reorganization, construction, and administration of both elementary and secondary schools, in the light of modern educational principles, needs, and objectives; utilization of instructional equipment; appraisal procedures; a view of both elementary and secondary courses of instruction. Students will be exposed to and will learn to evaluate curriculum that is targeted for LEP Students.  
*Prerequisite: EDU 201 or Permission of Instructor and Senior Status*

### **EDU 484 Final Internship and Seminar**

**12 credits**

Seniors observe and students teach for one semester in an accredited public or private school in the area. A faculty supervisor meets periodically with the student teacher and cooperating teacher, followed by individual conferences. The final seminar is designed to bring student interns together to share "best practices," refine portfolios, and prepare for teaching careers.

Any student who has completed all course work with an overall GPA of 2.25, except student teaching, completed all Major Requirements with a GPA of 2.5, passed all sections of the GKT at the time of application, and has demonstrated each of the 12 Florida Educator Accomplished Practices, may apply for EDU 484.

An individual interested in student teaching in Miami Dade County Public Schools or Archdiocese of Miami Schools must turn in a completed Student Teaching Application on or before October 15th for the Spring Semester or on or before April 15th for the Fall Semester. An individual interested in student teaching in Broward County Public Schools must turn in the Student Teaching Application one year before the student teaching semester

## **ENC (English Professional Writing) COURSES (All courses 3 credits unless otherwise specified)**

### **ENC 303 Multigenre Research and Writing**

An in-depth study and practice of various forms of primary and secondary research, such as text-based and library research, interviews, surveys, and observations. Students analyze collected data and present information via various forms of media, print and electronic. *Prerequisite: ENG 102*

### **ENC 333 Creative Writing**

An introductory workshop course in creative writing that develops the emerging writer's skills in composing literary short fiction, poetry, and creative nonfiction. Students will read the work of model contemporary authors in the three major genres and learn workshop techniques to improve their own writing and critiquing skills. Each writer will produce a revised portfolio of creative work. *Prerequisite: ENG 102*

### **ENC 373 Grammar and Rhetoric in Writing**

A systematic study of English grammar and rhetoric from its beginnings to the present, focusing on using various grammatical and rhetorical styles in various genres of writing. *Prerequisite: ENG 102*

### **ENC 403 Professional and Technical Writing and Editing**

A study of professional and technical writing and editing strategies central to the work of career writers. Students learn rhetorical devices common to professional and

technical writing, etiquette within electronic media, and editing techniques including the review or style, grammar, and mechanics. *Prerequisite: ENG 102*

**ENC 497 Internship in Professional Writing I** **1-3 credits**

An opportunity for work-study experience in professional writing. This course is graded with a letter grade. *Prerequisite: ENG 102*

**ENC 498 Internship in Professional Writing II** **1-3 credits**

An opportunity for work-study experience in professional writing. *This course is graded with a letter grade. Prerequisite: ENG 102*

**ENC 499 Internship in Professional Writing III** **1-3 credits**

An opportunity for work-study experience in professional writing. This course is graded with a letter grade. *Prerequisite: ENG 102*

**ENGLISH COURSES**  
**(All courses 3 credits unless otherwise specified)**

**ENG 100 Developmental Writing**

An intensive writing course emphasizing the process of writing and the related process of critical and analytical thinking, which enhances the ability to write freely, succinctly, and correctly. Students are taught basic formation of ideas, sentence and paragraph composition, essay construction, and patterns usage in composition. Computer instruction assists students in grammar mastery, spelling, and sentence and paragraph development. Oral communications skills development is an integral part of the course. *This course is graded on a PASS/NO-PASS basis and does not fulfill the general education English or Humanities requirement. English 100 may be taken as an elective. Corequisite: CAE 099W*

**ENG 101 Composition**

Oral and written communication of impressions and judgments upon assigned readings in the essay and allied genres. The course emphasizes the building of an active vocabulary and on correct sentence and paragraph structure. Writing a research paper is required. This course meets the requirements of the State of Florida "Gordon Rule."

**ENG 102 Composition and Literature**

Readings in poetry, prose fiction, and dramatic forms. The course enhances written skills developed in ENG 101 through papers and examinations on assigned readings and substantial in-class writing experiences. This course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: ENG 101*

**ENG 200 Scientific Writing**

A course focused on scientific writing that builds upon skills developed in ENG 101. Students will read a variety of science texts and learn to write in the basic modes of scientific writing, using APA-style documentation. This is a Gordon Rule course and will have a minimum of 6000 words of writing assigned and assessed. This course does not fulfill the ENG 102 or ENG 200+ component of the General Education Requirements. *Prerequisite: ENG 101*

### **ENG 201 Survey of English Literature I**

A study of English Literature in the Middle Ages, Renaissance, and Neoclassical Era through readings selected to represent great writers, various literary forms, and significant currents of thought. This course provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. *Prerequisite: ENG 102*

### **ENG 202 Survey of English Literature II**

A study of English Literature in the Romantic, Victorian, and Modern periods through readings selected to represent great writers, various literary forms, and significant currents of thought. This course provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. *Prerequisite: ENG 102*

### **ENG 203H Honors Writing**

An honors-level course focused on essay writing, creative writing, and the relationship of composition and rhetoric. The course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: ENG 102 or Permission of Instructor*

### **ENG 209C (HUM 209C) Western Literary Masterpieces I**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Ancient World to the Renaissance. *Prerequisite: ENG 102 or Permission of Instructor*

### **ENG 210C (HUM 210C) Western Literary Masterpieces II**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Medieval World and Renaissance to the Modern Era. *Prerequisite: ENG 102 or Permission of Instructor*

### **ENG 211 (HUM 211) Western Literary Masterpieces III**

A course is designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Modern and Contemporary Eras. *Prerequisite: ENG 102 or Permission of Instructor*

### **ENG 301 Survey of American Literature I**

A historical survey of American Literature from colonial times to the mid-19th Century. *Prerequisite: ENG 102*

### **ENG 302 Survey of American Literature II**

A survey of American Literature since the mid-19th century. *Prerequisite: ENG 102*

### **ENG 317D (HIS 317D) Key West: History, Literature, and Environment**

A study of the history, literature, and ecology of Key West. *Prerequisite: ENG 102*

### **ENG 322C Forms of Drama**

A study of the development of dramatic form, based on the reading of selected plays from the classic to modern theatre. Detailed attention will be given to the growth of the English theatre from early forms. *Prerequisite: ENG 102*

### **ENG 324C (HIS 324C) Introduction to Florida Studies I**

A study of South Florida, based on the multicultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history will

provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. This course concentrates on Florida's relationship to the world. *Prerequisite: ENG 102*

### **ENG 325D (HIS 325D) Introduction to Florida Studies II**

A course focused on the multicultural relationships that have developed in South Florida over the centuries. Literature, folk art, folk culture, and history will provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. The course emphasizes local culture, history, and literature. *Prerequisite: ENG 102*

### **ENG 326 Hemingway in Spain**

A study of selected readings including short stories, novels, and essays of Ernest Hemingway as they relate to his European and Spanish experiences. *Prerequisite: ENG 102*

### **ENG 331 Introduction to Shakespeare**

A detailed study of representative plays by Shakespeare with an emphasis upon his development as a dramatist. Five or more plays are analyzed each semester. *Prerequisite: ENG 102*

### **ENG 340C The Romantic Movement**

A critical study of the major poets of the Romantic Movement in England and Europe, emphasizing Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. Historical and biographical background will be limited to that which is needed for a mature understanding of the thought and the poetry. *Prerequisite: ENG 102*

### **ENG 341 The Victorian Era**

A critical and historical study of the prose and poetry of 19th-century England. Tennyson, Carlyle, Mill, Arnold, Rossetti, and Swineburne will be studied since they reflect the lines and tendencies of the period. *Prerequisite: ENG 102*

### **ENG 346 Crime and Punishment**

A survey of world literature that focuses on crime as rebellion against universal and social laws. The Bible, Homer, Dante, Machiavelli, Dostoevsky, and others will be studied. *Prerequisite: ENG 102*

### **ENG 351 The Novel**

A study of major novelists from the 17th Century to present. *Prerequisite: ENG 102*

### **ENG 355 Modern Aspects in Poetry: Contemporary Enhancements**

A study of the best writing by British and American poets since before the turn of the century. Detailed consideration will be given to Yeats, Hopkins, Housman, Robinson, Frost, Stevens, Eliot, and MacLeish. *Prerequisite: ENG 102*

### **ENG 358 Modern Short Story**

Short fiction from over fifty authors including many foreign works with the majority of stories being British and American. Kafka, Hemingway, Dostoevski, Flannery O'Conner, Fitzgerald, and Kipling are just a few of the writers whose works will be studied from biographical, historical, literary, sociological, and philosophical points of view. *Prerequisite: ENG 102*

### **ENG 361 Medieval English Literature**

Significant writings of Great Britain from the Old and Middle English periods, discussed in the context of major literary developments during the Middle Ages. *Prerequisite: ENG 102*

### **ENG 365 Literature of the Irish**

A study of Irish literature: myths, stories, poems, novels, plays, including translations from Gaelic and works in English. Discussions will include the background of this literature, history, sociological conditions, and traditional variations in national character. *Prerequisite: ENG 102*

### **ENG 366 Introduction to Horror Studies**

An introduction to Horror Studies offers students an opportunity to explore the literature and film of one of the most maligned of all literary and cinematic genres. As popular artifacts, horror texts have been usually removed from the discussion of relevant art despite the fact that its presence has been felt, arguably, for over two centuries in America and Europe. This course attempts to underscore the historical, political, social, and psychological relevance of horror narratives and reconfigures them as symbolic systems that help uncover traumas about identity, class, gender, and race in the popular imagination. *Prerequisite: ENG 102*

### **ENG 368 Mark Twain and the World of Humor**

A study of Twain's writings as well as British and American humor of "serious" intent. Modern and ancient writers from Aristophanes to Moliere will be read and discussed, with special emphasis on some lesser known works of Mark Twain. *Prerequisite: ENG 102*

### **ENG 371C The Epic, Myth, and Media**

A study of the texts of representative epics from Homer through the Renaissances, comparing and contrasting examples of heroic poetry, including Medieval romances and Dante. *Prerequisite: ENG 102*

### **ENG 375 Introduction to Caribbean Literature**

Using the perspectives of nationalism and (post)colonialism, this course introduces students to the creative work of several Caribbean nations throughout the 20th and 21st centuries. By exploring the fiction, cinema, and music from Cuba, Puerto Rico, Haiti, Jamaica, Trinidad, Antigua, and many other island nations, this course offer students a varied introduction to the culture, politics, and history of the contemporary Caribbean. *Prerequisite: ENG 102*

### **ENG 385 America: Past**

A multi-disciplinary approach to delineate America's contributions and crises in such fields as history, literature, art history, political science, sociology, theology, law, science, economics, business, education, and ecology. This course concentrates on America before 1940. This course may also be used to fulfill a major requirement in Sociology. *Prerequisite: ENG 102*

### **ENG 386 Multicultural America: Present**

A multi-disciplinary approach to America's contributions and crises in such fields as history, literature, art history, political science, sociology, theology, law, science, economics, business, education, and ecology. This course concentrates on the period from 1940 to the present, and explores American feelings and experiences of each

decade. This course may also be used to fulfill a major requirement in Sociology.  
*Prerequisite: ENG 102*

### **ENG 390C The Bible as Literature**

The literary qualities of readings from the Old Testament and the New Testament in order to identify various forms, styles and moods of biblical literature. The influence of the Bible on English and American literature is also considered. *Prerequisite: ENG 102*

### **ENG 412C Renaissance and the 17th Century**

A study of poetic writing styles of English literature in the 16th and 17th centuries and their sources in the Italian Renaissance. These styles exemplify the constant struggle between aristocracy and the middle class, the practical, and the need for grandeur. Selected works of the metaphysical poets, *Paradise Lost*, and such plays as "The Tragedy of Dr. Faustus" will be studied. There are similarities in the skillful use of language, but in less than a century, three highly polished and disparate writing styles were brought to fruition. *Prerequisite: ENG 102*

### **ENG 475 Studies in Popular Culture**

Following the tenets of postmodern theory's belief that all conceivable forms of text are worthy of critique and analysis, this course attempts to help students understand the contemporary world of signs that they presently inhabit. By widening the focus from the traditionally textual, this course takes into consideration how narratives previously labeled "ephemeral"—paperbacks, self-published poetry, online fan fiction, blogs—can be read and interpreted as apt moments in the ongoing search for both an individual and a cultural identity. *Prerequisite: ENG 102*

### **ENG 485 American Studies Seminar**

An inter-disciplinary study of various American topics, such as "Violence in America."  
*Prerequisite: ENG 102*

### **ENG 490C Multicultural Literary Criticism**

A study of major critics of the western literary world from Aristotle to the 20th Century with discussions and papers on critical theory as it relates to specific achievements by literary artists. *Prerequisite: ENG 102*

### **ENG 492 Contemporary Literary Criticism**

Given the proliferation of literary and cultural theories that have helped shape literature studies in the last several decades, this course serves to augment academic understanding of the theories that offer a clearer understanding not only of literature but also of the evolution of culture during late capitalism. As an extension of Multicultural Literary Criticism, a course that aims to follow literary theory from the Ancient World until the advent of modernism, this course completes that conversation by presenting the work of contemporary critics (Freud, Anderson, Jameson, Bhabha, Spivak, Appiah) who have attempted to explain culture and identity during the 20th and into the 21st Century. *Prerequisite: ENG 102*

### **ENG 495 Special Topics in English**

An intensive study of a major topic in English, American, or World Literature. A topic might focus on a particular ethnic or religious heritage, regional specialty, or author's theme. This course may be taken more than once for different topics. *Prerequisite: ENG 102*

**ESOL (ENGLISH AS A SECOND OR OTHER LANGUAGE)**  
**(All courses 3 credits unless otherwise specified)**

Three credits of either ESL 100 or ESL 111 (not both) can be applied toward the General Education Requirement in Humanities. All ESL courses except ESL 111G, and ESL 111W are graded PASS/ NO-PASS. Students must earn a grade of "B" or better in order to PASS.

**ESL 096R**

**6 credits**

Designed as a review for students who have been exposed to formal instruction in English reading skills. Students will be engaged in identifying main ideas, locating facts, developing vocabulary by recalling sight vocabulary, and understanding words used in context. Speech and listening comprehension skills will be developed by learning basic idiomatic expressions and engaging in functional exchanges and extended conversations within a carefully structured grammatical framework. *Credit cannot be used to satisfy degree requirements.*

**ESL 096W**

**6 credits**

Designed as a review for students who have been exposed to formal instruction in grammar and writing skills. Present, past, and future tenses; pronoun forms; modal auxiliaries; asking questions; comparison; and parts of speech will be taught. Simple and compound sentences, function sentences, narration, and descriptive paragraphs will be developed. Credit cannot be used to satisfy degree requirements.

**ESL 097R**

**6 credits**

Designed for the intermediate student to emphasize reading skills such as isolating details, drawing reasonable conclusions, following instructions, and using simple context clues to develop vocabulary. Students will be encouraged to read newspaper articles, brochures, biographical sketches, and short stories. Speech and listening comprehension skills will be developed by recalling facts from oral selections, identifying time and place sequences, and paraphrasing from dialogues. *Credit cannot be used to satisfy degree requirements.*

**ESL 097W**

**6 credits**

Designed for the intermediate student to emphasize the application of the fundamentals of English language structures in grammar. Present, past, and future tenses will be reviewed. Present perfect and past perfect tenses, additional modal auxiliaries, count/non-count nouns and articles, conjunctions, auxiliary verbs, and comparisons will be developed. Compound and complex sentences, dependent and independent clauses, and imperative and declarative sentences will be introduced along with paragraph development, brainstorming, and outlining. *Credit cannot be used to satisfy degree requirements.*

**ESL 098R**

**6 credits**

Designed for the high intermediate student to develop more advanced reading and vocabulary skills by using newspaper and magazine articles as well as the textbook. Speech and listening comprehension skills will be developed by practicing dialogue in a variety of social situations and by distinguishing styles of communicative tasks: narratives, descriptions, explanations, and instructions. Students also deliver classroom presentations. *Credit cannot be used to satisfy degree requirements.*

**ESL 098W****6 credits**

Designed for the high intermediate student to emphasize the application of more complex English language structures in grammar. Perfect and conditional tenses, gerunds and infinitives, passive sentences, adjective and noun clauses, and comparisons are developed. Sentence combining will be reviewed while comparison/contrast and cause/effect paragraphs are taught. *Credit cannot be used to satisfy degree requirements.*

**ESL 100R****6 credits**

Designed for the low advanced student to develop academic reading skills: to differentiate among the different styles of writing, to define words from context clues, and to infer meaning from a passage. Vocabulary will be developed by recognizing the meaning of prefixes, suffixes, and root words. Speech and listening comprehension skills will be taught by taking notes from academic lectures, and participating in conversation using a variety of rhetorical patterns. TOEFL preparation of the reading and listening comprehension subtests will be offered.

**ESL 100W****6 credits**

Designed for low advanced students to emphasize the mastery of complex grammatical structures, TOEFL preparation, and writing elements. Brainstorming and editing skill will be taught while narrative, descriptive, and expository paragraphs are being developed.

**ESL 111G**

Designed to emphasize the mastery of grammatical structures found on the TOEFL. Writing assignments emphasize North American academic rhetorical organization for short pieces such as essay examinations. *ESL 111G can be applied toward the general graduation requirement in Humanities.*

**ESL 111W**

Designed to emphasize the mastery of college level writing skills. Writing assignments emphasize North American academic rhetorical organization for short pieces such as essay examinations. *ESL 111W can be applied toward the general graduation requirement in Humanities.*

**ENVIRONMENTAL JUSTICE COURSES**  
**(All courses 3 credits unless otherwise specified)**

**ENJ 401 Environmental Justice Capstone I**

As the first part of a one-year integrating sequence in environmental justice, Capstone I uses case studies and materials focused specifically on environmental justice issues to introduce students to the major theoretical approaches in the field of environmental law and policy.

**ENJ 402 Environmental Justice Capstone II****4 credits**

As the second part of a one-year integrating sequence in environmental justice, Capstone II surveys environmental law, policy, and regulation, with an emphasis on problems and exercises for law-related skills development. Topics include environmental compliance, environmental ethics, environmental enforcement, environmental justice, and the lawyer's role in policymaking. The course includes a substantial writing component and an opportunity for public research presentation.

## **FINANCE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **FIN 212 Personal Financial Management**

An examination of managing cash incomes and expenses, home ownership, taxes, learning to invest, owning a business, protection of assets by insurance, providing retirement income, and estate planning. *Prerequisite: Sophomore Standing*

### **FIN 311 Financial Administration I**

A study of the goals and functions of finance, the operating environment, analysis of financial statements, cash flow, pro-forma statements, leverage, break-even analysis, working capital management, short-term financing, time value of money, lease financing, and applications for problem solving. *Prerequisites: ACC 202, MAT 205*

### **FIN 315 Investments and Portfolio Management**

An examination of the principles of investments, and the stock market and the role of the Securities and Exchange Commission. This course covers modern portfolio theory, security analysis, and investment timing and an understanding of investment needs, goals, and constraints, including capital market theory. *Prerequisite: FIN 311*

### **FIN 318 Principles of International Corporate Finance**

A review of international economic concepts, national balance of payment problems, and adjustments, impact, and influence on the corporation's international financial management function. Concepts include forecasting foreign exchange rate changes; analysis of various forms of foreign exchange risks and exposures; methods financial managers use to reduce or eliminate such risks including hedging and arbitrage; assets management; sourcing international capital investment; and study of international trade financing and establishing international trade credit policy; and examination of instruments of international trade financing. *Prerequisite: ECO 307 or BUS 316D*

### **FIN 319 Principles of International Corporate Finance II**

Extending on the theory of optimal financial structure, this course provides an analysis of the linkage between global cost and availability of capital for designing strategies to source funds globally. This course also covers interest rate risk management devices, international portfolio theory and diversification, foreign direct investment theory and strategy, political risk assessment and management, multinational capital budgeting, international trade finance, multinational tax management, working capital management, cross border mergers, acquisitions, and valuation.

