



Published by St. Thomas University, Miami Gardens, Florida

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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.

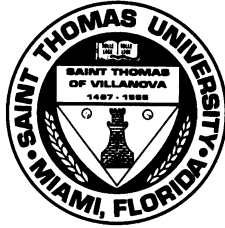
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# **ACCREDITATION**

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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## **VISITING THE UNIVERSITY**

The faculty and administration at St. Thomas University would certainly encourage you to visit our campus. We believe that this is a particularly effective way for you to get a first-hand introduction to who and what we are. Arranging a visit is quite simple. Please call the Admissions Office one to two weeks prior to your visit. After the date and time of your visit has been confirmed, we will make arrangements for you to meet with a financial aid counselor as well as an admissions officer. One of our students will take you on a tour of the university. If you would like to meet with a member of our faculty within your academic major, 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. We are here to work with you during the application process.



Villanova Hall

## **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 the mission of "Developing Leaders for Life for 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 & technology and health & wellness buildings, the University is in the midst of one of the most exciting periods in its history.

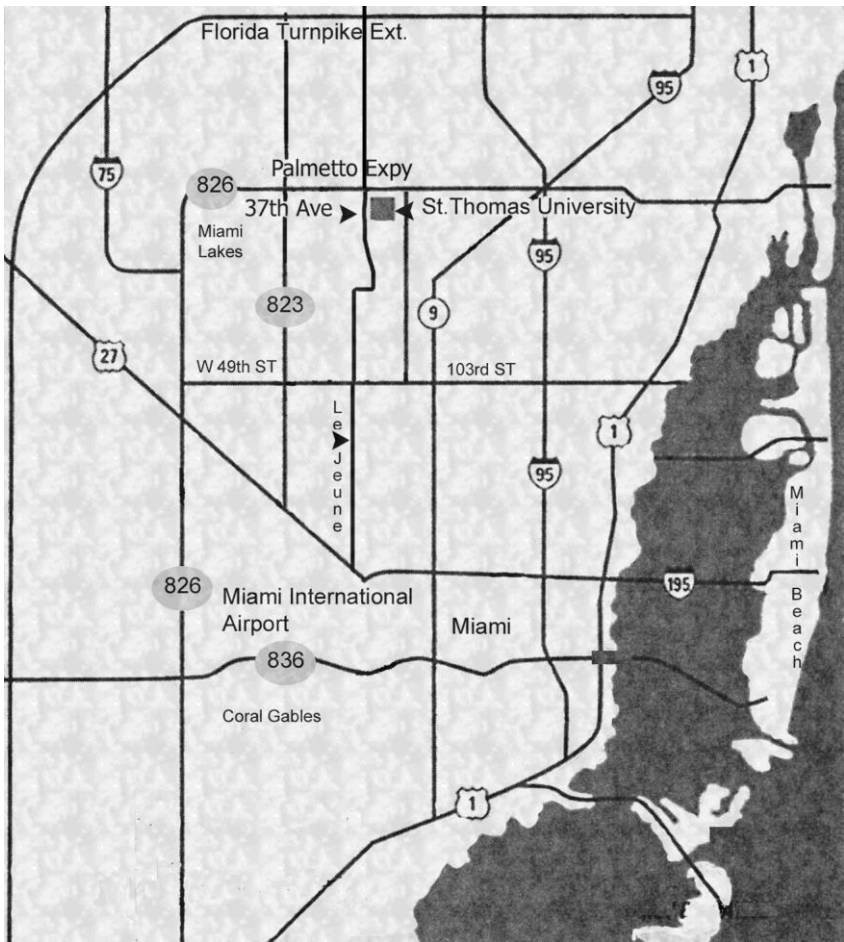
I look forward to meeting you and sharing ideas in this challenging new environment.

A handwritten signature in cursive script that reads "Franklyn M. Casale". The signature is written in dark ink on a light background.