### **FIN 412 Financial Administration II**

A study of the role of the financial manager as part of top management, decision planning, the investment decision, capital budgeting and risk, financing and dividend policies, long-term financing, expansion and contraction, and the financial life cycle. *Prerequisites: ACC 202 and FIN 311*

### **FIN 413 Financial Analysis**

A study of the techniques of financial analysis and their application to realistic problems concerned with financing current operations, long-term financing and investment decisions, and mergers and acquisitions. *Prerequisite: FIN 311*

### **FIN 418 Financial Planning Seminar**

Personal financial management approach to estate creation, maintenance, and transfer, using financial analysis techniques and portfolio approaches, cash management and budgeting, role of insurance in income and asset protection, retirement, tax & estate planning.

### **FIN 457 Special Topics in Finance**

The course will focus on a selected area of Finance. Areas of study may include current issues/events or may be determined at the discretion of the instructor.

*Prerequisite: Permission of Instructor*

### **FIN 495 Directed Studies**

**1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

## **FRS (FORENSIC SCIENCE) COURSES (All courses 3 credits unless otherwise specified)**

### **FRS 101 Survey of Forensic Science**

**1 credit**

This course is a survey of forensic science, employing a limited scientific approach. This course is descriptive in nature. Students evaluate and explain various careers in forensic science, and survey various jobs and their responsibilities.

### **FRS 201 Introduction to Forensic Science**

An introduction to Forensic Science. Students employ a limited scientific approach. This course is descriptive in nature. Course content includes the interdisciplinary nature of forensic science, discussions on evidence, instrumentation and scientific methods used to evaluate crime scenes and evidence. The course indicates new developments in forensic science and essential needs for future improvements in evidence analysis. Students evaluate and explain various career options and educational preparations in forensic science, chemistry, law enforcement and court-related professions. *FRS 101 recommended but not required.*

### **FRS 301 Advanced Topics in Forensic Science**

This course builds upon the basic concepts learned in the FRS 201 course, integrating laboratory exercises with the lecture material. The basic principles of forensic science and its role in the justice system and scientific community are reiterated. *Prerequisite: FRS 201 or equivalent - Laboratory Fee*

## **FSM (FIRE SCIENCE MANAGEMENT) COURSES (All courses 3 credits unless otherwise specified)**

### **FSM 204 Fire and Emergency Services Budgeting and Finance**

Covers the preparation, adoption, and filing of public law, and management of a fire district budget. Includes district budget analysis methods, use of levies, budget management, and appropriation of expenditures.

### **FSM 225 Report Writing for Emergency Services**

Designed to develop oral and written communication skills specific to public emergency service sector needs. Students will design, develop, and present

information using a variety of media appropriate for the intended audience. This course will focus on the technical aspects involved in supporting public initiatives operating within the legal system and learning the specific requirements for submitting documentation to various technical committees.

### **FSM 257 Special Topics in Fire Protection Services**

Special topics of interest to fire protection services are discussed. Topics focus on a variety of issues including trends or research in fire science management, the use of technology in fire modeling and prevention, human behavior in fire, fire safety systems, fire toxicity, risk analysis, performance based fire safety codes, and fire investigation. Students can draw on topics of interest in other courses related to fire science prevention and management.

### **FSM 300 Fire and Emergency Services Technology**

Focuses on assessment of communications systems used in fire and emergency services such as high frequency voice/data, Internets and Intranets, satellite communications, GPS, and GIS. Several systems will be examined with emphasis on equipment utilization, implementation of programs, and maintenance management.

### **FSM 301 Terrorism Incident Management & Emergency Procedures**

Examines the philosophies and tactics of terrorist groups, and discusses emerging terrorism trends and strategies employed to minimize its occurrences. This course prepares students to understand terrorism methodology, respond to terrorist incidents, and manage the consequences of terrorist events.

### **FSM 302 Fire Inspection Practice Management**

Introduces the organization of the fire prevention agency; inspections, surveying, mapping, and company inspections; recognition of fire hazards; engineering a solution to the hazard and enforcement of the solution; and public relations as affected by fire prevention.

### **FSM 303 Labor Issues and Labor Relations in the Fire Services**

Examines the effects of skill, job amenities, and discrimination on wage differentials, the demand for labor and labor supply, and the impact of labor market equilibrium and changes on unionization, public policies, and the use and implementation of technology. A review of PERC, FSLA, and the roles of unions in fire services will be included.

### **FSM 312 Principles of Fire and Emergency Services Management**

Explores the fundamentals of management underlying the solution of problems of organization and operation of fire and emergency services agencies.

### **FSM 314 Principles of Fire Protection Fluid Mechanics**

This course focuses on the basic principles of fluid flow, properties, velocity field and flow patterns of a fluid. It also examines the pressure distribution in a fluid, hydrostatic and hydrodynamic problems, integral relations for control volumes, differential relations, dimensional analysis and similarity and internal and external flow problems associated with fire protection systems and fire scenarios.

### **FSM 315 Advanced Principles of Fire Science Technology**

An introduction to Fire Science. Review of the role, history, and philosophy of fire protection in the United States. Particular emphasis will be placed on identifying fire

hazards and finding appropriate methods of protecting life and property from fire. Includes career orientation and discussion of current and future organizational issues.

### **FSM 317 Fire Risk Assessment Management**

Appraisal and measurement of fire safety systems is studied as well as application of systems analysis, probability theory, engineering economy, and risk management in the identification and synthesis of components of fire protection engineering. Methods for the development of criteria for the design, evaluation and assessment of fire safety or component hazards will be studied.

### **FSM 320 Political and Legal Foundation of Fire and Emergency Services**

Examines federal and state laws, codes and ordinances, legal responsibilities of fire service agencies, liabilities, and civil law enforcement procedures and police powers. Students will discuss court cases that have impacted department operations and their effects upon such operations; discuss fire department compliance with hazardous materials right-to-know legislation; and identify five current legal issues that could impact fire department operations (such as sexual discrimination and privacy issues).

### **FSM 321 Leadership and Management in Service Organizations**

Emphasizes the role of fire service leaders in managing the daily operations of service and first responder organizations. This course covers leadership concepts including types of supervisors, attitudes, cooperation, individual differences, motivation patterns, communications, and counseling as part of the management cycle. Also covers modern management and planning techniques and funding and operation strategies that apply to organizational first responder roles in local government.

### **FSM 323 Fire Services Personnel Management**

Describes specific personnel functions and issues including manpower planning, recruitment, selection, and development; job analysis description, classification, and compensation; employee and labor relations; and the legal issues associated with personnel management.

### **FSM 327 Organizational Behavior in Service organizations**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in fire-related organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of fire-related organizations.

### **FSM 329 Managing Operations and Training**

Examines the basic concepts of occupational health and safety as it relates to the management of emergency service organizations. Topics include on-scene and on-the-job firefighter health, safety, and fitness; the safety officer; mental well-being, stress management, and standards related to health, safety, and fitness; risk identification; evaluation and control procedures for emergency organizations; and accident investigation procedures. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

### **FSM 334 Managing Fire Investigations**

Designed to enhance the fire investigators' ability to manage a fire investigation as well as to evaluate the origins and causes of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns, and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, and RV, boat, and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

### **FSM 335 Management Issues in Fire Protection Hydraulics and Water Supply**

The course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

### **FSM 360 International Fire Codes**

Interprets the International Building Codes, International Fire Code, State Fire Marshal Fire Safety Regulations, and related state, province, or country specific statutes; N.F.P.A.; and other codes relating to fire prevention and life safety.

### **FSM 369 Ethical Practices and Leadership in Fire Services**

Examines the role of agency leadership and its impact on the continuing professionalization of fire and emergency services. This course will examine traditional and evolving definitions, practices, and skills in leadership behavior. The topics of power, influence, ethics, and organizational behavior will be addressed.

### **FSM 370 Management of Fire Protection and Advanced Investigations**

Examines the management of fire spread and fire behavior, including the combustion process, heat transfer, limits of flammability, flames and fire plumes, burning of fuels, flaming combustion, spread of flame, flash-over, and production and movement of smoke.

### **FSM 380 Managing and Commanding Multi-Agency Incident**

Utilizes the Incident Management System, among other tools, to examine the management of complex incidents that may require response from fire-rescue, emergency medical services, law enforcement, and other public safety sectors.

### **FSM 401 Public Policy and Administration in Fire Services**

Examines the role of administrative agencies in the formulation and implementation of public policy with an emphasis on the politics of administration and the challenges in management as they apply to fire services. Strategies for developing public policies will be included in this course.

### **FSM 403 Building Construction for Fire Protection Management**

An overview of building construction, building types, designs of structures, and related terms. Students gain an understanding of how buildings are built, the forces that are applied to them, how fire behaves with building material, and a knowledge of building construction in relation to firefighting. Effects of elevated temperatures on structural materials—steel, concrete, wood, gypsum, glass, and reinforced plastics are also examined.

### **FSM 405 Public Relations in the Fire Services**

Focuses on the role of political leadership, and the principles and methods in advocating factual claims and policy proposals in fire services. Topics include fiscal proposals, public speaking and presentations, defense of projects, and the use of media for information dissemination, which includes employing the use of technology.

### **FSM 407 Managing Emergency Medical Services**

Examines how hazardous materials escalate an incident or emergency event and how to manage it. The fundamental concepts common to organic and inorganic chemistry will be covered along with how some key elements, compounds, and mixtures are inherently dangerous.

### **FSM 409 Development of Fire Service Master Plan**

Covers the processes and steps used to develop a cost-effective delivery system of public services related to fire prevention and management. This delivery system is designed to provide the level of service/protection that a community desires and is based upon acceptable risks and costs.

### **FSM 428 Planning and Analysis of Fire Protection Services**

Covers the tools needed to plan a community's fire protection system. Includes analyzing a community's fire risk, establishing types of protection, and developing implementation and evaluation plans.

### **FSM 455 Fire Prevention Organizations and Management (Ne-named)**

Focuses on the planning, promotion, and execution of fire prevention functions, stressing legal responsibilities, needs assessments, negotiation, and planning activities.

### **FSM 457 Current Topics in Fire Protection Management**

Current issues of importance to fire protection management are discussed. Topics focus on issues such as advances in basic fire science, computerized fire modeling, human behavior in fire, fire safety systems, fire toxicity, risk analysis, performance based fire safety codes, fire investigation. An overview of fire protection engineering professionals is provided through a series of activities, both by department faculty and industry representatives.

### **FSM 470 Fire and Emergency Services Incident Management (NIMS)**

Focuses on the commanding officer's responsibility while conducting major operations involving multi-alarm units and man-made disasters that may require interagency or jurisdictional coordination. Earthquakes, hurricanes, terrorism, hazardous materials releases, tornadoes, and floods are some of the topics covered. Emphasis is placed on rapid fire ground decision making, advanced incident command, command and control, safety, personnel accountability, hazard preparedness, mitigation, response, recovery, evacuation, sheltering, and communications. It includes initial evaluation of the problems confronting first responding units. Outline of particular problems encountered in various types of occupancies, buildings, and situations.

### **FSM 490 Advanced Fire and Emergency Services Administration**

A study of managerial and administrative concepts and principles as they pertain to and affect the daily operation of a fire department. The course explores the organization and management of a fire department and the relationship of government agencies to fire service. Emphasis is on fire service leadership from the

perspective of the Company Officer. The course also examines organizational change and ethics, and identifies the roles and responsibilities of leaders in organizations.

### **FSM 498 Applied Research**

Designed to enhance knowledge in selected statistical procedures and provide research skills to assist effective decision-making. The course culminates with a final research report to include learning in: 1) new knowledge gained from an understanding of central tendency, normal distribution and variation, estimating, hypothesis testing, and some basic statistical tests; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

## **FRENCH COURSES**

**(All courses 3 credits unless otherwise specified)**

### **FRE 101 Introduction to French I**

French for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition.

### **FRE 102 Introduction to French II**

A second course in French for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition. *Prerequisite: FRE 101 or Permission of Instructor*

### **FRE 121 Intermediate French I**

Includes exercises designed to achieve a greater command of the written and spoken language. *Prerequisite: FRE 102 or Permission of Instructor*

### **FRE 122 Intermediate French II**

A second course with exercises designed to achieve a greater command of the written and spoken language. *Prerequisite: FRE 121 or Permission of Instructor*

### **FRE 201 Advanced French I**

Intensive training in French language with special attention to the comprehension of spoken French and the development in the student of an ability to express himself/herself orally in French. *Prerequisite: FRE 122 or Permission of Instructor*

### **FRE 202 Advanced French II**

A second course with intensive training in French language with special attention to the comprehension of spoke French and the development in the student of an ability to express himself/herself orally in French. *Prerequisite: FRE 202 or Permission of Instructor*

## **HEALTH RECORDS AND INFORMATION MANAGEMENT COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HCS 200 Communication in Organizations**

Focuses on the theory and application of various forms of communication within an organization.

**HCS 215 Leading People in Organizations**

Focuses on the application of principles and concepts relevant to managing and leading people in dynamic organizations.

**HCS 257 Special Topics**

Offers an introduction to topics and issues related to the healthcare industry.

**HCS 260 Training Methods for Healthcare Managers**

Focuses on applying instructional design and training principles in work situations to solve performance problems. Instructional design and delivery is viewed from the perspective of a first-level manager or team leader. This course will demonstrate the systematic process of training assessment, training program design, development of training materials, and training evaluation.

**HCS 300 Health Care Systems****4 Credits**

A comprehensive overview of the United States health services delivery system from the perspective of the health services administrator/manager.

**HCS 303 Science of Medical Terminology**

Students learn comprehensive understanding of medical terminology, basic disease systems, pharmacology, anatomy, physiology, and pathology of the human body and the mechanism of medical coding common to health administration activities. Normal, pathological, clinical, and laboratory considerations are examined in order to best prepare students for entrance into the health care professions.

**HCS 305 Epidemiology**

Focuses on the study of the distribution and determination of diseases and injuries in human population.

**HCS 310 Principles of Managed Care**

Focuses on the theories and techniques of managed care.

**HCS 315 Technology in Health Care Organizations**

Explores basic concepts of data composition and organization; internal and external storage structures; arrays, stacks, and linked lists; file allocations, accessing, searching and sorting; and recursive and non-recursive processing. An introduction to the myriad uses of information technology and information systems in the health care industry. Main subtopics are history, basic technical aspects, patient information, organizational management systems, care delivery systems, technical challenges, confidentiality and other practical challenges, and evaluation strategies.

**HCS 320 Health Service Law for Managers**

Introduces students to legal principles and laws regulating health services activities. Legal aspects of business organizations are considered. Health care topics include right of access to care, patient/client consent, confidentiality, and liability issues.

**HCS 321 Health Care Database Design and Management**

Designed to give students a foundation in practical database design and implementation. Topics related to data modeling, database design, database inquiry/manipulation, database implementation, security, and management will be covered with an emphasis on relational database systems for health care records.

### **HCS 323 Staffing and Employee Development**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

### **HCS 327 Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in fire-related organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of fire-related organizations.

### **HCS 330 Change Management for Health Care Organizations**

Investigates reengineering, re-strategizing, mergers, acquisitions, downsizing, quality management, and cultural change in health care organizations. This course helps the individual become a more effective manager and leader.

### **HCS 400 Internship**

**5 credits**

Combines experience working in a health services project and writing a senior level thesis. Students will demonstrate critical, analytical, and interpretive skills in their project and thesis.

### **HCS 405 Advanced Health Informatics**

An overview of the interdisciplinary nature of health/medical informatics. An emphasis is on real world interaction between medicine and technology. This course provides practical and up-to-date examples of issues and interesting emerging technologies for the student. Students learn the newest technologies and concepts such as electronic health records, e-prescribing, and health information exchange.

### **HCS 410 Management of Health Information Systems**

Examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services, and programming languages.

### **HCS 425 Administration in Health Care Services**

Emphasis is on the organization and administration of health services organizations. It includes consideration of mission statements, formulation of goals and objectives, and the planning process.

### **HCS 430 Health Care Finance**

Introduces concepts and techniques of managerial accounting and financial management for health services managers. Topics covered include fiscal management and performance; cost, revenue, and risk; fiscal planning and forecasting, budgeting, control, and reporting.

### **HCS 435 Critical Analysis and Research Writing**

Uses an emphasis on reasoning and critical thinking skills within an experiential learning theory framework to analyze learning outcomes and support this analysis

with appropriate research. Expository, narrative, and analytical writing are all taught as tools in the process of demonstrating experiential learning for college-level credit.

### **HCS 440 Public Health and Community Services**

Introduces the history and philosophy of public health; the interface of governmental, voluntary, and private health service agencies; current community health problems, issues, and needs; and social and economic factors.

### **HCS 445 Health Care Quality, Statistics, and Database Management**

Emphasizes how to develop, deploy, and evaluate new tools to analyze clinical data resources. Special attention is given to improving health care quality and decision-making to address the needs of a clinical practice or administration. Case studies involving the development and assessment of databases for disease management and drug utilization will be covered. Students will learn how to collect, summarize, statistically analyze, present, and interpret data. Students will be trained in the fundamentals of database design and information retrieval as they develop a working tool to address health care quality improvement. Finally, legal and ethical issues involving training, documentation, security, confidentiality, the use of informed consent, and regulatory requirements will be addressed.

### **HCS 457 Selected Topics**

Offers advanced study of a current topic/issue in health services or management.

### **HCS 490 Quality, Leadership and Management for Health Care Org.**

**6 credits**

This two-part (A & B) course focuses on building the context for leadership and values as the threads for organization and individual success. Action research and critical analysis will be the primary tools for applied learning within the framework of broad-based models and tools.

### **HCS 498 Applied Research in Health Records & Information Management**

A major research effort designed to enhance knowledge in an area related to one's work, improve writing skills, improve presentation skills, and providing research skills to assist in effective decision-making. The research project culminates with a final reporting by the student to include learning in: 1) new knowledge gained from the research and synthesis on the chosen topic; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

## **HISTORY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HIS 101 History of Western Civilization I**

A survey of Western Civilization from the early civilizations of Egypt and Mesopotamia to the Renaissance, tracing the events that have shaped the development of Western Civilization.

### **HIS 102 History of Western Civilization II**

A survey of Western Civilization from the Renaissance to the Present, tracing events that have shaped the development of Western Civilization.

**HIS 105D World Civilization I**

A balanced picture of the history of the world as a complex process in which many branches of the human community have participated in the creation of a rich and diverse tapestry of human experience. This class will cover the major civilizations of Asia, Africa, the Middle East, and Europe up to the 15th Century. Emphasis will be placed on the distinctive character of the various cultures emerging from these areas.

**HIS 106D World Civilization II**

This course covers the 15th Century to the present, including the rise of the West; the growing global interdependence; the rise of internecine conflicts in areas as diverse as Africa, India, the Middle East, and Eastern Europe; and the rise in recent years of regional organizations such as The Arab League, Organization of African Unity, and the European Economic Community.

**HIS 108 Atlantic History**

A history of the interconnections between American, European, and African history from 1400 until the present. This course will pay special attention to the formation of the Americas as a product of Atlantic crosscurrents.

**HIS 201 United States History I**

A consideration of the development of the United States from its colonial origins to the Civil War with an emphasis on the ideas, institutions, economic, social, and political forces that have contributed to this development.

**HIS 202 United States History II**

A consideration of the development of the United States from the Civil War through the present, with an emphasis on the ideas, institutions, economic, social, and political forces that have contributed to this development.

**HIS 204 Introductory Survey Latin American and Caribbean History**

A general overview of Latin American and Caribbean history from the Encounter through the Present.

**HIS 250C History of the Catholic Church in the United States**

A History of the Catholic Church in America from colonial times to the present. This course concentrates on dominant personalities who helped define and direct the Church.

**HIS 309 The 20th Century: A History**

A history of the 20th-century world designed to provide a historical perspective to contemporary social, political, environmental, and economic problems.

**HIS 311C The Middle Ages**

A study of medieval Europe with particular emphasis on the rise of the Church as the dominant social and intellectual force of the era.

**HIS 312 The Renaissance and Reformation**

A study of Europe from the 14th through the 16th Centuries: humanism, religious reformation, the development of national monarchies, and the new geography and astronomy.

### **HIS 317D (ENG 317D) Key West: History, Literature, and Environment**

A study of the history, literature, and ecology of Key West.

### **HIS 318D The African Experience in Florida**

An in-depth study of the African experience in Florida beginning with the transportation of African slaves in the 16th century and concluding with contemporary African American life in Florida.

### **HIS 324C (ENG 324C) Introduction to Florida Studies I**

A study of south Florida, based on the multicultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history will provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. *Prerequisite: ENG 102*

### **HIS 325D (ENG 325D) Introduction to Florida Studies II**

A second course focused on South Florida, based on the multicultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. Local culture, history, and literature are emphasized in this course. *Prerequisite: ENG 102*

### **HIS 331 History of Social Protests in the United States**

A history of social protest in the United States from the colonial era to the end of the 20th Century.

### **HIS 332 The Emergence of China in the Modern World**

A narrative for the rise of the new Chinese world order. The course covers the period of Chinese history from initial contact with Europeans until the present. The course particularly focuses on the cultural, economic, and political ideas that have made China a strong force in the contemporary world.

### **HIS 345D Florida's Spanish Heritage**

In an attempt to put current migration patterns of Hispanic people in Florida into a historical perspective, this course investigates the rich heritage bequeathed to Florida by Hispanic people during their two previous eras in Florida—1512 to 1763 and 1783 to 1821. This course concentrates on local history.

### **HIS 350 Selected Topics**

A Special course that may be offered from time to time on topics of particular significance in history.

### **HIS 351D History and the Cinema**

A survey of the major events of western civilization from the perspective of film. Students will explore cinematic interpretations of life, dress, dialogue, and architecture, and compare them with prevailing historical theories and interpretations of the various eras.

### **HIS 352 History of the Civil Rights Movement**

A history of the Civil Rights movement in the United States from the Post World War II period through the passage of the Civil Rights Act of 1965.

**HIS 357 East Asian History: Traditions and Transformations**

A survey of East Asia from pre-history to the present. Focus will be on the development of China, Japan, Korea and Vietnam, their intellectual traditions, their development into distinct cultures, and their modern history emerging from their encounters with the West and their varied responses.

**HIS 359 The Muslim World**

A survey of Islamic history from the life of the prophet to the present. This course centers on the history of the Middle East but will consider the global impact of Islam in places like Central Asia, the Middle East, Europe, Southeast Asia and Sub-Saharan Africa.

**HIS 371 The United States Civil War and Reconstruction**

An in-depth study of the causes of the Civil War, the conflict itself, and its resolution.

**HIS 372 The Progressive Era**

An investigation of the collective response of the United States to the forces of industrialization that had come to dominate the country by the end of the 19th century.

**HIS 373C European Roots of Social Justice**

Using Literature as a mirror into the 19th Century, this course studies the intellectual reaction in Europe to the social injustices brought about by the industrial revolution. This course centers on the leading social critics of England, France, Russia, and the papacy.

**HIS 379C History of Spain**

A survey of Spanish history from the Celto-Iberian era to the present.

**HIS 383 Spanish Civil War**

An in-depth study of the Spanish Civil War and the rise of General Francisco Franco.

**HIS 407 (POS 407) United States Foreign Policy I**

A study of the development of American foreign policy, with special emphasis on the 20th Century and the United States' emergence as a world power. HIS 407 considers problems before 1945.

**HIS 409: Environmental History**

An introduction to the history of human interactions with the environment. Each offering of this course will consider a different regional, thematic, or intellectual approach to environmental history (e.g. American Environmental History, Oceans, Ecological Thought, Pre-modern Environmental History). Students will apply what they learn to contemporary questions regarding humans' place in the natural world.

**HIS 410 The World at War, 1914—1945**

Global history of the First and Second World Wars, as well as a consideration of the diplomatic, economic, and humanitarian failures of the interwar period. Units on the Armenian Genocide and the Holocaust will be included.

**HIS 422 The French Revolution and Napoleon**

A study of the French Revolution and its various phases, the rise to eminence of Napoleon Bonaparte, and a consideration of the impact of the French experience on the modern world.

**HIS 443 History of the United States in the 20th Century I**

An in-depth treatment of the history of the United States in the first half of the 20th Century.

**HIS 444 History of the United States in the 20th Century II**

An in-depth treatment of the history of the United States in the second half of the 20th Century.

**HIS 453 (SPA 453) History of Latin American Civilization I**

A survey of Latin American civilization from the pre-Colombian era to the present, with an emphasis upon the development of Latin American society through 1810. *Prerequisite: SPA 202 or Permission of Instructor*

**HIS 454 History of Latin American Civilization II**

A survey of Latin American civilization, which begins with the wars of independence and gives special attention to the efforts to develop political institutions and social integration.

**HIS 490 History Seminar**

An intensive study and analysis of selected topics in various areas of history; topics vary from year to year. A one-semester history seminar is required for all history majors; history seminars require a major paper that demonstrates reading and research skills in history.

**HIS 495, 496 Directed Study**

An opportunity for extensive research in an area of special interest to the student. *Prerequisite: Program Coordinator Approval*

**HIS 498 Internship I**

An opportunity to work on an approved project. This will be done off-campus with a qualified on-site supervisor as well as a faculty advisor. *Prerequisite: Program Coordinator Approval*

**HONORS COURSES**

**(All courses 3 credits unless otherwise specified)**

**HON 301 The Honors Lecture Series****1 credit**

This course meets once weekly and features a guest speaker speaking on their area of expertise. *This course is open to Honors students only, or by permission from the Honors Program Coordinator.*

**HON 401 Honors Seminar**

A seminar on a pre-selected topic that can be studied from an interdisciplinary approach. The course includes lectures by guest speakers as well as a seminar paper. This is a "Gordon Rule" course, which means students will write more than 6,000

words. *This course is restricted to Honors students and must be taken as part of the Honors Program requirements.*

## **HUMAN SERVICES COURSES** **(All courses 3 credits unless otherwise specified)**

### **HUS 101 Introduction to Human Services**

This course seeks to orient the student to the field of human services, the multifaceted role of the human service professional, and the place of human services within the community. The course includes the history of human services, the structure and operation of human services in different community settings, and related administrative, social, political, and economic dimensions of providing for human service needs.

### **HUS 336 Ethical and Legal Issues in the Social Sciences**

An examination of the ethical and legal issues common to the sub-disciplines in the social sciences. Issues include freedom of information, personal liability, and state and federal legislation related to the practice of psychology and counseling. Students will explore issues unique to their specific field. *Prerequisite: PHI 332C*

### **HUS 350 Policies, Programs, and Services for Children**

This course is designed to deepen student learning in the specialized field of child welfare programs and services. Topics include: child abuse and neglect, risk assessment, foster care, adoption, supportive services, attachment/loss/grief, interviewing children, parenting skills, juvenile justice, and the mental health process.

### **HUS 352 Policies, Programs, and Services for Aging**

A required course to provide students with an understanding of the major social issues, trends, policies, and services affecting older people and their families. Topics include: social and demographics needs, theories of old age, physiological changes and health status of the elderly, aging and family life, economics of aging, death and dying, and case management and community services.

### **HUS 497 Internship in the Human Services**

An opportunity to work in a governmental or private agency dedicated to providing public service. Theories and information acquired throughout the major will be put into practice in an approved and supervised setting. This course is graded with a letter grade. *Prerequisites: Senior Standing, overall 2.5 GPA, 2.75 major GPA, Permission of Department Chair*

## **HUMANITIES COURSES** **(All courses 3 credits unless otherwise specified)**

### **HUM 101 An Introduction to the Humanities**

A general introduction to the humanities including imaginative literature, history, philosophy, religious studies, music, and the arts. Individual course sections will explore one major humanities discipline as a basis for appreciating selected masterpieces of global culture.

### **HUM 209C (ENG 209C) Western Literary Masterpieces I**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Ancient World to the Renaissance. *Prerequisite: ENG 102 or Permission of Instructor*

### **HUM 210C (ENG 210C) Western Literary Masterpieces II**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Medieval World and Renaissance to the Modern Era. *Prerequisite: ENG 102 or Permission of Instructor*

### **HUM 211 (ENG 211) Western Literary Masterpieces III**

A course is designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Modern and Contemporary Eras. *Prerequisite: ENG 102 or Permission of Instructor*

## **INFORMATION, COMMUNICATION, LIBRARY STUDIES (All courses 3 credits unless otherwise specified)**

### **ICL 101 Research Communication Skills for the College Undergraduate**

A basic introduction to library research and its incorporation within report writing and oral presentations. Emphasis is placed on ACRL (Association of College and Research Library) learning outcomes and the fundamentals of electronic formatting for oral presentations.

## **ITALIAN COURSES (All courses 3 credits unless otherwise specified)**

### **ITA 100 Cultural Immersion: Italy**

**1 credit**

A foundational discussion of the literature, art, history, politics, and socio-economic issues of Italy from its origins to the present. This course includes a mandatory visit to Rome, Florence, and other Italian centers under the direction of the instructor. Additional fees and Permission of Instructor required

### **ITA 101 Introduction to Italian I**

Italian for beginners. The course includes basic vocabulary, pronunciation, and grammar through oral and written exercise.

### **ITA 102 Introduction to Italian II**

A second course in Italian for beginners. The course includes basic vocabulary, pronunciation, and grammar through oral and written exercise. *Prerequisite: ITA 101*

### **ITA 201 Intermediate Italian I**

Structural review, readings, and conversation on culture, designed to achieve a greater command of the spoken and written language. *Prerequisite: ITA 102 or Permission of Instructor*

### **ITA 202 Intermediate Italian II**

A second structural review, readings, and conversation on culture, designed to achieve a greater command of the spoken and written language. *Prerequisite: ITA 201 or Permission of Instructor*

### **ITA 205 Italian Literature in Translation I**

A study of Italian literature and civilization based on a critical examination of seminal texts. Complete works will be read in translation with frequent reference to the original language. The course emphasizes Medieval and Renaissance Literature.

### **ITA 206 Italian Literature in Translation II**

A second course that examines Italian literature and civilization based on a critical examination of seminal texts. Complete works will be read in translation with frequent reference to the original language. The course emphasizes 19th and 20th Century Literature.

## **LEISURE ACTIVITIES**

**A maximum of three one-credit sports/leisure courses can be taken for credit.**

### **LAE 101 SPORT/LEISURE**

**1 credit**

An introduction to the fundamentals, rules, and benefits of a lifelong activity; i.e. tennis, guitar, weightlifting, et. al.

## **LIFE EXPERIENCE**

**(All courses 3 credits unless otherwise specified)**

### **POR 300 Adult Development & Life Assessment**

Adult learners examine motivational theory and its application to individuals and groups functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice with an analysis of the effect on productivity.

### **POR 400 Integrating Project Seminar**

A capstone project to enhance knowledge and critical thinking skills. Adult learners work on a specific problem-solving project in the workplace. The project will be facilitated by the use of computer technology to ensure reinforcement of technology skills and technology transfer for the adult learner.

## **LIBERAL STUDIES COURSES**

**(All courses 3 credits unless otherwise specified)**

### **LST 321 Global Leadership Study-Tour I**

An internationally oriented study-tour on issues of global leadership in global ethics, in relation to Catholic Social Teaching, as seen through the experience of the United Nations, its agencies, national missions, and non-governmental organizations (NGOs) working with the UN, including the Permanent Observer Mission of the Holy See. The study-tour entails preparatory readings, visits to UN offices, member missions, and NGO offices, with briefings by UN officials, diplomats, and NGO activists. Students keep a journal and write a final report. Currently, students visit the United Nations Headquarters in New York City.

### **LST 322 Global Leadership Study-Tour II**

An ecologically oriented study-tour on issues of global leadership in global ethics, especially as seen in the Earth Charter, and in relation to sustainable community that includes active and passive solar energy, organic horticulture, green building, etc. The study-tour entails preparatory readings, and an extended visit to a model ecological community. Students keep a journal and write a final report. Currently, students visit the Narrow Ridge Earth Literacy Center in the Appalachian Mountains of Eastern Tennessee.

### **LST 401 Senior Colloquium I**

An interdisciplinary course that integrates multiple topics in liberal studies including the universe story. A final project identifying major course work, thoroughly discussing a relevant topic, and assessing the major will be required of each student.

### **LST 402 Senior Colloquium II**

This colloquium presents a multi-disciplinary examination of contemporary life through the participation of guest lecturers who are experts in their fields. Students will present a final written project as a part to the requirements of the colloquium.

### **LST 498 Internship**

An opportunity to work on an approved project. This may be done off-campus with a qualified on-site supervisor in addition to a faculty mentor. This course is graded Pass/No Pass. *Prerequisite: Approval of the Liberal Studies Coordinator*

## **MATHEMATICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **MAT 098 Arithmetic Review**

Operations with whole numbers, integers, fractions, decimals, percents, ratios, and proportions. Emphasis on problem solving, reasoning, connections (relations of math concepts to other disciplines), communications (the reading and writing of mathematical concepts), and number and operations sense. *Credit cannot be used to satisfy degree requirements.*

### **MAT 099 Introduction to Algebra**

Concepts of variables, expressions, linear and quadratic equations, inequalities, and algebraic manipulations. Students use graphs to represent and analyze relationships. *Credit cannot be used to satisfy degree requirements. Prerequisite: Passing score on the placement examination or Corequisite CAE 099M*

### **MAT 100A Intermediate College Algebra**

Linear and quadratic equations and inequalities, absolute value equations, systems of equations and inequalities, exponents and radicals, progressions, variation, scientific notation, complex numbers, and applications. *The course does not fulfill the general education science and Math requirement. It can be taken as a general elective course. Prerequisite: MAT 099 or passing score on the placement examination*

### **MAT 109 Mathematics for the Liberal Arts**

This course addresses levels of algorithmic processes, generalizations and problem solving within such areas as geometry, probability, statistics, algebra, sets, and logic. Areas of the CLAST/GENERAL KNOWLEDGE TEST mathematics examination will be

addressed with emphasis in probability, statistics, logic and geometry. *Prerequisite: MAT 100A or SAT quantitative score of 500 or placement test score of 85.*

### **MAT 165 Geometry**

This course is designed to meet the State of Florida Department of Education requirements for all Elementary and Secondary education majors in the area of Geometry. Topics include the geometry of lines, polygons and circles. Areas. Surfaces, solids and introduction to analytic geometry. *Prerequisite: MAT 100A or SAT quantitative score of 500 or placement test score of 85.*

### **MAT 181 Pre-calculus: Algebra**

Functions, graphs, and equations: linear, quadratic, polynomial, logarithmic, and exponential. The algebra of functions, complex numbers, absolute value, radical equations, systems of linear equations, Cramer's Rule, introduction to matrix operations, nonlinear systems, polynomial and radical inequalities with applications of above topics. *Prerequisite: MAT 100A or SAT quantitative score of 500 or placement test score of 85.*

### **MAT 182 Pre-calculus: Trigonometry and Analytic Geometry**

This course is designed for those students whose majors require Calculus I, Calculus II or any advanced mathematics. Topics include: Trigonometry functions, it relations and graphs, radian measures, functions of compound angles, solution of right and oblique triangles, solution of trigonometric equations, fundamental problems of analytic geometry, circles, parabolas, ellipses and hyperbolas, polar coordinates and parametric equations. *Prerequisite: MAT 181*

### **MAT 205 Applied Statistics**

Descriptive statistics; basic probability and distribution theory, Point and interval estimation. Hypothesis testing, regression and correlation, chi-square and F distributions. Emphasis on applications to business, marketing and behavioral science. *Prerequisite: MAT 100A or SAT quantitative score of 500 or placement test score of 85.*

### **MAT 212 Calculus for Business, Economics, and Finance**

Concepts of differential and integral calculus with emphasis on operational rather than theoretical viewpoints. Break-even and market equilibrium analysis. Differentiation of algebraic logarithmic and exponential functions. Techniques of integration and applications of definite integrals. *Prerequisite: MAT 181 or equivalent.*

### **MAT 215 Discrete Mathematics**

This course is oriented toward students enrolled in computer related and mathematics majors. Topics include set theory and logic, a study of the fundamentals of the theory of mathematical systems and proofs, functions and relations, introduction to theory of algorithms, fundamentals of number theory and cryptanalysis, foundations of graph theory and networks, Boolean algebras and combinatorial circuits, and finite state machines. *Prerequisite: MAT 181 or equivalent.*

### **MAT 232 Calculus I**

**4 credits**

Functions, Limits, and Continuity. The Derivative. Techniques of Differentiation. The Chain Rule. Implicit Differentiation. Applications of Differentiation. Intervals of Increase and Decrease. Concavity. Relative Extrema. First and Second Derivative

Tests. Maximum and Minimum Values of a Function. Integration. Anti-derivatives; The indefinite Integral. Derivatives and Integrals of Logarithmic and Exponential functions. *Prerequisite: MAT 181 and MAT 182, or equivalent.*

### **MAT 233 Calculus II**

**4 credits**

Continuation of Calculus I. In this course students will use the integration theory to calculate length of a curve, area of a surface, volumes as well as its application in Science. They will also use Infinite Series and Improper Integrals.