Rev. Monsignor Franklyn M. Casale  
President

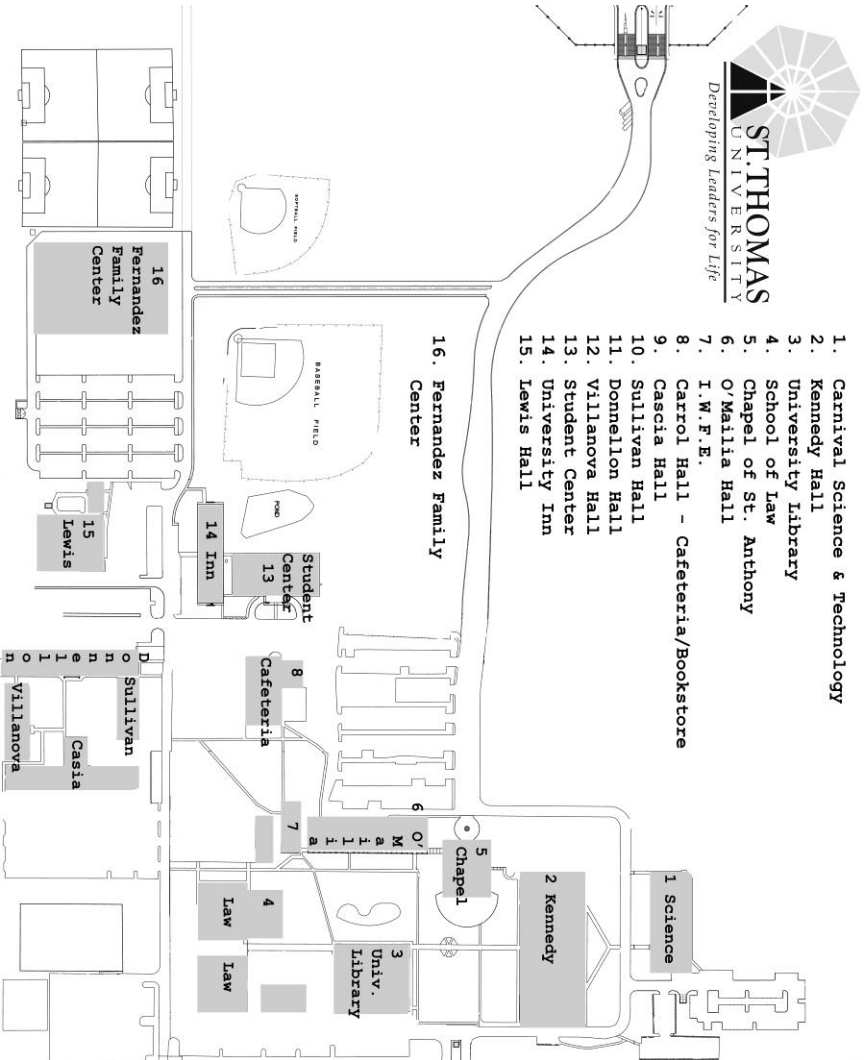
## ST. THOMAS UNIVERSITY LOCATION MAP

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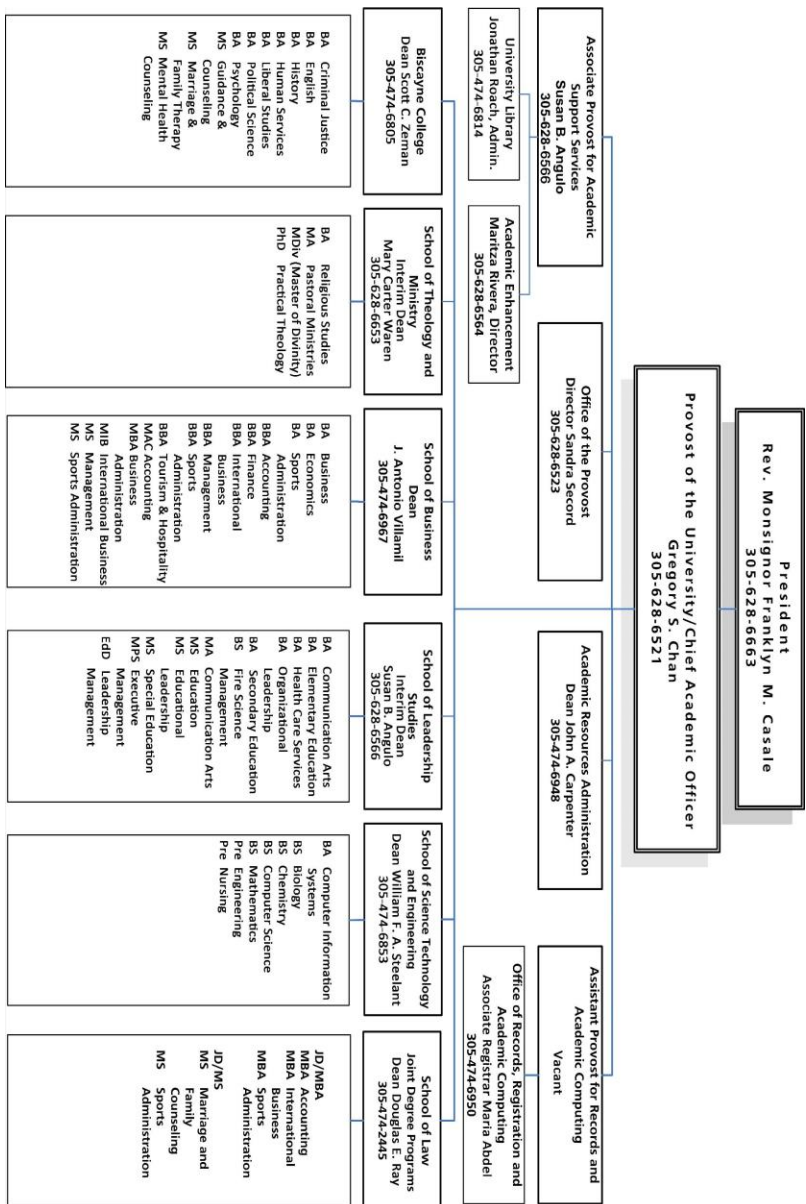


St. Thomas University  
Main Campus  
16401 NW 37th Ave  
Miami Gardens, Florida 33054-6459  
(305) 628-6614/6770  
FAX: (305) 628-6591

# CAMPUS MAP



# 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  
Catholic Library Association  
Caribbean Tourism Organization (CTO)  
College and University Professional Association (CUPA)  
Council of Independent College  
Florida Association of College and University  
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 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)  
The Sun Conference



Chapel of St. Anthony

# **MISSION OF 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**

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## **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 successful candidate for admission as a first-time, first-year student has a high school GPA of 3.00 and a SAT score of at least 500 on each of the three sections of the SAT. Students opting to take the ACT have a composite score of at least a 21. Applicants not meeting the above criteria are considered on a case-by-case basis by the Admissions Review Committee.

The minimum criteria for consideration by the committee are:

1. Minimum GPA of 2.50.
2. SAT score of at least 880 (Verbal-Reasoning + 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 Review Committee with special emphasis on the personal essay, letter of recommendation and university 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  
(305) 628-6546  
(800) 367-9010 (outside Florida)  
(800) 367-9006 (inside Florida)  
(305) 628-6591 (fax)

## **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 1<sup>st</sup> for the fall semester and November 1<sup>st</sup> 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 required information directly to the Office of Admissions:

1. A completed Undergraduate Application for Admission, along with a non-refundable \$40 application fee.
2. An official copy of the high school transcript or official transcripts from all colleges and universities attended sent directly from the issuing institution, or an official copy of the General Education Diploma (GED).
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 University Placement Test prior to registering for classes.

4. A 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.

## 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 School Students

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

1. Pass the GED Exam
2. Submit Official High School Transcripts (Home School)
3. Submit official SAT or ACT results. It is preferred that students have a score at least 500 on each section of the SAT or a composite score of 21 on the ACT.
4. One letter of recommendation
5. Personal Essay
6. Completed Undergraduate Application, along with a non-refundable \$40 application fee.

## 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 in high school guidance offices. Applications without test scores are considered incomplete.

Students without passing scores on all sections of the CLAST/General Knowledge Test or SAT scores at or above 500 Math/440 Critical Reading/440 Writing **must** take the University Placement test before enrolling. Those students submitting ACT scores will be exempt from the English portion of the exam if they score at or above an 18 on Reading and a 17 on English, Mathematics scores **do not allow students** to gain exemption from the Math portion of the exam; only SAT Math scores will be accepted. A student who fails to meet the above criteria and does not receive a passing score on the University Placement Test 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 on a probational status to the university. Students admitted on a probational status must maintain a STU GPA of 2.0 in their first term of study to be allowed to continue into the second term.

## **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 2.25 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. The University may withhold granting transfer credit for courses in a major taken more than twelve years prior to the date of application to St. Thomas 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 or admission, dismissal after enrollment, revocation of the degree for which you are enrolled, or any other action necessary as deemed by the university. Applicants must also further understand that they have a continuing responsibility to notify St. Thomas University of any and all changes in the information that they have submitted that occur any time after filing an application, including during enrollment in St. Thomas University.

## **PLACEMENT TESTS**

St. Thomas University requires academic placement testing for all students entering the University with the exception of those who have passed the CLAST/GENERAL KNOWLEDGE TEST, score at or above 500 Math/440 Verbal/440 Writing on the SAT 1, or ACT scores at or above Reading 18 and English 17. 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 will be required to complete basic skills coursework according to the placement test results.

## **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, students must maintain satisfactory progress toward their degree.
3. Pending Missing Documents – 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 \$100.00 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 1<sup>st</sup>. Applicants admitted for the Spring semester must submit the non-refundable tuition deposit of \$100.00 by the deadline stated on their acceptance letter.

## **READMISSION**

An undergraduate student in good academic standing prior to leaving St. Thomas University who wishes to return to the University after an absence of two semesters (not including summer sessions) must submit a new application to the Office of Admissions. The application fee is not required. Students must have official transcripts submitted from all schools attended during their absence from St. Thomas.

All students re-entering St. Thomas University are bound by the policies dictated by the current catalog and hence must meet all requirements for their major and degree as stated in the current catalog.

## **GRADUATION RATE**

Currently, the 6-year graduation rate is 40% for full time, first-time freshmen entering in the Fall semester for year 2004.

## **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. A completed St. Thomas University Undergraduate Application for Admission, and a \$40 application fee.
2. Proof of good standing from the current (home) institution.
3. 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 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 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. Special students must have the equivalent of a high school diploma to enroll in any course.

## **BA/JD PROGRAM**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctorate Degree. This is a six-year program that is offered to qualifying St. Thomas 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.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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 the student must select a major with a minimum of 30 elective credits. This allows the 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 criteria for admission into the law school. 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 Law School**

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 law school admission application.
4. Candidates who have been subject to disciplinary or academic action may not be considered for admission to the law school 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 Law School Application for Admission 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**

The 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 law school, the student will be charged the applicable law school 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 law school, 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 law school scholarships. Eligibility for law school scholarships is based on the LSAT score and undergraduate GPA.

### **Withdrawal from the Program**

A student who withdraws from the law school at any time prior to the end of the first year of law school 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 law school 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.

### **Global Leadership Program**

The Global Leadership program prepares students with a holistic Liberal Arts education. Graduates receive a bachelor in Liberal Studies that includes a concentration in Philosophy and a minor in Spanish, plus a secondary concentration in one of the following areas: History & Social Sciences, Natural Sciences, Psychology, or Religious Studies.

This program is for motivated students who aspire to become ecologically, socially, and spiritually conscious leaders formed in global perspective. Classes are held mostly in only two afternoons per week and one evening, plus summer studies, so that students who wish may hold income-generating jobs in only three years.

- Year 1 Academic Focus – Multicultural History of Philosophy & Human Civilization.
- Year 2 Academic Focus – Philosophical Ethics and Critical Analyses of Social Sciences.
- Year 3 Academic Focus – Philosophy of Catholic Social-Ecological Thought in Theory & Practice.

### **Admissions Requirements:**

- Completed Undergraduate Application
- Minimum GPA of 3.00
- 880 Combined Score on the SAT (Critical Reading and Math) / 18 Composite Score on the ACT
- One letter of recommendation from a high school teacher who served as their mentor.
- Essay on Justice, Ecology and Peace

### **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 health care 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 3.50 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 Degree of Science in Nursing (BSN) from the University of Miami pending successful achievement of all requirements.

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

1. GPA of 3.30 or higher
2. SAT scores of 440 Verbal and 500 Math or placement into ENG 101 and MAT 181 (or MAT 100A which must be completed the first semester).

### **Joint Engineering Program with FIU (Florida International University) Admission Requirement to the Joint Engineering Program with FIU:**

- GPA of 3.00 or higher
- Minimum SAT Score of 500 on each part (Critical Reading and Math).

To continue in the Joint Engineering Program, students must make a grade of "C" or higher in their first attempt in all Pre-Calculus, Calculus courses, Differential Equations, Physics and Chemistry courses.

**In order to be accepted into FIU's Engineering Program students must:**

- Complete two years of a second language (high school or college level)
- Receive approval from St. Thomas University
- Be in good academic standing at St. Thomas University
- Have a cumulative GPA of no less than 2.5
- Have a cumulative GPA of no less than 2.5 in Math and Physics
- Have successfully completed the St. Thomas University pre-engineering coursework

**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 accredited evaluator must evaluate all transcripts from institutions outside the United States. Transcripts from US accredited institutions do not require evaluation. However, the Office of Admissions 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 Office of Admissions 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.
4. **TOEFL/IELTS:** International students educated in foreign institutions where the language of instruction is not English are required to submit the results of the 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, or 71 on

the Internet-based test or their equivalents 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, or 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.

Academically qualified applicants unable to take the TOEFL or who have a score between, 157-173 on the computer-based test, or 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 skills. The student will then be placed in the appropriate ESL course(s). In order to be officially admitted at St. Thomas University into a degree-seeking program, they must eventually:

- Complete ESL course requirement
- Pass the LOEP pre-test
- Receive a recommendation by the Admissions Review Committee
- Present adequate TOEFL scores within the academic year of conditional acceptance

The Admissions Review 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 is not sufficient to make a determination.

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

Intensive English instruction is offered at St. Thomas University through the Rennert Program. Rennert's English Language Program offers intensive group classes or private individual lessons. These language sessions integrate English as a Second Language (ESL) instruction with daily life in Miami. The program includes preparation for the TOEFL, Business English, Oral Presentations, and Business Writing instruction. For more information on the Rennert Language Program, please contact the Office of Admissions or call (305) 622-7300.

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  
P.O. 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).

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 \$100.00 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 1<sup>st</sup> 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 \$100.00 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% 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
- Passport
- Financial Guarantee Forms

It is recommended that international students contact the U.S. Consulate in their country to clarify any additional documentation required as evidence of financial support to meet the stipulations for the Financial Guarantee. Please 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% 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.

## **DUAL ENROLLMENT**

St. Thomas University, in cooperation with area high schools, offers a Dual Enrollment Program that permits academically excellent high school students in their junior and senior years to earn college credits. Program participants are usually instructed at their respective high schools and the University monitors the courses. Dual Enrollment courses are taught by St. Thomas University professors and/or high school professors at private or public schools with the following credentials:

- A Master’s degree from an accredited college or university; and
- documentation of a minimum of 18 credit hours of graduate-level course work in the field of study to be taught.

St. Thomas University, accredited by the Southern Association of Colleges and Schools (SACS), abides by its standards for the selection of adjunct faculty. Course credits received in the Dual Enrollment Program are generally transferable to other colleges and universities. The final decision on accepting the credits, however, resides with the receiving institutions.

The Dual Enrollment Program is open to those students currently attending participating high schools. It is open to juniors and seniors with a GPA of 3.0 (B) or above. Students qualify for admissions to the Dual Enrollment Program when they complete each of the following:

- Secure approval to apply from the participating high school’s Dual Enrollment Liaison who reviews the transcripts to verify a 3.0 or better grade point average on a 4.0 scale.
- Complete and submit an on-line Dual Enrollment Program application form.

The deadline to drop a course is on or before the third class meeting of the course. Once a course is completed and grades are submitted, a student may not, under any circumstances, register or drop the course.

Andrea Valdez

Dual Enrollment Program

Phone 305-474-6827

Fax 305-628-6575

[DualEnrollment@stu.edu](mailto:DualEnrollment@stu.edu)

## **GENERAL INFORMATION**

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### **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 life-long 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)

Academic Resources Administration is a division of Academic Affairs established on July 1, 2008, to seek and acquire financial and other external resources to support and advance academic programs, faculty development and compensation, research, and student enrollment, services and academic achievement. ARA seeks resources from federal and state agencies, international organizations, foundations, partnerships and private sector agencies to support our University academic development and fulfillment of its goals. ARA is directed by a dean. This Dean of ARA reports to the Provost with the coordination and guidance of the Associate Provost for Student Services.