*Prerequisite: MAT 232*

### **MAT 234 Calculus III**

**4 credits**

Functions of two or more variables. Limits and Continuity. Partial Derivatives. Gradients. Maxima and Minima of Functions of Two Variables. Multiple Integrals. Theorems of Green, Gauss, and Stokes. *Prerequisite: MAT 233*

### **MAT 306 Ordinary Differential Equations**

An introductory course in differential equations aimed at developing solving and modeling skills. Different methods of solution of first and second order differential homogeneous and non-homogenous equations are discussed as well as systems of linear ordinary differential equations. Applications in biology, physics, earth science, and engineering. *Prerequisite: MAT 232 Corequisite: MAT 233*

### **MAT 310 Advanced Statistics**

This course introduces students to more advanced techniques and procedures used in statistics. Topics include descriptive statistics, hypothesis testing, regression and correlation, chi-square and F-distributions, multiple regression analysis, ANOVA, nonlinear regression methods, and an introduction to time series analysis. This course focuses also on applications to business, life and physical sciences, and engineering. *Prerequisite: MAT 205, MAT 232*

### **MAT 311 Linear Algebra**

This course introduces the basic mathematical structures of Algebra and its applications. Topics include systems of linear equations and methods of solution, vector spaces, dependence and independence of vectors. Basic algebraic structures: vectors, fields and rings are covered. Eigenvalue and eigenvector problems receive special attention. Applications in networking, theory of games, biology, physics, earth science, and engineering are discussed. *Prerequisite: MAT 232*

### **MAT 316 Complex Variables**

This course prepares students in the use of functions of complex variables and mathematical operations with them. Topics included are complex numbers, analytic and harmonic functions, harmonic series, theory of residues, Laplace transform, and conformal mapping. A brief introduction to some special mathematical function (Bessel and Legendre) is included also. *Prerequisite: MAT 232 - Corequisite: MAT 233*

### **MAT 320 Graph Theory and Networks**

A study of the fundamentals of theory of graphs and networks and its applications in areas of biology, drug design, computer science and social and business networks. Attention is paid to basic concepts of graph and trees, graph connectivity, network invariants and different levels of organization of networks. Provide an entry-level introduction to these modern concepts and how to apply them in these areas. *Prerequisite: MAT 311*

### **MAT 325 Game Theory**

A study of the fundamentals of the theory of games and its applications in areas such as biology, computer science, economics, and politics. Attention is paid to basic concepts of the theory of games, evolutionary games and conflict solving. Provides an introduction to these modern concepts and how to apply them in these areas. *Prerequisite: MAT 212 or MAT 232*

### **MAT 410 Introduction to Mathematical Modeling**

This course introduces students to current techniques in mathematical modeling, computer simulations, and the applications of algorithmic programming. Topics include continuous and discrete models, modeling with graphs, equations and differential equations, elements of the theory of chaos and fractals, simulating with Monte Carlo, Cellular Automata, and Genetic Algorithms and Neural networks. Case studies from biology, atmospheric sciences, ecology, engineering, and neurosciences are discussed in detail. *Prerequisite: MAT 306, MAT 311*

### **MAT 415 Numerical Analysis**

Basic ideas of numerical methods applied in mathematics. Topics include solutions of algebraic and transcendental equations, interpolation and splines, numerical differentiation and integration, eigenvalue and eigenvector problems, discrete modeling with the Monte Carlo method, cellular automata, and genetic algorithms. Applications develop modeling skills in such areas as biology, bio-informatics, physics, earth science, and engineering. The use of computers and knowledge of a programming language are required. *Prerequisite: MAT 306, MAT 311*

### **MAT 420 Introduction to the Theory of Algorithms**

This course introduces students to the principles and techniques used in the design and analysis of computer algorithms. The course is primarily theoretical and uses pseudo-code to illustrate the examples; therefore, it does not require programming. It uses concepts of mathematical proof and discrete mathematics previously studied. The course emphasizes the computational complexity of a problem, the efficiency of an algorithm for solving a problem, techniques for designing algorithms, and the inherited intractability of certain problems. *Prerequisite: MAT 215*

### **MAT 492 Directed Study**

Determined by the needs and interest of the student. *Prerequisite: Approval of Department Chairperson*

## **ORGANIZATIONAL LEADERSHIP (All courses 3 credits unless otherwise specified)**

### **ORG 114 Writing and Photography**

Visual imaging is an increasingly powerful means of communication, and writing, a traditional means of communication, is decreasing in use and popularity, primarily because of the growing influence of visual imaging. This course is designed for individuals who wish to take better pictures and improve their written expression, as well as to learn to appreciate the aesthetic qualities of visual art as exhibited in museums and art galleries.

### **ORG 120 Managing Projects in Organizations**

An introduction to the operation, coordination, and management of various projects. This course is designed to help students learn the leadership and management skills needed to plan projects including delegating tasks, developing publicity, coordinating a team, managing group dynamics, leading meetings, handling emergencies, and evaluating projects.

### **ORG 121 Special Event Management**

The purpose of this course is to acquire an in-depth knowledge about the specialized field of "event management" and to become familiar with management techniques and strategies required for successful planning, promotion, implementation, and evaluation of special events.

### **ORG 204 Fiscal Accountability for Organizational Leadership**

An introductory course in organizational stewardship. Emphasis is on uses of stewardship information by managers in directing an organization. Topics include expenditure behavior, direct and indirect expenditures, budgeting expenditures and planning, control of decentralized operations of an organization, determining charges for organization output, analysis of cash charges and expenditures, and analysis of stewardship results and position. *The course is a prerequisite for ORG 311*

### **ORG 205 Selected Statistical Procedures**

Designed for students in the Organizational Leadership degree program. Topics include central tendency and variation, normal distributions, estimation, hypothesis testing, correlation and regression, chi-square, and F distributions.

### **ORG 225 Managing Performance & Change in the Workplace**

A comprehensive overview on concepts and practices for managing performance and change in the workplace. Students explore the phases of change, how to develop supportive infrastructure, professional development, and measuring performance.

### **ORG 257 Select Topics in Organizational Leadership**

The course will focus on a selected area of Organizational Leadership. The area of study may include current issues/events or may be determined at the discretion of the instructor.

### **ORG 300 Issues in Management**

Examines management control functions, strategic planning, and organizational structure and design. Also examined are motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and studied and contrasted with Management by Objectives (MBO).

### **ORG 305 Socio-economic Resources for Organizational Leadership**

A study of the socio-economic resources for organizations, including competition, charging for output, effects of scarce resources, and global exchange; as well as consideration of the government's role in respect to socio-economic resources.

### **ORG 311 Organizational Fiscal Resource Administration**

Goals and functions of organizational fiscal accountability analysis of stewardship statements for operations and cash flow, pro-forma statements, leverage, working

capital management, short-term financing, time value of money, leasing, and applications in the form of case-problem solving. *Prerequisite: ORG 204*

### **ORG 320 Organizational Law**

An introduction to law and legal procedures from the perspective of organizations, including advertising, antitrust, bankruptcy, consumer rights, contracts, corporations, credit, employment, environment, health and safety, labor, products liability, property, securities, technology, trade, transportation, and other forms of government regulation of organizations.

### **ORG 323 Staffing and Employee Development**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

### **ORG 327 Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of organizations.

### **ORG 332 Organizational Promotion**

Principles of promotion that need to be understood by organizational leaders to develop and utilize effective promotional practices are examined. Concepts of the global economy, including major social, psychological, and political influences, will be explored and their promotional implications considered from an organizational leadership perspective.

### **ORG 400 Organizational Communication**

An introduction to relevant principles and practices of organizational communication – the human communication processes in organizations through which the organizational reality is constructed, maintained, reproduced, and changed. Recognizing that contemporary organizations operate in the “communications era,” shaped by such forces as globalization, technological advancement, social networking, and the mass production of information, key concepts and theories of organizational communication are presented in this context. Students are encouraged to develop communication competencies necessary for successfully navigating organizational life.

### **ORG 457 Special Topics in Leadership, Research, Communication, Marketing or Management**

The course will focus on a selected area of Leadership, Research, Communication, Marketing or Management. The area of study may include current issues/events or may be determined at the discretion of the instructor.

### **ORG 490 Strategic Policy and Planning**

Introduces adult learners to various organizational planning models and techniques and applies these to hypothetical cases. It stresses the concepts of strategic planning and strategic administration.

**ORG 499A Action Research Project A****1-3 credits**

The research project is a major research effort designed to enhance knowledge in an area related to one's work or community, improve writing skills, improve presentation skills, and provide research skills to assist effective decision-making. The student will define the topic, locate the sources, begin the research and writing, and make his/her first oral presentation.

**ORG 499B Action Research Project B****1-3 credits**

The research project culminates with a final report by the student to include: 1) new knowledge gained from the research and synthesis on the chosen topic; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

**PAC (PUBLIC ADMINISTRATION) COURSES  
(All courses 3 credits unless otherwise specified)****PAC 402 Planning, Budgeting and Financing for Public Agencies**

An examination of the manner in which public agencies determine program priorities, allocate resources to carry out these programs, and obtain public funds through such mechanisms as taxation and bond issues.

**PHILOSOPHY COURSES  
(All courses 3 credits unless otherwise specified)****PHI 150D Introduction to Philosophy**

This course attempts to bring coherence between human value systems and views of the universe. The student looks at the many philosophies that have evolved in order to understand the present-day matrix of philosophy and culture, with the aim of searching not only for a new way of knowing, but also a new way of living.

**PHI 152 Logic**

A study of the science and art of methodical thinking; analysis of concept by definition and division; analysis of sentences and arguments; rules of deductive and inductive reasoning; the skills of logic as expressed in the argumentative essay and in debate; fallacy; and the mathematical expression of logic.

**PHI 220 Philosophy of Education**

An examination of the philosophical bases behind the major approaches to education in the modern world, as well as an exploration of primal and classical approaches and post-modern challenges from liberationist and ecological approaches.

**PHI 319 Bioregionalism and Sustainability**

An examination of contemporary life and whether it is ecologically sustainable. The principles of bioregionalism and sustainability will be explored in relation to South Florida, the STU campus, and personal lives.

**PHI 321 Contemporary Philosophy**

An examination of the development of contemporary Western philosophy as it proceeds from the pre-Socratic atomistic cosmology selected by early modern natural

philosophers, to the epistemological crisis precipitated by atomism, to the bifurcation into separate empiricist and idealist philosophical paths attempting to respond to this epistemological crisis, to the emergence of a crisis of reason and ethics in relativistic and nihilistic strands of late modern (sometimes called "postmodernist") philosophy. The course also explores the healing holistic ecological postmodern cosmology emerging from philosophical dialogue with the frontiers of contemporary science.

### **PHI 331 Personal Values and Organizational Ethics**

Several major ethical theories are reviewed. Students examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world. This course meets the State of Florida "Gordon Rule" requirements.

### **PHI 332C Ethics**

An exploration of the moral life, including a study of various philosophical traditions of ethics and of contemporary ethical issues in regard to self, society, and the natural world. This course meets the requirements of the State of Florida "Gordon Rule."  
*Prerequisite: English 102*

### **PHI 344C Social Ethics I**

A philosophical examination of human society in its ecological, economic, political, and cultural dimensions, with particular reference to the modern European Enlightenment, the triumph of Liberalism, the modern Industrial Revolution, industrial labor unions, industrial warfare, and the industrial ideologies of capitalism, socialism, communism, and fascism. All of this is studied in the light of the philosophical dimension of the unfolding Western ethical wisdom tradition known as Modern Catholic Social Teaching, which began in 1740 and ended in 1958 on the eve of the new global era. This course meets the requirements of the State of Florida "Gordon Rule."  
*Prerequisite: English 102*

### **PHI 345C Social Ethics II**

An overview of the philosophical dimension of human society in its ecological, economic, political, and cultural dimensions, with particular reference to the postmodern global era. It then examines the neo-liberal global stage of capitalism flowing from the Electronic Revolution and the response of postmodern Catholic Social Teaching, especially in relation to postcolonial liberation on the North-South axis and disarmament on the East-West axis (with the two articulated as "justice and peace"), as well as to new challenges from the rising role of women, the deepening global ecological crisis, the breakdown of modern economic-materialistic ideologies, and the search for a global ethics to support the emerging global civilization, especially in relation to the United Nations. This stage of Catholic Social Teaching begins in 1958 and still continues to unfold. *Prerequisites: English 102*

### **PHI 353C Biomedical Ethics**

An exploration of ethical issues currently arising in the practice of medicine and its allied sciences from the perspective of Catholic Bioethics. Topics to be covered include informed consent, euthanasia, research on human subjects, genetic engineering, public policy, and health care. This course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: English 102*

### **PHI 362C Environmental Ethics**

In this interdisciplinary course, the student learns to participate in the "new" story — a transforming vision of a future with hope, where the Earth serves as a self-nourishing, self-governing, self-educating, and self-fulfilling community. This course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: English 102*

### **PHI 369C Business Ethics**

The case study method is used to analyze problems in distributive justice, personal rights, labor and capital, employment and wages and government intervention in economic life. This course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: English 102*

### **PHI 457 Selected Studies in the History of Philosophy**

A concentrated study of selected philosophical ideas and individual philosophers in view of the role they played in shaping our lives and environment. Emphasis will be placed on understanding the relationship of humans to the larger community of life.

## **PHYSICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **PHY 100 Introduction to Physics**

This course is for students needing preparation for PHY 101 and PHY 102 College Physics. Application of mathematics to problems in physics is addressed. Emphasis is on the integration of algebra, geometry and trigonometry to physics. Topics include the areas of mechanics of solids and fluids, wave phenomena, thermal physics, electricity, magnetism, and a summary of modern physics. *Prerequisite: MAT 181 - Corequisite: MAT 182*

### **PHY 101 College Physics I**

College algebra-based physics. This is the first part of a one-year physics sequence. It provides an introduction to classical mechanics, including the motion of particles and rigid bodies, fluids, the general description of waves, kinetic theory of gases, temperature, heat, and elementary thermodynamics. Must be taken concurrently with PHY 101L. *Prerequisites: PHY 100 and MAT 182 - Corequisite: PHY 101L*

### **PHY 101L College Physics I Laboratory**

**1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 101 - Laboratory Fee*

### **PHY 102 College Physics II**

This course is the second part of a one-year physics sequence. It covers the basic phenomena of electricity and magnetism, elements of circuits, electromagnetic waves, optics, and a preview of modern physics. Must be taken concurrently with PHY 102L. *Prerequisites: PHY 101 and PHY 101L - Corequisite: PHY 102L*

### **PHY 102L College Physics II Laboratory**

**1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 102 - Laboratory Fee*

**PHY 207 University Physics I****4 credits**

The first part of a one-year, calculus-based physics sequence. Topics include mechanics (units, physical quantities, motion, kinematics, force, dynamics, Newton's Laws, work and energy, collisions, and rotation of a rigid body), equilibrium, simple harmonic motion, fluid mechanics (density, pressure, buoyancy, flow, Bernoulli's Equation), heat (temperature and thermal expansion), and the laws of thermodynamics. *Prerequisite: MAT 233 - Corequisite: PHY 207L*

**PHY 207L Laboratory: University Physics I****1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 207 - Laboratory Fee*

**PHY 208 University Physics II****4 credits**

The second part of the calculus-based physics sequence. Topics include electric charge, Coulomb's Law, electric field, conductors and insulators, Gauss' Law, electric potential, current and resistance, electromotive force and circuits, magnetic field, magnetic force, induction, electromagnetic waves, and optics (lights, mirrors, lenses, optical instruments, interference and diffraction). *Prerequisites: PHY 207 and MAT 234 - Corequisite: PHY 208L*

**PHY 208L Laboratory: University Physics II****1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 208 - Laboratory Fee*

**PHY 301 Modern Physics (with integrated lab)****4 credits**

This course provides an understanding of concepts and general principles in modern physics. It integrates concepts of calculus into modern physics. Topics include foundations of special and general relativity, introductory quantum mechanics and atomic structures, principles of nanotechnology and material sciences, nuclear physics, particle physics, and cosmology. *Prerequisites: PHY 208 and MAT 233 - Corequisite: MAT 234*

**PHY 302 Statistical Physics**

This course provides an understanding of concepts and general principles of statistical physics, and its connection with thermodynamics for classical and quantum systems. It integrates concepts of calculus into calculations. Topics include the Laws of Thermodynamics, thermodynamic potentials, the chemical potential and open systems, classical and quantum statistics, foundations of the kinetic theory of gases, heat capacity, the thermodynamics of magnetism and superconductivity, and information theory. *Prerequisites: PHY 301 and MAT 234*

**PHY 310 Principles of Physical Optics (with integrated lab) 4 credits**

This course provides an introduction to optical science with engineering applications. Physical principles are used to develop a firm fundamental understanding of optics and imaging. Topics include geometrical optics: ray-tracing, aberrations, lenses, radiometry and photometry; wave optics: basic electrodynamics, polarization, interference, Fresnel and Fraunhofer diffraction, image formation, resolution, and holography. Laboratory work is embedded in the course. *Prerequisite: PHY 208 - Laboratory Fee*

### **PHY 401 Solid State Physics**

This course provides an understanding of concepts and general principles of solid state physics, and its connection with nanotechnology and material science. It integrates concepts of calculus, modern physics and statistical physics into calculations. Topics include principles of crystallography, band structures in metals, crystal lattice oscillations, electronic correlations, and magnetism of solids, superconductivity, optical properties of solids, and nanostructures and their applications. *Prerequisites: PHY 301 and MAT 234*

### **PHY 402 Atmospheric Physics**

This course provides an understanding of meteorological concepts in a mathematical fashion, appealing to concepts acquired in University Physics courses. It integrates concepts of calculus into atmospheric physics. Topics include the Earth system, atmospheric thermodynamics, radiative transfer, atmospheric chemistry, cloud microphysics, atmospheric dynamics, weather systems, atmospheric boundary layer, and climate dynamics. The course also develops computational skills through research projects oriented toward the impact of urban meteorology on human health. *Prerequisites: PHY 301 and MAT 234*

### **PHY 403 Modern Astrophysics**

This course provides applications of physics (Newtonian, statistical, and quantum mechanics) to fundamental processes that occur in celestial objects. Topics include main-sequence stars, collapsed stars (white dwarfs, neutron stars, and black holes), pulsars, supernovae, the interstellar medium, galaxies, active galaxies, quasars, and cosmology. Observational data discussed. No prior knowledge of astronomy is required. *Prerequisites: PHY 301 and MAT 234*

## **POLITICAL SCIENCE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **POS 101 Introduction to Political Science**

An introduction to the study of government and politics, which surveys the discipline, including its scope, the issues involved, and a comparison of political behaviors and systems. This course also includes a brief introduction to political theory.

### **POS 102 Geopolitics**

A survey of how human interaction with natural phenomena produces political outcomes and how these outcomes affect the global physical environment and vice-versa. Special attention is made to how modern society, particularly the consequences of the behavior of political units such as nation-states, impacts the quality of life of the global community as a whole. The influence that geographic factors have on human behavior ranging from governmental decision making to individual-level phenomenon such as population and migration are also examined.

### **POS 201 Introduction to American Government**

A study of the national and state governments of the American constitutional system. Particular attention will be devoted to Congress, the Presidency, and the courts.

### **POS 202D Introduction to Comparative Politics**

An introduction to comparative politics with a special emphasis on comparing and contrasting the political systems of the industrialized, communist, and developing countries.

**POS 230 Introduction to International Relations**

An introduction to the study of international relations with a special emphasis on current issues of security, identity, diversity and economy. Topics include war and peace, international terrorism, the process of globalization, human rights, diplomacy, and nuclear weapons and disarmament.