ARA innovative academic initiatives seek to plan, sponsor and support such developments as

- Science and Mathematics Fellows programs and Fellows programs in other academic areas
- Partnerships with School Districts and Miami Dade, Broward and other colleges.
- Consortia with corporations, community organizations, and governmental agencies such as the South Florida Regional Planning Agency.
- University Schools and other cooperative programs formed with individual public, private and Catholic schools.
- University Centers and other initiatives for academic and social advancement of low income and diverse students.
- Research by faculty and students and support for doctoral research, masters requirements, and research-based undergraduate and graduate programs
- International development projects, education centers, research and on-line education
- Supporting cooperating professionals who want to engage in research, development initiatives and highly creative projects.
- Cooperating with STU academic schools in service to special groups such as military personnel and Peace Corps.
- Supporting and partnering in the provision of graduate courses and programs designed to serve on-site and/or on-line the needs of school districts, governmental agencies, international organizations and colleges professional development and special private sector personnel and research needs.

*To contact ARA call Dean John A. Carpenter at 305 342-7959, or Asst. Director Angela Rodriguez at 305 331-7567 or Email [jacarpenter@stu.edu](mailto:jacarpenter@stu.edu) or [arodrique@stu.edu](mailto:arodrique@stu.edu) Office: O'Mailia Hall A6*

## **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 always interested in learning about unmet spiritual needs of the community, so please stop in and talk with our 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 p.m. The chapel is open throughout the day and provides our 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, the night before graduation each semester.

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

## **STUDENT AFFAIRS**

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### **GENERAL INFORMATION**

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 the Department is to provide learning experiences that promote personal development of each student while supporting and assisting them in their academic achievement. 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, with Residence Life located in Donnellon Hall 104. For detailed information regarding student's rights and responsibilities please reference the St. Thomas University Student Handbook.

**See Student Handbook for further information regarding services, processes and procedures of the Department of Student Affairs at:**  
<http://www.stu.edu/studenthandbook>

### **Mission Statement**

We are committed to creating and maintaining a challenging and supportive university community by providing a diverse, collaborative, co-curricular environment that promotes the development leadership skills, social justice competencies, and ecological responsibility.

**Involve... Engage... Evolve...LEAD**

## **HEALTH AND WELLNESS**

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Health and Wellness is dedicated to promoting your health and well-being from the foundation of Catholic Identity guidelines for University communities. We base our work 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 our world. At St. Thomas University we have the unique advantage of providing an intimate, family education model aimed at developing leaders for life.

### **Goal:**

We hope to offer the STU community with holistic wellness care.

### **Location:**

The Center is located on the south end of the Student Center Building near Rathskeller Hall.

### **Services Offered:**

We offer psychological (counseling) and acute medical care for the STU community. If we are unable to help you directly, we will assist you in your search for resources.

>Psychological Care (Counseling) Our programs typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. We offer 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. Also, be aware that confidentiality is a foundational principle supporting our services.

>Medical Care Another area of Health and Wellness service is in our response to the primary health needs of the student community. To address your general health care concerns, we have weekly clinic days staffed by an Advanced Nurse Practitioner (ARNP). An ARNP is a master's or doctoral level health specialist who is licensed to diagnose and treat major primary health needs, order tests and prescribe medications. Please contact us if you have a minor illness or injury. We do not provide outpatient surgical, urgent, ER gynecological, visual, radiology or other specialty medical services. Medical issues requiring more specific care or students with emergency situations are referred to a physician, clinic or hospital in our community. Medical services provided off campus are provided strictly at the student's expense. Emergency and urgent care medical and ambulance services MAY BE covered in part by your health insurance provider and in part are out of pocket expenses.

### **Contact Us:**

For non-emergency questions regarding student health insurance, health care in general, to make an appointment in our University clinic, or to make an appointment for counseling contact Nellie Baez, RN: [nbaez@stu.edu](mailto:nbaez@stu.edu). For emergency call 911.

### **Hours:**

Monday - Friday 9am-5pm.

### **Student Insurance:**

All fulltime undergraduate students, 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 our 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. If you wish to verify the fact that you hold personal health insurance, you must document this request every year of your enrollment. **Health and Wellness communicates to you by using your St Thomas University e-mail account, this includes the waive/enroll insurance information and deadline.** Please be very careful in checking your STU email regularly for updates on how you will be required to verify existing health insurance, enroll for student health insurance, and for all of the deadlines applicable. It is the **student's sole responsibility** to assure that they have cooperated fully with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of insurance along with their University registration. Your active insurance status will be checked regularly for accuracy. All students at all levels 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 HAVING RECEIVED A RECENT MENINGITIS IMMUNIZATION. **PLEASE CHECK THE HEALTH AND WELLNESS PAGE TO DETERMINE THE UNIVERSITY IMMUNIZATION GUIDELINES. CONTACT HEALTH AND WELLNESS WITH QUESTIONS:** Health forms are maintained by Health and Wellness. In compliance with the Health Insurance Portability and

Accountability Act of 1996 (HIPAA), only expressly designated staff of the University may confirm your proof of medical insurance.

### **Online:**

For more information, please visit our web page, [www.stu.edu@healthandwellness](http://www.stu.edu@healthandwellness) there you may access **ONLINE REFERRAL FORMS, MAKE AN APPOINTMENT SCHEDULER FORMS**, educational health and wellness resources and patient information regarding the student health insurance coverage at this site.

**HEALTH AND WELLNESS LOOKS FORWARD TO SUPPORTING YOU IN YOUR LIFE AND STUDIES HERE AT ST. THOMAS UNIVERSITY.**

## **DEPARTMENT OF ATHLETICS**

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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; while women's teams compete in basketball, softball, volleyball, soccer, tennis and cross-country. The University has also added Cheer and Dance to its varsity roster of sports. The athletics programs at St. Thomas has a long history of athletics and academic success. In the past year, 5 of its 12 athletic teams qualified for national tournaments and the athletics program as a whole finished 2nd in the Sun Conference Commissioner's Cup. 5 of 12 teams also received NAIA Scholar Team honors. The athletics department annually maintains a 3.0 overall GPA. According to the 2004 IPED report, the athletics program has a 44% graduation rate within a six year period. With increased academic support and mandatory study halls, this rate is sure to increase. The success of our overall GPA and scholar team honors is a true sign of the university's commitment toward our "student first" mission..

### **Department Of Athletics Mission Statement:**

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 the student-athletes, a practice that allows the 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, the 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.

### **Department Of Athletics Philosophy Statement:**

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 our 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 our Division. These values are

the standards for all our fans, alumni, boosters, and the members of our 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 which 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 our 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 that 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.** For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at: <http://naia.cstv.com/member-services/legislative/>.