**POS 302 State and Local Government**

A study of the government and politics of the state and local governments and their relationships to each other and to the federal government are studied. *Prerequisite: POS 101 or permission of instructor*

**POS 304 American Political Parties**

A history and analysis of the American political parties—origins, electoral processes, examination of suffrage, interest groups, nomination devices, campaign procedures, and the conduct of elections. *Prerequisite: POS 101 or Permission of Instructor*

**POS 307D Women in Politics**

An examination of the role women play in the American political system with special attention being paid to the role of gender in the socio-political arena. *Prerequisite: POS 101 or Permission of Instructor*

**POS 308 (SOC 308) Metro Politics: Modern Urban Government**

An examination of the politics and processes involved in running a modern metropolis. Special attention is given to the major political actors in large cities and their confronting of key sociopolitical urban issues such as poverty, housing, and crime. *Prerequisite: POS 101 or Permission of Instructor*

**POS 310 The American Presidency**

A study of the constitutional framework, historical background, campaigns for the office, growth and development of all aspects of the office, its relation to Congress, and its leadership function in today's government will be studied. *Prerequisite: POS 101 or Permission of Instructor*

**POS 311 Public Administration**

A discussion of supervision and management with an emphasis on the differing philosophies and problems confronting public agencies that are primarily service oriented, the role of the public administrator vis-à-vis his/her organization, the public, and other government agencies. Some historical perspectives on the development of the bureaucratic model are discussed. *Prerequisite: POS 101 or Permission of Instructor*

**POS 320 Law and Politics**

An examination of the functions of the judicial branch in Western industrial-style democracies with special attention being paid to the United States Supreme Court. *Prerequisite: POS 101 or Permission of Instructor*

**POS 321 European Union Politics**

This course examines comparatively the foreign policies of the European Union (EU) member states and of the EU as a whole, with special emphasis on the EU-US (transatlantic) relations. *Prerequisite: POS 101 or Permission of Instructor*

**POS 322 American Constitutional Law**

A study of the organization and jurisdiction of the federal courts and the role of the Supreme Court in American society. Emphasis will be placed on contemporary constitutional issues affecting American public law. The landmark decisions will be studied in seminar discussions using the case method. *Prerequisite: POS 101 or Permission of Instructor*

**POS 328 The Legislative Process**

An examination of the functions of the legislative branch in Western industrial-style democracies with special attention paid to the United States Congress. *Prerequisite: POS 101 or Permission of Instructor*

**POS 332 Political Ideology and Culture Wars**

An examination and analysis of contemporary political ideologies such as liberalism, conservatism, libertarianism, socialism and feminism and their roles in modern politics. *Prerequisite: POS 101 or Permission of Instructor*

**POS 336 United Nations and Global Security**

An examination of international organizations in terms of both global governance and international law. This course explores a variety of international actors with special attention paid to the United Nations and its role in the post 09/11 world. Students are given an opportunity to participate in a model United Nations simulation. *Prerequisite: POS 101 or Permission of Instructor*

**POS 356D Politics of The Developing Nations**

An examination of the problems of political and economic development, the socio-economic and cultural factors affecting it, and the influence of conflicting ideologies. Special consideration is given to issues of poverty, women, the environment, the impact of globalization, and the challenges to political governance faced by developing nations. *Prerequisite: POS 101 or Permission of Instructor*

**POS 365 Caribbean Politics**

This course examines the political systems of the major countries in the Caribbean. Attention is given to the relationship between economic and political development within a global context. This course emphasizes the study of Cuba, Haiti, Puerto Rico, and the Dominican Republic.

**POS 380 Politics and Policy Making**

This course examines public policymaking in the United States at the federal and state level in order to demonstrate how political environment and political events affect the policymaking process. Special attention is paid to policymaking in the context of the current political climate. *Prerequisite: POS 101 or Permission of Instructor*

**POS 390 Environmental Politics**

A study of problems and processes in the public management of the natural environment the public interest, natural resources policy, the planning process, allocation conflicts, and grass-roots participation. *Prerequisite: POS 101 or Permission of Instructor*

**POS 402 China: International Relations and Politics**

An overview of the development of China into a major international actor in the 20th century. Topics are examined from multiple perspectives including those of prominent

individual leaders, the Communist Party, and domestic pressure groups. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 407 United States Foreign Policy I**

A study of the development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. This course considers problems before 1945. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 408 United States Foreign Policy II**

A study of the development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. This course considers problems since 1945. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 410D Political and Military Dimensions of Terrorism**

Focuses on specific major terrorist organizations worldwide such as Hamas, Hizbollah, Abu Nidal, The Tupamaros, Al Qaeda, and the Argentinian Death Squads. This course offers a clear understanding of their origins, supporting ideologies, objectives, modus operandi, resources, training operations, and consequences. This course concludes with examination of national and international counterterrorist strategies, their assets, and limitations. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 422 Dictators and Revolutions**

This course examines the cycles of revolutions, guerilla warfare, grass roots movements, and dictatorships experienced by countries in the 20th and 21st centuries. Special attention to the impact of the Cuban revolution on Latin American revolutions such as in Nicaragua and El Salvador and on the revolutions in the Middle East, such as in Egypt and Libya. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 424 Cuba after Castro**

This course examines the origin of the Cuban revolution and its evolution to understand the impact Cuba has on Latin America and the United States. Special attention is given to analyzing political scenarios for the future of Cuba. Guest lecturers from the Miami community will come to the classroom to enhance the learning of Cuba today. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 426D Minority Group Politics**

An examination of the socio-political experience of racial, ethnic, religious, and gender groups in the US with special focus on the struggle for legal and political equality. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 430D Politics and Religion**

This course focuses on the issues regarding the current role of religion in public life in the United States, comparing the experiences of other nations and using an historical perspective as well. The course examines the constitutional implications involved in the separation of church and state and the goals and activities relative to government of various religious interest groups. *Prerequisite: POS 101 or Permission of Instructor*

### **POS 450 Early Political Theory**

A survey course on the theories of the major political philosophers from ancient to early modern times. *Prerequisite: POS 101 or Permission of Instructor*

**POS 451 Modern Political Theory**

An analysis of the thought of the great political theorists since the Age of Reason. Contemporary political thought will be considered in some detail. *Prerequisite: POS 101 or Permission of Instructor*

**POS 459 Global Politics**

A study of global politics provides students with a working knowledge of the complexities surrounding contemporary and controversial global policy issues such as threats to the world environment, terrorism, international health issues, overpopulation, drug trafficking, and human trafficking. This course examines the institutions, actors, and processes that comprise critical political problem-solving at the global level. The goal of this course is to thoroughly acquaint students with the preeminent world-wide policy problems of the 21st Century, encourage them to analyze these problems from a political perspective and to formulate potential solutions. *Prerequisite: POS 101 or Permission of Instructor*

**POS 480D Inter-American Relations**

An examination of the relations between and among the Western Hemisphere with particular emphasis upon those of the United States and Latin America. *Prerequisite: POS 101 or Permission of Instructor*

**POS 485C Latin American Economic and Political Development**

An examination of the historical, economic and political context of Latin America to understand current economic and political development in the region. The dynamics of Latin American politics are considered with an emphasis on key political actors such as the military, labor unions, the Catholic Church, political parties, the United States, and the business sector. *Prerequisite: POS 101 or Permission of Instructor*

**POS 490 Seminar In Political Analysis And Methodology**

Subjects for this course will vary according to the desires of both students and faculty. *Prerequisite: POS 101 or Permission of Instructor*

**POS 495 Directed Readings Or Projects I**

An opportunity for extensive research in an area of special interest to the student. *Prerequisite: Program Coordinator Approval*

**POS 497 Internship In Political Science I & II****3-6 credits**

An opportunity for work-study experience in government or politics. Students may take up to six credits in internships, which may be earned in governmental or political experience. This course is graded with a letter grade. *Prerequisite: For Political Science majors only—junior or senior standing and Program Coordinator Approval.*

**PSYCHOLOGY COURSES****(All courses 3 credits unless otherwise specified)****PSY 201 Introduction to Psychology**

This course is designed to be an overview of the field of psychology, including topics such as memory and intelligence processes, interpersonal relations, motivation, psychological disorders and treatment, the effects of the media, and more.

**PSY 220 (SOC 220) Social Psychology**

A study of the social factors which influence such areas as conformity, leadership, attitudes, conflicts, and perception. *This course may be taken for credit as either PSY 220 or SOC 220, but not both.*

**PSY 250 Psychological Statistics**

This course is specifically focused on using the SPSS statistical software package. The course will cover both descriptive and inferential statistics. This also includes the various ways of graphing and presenting data in the social science, using histograms, bar charts, pie charts, and other formats. *Prerequisite: MAT 205*

**PSY 260 Applied Psychology**

A survey of the various issues, processes, and procedures used by psychologists in applied settings. Legal and ethical considerations in such settings will be addressed.

**PSY 300 Child Psychology**

An examination of biological, cognitive, and emotional changes in the human growth process from the prenatal period to puberty, with equal emphasis on both theoretical and empirical perspectives. *Prerequisite: PSY 201*

**PSY 301 Cognitive Psychology**

An examination of current research and theory on human thinking process. This course includes decision-making, memory, attention and capacity, concept formation, organization, and language comprehension. *Prerequisite: PSY 201*

**PSY 304 Psychological Methods of Research**

An introduction to experimental methods of behavioral research with discussion of techniques, experimental, quasi-experimental and non-experimental designs and tools for data analysis including a variety of inferential statistics. Students will design a psychology based research proposal. Emphasis will be given to ethical considerations in research of human participants. *Prerequisites: PSY 201 and PSY 250*

**PSY 310 Group Dynamics**

This course is designed to give students an overview of group dynamics in general. The stages of groups, types of groups, the importance of ethics, group leadership skills, diversity related to group leadership and empirical findings regarding groups is discussed. *Prerequisite: Psychology 201*

**PSY 315 Psychology of Persuasion**

A study of the reciprocal relationships between humans and their physical environment: how the individual perceives, conceptualizes, assesses, and responds to the environment. Topics include noise and air pollution, environmental hazards, climate and behavior, architectural design, and impact of the environment on individual work and leisure relations. *Prerequisite: PSY 201*

**PSY 335 Psychology of Learning**

A study of the principles and theories of learning, including verbal learning. *Prerequisite: PSY 201*

### **PSY 351 Clinical and Counseling Psychology**

An introduction to the theoretical and pragmatic aspects of clinical and counseling psychology. This course emphasizes the practical applications of theory-based clinical skills. *Prerequisite: PSY 201*

### **PSY 355 Tests and Measurements**

A consideration of the origins, functions, and uses of psychological tests including intelligence and achievement testing and measurement of personality traits. Reliability, validity, norms, and ethical considerations are also addressed. *Prerequisite: PSY 201 and MAT205 or PSY250*

### **PSY 365 Sensation and Perception**

A study of how the senses work and how humans perceive the world around them. This course includes a detailed examination of anatomical, physiological, and behavioral aspects of the major senses, and includes review of theories and experimental methods of study in this field. Topics include each of the sensory systems—perception of color, motion, form, depth, and illusions, as well as clinical deficits in sensation/perception. *Prerequisite: PSY 201*

### **PSY 400 Psychology of Adolescence**

A survey of the intellectual, emotional and social development of the adolescent. Basic theories of adolescent psychology introduced to analyze and investigate behavior. Simulation problems demonstrated. Behavioral reactions examined and related to specific theories. *Prerequisite: PSY 201*

### **PSY 403D Psychology of Gender**

An overview of the psychological, social and emotional development of women in Western society and the impact of past and current societal influences upon that development. Diversity is addressed in this course as it relates to the differences/commonalities between genders. *Prerequisite: PSY 201*

### **PSY 407D Multicultural Issues in Psychology**

A survey of multicultural issues in the field of psychology including multicultural concerns in research and counseling, racial identity development, and the impact of societal oppression upon psychological development. *Prerequisite: PSY 201*

### **PSY 410 Adult Development and Aging**

An examination of the human growth process in the transition from adulthood to old age, with emphasis on social, cognitive, and emotional determinants. *Prerequisite: PSY 201*

### **PSY 420 Personality Theory**

An investigation of the elements of personality and the dynamics of their integration. The study includes an evaluation of all major classical and contemporary personality theorists. *Prerequisite: PSY 201*

### **PSY 435 Physiological Psychology**

A study of the physiological basis of behavior. This course emphasizes on the neural and endocrine mechanisms involved in learning, emotion, perception, and other physiological processes. *Prerequisite: PSY 201*

**PSY 440C Abnormal Psychology**

A study of the possible social and biological factors contributing to abnormal behavior, currently used diagnostic classification systems, and the process of diagnosing mental and emotional disorders. *Prerequisite: PSY 201*

**PSY 446 Health Psychology**

An examination of the relation between psychology and physical health. The course covers basic theory, research, and application of psychological principles to physical health. This includes examining the role of personality type, emotional reactions, social support, and other factors as they affect the immune system and other health-defense mechanisms. Special focus will also be given to the role of Eastern and Western cultural philosophies on health and well-being. *Prerequisite: PSY 201*

**PSY 450 Psychology of Work**

A study of behavior in the work environment, with emphasis on motivation, performance, and leadership and particular methods of selection, training and job analysis. *Prerequisite: PSY 201*

**PSY 470 Psychology of Law**

An overview of the role of psychological research in the legal system. Students will be asked to consider how psychology is intertwined with legal decisions of guilt, a defendant's competency to stand trial, eyewitness behavior, jury selection, jury decision making, capital punishment, the insanity defense, and other relevant topics. *Prerequisite: PSY 201*

**PSY 491 Senior Psychology Seminar**

Students design a psychology-based research project, implement the project, and analyze the results. Students will present the completed research project during a formal presentation. Students are required to take the psychology content exam as a part of the course. *Prerequisites: Psychology major, PSY 250, PSY 304, and Senior Standing or Permission of Instructor*

**PSY 491L Senior Psychology Seminar Lab****1 credit**

This course is designed as a required lab to accompany the Senior Psychology Seminar. In this course you will begin to create a survey instrument, learn the appropriate format for data collection, enter and analyze data utilizing SPSS software, and prepare a manuscript and research poster presentation for an undergraduate research symposium. *Prerequisites: MAT 205, PSY 304, and PSY250*

**PSY 495 Directed Reading or Research I & II****3-6 credits**

The student completes a psychological research paper, study, experiment, or project under the supervision of a psychology faculty member. *Prerequisites: Psychology Major, Junior or Senior Standing, and Permission of Instructor*

**PSY 497 Internship**

This course provides a supervised fieldwork experience in a school, social service agency, or similar local directly related to the field of psychology. This course is for a letter grade. *Prerequisite: Psychology Major, Senior Standing, and Permission of Instructor*

## **READING COURSES**

**(All courses 3 credits unless otherwise specified)**

### **RDG 100 Basic Skills Reading and Study Skills**

Designed to help students apply critical reading and thinking skills in content areas. Emphasis is on the learning theory behind reading strategies. *This course is graded on a PASS/NO-PASS basis and does not fulfill the general education English or Humanities requirement.*

### **RED 308 Basics of Reading Instruction**

This beginning reading methods course covers grades K-12 and provides opportunities for exploring 1) the meaning of Language and Literacy, 2) strategies for teaching beginning reading, 3) strategies for teaching reading through the content areas, and 4) the assessment of reading.

### **RED 309 Reading Methods for Elementary Multicultural Schools**

Offers the student a broad perspective of the reading process, including: (1) a historical overview, (2) current approaches to the teaching of reading, (3) the importance of developing reading readiness, recognition skills and comprehension skills in children, (4) the diagnosis of reading abilities, (5) the assessment of reading, and (6) the use of computers to teach reading. The teaching of reading as a first language versus as a second language is discussed. *Prerequisite: RED 308*

### **RED 310 Diagnosis and Remediation of Reading Problems**

Students will learn to identify, diagnose, and remediate reading problems of Elementary age children, formal and informal reading inventories, and diagnostic tests will be used. *Prerequisite: RED 308*

### **RED 311 Children's Literature with a Multicultural Perspective**

An overview of children's books from various content areas (math, science, social studies, etc). The course will present students with a range of books written for children from a variety of purposes (from classical literature to contemporary), including authentic literature and books written for a multilingual/multicultural population. The course will also provide students with experiential activities, enabling them to appreciate the educational potential inherent in children's literature. Students will develop an understanding of the historical background of children's literature, and design and create their own stories. *Prerequisite: RED 308*

### **RED 412 Reading Practicum**

The purpose of the course is to enable students to acquire, integrate, apply, and reflect on basic knowledge, skills, and attitudes acquired in prerequisite courses, essential for the preparation and delivery of reading instruction in a clinical/field setting. *Prerequisites: RED 309, 310, and 311*

## **SCI (GENERAL SCIENCE) COURSES**

**(All courses 3 credits unless otherwise specified)**

### **SCI 105 Earth Science**

Studies in selected topics in earth science from the areas of astronomy, geology, meteorology, and oceanography. Major geologic events such as earthquakes, volcanic

activity, mountain formation, plate tectonics, and continental drifts are examined. This course includes a laboratory component.

### **SCI 106 General Biology**

General biology is an introduction to the fundamental principles of life from the molecular level to the ecological community. The course is designed to give the student an understanding of the common principles that control all living organisms. Cellular structure, function and reproduction are examined, in addition to organ systems, and the anatomy and physiology of the integrated human body. Elements of ecology, genetics, inheritance, evolution and botany are discussed with an emphasis on various aspects of contemporary biology. This course includes a laboratory component and is intended specifically for non-science majors.

### **SCI 112 Introduction to Meteorology**

A study of the Earth-Atmosphere connection and the environment it sustains. Attention is paid to the hydrologic cycle, storms, weather conditions and forecasts, climate, pollution, and possible global climate changes. It provides a basic understanding of meteorological concepts in non-mathematical fashion while maintaining scientific integrity. The course stimulates curiosity and answers questions about the weather that arise in day-to-day life by providing insight into the working of the atmosphere. This course is intended for non-science majors and includes a laboratory component. *Prerequisite: MAT 100A or equivalent*

### **SCI 114 Astronomy**

This course is an introductory course in astrophysics and provides a brief and descriptive treatment of the Universe and its contents. The course includes some history of astronomy, and basic physical laws are presented along with explanations of basic astronomical events. The emphasis is on our present understanding of energy and matter in space. This is an introductory science course with no university level prerequisites and is intended for non-science majors. This course includes a laboratory component. *Prerequisite: MAT 100A or equivalent*

### **SCI 119 Physical Science and Solar Energy**

This course is designed to be an introduction to the study of Solar Energy Systems and Hydrogen Technologies. It covers topics that include, but are not limited to: the Solar System, the Sun and solar energy, direct conversion of sunlight into electricity and heat, photovoltaic systems, solar heaters, photovoltaic cells, energy storage, hydrogen production, and fuel cells. *Prerequisite: MAT 109 or equivalent*

### **SCI 200 Marine Biology**

Covers major issues of oceanography, dealing with the physical geography and chemistry, as well as the biology of the world's oceans. Students study the morphology, taxonomic, and life-history characteristics of marine organisms in subtropical Florida waters. Ecologically important issues are covered, such as extinction, genetic biodiversity, and habitats preservation of environments of special interest: coral reefs, sea grass beds, mangroves, pelagic, benthic and intertidal communities.