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:

- a. 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. 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 institution.

- b. Achieve a minimum overall high school grade point average of 2.5 on a 4.0 scale (the NAIA requires a 2.0 GPA)
- c. Graduate in the top half of your high school graduating class

**PLEASE 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. 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. Student-athletes' eligibility 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. 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 that 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 that student-athletes are making normal progress towards graduation, the Department of Athletics administers progress reports for all student-athletes at the mid-point of each semester. Upon return of the progress reports, coaches meet with student-athletes to review them 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 mini-mester term classes. All grants have a minimum GPA and full-time status requirement to receive such grants. For more information, see the B.A.S.I.C. office. Athletic grants require certification of eligibility. If deemed ineligible, student athletes may lose their athletic grant (scholarship).

### **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 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 see the St. Thomas University Student Handbook).

**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 of 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.

### **Department of Athletics 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/competitions from the Faculty Athletics Representative will be emailed to all faculty for the fall, winter and spring sports indicating when student-

athletes should be excused from class for games/competitions. **It is still the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and the class work that should be completed.**

### **INTRAMURALS AND RECREATION**

Through the Department of Athletics and the Fernandez Family Center for Leadership and Wellness, St. Thomas University offers a variety of activities featuring team and individual/dual competition. These year around activities include flag football, softball, and basketball, volleyball, street hockey, billiards, and more. The Athletics Department also offers 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 new Fernandez Family Center includes a new state of the art fitness center, a café, full size gymnasium for volleyball and basketball, athletic department offices, media room, 3 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. All guests must be accompanied by a St. Thomas University member of the community and must complete a liability waiver in the Fernandez Family Center before using any recreational facilities.

### **Intramurals And Recreational Sports Mission Statement:**

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 the participation in Intramurals and Recreational Sports activities. Intramurals and Recreational Sports affords 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 its diverse population at St. Thomas University in addition to the participation among the local educational institutions around us.

**For more information call (305) 628-6678 or log onto:  
<http://stubobcats.com/>**

## **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. We specialize 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 / 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:* Whether you are looking for professional employment, an internship, summer employment, or a seat in graduate school, you can obtain assistance with resumes, cover letters, and interviews either in a classroom setting 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. Please visit the office or our website to learn more about how we can assist you in securing an internship: <http://www.stu.edu/internships>.
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 are planned resulting in approximately 60-75 employers converging on campus to hire students.
6. *Career Resources:* Visit the Career Services web site to view the *What can I do with this major?* program that contains information on the areas you can enter with your 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! The Career Services web site also contains podcasts (350) on many careers and streaming video related to the telephone interview, interview questions, dinner etiquette and choosing a major. Employers who attend the Career Expo provide details of their openings on the <http://itunes.stu.edu> web site.
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, Florida Industry & Occupational Employment Projections, Skills Employers Seek, Cover Letter Writing, Going to Graduate School and more. Career Advisors visit undergraduate and graduate classes to provide an overview of Career Services.

*Office Hours and Location:* Office hours are 9:00am to 5:00pm Monday through Friday. Contact info: (305) 628-6577; [careerservices@stu.edu](mailto:careerservices@stu.edu). The Career Services website has a wealth of resources too; visit us online at: [www.stu.edu/career](http://www.stu.edu/career). Career Services is located in the Student Center.

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

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

**Certificate of Eligibility SEVIS I-20 Document and Arrival/Departure Card I-94** The United States Citizen 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 by the immigration officer at the U.S. port of entry. 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 by the students or scholars for issuance of the J-1 visa at a U.S. Consulate or Embassy. 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/J-1 student visas while in the U.S. must:

- be degree seeking and registered as a full time student (graduate/doctorate students 9 credit hours and undergraduate students 12 credit hours);
- 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 the permission from USCIS or the principal designated school official;
- keep a current valid passport; and
- have medical health insurance.

***Important Note:*** J-1 students may be degree or non degree seeking and are required to register as full time students.

The International Student Advisor assists 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 the 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 Alien Registration Receipt 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 provides space, resources, and support services to foster learning for all members of the University community. The 50,000 square foot building offers a modern wireless learning environment with networked seminar rooms, group study rooms, and personal study areas.

The Library houses over 215,000 print resources and over 696 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 98,500 electronic books.

Educational DVDs and videos are housed adjacent to the Reference Desk, and can be borrowed by faculty for classroom instruction. Students may use this media on the first floor of the library in the Reference area or in the fully equipped Study Rooms. The Library also provides popular movies and documentaries as well as New York Times Best Sellers in fiction and non-fiction for student's reading and viewing pleasure.

The Library provides online interlibrary loan and document delivery request forms for receiving material from other libraries in Florida, the United States, and from around the world. For distance students, the University Library also provides full-service reference assistance through e-mail 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 e-mail. In-depth assistance is also available by appointment.

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

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 our website at <http://www.stu.edu/library> for hours and to learn more about the services and collections.

## **FINANCIAL AFFAIRS**

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### **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. Students are also required to sign a promissory note which gives details of student obligations.

Payments may be paid by cash, check (subject to being honored by the bank on which drawn), credit card (currently VISA, MasterCard, and Discover), financial aid authorization, or bank wire transfers.

If a student wishes to use anticipated Financial Aid funds toward payment at registration, he/she **MUST** have previously received a Financial Aid award. Should the Financial Aid award be 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% 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 student opts not to get financial aid, a 50% payment is due upon registering, and the balance in full due by the 8<sup>th</sup> day of the term. If suspended from receiving financial aid, payment is required in full.

### **LATE REGISTRATION**

Students that have not completed 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% of tuition and fees charged at the time of registration. The remaining 50% is due by the 8<sup>th</sup> day of the term. International students are not permitted to register via the WEB.

**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**

When you complete an add/drop form and your credit hours increase from your original registration credit hours (during the posted add/drop period), payment is due immediately for any resulting additional charges. When you authorize a decrease in credit hours below full-time (12 hours for UG during the posted add/drop period), your tuition and general fee assessment will be/adjusted AND your Financial Aid award(s) 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's administration and your new total credits fall below full-time, (12 hours for UG) you will receive 100% 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**. Example, if registered for "A6" and "A7", you may withdraw from either session during the first eight (8) days of "A6" and be eligible for a 100% refund.

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

Tuition refunds are based on total tuition charges and **not** on the amount paid. If you have been awarded federal aid, these programs from which the funds were disbursed will be refunded in accordance with Federal Law. 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 B.A.S.I.C. The effective date of withdrawal is the date which B.A.S.I.C 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 result in incurring late fees, administrative drop & fees and the account will be sent to collections. St. Thomas requires all students to 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, U.S. 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 B.A.S.I.C at the time of registration or email [stufa@stu.edu](mailto:stufa@stu.edu). Students can also request a Tuition Invoice/Receipt online on B.A.S.I.C or the Financial Affairs webpage. Please allow 5 to 10 business days for your request to be processed. 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**

You 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 \$75.00 is required. **See Business Office Bulletin for Details.**

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

The Gramm-Leach Bliley Act enacted in 1999 provides for safeguarding customer information and their right to privacy and disclosure. In accordance with this, all phone queries received from students or third parties requesting account information will have to be authenticated. **Students should 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 obligations to the University. **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. All financial obligations must be fulfilled. You **can not** participate in the ceremony with unmet financial obligations.