### **SCI 222 Bioregions**

Focuses on the environment of Florida in teaching the basic concepts of ecology. Topics include the study of energy, water and nutrient flows in ecosystems; the physical, chemical and biological processes that influence populations and

communities; and the varied effects of the human population on the natural environment. Field experience in the Everglades and other local ecosystems provide participants with the opportunity to explore local habitats, and gain first-hand knowledge about vegetation and wildlife. *This course is well suited for non-science majors. Field trip fees not included.*

### **SCI 242 Ecology**

The study of the dynamic interactions of biological organisms with their edaphic and atmospheric environments. All levels of trophic interdependence are studied, from populations, communities and ecosystems, to the biosphere, covering both the plant and animal dimensions. Modern methods of quantifying ecologically significant impacts in determining the vitality and stability of ecosystems are explored. Special communities of local interest are studied, including coral reef, coastal savanna, lentic, lotic, hammock, everglades, temperate, and intertidal communities. Subjects of particular concern to South Florida are covered, including: introduced species, species extinction, aquifer, wildlife and game fish legislation, state protected species, acid rain, ozone, and the greenhouse effect.

### **SCI 306N Principles of Nutrition**

This course emphasizes the principles of basic nutrition and nutritional needs integrated with cultural dietary patterns and its impact on the life stage and life span. Prerequisite: Sophomore Standing or Permission of Instructor.

## **SOCIOLOGY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **SOC 201D Principles of Sociology**

An introduction to the sociological perspective and its systematic analyses of society, culture, social groups, social acts, and social change.

### **SOC 203D Collective Behavior**

A study of interactional episodes, which may be distinguished as relatively spontaneous and transitory: revolutions, rebellions, riots, strikes, panics, fads, mobs, crowds, publics, cults, etc. The preconditions of social movements, their organization, life cycle, and impact on social change are systematically analyzed along with a focus upon characteristics of leaders and followers. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 205D Contemporary Social Problems**

A sociological study of major contemporary social problems, social disorganization, and personal deviance through an analysis of their nature, causes and consequences. The social forces which contribute to their persistence as well as possible ameliorative strategies are examined. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 220 (PSY 220) Social Psychology**

A study of the social factors which influence such areas as conformity, leadership, attitudes, conflicts, and perception. *This course may be taken for credit as either PSY 220 or SOC 220, but not both.*

### **SOC 225 (CRI 225) Crime in South Florida**

An intensive, critical examination of the crime problem in Miami, Fort Lauderdale, and the surrounding communities. In addition to descriptive materials covering the nature and extent of various types of offenses, offenders, and crime victims, the course focuses on the police, court, and correctional systems as state and local administrative agencies mandated to combat crime specifically in South Florida.

### **SOC 290 (CRI 290) Criminological Theory**

This relevant, thought-provoking criminal justice course will provide learners with a comprehensive understanding of the major theories used to explain, interpret, or specify crime patterns and criminal behavior. It begins with a treatment of the nature of crime theory and why crime theories are important, traces the development of major crime theories, sets forth their central arguments, assets and limitations, and it includes with sections explaining the influence and practical application of various crime theories to crime control policies and programs. *Prerequisites: CRI 101: Introduction to Criminal Justice or SOC 201: Principles of Sociology*

### **SOC 300 (CRI 300) Research Methods in Criminology and Criminal Justice**

This course introduces students to the basic methods of research used in criminal justice. Students will learn the major steps researchers use in making and testing hypotheses, the logic of causality, alternatives to causal explanations in criminal justice and social science, as well as various techniques for collecting data including the experimental design, ex post facto experiments, mailed surveys, interviews, direct observation, participant observation, and content analysis. Various strategies for analyzing data including scaling techniques and the application of frequently used statistical procedures will also be addressed. *Prerequisites: CRI 101: Introduction to Criminal Justice or SOC 201: Principles of Sociology; MAT 205: Applied Statistics*

### **SOC 301D Minority Groups**

This course explores the process of ethnic, racial, and religious differentiation in complex societies, relationships of dominant and minority groups, theories of dominant and minority accommodative processes, reactions to dominance, prejudice, and discrimination. Modern social movements and effective strategies to counteract prejudicial attitudes and discriminatory social structure are also addressed. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 302 Contemporary Social Thought**

A discussion of contemporary, mainstream sociological theory where the historical development of several major social theories will be systematically traced, analyzed, and evaluated for internal and external validity and applied to practical social situations. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 306 Urban Sociology**

A sociological study of the city with special attention directed to the social, economic, political, and technological conditions attending the development and proliferation of American cities. The rise of urbanism, ecological patterns of urban growth, and problems confronting the urban and suburban resident are discussed along with projections regarding the city of the future. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 307D Marriage and Family Relationships**

A sociological analysis of the basis of the family as a social institution, its varied structural arrangements, its functional integration with other societal institutions, and changes in family role relationships over time. Significant problems confronting the contemporary family are profiled as social phenomena including trends in divorce, dilemmas of widowhood, role-conflicts of the single-working parent, and social correlates of child abuse. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 308 (POS 308) Metro Politics: Modern Urban Government**

An examination of the politics and processes involved in running a modern metropolis. Special attention is given to the major political actors in large cities and their confronting of key sociopolitical urban issues such as poverty, housing, and crime. *Prerequisite: POS 101 or Permission of Instructor*

### **SOC 310 (CRI 310) Alcohol and Drug Abuse as Social Problems**

An in-depth examination of alcohol and drug abuse as social problems with both national and international dimensions. It covers the nature and extent of drug abuse, the socio-legal history of its emergence as a major social problem, description and analysis of the related supporting culture, and their respective functions and dysfunctions in society. Efforts at their control, including interdiction, legalization, and various rehabilitation programs will also be critically reviewed. *Prerequisite: SOC 201D, HUS 101, CRI 101, or Permission of Department Chair*

### **SOC 312 (CRI 312) Victimology**

A course focused on the social and psychological characteristics of crime victims, their role in precipitating criminal acts, the difficulties they encounter in the criminal justice systems, alternate social program, and legal policies designed to compensate, protect, and rehabilitate victims. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **SOC 319 (CRI 319) Crime and Delinquency**

An analysis the underlying causes of juvenile delinquency with an emphasis on ways to prevent its occurrence. The course reviews recent developments in delinquency prevention and rehabilitation. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **SOC 321D Criminology**

An analysis of the incidence, distribution, and etiology of crime. The criminal as a social type is profiled. Changing philosophies of correction and variations in criminal behavior are explored theoretically and empirically. *Prerequisites: SOC 201D, or CRI 101, or Permission of Instructor*

### **SOC 330 (CRI 330) White Collar Crime**

Examines the nature and dynamics and forms of white collar crime including fraud, price fixing, labor law violations, false advertising, copyright and patent infringements, securities violations, forgery, and embezzlement. The course also addresses public attitudes towards such offenses and problems related to their prosecution and defense. *Prerequisite: CRI 101, SOC 201D, or Permission of Department Chair*

### **SOC 336 Ethical and Legal Issues in the Social Sciences**

An examination of the ethical and legal issues common to the sub-disciplines in the social sciences. Issues include freedom of information, personal liability, and state and federal legislation related to the practice of psychology and counseling. Students will explore issues unique to their specific field. *Prerequisite: HUS 101 or Permission of Instructor*

### **SOC 350 Sociology of Small Groups**

A description and analysis of the structure and function of two and three-or-more person interaction systems. Specific forms of interrelationships including conflict, competition, cooperation, and rivalry will be systematically investigated along with the effect that changes in group size and composition have on its operations and outcome. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 360 Sociology of Aging**

An examination of the socio-demographic characteristic of the elderly in the United States. The emergence of an elderly subculture and related socio-political problems will also be examined.

### **SOC 401 Sociology of Leisure**

An examination of the growth of leisure time in socio-cultural perspective. This course addresses the work-leisure relationship, the leisure locale, and the role of play, hobbies, pastimes, and sport in American society. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 410D The Sociology of Terrorism**

Examines the general nature, structure, and operations of different types of terrorism as social organizations and forces for socio-political changes. An analysis of alternative leadership styles, recruitment activities, finances, and division of labor within terrorist organizations is also provided. This course concludes by examining efforts to control terrorism, reduce public fears of terrorism, and projections about the future of terrorism. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 411 Death and Dying**

An examination of the needs, fears, and concerns of the terminally ill, their families, and their friends. Societal attitudes toward death and dying and the institutionalized system in places to deal with it, including hospitals, nursing homes, the funeral industry, terminal care centers, and the church are described and analyzed. *Prerequisite: SOC 201D or Permission of Instructor*

### **SOC 421 (CRI 421) The Sociology of Law and the Legal Profession**

An examination of the emergence of sociological juris prudence and the scientific study of the relation of law to society. The course also includes a focus upon the practice of law as a business and as a profession. *Prerequisite: SOC 201D, CRI 101, or Permission of Instructor*

### **SOC 460D Conflict and Conflict Resolution**

An examination of the conduct, causes, and consequences of conflicts between individuals, groups, organizations, communities, and total societies. This exploration of the organization and function of conflicts includes as analysis of resolution, techniques which utilize violence, mediation, and arbitration. *Prerequisite: SOC 201D or Permission of Instructor*

**SOC 495 Directed Reading or Projects in Sociology I** **1-6 credits**

An advanced individual study of selected topics in the area of sociology under the supervision of the sociology faculty. *Prerequisites: SOC 201D, Junior Standing, and Permission of Instructor*

**SOC 497 Internship** **3-6 credits**

Internship at a local social service agency or social program. This course is graded with a letter grade. *Prerequisites: SOC 201D, Junior Standing, and Permission of Instructor*

**SPANISH COURSES**

**(All courses 3 credits unless otherwise specified)**

**SPA 101 Introduction to Spanish I**

Spanish for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition.

**SPA 102 Introduction to Spanish II**

A second course of Spanish for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition. *Prerequisite: SPA 101 or Permission of Instructor*

**SPA 201 Intermediate Grammar, Composition, and Reading**

Intensive review of grammar, syntax, structure, and orthography, with special attention given to the use of the subjunctive; translation and paraphrasing of selected reading materials. *Prerequisite: SPA 102 or Permission of Instructor*

**SPA 202 Intermediate Reading, Composition, and Conversation**

Selected readings of intermediate level Spanish and Spanish-American works from which practice and perfection of speaking, reading, writing, and translation skills are also derived. *Prerequisite: SPA 201 or Permission of Instructor*

**SPA 203 Spanish Language and Grammar for Spanish Speakers I**

This course includes correct use of vocabulary, pronunciation, sentence structure, orthography, and vocabulary expansion. Emphasis is placed on subtleties and idiomatic turns of the language to achieve greater proficiency in spoken and written Spanish. *Prerequisite: Oral Ability to Communicate in Spanish*

**SPA 204 Spanish Language and Grammar for Spanish Speakers II**

A second course on the correct use of vocabulary, pronunciation, sentence structure, orthography, and vocabulary expansion. Emphasis is placed on subtleties and idiomatic turns of the language to achieve greater proficiency in spoken and written Spanish. *Prerequisite: Oral Ability to Communicate in Spanish*

**SPA 205 The Span-American Short Story**

An introduction to the short story genre in modern Spanish American Literature, with selected readings by masters of the genre, this course explores the varied nature of the Spanish American short story, from the beginning of its literary form in the early 19th century to the 20th century boom authors.

### **SPA 206 Peninsular Literature 20th Century**

An introduction to all genres of Spain's literature from the generation of 1898 to the present. Emphasis is placed on individual authors as well as the main trends of style and literary movements and criticism.

### **SPA 453 (HIS 453) History of Latin American Civilization I**

A survey of Latin American civilization from the pre-Colombian era to the present, with an emphasis upon the development of Latin American society through 1810. *Prerequisite: SPA 202 or Permission of Instructor*

### **SPA 455 Selected Studies**

An in-depth, intensive study of selected topics in Spanish and Spanish-American language, literature, and linguistics. If different topics are studied, this course may be taken twice. *Prerequisite: SPA 202 or Permission of Instructor*

## **SPORTS ADMINISTRATION COURSES (All courses 3 credits unless otherwise specified)**

### **SPO 104 Introduction to Sports Administration**

This introductory course is intended as an overview of sports administration with an emphasis on management principles, including personnel management, fiscal management, marketing and promotion, fundraising, media relations, facility management, and legal aspects. Various career paths are examined, and particular attention is given to the development of verbal and written communication skills.

### **SPO 212 Applied Sports Science**

This course provides a sound basic knowledge of the human body and its functions, the care and prevention of injuries, and the responsibilities and relationships of those who administer sports programs. Practical experience is provided in injury management, athletic equipment, and the safety evaluation of facilities. There also will be discussions on pertinent issues such as drugs, liability, and record keeping. *Prerequisite: SPO 104*

### **SPO 234 (THM 234) Food and Beverage Management**

A study of the size and scope of food and beverage operations in commercial and institutional settings are studied including special events and facilities, among others. The organization of operations, the role and responsibilities of management (supervision, training, control, preparation, and merchandising), and the functional systems of Food and Beverage operations are examined including purchasing, receiving, storing, issuing, preparation service, sanitation, and safety. *Prerequisite: THM 201C or SPO 104*

### **SPO 303 Sports Information and Public Relations**

A comprehensive study of the sports information profession on the collegiate, professional, and recreational levels. Included within the course are 1) the field of public relations, its history, and evolution, and 2) the skills and methods involved in the duties of the Sports Information Director (SID), public relations specialist, or media relations specialist, and current attitudes and concerns in media relations between athletes, coaches, administrators, and owners. Students are exposed to professionals in the field, as well as athletic events in which the SID is involved. *Prerequisite: SPO 104 and Junior standing*

### **SPO 306 Sports Financial Management**

This course provides students with the facts, knowledge, and opportunity to better understand the true nature of financially operating a sports program/organization. The student develops additional knowledge and insight by exposure to actual situations. It will help future administrators become more effective financial managers when they plan and execute budgeting and accounting systems. (This course is web-enhanced). *Prerequisites: SPO 104 and Junior standing, ACC 201, CIS 205, MAT 181, or equivalent*

### **SPO 307 Facility and Event Management**

area study of the elements that shape the planning and construction of sports facilities and the issues and problems involved in facility and event management including marketing, production, personnel, and budget. Students may participate in the management of events. This course also includes visits to local facilities. *Prerequisite: SPO 104 and Junior standing*

### **SPO 309 Legal Aspects of Sports Administration**

This course provides the student with a background and understanding of the legal system in America and how law is used by, and applied to, athletes and athletics. Some of the major legal problems and issues confronting the sports administrator are actions against professional, college, secondary school, and community programs; actions involving safety procedures; anti-trust; collective bargaining and arbitration; and risk management. *Prerequisite: SPO 104*

### **SPO 310 (THM 310) Principles of Leisure Services Management**

An examination of all areas of the leisure service field, ranging from non-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks, and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management. *Prerequisite: SPO 104 and Junior standing*

### **SPO 313 Sports Psychology**

This course is designed to provide students with a basic understanding of the factors influencing sport socialization and psychology. Through the study of special topics and field experiences, students will gain insight as to how psychological factors such as anxiety and motivation affect athletes' peak performance. (*This course is web-enhanced*). *Prerequisite: SPO 104 and Junior standing*

### **SPO 314 (THM 314) Sports Tourism**

An introduction to Sports Tourism from a political, economic, and business perspective. This course incorporates sociological and psychological theory and methods. Students will acquire the necessary background for the industry. *Prerequisite: THM 201C or SPO 104*

### **SPO 320 Governance of Intercollegiate Athletics**

An introduction to the history, structure, rules, and responsibilities of organizations that govern intercollegiate athletics. Current governance issues and trends are examined through a study of the literature, the insight of guest speakers, and actual case studies. Students are exposed to the complexities of the growing field of compliance. *Prerequisite: SPO 104*

### **SPO 407 Sports Marketing and Promotions**

An introduction to the principles of sports marketing and the application of these principles to sports and sports-related organizations. The primary focus of the course is on planning, with additional emphasis on promotions management. *Prerequisites: SPO 104, BUS 332, and Junior standing*

### **SPO 455 (THM 455) Conventions, Trade Show, and Destination Management**

The course concentrates on organizing and arranging meetings, conventions, trade shows, exhibitions, and special events. The entire sequence of planning and organizing conventions will be enhanced by a group project that involves working closely with local host committees, special event planners, hotels, convention facilities, and suppliers. *Prerequisite: SPO 104 and Senior standing*

### **SPO 490 Seminar in Sports Administration**

Students are exposed to the current issues facing sports administrators and actively participate in discussions concerning solutions to current problems in sports. This course also provides students with opportunities to identify areas for potential internships and develop job/internship-seeking skills. The seminar includes student presentations and discussion, with the addition of guest and instructor lectures. *Prerequisite: SPO 104 and Senior standing*

### **SPO 495 Directed Study in Sports Administration**

This independent study course is reserved for students who have already demonstrated excellence in their chosen area of study. This course allows flexibility for those who are pursuing specialized objectives on an intensive basis or for those wishing to develop into an area of management, which is not attainable through the normal course offerings. *Prerequisites: SPO 104 and Permission of Instructor and Dean or Dean's Designee*

### **SPO 496 Seminar: Special Topics**

Special seminar courses may be offered from time to time on topics of particular significance in sports administration. *Prerequisite: SPO 104 and Junior standing*

### **SPO 497 Internship in Sports Administration**

**1-12 credits**

Seniors who have demonstrated ability and commitment to their major through active volunteer participation and adequate grade point average are encouraged and assisted in arranging internships with professional, college, and school programs; public and private recreational programs; sports facilities, or other sport related organizations. *Credit hours are directly related to the length of the internship and the work week. Internship is Pass/No Pass only. Prerequisite or Corequisite: SPO 104, SPO 490, and Permission of Instructor and Dean or Dean's Designee*

## **STM (RELIGIOUS STUDIES COURSES)** **(All courses 3 credits unless otherwise specified)**

### **STM 150 Introduction to Religious Studies**

An exploration of the human person as a believer, with an emphasis on the need to develop psychologically, emotionally, socially, and spiritually in order to be fully human. The role of religion and its characteristics will be discussed in detail. Particular

emphasis is given to Christian theological development and its impact on the individual and community.

### **STM 200C Catholicism**

An examination of the foundations of Catholicism, including its theology, spirituality, art, and architecture, from historical and contemporary perspectives.

### **STM 210D World Religions**

An introduction and broad survey of the major faith traditions of the world, with particular emphasis on the Abrahamic religions of Judaism, Christianity, and Islam. Eastern religious traditions of Hinduism and Buddhism are introduced.

### **STM 212 Immersion for Justice with Spring Break Experience**

Service-learning opportunity built around an immersion experience related to themes in Catholic social teaching and its implications for Church and world today. This course runs for the entire semester and students will be required to attend course meetings throughout time of Spring Break.

### **STM 220 Survey of the Old Testament**

An introduction to the literature and thought of the Old Testament. This course examines Old Testament understandings of God, history, judgeship, monarchy, prophecy, wisdom, and apocalyptic thought, both in their historical context and for their continuing significance.

### **STM 225 Survey of the New Testament**

An overview of the formation and the literature of the New Testament. While focusing on the Gospels, this course also examines Acts, the Letters, and Revelation, with historical sensitivity and an eye toward their enduring meaning.

### **STM 232C Christian Moral Decision Making**

An analysis of the ways in which Christian moral decisions can be made. This course involves experience in resolving difficult issues by use of case studies and development of skills in approaching ethical questions and in helping others to do so.