## **DELINQUENT STUDENT ACCOUNTS**

Students are responsible for their 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 B.A.S.I.C before the end of the specified 100% 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 the outstanding balances and accumulated interest.

Students who wish to drop classes in order to receive a full refund must report to B.A.S.I.C no later than the final full refund drop date (100% Refund Withdrawal Date). **Please see Business Office Bulletin online for details.** Courses officially dropped with a 100% refund will be removed from the student's record. Amounts due to the University will be deducted before any refund disbursement or credit is issued.

Payment should be made to B.A.S.I.C or mailed to:

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

## **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.**

## **WIRE TRANSFER PAYMENTS**

Wire transfer of funds for payment on your account at St. Thomas University can be handled through and full service bank. Direct your wire transfer 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 37<sup>th</sup> 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 online for details.**

## **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 2011 – 2012 (effective July 1, 2011).**

\*\*\*\*\*

FULL-TIME UNDERGRADUATE (12-17 credits)	\$11955 per semester
Medical Insurance (unless proof of existing coverage)	\$1013 per year
Tuition rate for credits in excess of 17 credits	\$797 per credit
PART-TIME UNDERGRADUATE (1-6 credits)	\$478 per credit
GRADUATE	\$797 per credit
OFF-CAMPUS GRADUATE PROGRAM	\$518 per credit
MASTER OF PROFESSIONAL STUDIES	\$518 per credit
DOCTORAL PROGRAMS	\$797 per credit
+FULL TIME TEACHER	
Undergraduate Course	\$478 per credit
(Must submit proof of applicable full time employment at time of registration)	
+CLERGY & IPM STUDENTS	
Undergraduate Course	\$478 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.**

#### **COHORT PROGRAMS**

ORGANIZATIONAL LEADERSHIP	\$419 per credit
HEALTH CARE SERVICES	\$419 per credit
ONLINE RELIGIOUS STUDIES	\$419 per credit
DUAL ENROLLMENT-HIGH SCHOOL PROGRAM	\$55 per credit

#### **\*ROOM AND BOARD**

##### **Donellon Halls**

Single	\$5565 per semester
Double	\$3570 per semester

**University Inn**

Single	\$7875	per semester
Double	\$4830	per semester
Triple	\$3938	per semester

**Villanova Hall**

Single	\$8190	per semester
Double	\$5145	per semester
Triple	\$4200	per semester

Room Reservation and Damage Deposit \$250  
(Refundable upon departure from dormitories)

**\* For full contract details regarding Room & Board options and fees, contact Campus Life**

**GENERAL FEES AND DEPOSITS**

*Audit Course Fee	\$797	
*Audit Course Fee Law School	\$1347	
*Credit by Exam	\$300	
*Course Drop/Add Fee ( <i>after 1<sup>st</sup> week of term/semester</i> )	\$10	per course
*Late Registration Fee ( <i>1<sup>st</sup> week</i> )	\$150	
( <i>thereafter (after 1<sup>st</sup> 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> )	\$1013	
*Health Insurance Fee ( <i>semester rate</i> )	\$578	
<i>(Health Insurance fee will be waived upon submission of proof of private coverage by the posted deadline.)</i>		
*Parking Permit/Decal replacement fee	\$30	
*Portfolio Assessment Fee ( <i>27 credit maximum</i> )	\$695	
*Returned check fee ( <i>plus 5% if over \$300</i> )	\$35	per check
*Laboratory Fee ( <i>Computer Lab &amp; Science Labs</i> )	\$100	per course
* Laundry Card	\$50	
*Replacement Diploma Fee	\$65	
*Official Transcript (3 free per calendar year)	\$15	
*Official Transcript (Express Service additional fee)	\$25	
*Tuition Payment Installment Plan		
10 month installment ( <i>2 semesters</i> )	\$75	
5 month installment ( <i>1 semester</i> )	\$75	

**TESTING**

*Miller's Analogies Test	\$80
*CLEP	\$112
*LOEP	\$30
*Accuplacer (re-test whole exam)	\$45
*Accuplacer (partial re-test)	\$15
*ELLIS	\$25
*TOEFL	\$170
*DSST	\$115

**NEW STUDENT FEES & DEPOSITS**

*Application Processing Fee	\$40
*Room Reservation and Damage Deposit	\$250
*Tuition Deposit	\$100
*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**

At St. Thomas University, we are dedicated to providing the best education to our students. With the ever-rising cost of a post-secondary education, more families are finding it necessary to seek assistance through financial aid. While the first resource for an education is the family, 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 follow:

1. Complete the 2011-2012 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 or a General Education Development (GED) Certificate or pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education.
5. Be enrolled in an eligible degree or certificate program at St. Thomas University.
6. Be a U.S. citizen or an eligible non-citizen of the U.S.
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 that you will use 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, you must have a personal identification number (PIN). 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 2011-2012 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](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' 2010 Federal Income Tax Returns with all W-2s.
6. Provide additional information as requested to satisfy institutional, federal and state program requirements.

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

## **HOW TO BORROW WISELY**

- Don't borrow without looking into alternate methods of financing your education (e.g. scholarships, fellowships, employee tuition reimbursement, veteran's benefits, savings, family, etc.).
- If you must borrow, carefully compare repayment incentives.
- Repay your 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.
- Try to borrow as little as possible. Borrow ONLY what you need.

## **PRIORITY DEADLINES**

Priority date by which 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" is **April 1, 2011**. 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 April 1, 2011 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 depending on file completion date. Late applicants should plan to have adequate resources to meet their tuition and living expenses.

## NOTIFICATION

The Office of Financial Aid aims to provide award notification by June 15, 2011 for those students who applied for financial aid by April 1, 2011. If you have applied by the priority deadline of April 1, 2011 and have not heard from the Office of Financial Aid by July 15, 2011 please contact B.A.S.I.C. Office 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 1<sup>st</sup> online at [www.fafsa.gov](http://www.fafsa.gov).
2. Academic scholarships and/or grants (offered by Admissions Office) are renewable if the student maintains satisfactory academic progress. The initial scholarship letter you received from the Admissions Office outlines the scholarships eligibility criteria for renewal of the award.

## SATISFACTORY ACADEMIC PROGRESS

Federal regulations require the University to establish Standards of Satisfactory Academic Progress. You must maintain satisfactory academic progress towards a course of study regardless of whether you previously received financial aid at the University. Satisfactory academic progress is measure both in terms of qualitative and quantitative. You must maintain a minimum grade point average and complete a minimum number of credits each term you are enrolled. In addition, assistance will be limited to a maximum number of credits in relation to your degree requirements. The programs affected by the Standards of Satisfactory Academic Progress include: 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 & spring) for all undergraduate programs. Full-time undergraduate enrollment is defined as enroll for a minimum of 12 credits per term.