### **STM 240C History of Christian Thought I**

A study of the history of Christianity, with particular emphasis on its thought, from New Testament times to the Reformation.

### **STM 242 History of Christian Thought II**

A study of the history of Christianity, with particular emphasis on its thought, from the Counter-Reformation to the present.

### **STM 243C Bible: Story and Salvation**

An introduction to the Bible, both the Old and New Testaments. Informed by contemporary and traditional approaches, this course examines the various biblical genres for their theological, spiritual, historical, and literary significance.

### **STM 272C Christian Community**

Addresses major theological and social questions in light of creation, grace, incarnation, sacramentality, ecumenism, and community. This course explores the interface between religion and culture, using the rich tradition of the Church's social teaching as a guide.

### **STM 300, 301, 302 Topics in Old Testament Literature**

An in-depth study of a specific Old Testament book or theme chosen by the instructor. *Prerequisite: ENG 102*

### **STM 304, 305, 306 Topics in New Testament Literature**

An in-depth study of a specific New Testament book or theme chosen by the instructor. *Prerequisite: ENG 102*

### **STM 307C The Theology of Marriage and Family**

A study of marriage as both a religious and social reality, its holiness in creation and grace, with a focus on the internal and external dynamics of the family as it is constituted in marriage and grows through its life cycle. *Prerequisite: ENG 102*

### **STM 309 Sports and Religion**

An exploration of the ways in which religion and sports interact, intersect, and influence each other in contemporary North American culture. The role/s of myth, ritual, symbol, narrative, and the hero's journey in all religious experience will be set in juxtaposition with the experience of sports for the athlete, staff, and spectator.

### **STM 312 Servant Leadership**

An exploration of the key issues of effective leadership in the 21st century, especially as articulated by the literature on servant leadership. Leadership styles will be examined using case study methodology. The contributions of religious traditions to the understanding of servant leadership will be considered.

### **STM 322C Sacrament and Symbol**

An exploration of the many ways a community of faith expresses itself in public and private worship. This course considers the historical and anthropological understandings of ritual and symbol, as well as the historical development of sacramental practice in the Catholic church. *Prerequisite: ENG 102*

### **STM 323C Prayer and Spirituality**

A focus on prayer and developing one's own spirituality from a number of perspectives. The approach of the course is experiential as well as theoretical. *Prerequisite: ENG 102*  
*Prerequisite: ENG 102*

### **STM 325 Religious Dimensions of Nonviolent Action**

An examination of the role of religion in nurturing leaders of nonviolent movements, and the implications of that role. This course examines the differences between pacifism, passivism, and nonviolent action and also the historical and religious contexts in which nonviolent action has been used. *Prerequisite: ENG 102*

### **STM 330 Religious/Social Analysis of Conflict**

Religious reflection and imagination are used to study the root causes of conflict and violence within ourselves and between others. The tools of religious and social analysis are used to examine conflicting situations and recommend religious strategies for future action. *Prerequisite: ENG 102*

### **STM 345 Reconciliation and Conflict**

A study of the religious practice of reconciliation and forgiveness as a context from which conflict can be resolved. This course involves an analysis of the religious values

and perceptions needed. Practical reconciliation skills will be demonstrated and mastered. *Prerequisite: ENG 102*

### **STM 355C The Experience of Christ**

Who is Christ? This course explores the biblical and historical underpinnings of Jesus the Christ, as well as our own life experiences in discussing the mystery of Christ for ourselves and the implications for the larger community. *Prerequisite: ENG 102*

### **STM 360 Contemporary Religious Issues**

A selected topics course with an emphasis on Christian thought and its implications for Church and society. *Prerequisite: ENG 102*

### **STM 371C Faith and Doubt**

This course focuses on faith development theory, critiques and challenges to the universality of faith development theory, how commitment interacts with faith, and how commitment is foundational in one's relationship to God and others. *Prerequisite: ENG 102*

### **STM 390 Religious Education**

An investigation of the various components of religious education. This course addresses theology, catechisms, evangelization and education in relation to the implementation and process of religious education at all levels of human development. *Prerequisite: ENG 102*

### **STM 392D Religion in America**

An overview of the history, growth, and development of religion in America from Native Americans to the present. *Prerequisite: ENG 102*

### **STM 405 Religious Studies Senior Seminar**

Serves as a capstone course for Religious Studies majors. This course prepares students for work and/or graduate study through extensive reading, interviews, research, writing, and computer-assisted presentations in a specialized area of theological inquiry. *Prerequisite: ENG 102 and Senior STM major or minor, or Program Coordinator Approval*

### **STM 470, 471 Great Religious Themes**

A study of major trends in the development of Christianity by researching theological themes in light of their historical situation. *Prerequisite: ENG 102*

### **STM 495 Directed Readings**

Open to students in a special area of study in theology; approval of study is based on the merit of the study project, the capability and background of the individual student, and the availability of faculty to supervise such work. *Prerequisite: ENG 102, Junior or Senior status and Permission of instructor.*

### **STM 498 Internship**

Students are assisted in arranging placement in professional, Church, or community organizations or institutions. The instructor and students confer regularly concerning ministerial application. Evaluation patterns include oral and written reports. *Prerequisite: ENG 102*

### **STM 499 Selected Readings in Religious Studies**

This course deals with various issues in religious studies. Areas of concern include scripture, morality, social justice and allied fields. *Prerequisite: ENG 102*

## **TOURISM AND HOSPITALITY COURSES (All courses 3 credits unless otherwise specified)**

### **THM 201C Dimensions of Tourism and Hospitality Industries**

This course introduces the student to the many aspects of the travel, tourism, and hospitality industries. Special emphasis is placed on the interrelationship of the various components of these industries.

### **THM 231 Hospitality Operations and Facilities Management**

A study of the organization and operations of lodging facilities, including their various departments and their integrated functions. Information flows within and between departments and current trends in hospitality management are examined.

*Prerequisite: THM 201C*

### **THM 234 (SPO 234) Food and Beverage Management**

A study of the size and scope of food and beverage operations in commercial and institutional settings are studied, including special events and facilities, among others. The organization of operations, the role and responsibilities of management (supervision, training, control, preparation, and merchandising), and the functional systems of Food and Beverage operations are examined including purchasing, receiving, storing, issuing, preparation service, sanitation, and safety. *Prerequisite: THM 201C or SPO 104*

### **THM 310 (SPO 310) Principles of Leisure Services Management**

An examination of all areas of the leisure service field, ranging from non-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks, and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management. *Prerequisite: SPO 104 and Junior standing*

### **THM 314 (SPO 314) Sports Tourism**

An introduction to Sports Tourism from a political, economic, and business perspective. This course incorporates sociological and psychological theory and methods. Students will acquire the necessary background for the industry.

*Prerequisite: THM 201C or SPO 104*

### **THM 321 Tourism and Hospitality Law**

A study of the legal responsibilities in the administration of the hospitality industry. Studies include hotel-guest relationships and subsequent liabilities, with special attention to new liquor law liability, and case histories and their impact on the industry. *Prerequisite: Junior standing*

### **THM 323 Wholesale and Group Travel Management**

An examination of the many forms of group travel movements including tours, meetings and conventions, incentive groups, and those entities that develop, assemble and market group packages such as wholesalers, tour operators, meeting planners, incentive houses, and brokers. *Prerequisite: THM 201C or SPO 104*

### **THM 333 Tourism and Hospitality Sales and Marketing**

Students are exposed to the marketing functions as they specifically relate to the hospitality industries. Techniques such as direct sales, direct mail, telemarketing, advertising, public relations, promotion, market research, internal promotion, and merchandising are explored. Students will prepare a market plan that includes forecasting, budgeting, and yield management. Case studies examine lodging, food and beverage establishments, attractions, convention and visitors' bureaus, and convention centers. *Prerequisites: THM 201C and BUS 332*

### **THM 339 Tourism Distribution Systems**

An in-depth look at the producer to consumer channels of distribution for tourism/hospitality goods and services. Such intermediaries as tour operators, travel agents, referral systems, representational offices, convention bureaus, government tourism promotion boards, automated reservation systems, the 800 numbers, corporate travel departments, and incentive houses will be examined. *Prerequisites: THM 201C and THM 233*

### **THM 398 Internship in Tourism and Hospitality Management I**

Students are required to work in the tourism/hospitality industry for a minimum of 240 hours under the supervision and counseling of departmental faculty. *Prerequisites: THM 201C, Junior standing, and permission of the Program Coordinator and Department Chair*

### **THM 432 Hospitality Managerial Accounting and Interpretation of Financial Statements**

An analysis of accounting information for the purposes of planning, control, and decision-making. Hospitality industry financial statements and financial reports will be studied. *Prerequisites: THM 201C, ACC 201, and ACC 202 or ACC 204*

### **THM 455 (SPO 455) Conventions, Trade Show, and Destination Management**

The course concentrates on organizing and arranging meetings, conventions, trade shows, exhibitions, and special events. The entire sequence of planning and organizing conventions will be enhanced by a group project that involves working closely with local host committees, special event planners, hotels, convention facilities, and suppliers. *Prerequisite: Senior standing*

### **THM 456 Tourism Economic Resources and Sustainable Development**

A detailed study of the tourist industry and its various component parts. Tourist attractions and resources are analyzed and their economic and developmental impacts studied, as well as their part in overall destination development. Emphasis will be placed on analyzing tourism in relation to its environmental impacts and sustainable development. Various outdoor recreation and tourist region systems will be considered by studying specific tourist destinations. *Prerequisites: THM 201C and THM 233*

### **THM 490 Senior Seminar**

This course includes special advanced topics of particular appeal to instructors and students because of their timely quality and impact on the industry. Included are such topics as the administration and negotiation of hotel and restaurant management contracts, issues pertaining to project development, financing real estate, and yield management. *Prerequisite: Senior standing*

### **THM 495 Directed Study in Tourism and Hospitality Management**

This independent study course is reserved for students who have already demonstrated excellence in their chosen area of study. It allows flexibility for those who are pursuing specialized objectives on an intensive basis or for those wishing to develop into an area of management, which is not attainable through the normal course offerings. *Prerequisites: Recommendation of the Program Coordinator*

### **THM 498 Internship in Tourism and Hospitality Management II**

Students are required to work in the tourism/hospitality industry for a minimum of 240 hours under the supervision and counseling of departmental faculty. *Prerequisites: THM 201C, THM 398, Senior standing - Permission of Program Coordinator.*

## **UNIVERSITY COURSE**

### **UNI 101 First-Year Experience**

**1 credit**

University 101 integrates students to campus, assists them in adjusting to the academic environment, and introduces them to the values of St. Thomas. Key areas include self and group assessment, oral communication, critical thinking, research and information processing, conflict resolution and teamwork, and organization and self-management.

# **ADMINISTRATION**

## **Office of the President**

Rev. Msgr. Franklyn M. Casale, MDiv, Immaculate Conception Seminary, STB, Catholic University, BA, Seton Hall University, Professor of Theology, President.

Rev. Luis Rivero Peraza, MA, MDiv, St. Vincent De Paul Regional Seminary, BA, St. John Vianney College Seminary, Director, Campus Ministry.

## **Office of the Provost**

Gregory S. Chan, EdD, Seattle University, MA, Portland State University; BA, National Taiwan University, Professor of Education and Business Administration, Provost of the University and Chief Academic Officer.

Susan B. Angulo, EdD, Nova Southeastern University, MA, BA, Florida State University, Associate Professor of Education, Interim Dean, School of Leadership Studies, Associate Provost for Academic Support Services.

Rev. Edward A. Blackwell, Jr., EdD, Florida International University, MA, Mt. St. Mary's Seminary, BA, Bloomsburg University, Associate Professor of Educational Administration and Supervision, Academic Compliance Officer.

Sandra M. Secord, MS, BA, St. Thomas University, Director, Office of the Provost.

Rev. Msgr. Terence E. Hogan, SLD, Pontifical Athenaeum of Sant' Anselmo, Rome, Italy, MDiv, Bachelor of Philosophy, St. Vincent De Paul Seminary, Visiting Associate Professor of Theology, Interim Dean, School of Theology and Ministry.

John A. Carpenter, PhD, University of Southern California, MA, BA, The Catholic University of America, Professor of Education, Dean, Academic Resources Administration.

Wim F.A. Steelant, CE, PhD, University of Amsterdam, MS, West-Brabant College, BS, St. Lieven College, Associate Professor of Biology, Dean, School Science, Technology and Engineering Management.

J. Antonio Villamil, DSc (Honoris Causa) Florida International University, BS, MA, Louisiana State University, Research Professor of Economics, Dean, School of Business.

Scott C. Zeman, PhD, Arizona State University, MA, University of New Mexico, BA, Arizona State University, Professor of History, Dean, Biscayne College.

## **Academic Administration**

Maria Abdel, MS, St. Thomas University, BPS, Barry University, Executive Associate Registrar.

Rev. Alfred Cioffi, SThD, Pontifical Gregorian University, Rome, Italy, PhD, Purdue University, MDiv, Saint Vincent De Paul Regional Seminary, BS, Florida International University, Assistant Professor of Biological Sciences, Associate Dean, School of Science, Technology, and Engineering Management, and Blue Cross Blue Shield Endowed Chair in Bioethics in STEM.

James W. Conley, PhD, University of Wisconsin, MA, Middlebury College, BA, Georgetown University, Professor of English Language and Literature/Letters, Associate Dean, Biscayne College.

Gricel Dominguez, MA, BA, Florida International University, MA, University of South Florida, Assistant Library Administrator and Public Service Librarian.

Gretell Garcia, MS, BA, St. Thomas University, AS, Florida National College, Project Director, 21st Century.

Maritza Rivera, MA, BA, Interamerican University of Puerto Rico, Director, Academic Enhancement Services and Program Coordinator for Title V.

Jonathan Roach, PhD, St. Thomas University, MDiv, Ecumenical Theological Seminary, MLIS, Wayne State University, BA, Anderson University, Library Administrator.

Angela Rodriguez, MS, Florida International University, BA, Barry University, Associate Director, Academic Resources Administration.

Hilroy Thomas, EdD, EdM, Harvard University, BS, Boston State College, Associate Dean for Institute/Department of Professional Studies, School of Leadership Studies, and Special Assistant for Adult and Non-Traditional Programs to the Provost of the University and Chief Academic Officer, Associate Professor of Educational Administration and Supervision.

### **Office of Administrative Affairs**

Terrence O'Connor, CPA, BS, DePaul University, Vice President for Administration and Chief Financial Officer.

Diana Aliko, MAC, St. Thomas University, BS, University of Tirana, Accounting Manager.

Margaret Allen, BA, St. Thomas University, Accounts Payable Supervisor.

Wencheng Chang, MBA, St. Thomas University, BS, Florida International University, Manager, Academic Technology.

Carlos Chaves, MBA, MAC, St. Thomas University, BBA, Florida International University, Business Office Manager.

Carlos de Yarza, Manager, Digital Media Services.

Rudy Ibarra, MS, BS, Florida International University, Chief Information Officer.

Gary Jackson, BA, St. Thomas University, Administrative Technology Manager.

Arnol Lopez, Network Services Administrator.

Isaura Mariota, Payroll Manager/HRIS Specialist.

Santiago Padron, BA, St. Thomas University, Manager, Technical Services.

Lenore Prado, PHR, MS, BA, St. Thomas University, Associate Director, Human Resources.

Maribel Smith, BS, Lehman College, Controller.

Sylvia Rodriguez, MBA, BBA, Loyola Marymount University, Director of Administration.

Juan Zamora, BS, California State University, AA, State University of New York, Director, Physical Plant.

### **Office of University Advancement**

Beverly S. Bachrach, MS, Lesley College, BS, Emerson College, Vice President for University Advancement and Marketing and Communications.

Yisel Cabrera, B.A., University of Tampa, Director of Alumni Affairs.

Janine Laudisio, BA, BS, University of Miami, Major Gift Officer.

Jeff Robison, MEd, B.S., Ohio University, Director of Development.

Susan Smith, MALS, BS, University of Miami, Director, Prospect Research.

### **Office of Marketing and Communications**

Maria (Marivi) Prado, Graduate Certificate, St. Thomas University, BA, University of Miami, Chief Marketing Officer.

### **Office of Planning and Enrollment**

Celso Alvarez, BBA, Lehman College, Director, Admissions.

Laura Courtley-Todd, MS, St. Thomas University, BS, Ohio State University, Director, Athletics.

Timothy J. DePalma, PhD, Florida Atlantic University, MA, Bowling Green State University, BA, Baldwin-Wallace College, Director, Emergency Management.

Andre Lightbourn, MS, BA, St. Thomas University, Dean of Enrollment.

Cristina Lopez, MBA, BBA, St. Thomas University, Associate Director, Career Services.

Richard McNab, MS, BBA, St. Thomas University, Associate Director, Residential Life.

Elvira (Toni) Mountain, MS, BA, St. Thomas University, Associate Dean of Students.

Yaidany Rivero, BA, St. Thomas University, Associate Director, Financial Aid.

Mileidys Sierra, MS, BA, St. Thomas University, Associate Director, Bobcat Enrollment Center.

Angela Toth, BA, St. Thomas University, Assistant to the Vice President/Planning Coordinator.

G. Jackson Weber, MBA, St. Thomas University, BA, Loyola Marymount University, Associate Director, Leadership & Service.

Joseph (Jerry) Weinberg, PhD, University of Georgia, MS, BS, City College of New York, Director, Institutional Research.

# FACULTY

John Abdirkin, MD, University of Bologna, BS, Syracuse University, Professor of Biology, 1996.

Ted Abernethy, PhD, Ohio University, MS, St. Thomas University, BA, University of Pittsburgh, Professor of Business Management, 1995.

Edward A. Ajhar, PhD, Massachusetts Institute of Technology, MM, The University of Arizona, SB, Massachusetts Institute of Technology, Associate Professor of Physics, 2004.

Susan B. Angulo, EdD, Nova Southeastern University, MA, BA, Florida State University, Associate Professor of Educational Administration, Associate Provost for Academic Support Services, Interim Dean, School of Leadership Studies, 1998.

Ruben Arango, PhD, Southeastern University, MA, State University of New York, BA, C.W. Post College, Professor of History, 1980.

Darrell P. Arnold, PhD, University of Bielefeld, MA, Saint Louis University, BA, Bellarmine University, Assistant Professor of Philosophy, 2010.

Judith Bachay, PhD, MS, Barry University, BA, St. Thomas University, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1996.

Jan Bell, EdD, Temple University, MS, State University of New York, BS, Salisbury State College, Professor of Sports Administration, 1985.

Rev. Edward A. Blackwell, Jr., EdD, Florida International University, MA, Mt. St. Mary's Seminary, BA, Bloomsburg University, Associate Professor of Educational Administration and Supervision, Academic Compliance Officer, 2003.

Jennifer Jo Booker, EdD, Nova Southeastern University, MS, Florida Agricultural & Mechanical University, BA, University of Florida, Associate Professor of Multi/Interdisciplinary Studies for the Organizational Leadership Program, 2005.

Thomas F. Brezenski, PhD, MS, Florida State University, BA, Penn State University, Associate Professor, Political Science and Government, 2002.

Barbara M. Buzzi, PhD, Barry University, MS, St. Thomas University, BSN, Barry University, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1986.

Katsia M. Cadeau-Stephenson, EdD, MS, Nova Southeastern University; BBA, St. Thomas University, Associate Professor, Education, General, 2006.