## MEASURING SATISFACTORY ACADEMIC PROGRESS

There are two components to Satisfactory Academic Progress:

- **Qualitative** (G.P.A.)  
Undergraduate – Minimum cumulative G.P.A. 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% of all 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 TIME FRAME

Students are eligible to receive financial aid up to 33% 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 maximum time frame limitation.

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

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

## **SECOND BACHELOR'S DEGREE**

Students will be eligible to receive financial aid up to 33% 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% 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 time frame. **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 B.A.S.I.C. Office 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 the student's academic performance at the end of each semester for the previous academic year. Students who have not met the minimum standards of satisfactory academic progress as outlined 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 the student being suspended 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).
- Appealing the financial aid decision as described below.

## 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 B.A.S.I.C. Office explaining the reason(s) for the request.
2. Provide in writing a one page "academic plan" on how you will regain academic standards.
2. The student will be notified of the decision within 15 business days of the receipt date.

If the Financial Aid Administrator denies the appeal, the student may request a "Final Appeal Request" form from B.A.S.I.C. Office. The Final Appeal Request will be reviewed by the Financial Aid Appeal Committee and the student will be notified of their 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.*

## DROPPING/WITHDRAWING

The funds you are awarded are intended to help meet your educational expenses while attending the University. 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 U.S. Department of Education. **You should consult with an Enrollment Specialist at B.A.S.I.C. Office prior to dropping or withdrawing to avoid an 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% point in the semester. After this point in time, Title IV aid is viewed as 100% 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

STU will complete the Return of Title IV Funds calculation for these students and will return any Title IV funds that are due to the Title IV programs. Students will be notified in writing of balance owed to STU 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. Student will be responsible for any fees access by the collection agency.

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

### **RIGHTS:**

1. Students have the right to expect that their financial assistance eligibility will 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 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. Information regarding tuition and fees, as well as, refund policies and procedures (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 have the responsibility of 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 have the responsibility of 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).
- 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 educationally related expenses only.
- 9. It is the students' responsibility to know and comply with the deadlines for application or reapplication for assistance.
- 10. Know and comply with rules governing the aid you 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. Complete the Loan Exit Interview prior to graduation or separation from school. Students are responsible for understanding the conditions and repayment terms of all their loans, both federal and private.
- 14. Pay any tuition, fees, room, board or other expenses not covered by financial aid.

## **TYPES OF FINANCIAL ASSISTANCE**

### **FEDERAL ASSISTANCE**

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

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** - Grant funded by the federal government and available on a limited basis to eligible undergraduate students seeking their first bachelor degree. You 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 20 hours per week in a variety of jobs on campus or through the America Reads Program off-campus. You 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 also contingent upon the availability of funds and the amount of other financial assistance received. The interest rate is fixed at 5% and repayment begins 9 months after the student's

graduates or drops below half-time enrollment. You must enroll at least half time to receive this loan. Priority will be 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% for graduate/professional students. Interest rate for undergraduate student will be fixed at 3.4% for subsidized Stafford Loan disbursed between July 1, 2011 – June 30, 2012. Interest accrual and repayment begins six months after the student graduates or drops below half time. This loan is subject to a 0.5% federal default fee. Loan limits: Freshmen - \$3,500, Sophomores - \$4,500, Juniors & Seniors - \$5,500. You 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 0.5% federal default fee. Effective, July 1, 2008, dependent students are eligible to borrow an additional \$2,000/year. Effective, July 1, 2008, independent students are eligible to borrow an additional \$6,000/year for freshman and sophomore, \$7,000/year for junior and senior. The student is 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%. You 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% and interest accrual and repayment begins the day the loan is fully disbursed. This loan is subject to a 2% origination and a 0.5% federal default fees. Loan limits equal the cost of attendance minus other financial aid received by the student. You must enroll at least half time to receive this loan.

**IMPORTANT NOTE:** Prior to obtaining a federal student loan, all first time borrowers at St. Thomas must participate in the LOAN ENTRANCE COUNSELING in accordance with federal regulations. The purpose is to provide debt management counseling, and to inform the student of his or her rights and responsibilities as a borrower of a federal student loan. In addition, and in accordance with federal regulations, all students who obtained a federal student loan must participate in LOAN EXIT COUNSELING prior to separation from the university where the borrower is advised about the amount of indebtedness, deferment, forbearance, and consolidation provisions related to loan repayment. Stafford Loan recipients will 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 from the information the student submitted on the FAFSA that he/she appears eligible on the basis of financial need. Final eligibility is subject to confirmation from the State Agency. If you are a prior year recipient, you must have earned 24 credits by the end of the Spring 2011 term and have a cumulative 2.0 GPA to maintain eligibility. You 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 from the information the student submitted on the FAFSA that he/she appears eligible. You must submit the FAFSA by the designated deadlines for each academic year. Final

eligibility is subject to confirmation from the State Agency. If you are a prior year recipient, you must have earned 24 credits by the end of the Spring 2011 term and have a cumulative 2.0 GPA to maintain eligibility. You must enroll full time to receive this grant.

**FLORIDA BRIGHT FUTURES SCHOLARSHIP** - The Florida Academic Scholars, the Florida Medallion and Gold Seal Vocational awards are estimated. Annual award amount is determined by the Florida Department of Education. They are based on full time enrollment per semester. The actual amount will be pro-rated based on your actual enrollment status each semester.

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

## **INSTITUTIONAL MERIT SCHOLARSHIPS**

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

**ACADEMY OF HOSPITALITY AND TOURISM SCHOLARSHIP**-Student must have completed the Dade County School Board-sponsored Academy of Tourism Program, and must enroll directly to St. Thomas from high school. Award level will vary and you must maintain a minimum 2.75 cumulative GPA to maintain eligibility.

**HUGH ADAMS SCHOLARSHIP**-Awarded to a Broward Community College graduate who earned an AA degree with a minimum 3.50 GPA, who completed the Honors Program at BCC, and who has been admitted to the St. Thomas Honors Program. This is a two years award provided the student makes satisfactory academic progress toward completing the Honors Program requirements. Award level will vary and must enroll full time.

**ATHLETIC SCHOLARSHIPS**- Awarding of these scholarships are determined by the Athletic Department, based on athletic skill and financial need. Must be full time students and 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 from high school. Renewal is for three 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. Scholarship is renewable for three successive 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. Scholarship is renewable for three 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 three 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 3.50 GPA, have completed the Honors Program at MDC and be admitted to St. Thomas University

Honors Program. Award determined by Miami Dade College. This is a two years award provided the student makes satisfactory progress toward completing the Honors Program requirements. Award level will vary and you must enroll full time.