Andrea Ann Campbell, PhD, Brigham Young University, MS, Boston University, BA, Loyola University, Associate Professor, Communications, 2002.

Cam Caldwell, PhD, Washington State University, AM, University of Illinois, BA, MPA, MOB, Brigham Young University, Associate Professor of Business Administration, Management, and Operations, 2012.

John A. Carpenter, PhD, University of Southern California, MA, BA, The Catholic University of America, Professor of Education, Dean for Academic Resources Administration, 2008.

Raul J. Carrillo, DA, MA, BBA, University of Miami, Professor of Business and Management, 1972.

Mary Carter Warren, DMin, Barry University, MA, St. Thomas University, BA, University of Wisconsin-Oshkosh, Associate Professor of Theology, 1992.

Rev. Msgr. Franklyn M. Casale, MDiv, Immaculate Conception Seminary, STB, Catholic University, BA, Seton Hall University, Professor of Theology, President, 1994.

Olivier L. Casse, MFA, Ai Miami International University of Art & Design, BFA, Maryland Institute College of Art, Instructor of Fine and Studio Art, 2011.

Walter J. Cegelka, Jr., EdD, MS, Syracuse University, BS, University of Scranton, Professor of Special Education, 2001.

Gregory S. Chan, EdD, Seattle University, MA, Portland State University, BA, National Taiwan University, Professor of Education and Business Administration, Honorary Consul of Slovenia in Florida, Provost of the University and Chief Academic Officer, 2001.

Yi-Ying Chiang, EdD, St. Thomas University, MA Education & MA TESOL, The University of Findlay, BA, Sheng-Te Christian College, Assistant Professor of Teaching English as a Second Language, 2011.

Pamela Ann Cingel, PhD, MEd, BA, University of Toledo, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1996.

Rev. Alfred Cioffi, SThD, Pontifical Gregorian University, Rome, Italy, PhD, Purdue University, MDiv, Saint Vincent De Paul Regional Seminary, BS, Florida International University, Associate Dean, School of Science, Technology, and Engineering Management, Blue Cross Blue Shield Endowed Chair in Bioethics in STEM, Assistant Professor of Biological Sciences, 2011.

James W. Conley, PhD, University of Wisconsin, MA, Middlebury College, BA, Georgetown University, Associate Dean, Biscayne College, Professor of English Language and Literature/Letters, 1976.

Sister Ondina Cortes, RMI, MA, St. Vincent de Paul Regional Seminary, BA, Barry University, Instructor of Theology and Ministerial Studies, 2009.

Steven Diaz, MS, Nova Southeastern University, BS, University of Puerto Rico, Lecturer, Academic Enhancement, Applied Mathematics, 2006.

Thomas A. Eaton, PhD, University of Pittsburgh, AB, University of Nebraska-Lincoln, Associate Professor of Chemistry, 1993.

Maria Dolores Espino, PhD, MS, BS, Florida State University, Professor of Business Management, 1999.

Gary Feinberg, PhD, The Union Institute, MA, BA, Brooklyn College, Chairperson, Department of Social Sciences and Counseling, Professor of Sociology, 1980.

Luis C. Fernandez-Torres, PhD, University of Houston, MS, University of Puerto Rico, BS, Pennsylvania State University, Assistant Professor of Chemistry, 2012.

Elisabeth M. Ferrero, PhD, Rutgers University, MA, St. Thomas University, BA, Hunter College, Professor of Theological Studies and Religious Vocations, 1987.

Pedro A. Figueredo, MALIS, University of South Florida, BA Columbia University, Associate Professor, Library Science, and Director of the Archive and Museum, 2002.

Bryan T. Froehle, PhD, AM, University of Michigan, BS, Georgetown University, Professor of Practical Theology, 2008.

Scott E. Gillig, PhD, MEd, BA, University of Toledo, Professor of Student Counseling and Personnel Services, 2006.

Debbie J. Goodman, MS, Florida International University, BS, Florida State University, Visiting Assistant Professor of Criminology, 2010.

Jodi L. Grace, PhD, University of Florida, MA, Middle Tennessee State University, BA, Rhodes College, Associate Professor of Psychology, 2006.

Nicole Grandmont-Gariboldi, DBA, Nova Southeastern University, MBA, University of Sherbrooke, Canada, BA, University of Montreal, Professor of Accounting, 2002.

Hagai Gringarten, MBA, University of Miami, BBA, University of Miami, AA, Miami-Dade Community College, Instructor of Business Administration, Management, and Operations, 2005.

Yanhui Guo, PhD, Utah State University, MS, Harbin Institute of Technology, China, BS, Zhengzhou University, China, Assistant Professor of Computer Science, 2013.

Sraban Gupta, PhD, MA, University of Florida, MA, Jawaharlal Nehru University, BSc, St. Xavier's College, Calcutta University, Calcutta, Associate Professor of Business Administration, Management & Operations, 2007.

Edmundo G. Hart, EdD, Nova Southeastern University, MS, University of Havana, Assistant Professor of Mathematics, 1982.

Rev. Msgr. Terence E. Hogan, SLD, Pontifical Athenaeum of Sant' Anselmo, Rome, Italy, MDiv, Bachelor of Philosophy, St. Vincent De Paul Seminary, Visiting Associate Professor of Theology, Interim Dean, School of Theology and Ministry, 2013.

Joe Holland, PhD, University of Chicago, MA, University of Chicago, MA, BA, Niagara University, Professor of Philosophy and Religion, 1990.

Arthur L. Holmes, Sr., MS, St. Thomas University, BS Barry University, AA, AS, Miami Dade College, Instructor of Multi/Interdisciplinary Studies, 2012.

Giselle D. Jamison, PhD, MA, Florida International University, Licenciada, Universidad Catolica de Cordoba, Argentina, Associate Professor of International Relations and Affairs, 2006.

Abolrahim (Abdy) Javadzadeh, PhD, Florida International University, MA, BA, Florida Atlantic University, Assistant Professor of Criminology, 2013.

Minchul Kang, PhD, MS, University of Minnesota, BS, Korea University, Assistant Professor of Mathematics, 2012.

Paul-Michael Klein, MPS, Cornell University, BA, Hofstra University, Associate Professor of Tourism and Hospitality Management, 1984.

Lisa J. Knowles, PhD, Lynn University, MEd, BA, Northeastern University, Associate Professor of Business Administration, Management, and Operations, 2007.

Robin L. Lovett, JD, Howard University School of Law, BA, Bethune-Cookman College, Associate Professor of Social Sciences, Sociology (Criminal Justice), 1999.

Susan Massey, PhD, MS, University of Miami, BS, Nova Southeastern University, Assistant Professor of Teacher Education and Professional Development, 2009.

Dora Pilar Maul, PhD, Florida Institute of Technology, MS, Louisiana State University, BS, National Agrarian University (Lima, Peru), Associate Professor of Biology, 2007.

Paul Maxwell, EdD, Boston University, MBA, Northeastern University, BS, Boston University, Associate Professor of Business Management and Administrative Services, 2002.

Lloyd A. Mitchell, MBA, University of Miami, CPA, BBA, Florida International University, Chairperson, Department of Business Administration, Associate Professor of Business Administration and Administrative Services, Senior Advisor to the Dean, School of Business, and Operations Manager, 1984.

Rafael Miguel Montes, PhD, University of Miami, MA, University of Miami, BA, Oberlin College, Professor of English Language and Literature/Letters, 1999.

Marcela Moyano, EdD, St. Thomas University, MA, Barry University, BA, St. Thomas University, Assistant Professor of Public Relations, Advertising, and Applied Communications, 2006.

Zuvarashe Judith Mushipe, PhD, University of Zimbabwe, MBA, BBA, North Carolina Central University, Assistant Professor of Multi/Interdisciplinary Studies, 2010.

Justin Peart, PhD, MBA, Florida International University, BS, University of the West Indies, Associate Professor of Business Management and Administrative Services, 2001.

Jeffrey N. Pickens, PhD, Florida International University, MS, BS, University of Florida, Professor of Psychology, 2001.

Jeffery Alan Plunkett, PhD, Georgia State University, BA, Miami University, Associate Professor of Biology, 2002.

David Quesada-Saliba, PhD, University of Havana, BS, Moscow State University, Associate Professor of Physics, 2002.

Sony Jalarajan Raj, PhD, Mahatma Gandhi University, MS, University of Kerala, BS, University of Kerala, Assistant Professor of Communications, 2013.

Richard Raleigh, MA, BA, University of Detroit, Professor of English Language and Literature/Letters, 1966.

Philip J. Reckford, PhD, MA, University of North Carolina, BA, Harvard University. Professor of English Language and Literature/Letters, 1974.

Craig E. Reese, PhD, University of Texas at Austin, BBA, University of Texas, MBA, St. Mary's University, Chairperson, Department of Accounting, Economics and Finance, Professor of Accounting, 1992.

José Rocha, PhD, Florida International University, MS, University of Miami, MBA, State University of New York at Buffalo, BS, Tec de Monterrey, Mexico, Assistant Professor of Business Administration, Management, and Operations, 2012.

Lawrence C. Rubin, PhD, Nova Southeastern University, MA, Wayne State University, BA, Brooklyn College, Professor of Education, Counselor Education/Student Counseling, and Guidance Service, 1992.

Gloria P. Ruiz, PhD, Stanford University, MA, Education, MA, Communications, Stanford University, BA, San Francisco State University, Director, Institute for Communication, Entertainment, and Media, Professor of Communications, 1996.

Francis J. Sicius, PhD, Loyola University, MA, BA, Florida State University, Professor of History, 1979.

Cindy Silitsky, PhD, Nova Southeastern University, MSW, Barry University, BA, Florida Atlantic University, Associate Professor of Education, Counselor Education/Student Counseling, and Guidance Service, 2002.

Seok-Ho Song, PhD, University of New Mexico, MS, Southern Illinois University, BA, University of Incheon, South Korea, Professor of Business Administration and Management, Chairperson, Department of Management, 2002.

Wim F. A. Steelant, CE, PhD, University of Amsterdam, The Netherlands, MS, West-Brabant College, The Netherlands, BS, St. Lieven College, Belgium, Associate Professor of Biology, Dean, School of Science, Technology, and Engineering Management, 2011.

Beth M. Stovell, PhD, McMaster University, Canada, MCS, Regent College, BA, The University of Texas at Austin, Assistant Professor of Theology and Ministerial Studies, 2011.

Hilroy Thomas, EdD, EdM, Harvard University, BS, Boston State College, Associate Professor Educational Administration and Supervision, Associate Dean for the School of Leadership Studies, and Special Assistant for Adult and Non-traditional Programs to the Provost of the University and Chief Academic Officer, 2003.

Lawrence Treadwell, IV, MALIS, University of South Florida, BA, Florida Atlantic University, Associate Professor of Library Science, 2001.

S  verine Van slambrouck, PhD, New Mexico Tech, MS, BS, Ghent University, Ghent, Belgium, Assistant Professor of Chemistry, 2012.

Alberto J. Varela-Vargas, PhD, Complutense University of Madrid, BS, University of Havana, Associate Professor of Physical Science, Physics, General, 1999.

J. Antonio Villamil, DSc (Honoris Causa), Florida International University, MA, BA, Louisiana State University, Research Professor of Economics, Dean, School of Business, 2008.

Adrienne L. Vynne, EdD, Nova Southeastern University, MS, University of Miami, BS, Cornell University, BA, University of North Carolina, Professor of Computer and Information Sciences, 1983.

Lu Wang, PhD, MS, Florida International University, BE, Zhejiang University, China, Assistant Professor of Computer Science, 2009.

Theodore James Whapham, PhD, MA, The Catholic University of America, BA, University of Dayton, Assistant Professor of Theological and Ministerial Studies, 2009.

Irene Wirshing, PhD, Binghamton University, MS, BS, BA, Florida International University, Assistant Professor of Rhetoric and Composition/Writing Studies, 2011.

Scott C. Zeman, PhD, Arizona State University, MA, University of New Mexico, BA, Arizona State University, Professor of History, Dean, Biscayne College, 2011.

Aleksandra Zupan, MS, BA, St. Thomas University, Instructor of Multi/Inter-disciplinary Studies, 2008.

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# ACADEMIC CALENDAR

**Fall 2013 Calendar**  
 The first week of registration is WebAdvisor registration in Bobcat Enrollment Center begins the second week of registration for each term.

FALL 2013 SEMESTER		
Advising for Summer A3, S1, S3 & S6 & Hall A6, A7 & FL	April 1	FL - Term Residence Hall Check-in Check-in Returning
Orientation A for Fall Semester	June 13-14	Orientation B for Fall Semester
A6 - Residence Hall Check-in	Aug. 9	Advising/On-Line Registration for Spring A1, A2 & SP Terms
FL - Term Residence Hall Check-in New Students	Aug. 14	Registration A1, A2 & SP Terms Begins Continues Through First Day of Term
A7 - 2013 October 12 - December 13		
A6 - 2013 August 10 - October 11	Aug. 10	Term A7 Begins
Last day to Add A6 course - Instructor signature required for graduate classes	Aug. 16	Last day to Add A7 course - Instructor signature required for graduate classes
Withdrawal Deadline 100% refund / A6 & FL - UG and GR	Aug. 28	Graduate Comprehensive Exam.
Labor Day / St. Thomas University Closed	Sep. 2	Course Withdrawal Deadline w/ 100% refund if registered for A7 only (Undergraduate) and for all A7 Graduate students
Graduate Comprehensive Exam Application Deadline	Sep. 20	Life Experience Portfolio Deadline
A6 withdrawal with "W" grade Deadline - All Students	Sep. 27	Founder's Day/Thanksgiving Vacation - STU closed
Term A6 Ends	Oct. 11	A7 withdrawal - "W" grade Deadline
A6 - Deadline for Faculty submission of Grades	Oct. 14	Term A7 Ends
		A7 - Deadline for Faculty submission of Grades
FL - 2013 August 19 - December 6		
FL - 2013 August 19 - December 6		
New/Returning Student Registration for FL - Fall term	April 8	FL - 2013 continued
FL - Fall Term Begins - First day of classes	Aug. 19	Graduate Comprehensive Exam.
Last day to Add w/out both Depart. Chair & Instructor Sig/ FL	Aug. 23	FL - Fall term withdrawal deadline "W" grade - All Students
Course Withdrawal Deadline w/100% refund FL - GR and UG	Aug. 28	Life Experience Portfolio Deadline
Labor Day / St. Thomas University Closed	Sep. 2	Founder's Day/Thanksgiving Vacation - STU closed
Graduate Comprehensive Exam Application Deadline	Sep. 20	Final Exams - FL - Fall term
Midterms-Last day to submit SP incompletes, and Dissertation/Thesis to library	Oct. 4	FL - Fall term ends
		FL - Fall term ends
		FL Term - Deadline for Faculty submission of Grades
GRADUATION APPLICATION DEADLINES		
		Application Deadline for December (Degree/Certificate) Graduation
		October 10, 2013
		Application Deadline for May (Degree/Certificate) Commencement & Ceremony
		February 20, 2014
Baccalaureate Mass - December 13, 2013		
December Commencement - December 14, 2013		

Law School Only: Emergency Make-Up Days (September 21, October 5, November 2, 2013)

## Spring 2014 Calendar

**The first week of registration is WebAdvisor registration only. Registration in Bobcat Enrollment Center begins the second week of registration for each term.**

<b>SPRING 2014 SEMESTER</b>		
Advising/On-Line Registration for Spring A1, A2, & SP Terms	Oct. 14	SP & A1 - Term Residence Hall Check-in
Registration A1, A2, & SP Terms Begins Continues Through First Day of Term	Oct. 21	Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL
Orientation Spring Semester	Jan. 2-3	Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term
<b>A1 - 2014 January 4 - March 7</b>	<b>Jan. 4</b>	<b>A2 - 2014 March 8 - May 9</b>
Last day to Add A1 course - Instructor signature required for graduate classes	Jan. 10	Term A2 Begins
Martin Luther King, Jr. / St. Thomas Closed	Jan. 20	Graduate Comprehensive Exam.
Withdrawal Deadline 100% refund/A1 & SP - UG and GR	Jan. 15	Course Withdrawal Deadline w/ 100% refund if registered for A2 only (Undergraduate) and for all A2 Graduate students
Graduate Comprehensive Exam Application Deadline	Feb. 14	Easter Break - St. Thomas Closed
A1 withdrawal with "W" grade Deadline - GR & UG	Feb. 21	Life Experience Portfolio Deadline
Term A1 Ends	March 7	A2 withdrawal - "W" grade Deadline
A1 - Deadline for Faculty submission of Grades	March 10	Term A2 Ends
		A2 - Deadline for Faculty submission of Grades
		May 9
		May 12
		May 15
		March 19
		April 17-20
		April 11
		April 25
		May 9
		May 12
		Feb. 24-Mar. 2
		March 15
		April 2
		April 17-20
		April 11
		Apr 28-May 2
		May 2
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**Summer 2014 Calendar**  
 The first week of registration is WebAdvisor registration only. Registration in Bobcat Enrollment Center begins the second week of registration for each term.

<b>SUMMER 2014</b>		
Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL	March 31	Orientation A for Fall Semester June 12-13
Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term	April 6	Orientation B for Fall Semester Aug. 14-15
<b>A3 - 2014</b>	<b>May 12 - July 12</b>	<b>S1 - May 12 - June 20 &amp; S3 - May 12 - Aug. 1</b>
Term A3 Begins - First day of classes	May 12	S1 & S3 - First day of classes May 12
Last day to add A3 courses - GR & UG	May 16	Last day to add S1 & S3 courses - GR & UG May 16
Withdrawal Deadline 100% refund / S1, S3, & A3	May 21	Withdrawal Deadline w/ 100% refund/ S1, S3, & A3 - GR & UG May 21
Graduate Comprehensive Exam Application Deadline	May 23	Graduate Comprehensive Exam Application Deadline May 23
Memorial Day - St. Thomas Closed	May 26	Memorial Day - St. Thomas Closed May 26
Graduate Comprehensive Exam	June 14	S1 withdrawal with "W" grade Deadline - GR & UG June 6
A3 withdrawal with "W" grade Deadline - GR & UG	June 27	Graduate Comprehensive Exam June 14
Independence Day - St. Thomas Closed	July 4	Term S1 Ends June 20
Term A3 Ends	July 11	S1 - Deadline for Faculty submission of Grades June 23
A3 - Deadline for Faculty submission of Grades	July 14	S3 withdrawal with "W" grade Deadline - GR & UG July 8
		S3 Ends Aug. 1
		<b>S6 - June 23 - August 1</b>
		Term S6 Begins - First day of classes June 23
		Last day to Add S6 courses - GR & UG June 27
		Independence Day - St. Thomas Closed July 4
		Withdrawal Deadline 100% refund / S6 - GR & UG July 2
		S6 withdrawal with "W" grade Deadline - GR & UG July 18
		Terms S3, S6 End Aug. 1
		S3 & S6 - Deadline for Faculty submission of Grades Aug. 4
<b>GRADUATION APPLICATION DEADLINES</b>		
Application Deadline for August (Degree/Certificate) Graduation		June 30, 2014
Application Deadline for December (Degree/Certificate) Graduation		October 10, 2014
<b>Baccalaureate Mass - December 12, 2014      December Commencement - December 13, 2014</b>		