**MIAMI DADE COLLEGE INTER-AMERICAN SCHOLARSHIP** - Student must be a graduate of Miami Dade College Inter-American Campus with an AA degree, must have 3.50 GPA, have completed the Honors Program at MDC and be admitted to St. Thomas University Honors Program. Award determined by Miami Dade College. This is a two years award provided the student makes satisfactory progress toward completing the Honors Program requirements. Award level will vary and you must enroll full time.

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

**TRANSFER ASSISTANCE AWARD** - Available to transfer students with minimum of 45 credit hours from accredited two (2) or four (4) year institutions. Scholarships are renewable up to two successive 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 three successive years.

**NOTE:** St. Thomas University reserves the right to review and adjust original financial aid award packages, including university funded scholarships and/or grants should you receive additional funding from federal, state and 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. Must complete the FAFSA, demonstrate financial need and enroll full time.

**AMATURO FAMILY FOUNDATION SCHOLARSHIP** - Student must be in good academic standing with a minimum cumulative GPA of 3.0 and enroll full time. Scholarship is renewable for up to three successive years if maintaining a 3.0 cum gpa or better.

**RAY APICELLA SCHOLARSHIP** – Student must be in good academic standing with a minimum cumulative GPA of 3.0 and enroll full time.

**ARAMARK SCHOLARSHIP** - Must complete the FASFA, demonstrate financial need, and have minimum GPA of 3.0. Must enroll full time and reside on campus.

**PAUL BATEMAN SCHOLARSHIP** – Recipient must be an incoming freshman, U.S. citizen, complete the FASFA and demonstrate financial need and be in good academic standing. Must enroll full time.

**BLUE CROSS BLUE SHIELD OF SOUTH FLORIDA SCHOLARSHIP** – Available to incoming freshman; must be admitted to the STU/UM joint nursing program; must have a minimum GPA of 3.0 and enroll full time. Scholarship is renewable for one

year if recipient maintains a 3.0 cumulative GPA. Nursing scholarship application is available online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

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

**ROSE CASALE MEMORIAL SCHOLARSHIP** - Must complete the FAFSA, demonstrate financial need, be in good academic standing and enroll full time.

**HENRY A. FERRO, Jr. MEMORIAL SCHOLARSHIP** - A Sports Administration major, demonstrating academic achievement. Must complete the FAFSA and demonstrate financial need. Preferences will be given to recipient from a Catholic high school in the Northeast, if possible from Long Island. Must enroll full time.

**FOREST FLAMMANG CHARITABLE TRUST FUND SCHOLARSHIP** - Student must complete the FAFSA, demonstrate financial need, demonstrate academic achievement and enroll full time.

**INSTITUTE FOR WORKFORCE ENHANCEMENT SCHOLARSHIP** - Must complete the FAFSA & demonstrate financial need; must be an adult student 25 year or older and be a Florida resident. Must enroll full time and meet application deadline of May 1, 2011 for Fall 2011 or November 1, 2011 for Spring 2012. Scholarship is renewable if all criteria are met and the student maintains a 3.0 cumulative GPA.

**MARTIN LEMLICH SCHOLARSHIP** - For pre-law student; must complete the FAFSA and demonstrate financial need. Must have a minimum GPA of 3.0 and enroll full time.

**O. MIKE AND MARION MARINELLI SCHOLARSHIP** - Award given to a deserving minority South Florida student with good academic achievement. Must enroll full time.

**MENDELSON FAMILY ENDOWED SCHOLARSHIP** - Incoming freshman, must be a U.S. citizen or eligible non-citizen, must be in good academic standing with a minimum high school GPA of 3.25, and enroll full time. Scholarship is renewable for up to three successive years if maintaining a 3.0 cum gpa or better.

**ALBERT AND BEATRIZ MINIACI FAMILY SCHOLARSHIP** - Incoming freshman, complete the FAFSA, demonstrate financial need, be in good academic standing and enroll full time.

**ADRIENNE AND EDWARD J. MULVEY SCHOLARSHIP** - Student must demonstrate academic achievement, have a minimum GPA of 3.0 and enroll full time.

**NORTH DADE MEDICAL FOUNDATION NURSING SCHOLARSHIP** - Available to incoming freshman; must be admitted to the STU/UM joint nursing program; must have a minimum GPA of 3.25 and enroll full time. Scholarship is renewable for one year if recipient maintains a 3.25 cumulative GPA. Nursing scholarship application is available online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

**NEAL PARKER SCHOLARSHIP** - Student must demonstrate academic achievement, have a minimum GPA of 3.0 and enroll full time.

**REPUBLIC NATIONAL BANK SCHOLARSHIP** - Student must demonstrate academic achievement, have a minimum GPA of 3.0 and enroll full time.

**LOURDES P. & RAFAEL A. SANCHEZ SCHOLARSHIP** - Undergraduate student majoring in Sports Administration, must demonstrate academic achievement. Must complete the FAFSA, demonstrate financial need and enroll full time.

**DON SHULA SCHOLARSHIP FOUNDATION** - Incoming freshman, complete the FAFSA, demonstrate financial need, be a high school varsity athletes with a sport related career goal and have a minimum 2.50 high school GPA. Must enroll full time. Scholarship is renewable if all criteria are met and student maintains a 3.0 cumulative GPA.

**SUNTRUST BANK MIAMI, N.A. SCHOLARSHIP** – Incoming freshman, sophomore or junior majoring in Business, Miami Dade resident with 3.0 GPA and active in community services. Must enroll full time.

### **SOURCES OF SCHOLARSHIP FUNDS**

There are many sources of funding available for students outside St. Thomas University. Scholarships may be obtained from private organizations, corporations, religious groups, and civic organizations. Different types of criteria, in addition to academic achievement, such as 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, please 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.latincollegedollars.org](http://www.latincollegedollars.org)

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

### **BELOW ARE SAMPLE SCHOLARSHIPS:**

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

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

**HISPANIC COLLEGE FUND SCHOLARSHIP** – Hispanic U.S. citizens or permanent residents of the U.S. majoring in business, science or engineering. Must demonstrate financial need and have a minimum GPA of 3.0. Application is available at [www.hispanicfund.org](http://www.hispanicfund.org).

**ROBERT G. & GAIL F. KNIGHT SCHOLARSHIP FOUNDATION** - Qualified students age 17 or older who are planning to attend or currently attending a two year or four year college or university. GPA of 3.5 (high school) or above or 3.0 (college) or above is required. The applicant 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. Please visit [www.thesalliemae.org/projectaccess/need.html](http://www.thesalliemae.org/projectaccess/need.html) to obtain scholarship application and deadlines.

**USA FUNDS ACCESS TO EDUCATION SCHOLARSHIPS** – Applicant must have an annual adjusted gross income of under \$35,000; must be a U.S. citizen or eligible non-citizen; must not currently be in default on any student loans. Scholarship is available to full time and half time undergraduate students. 50% of the scholarship will be targeted to students who are minority or disable. Please visit [www.usafunds.org](http://www.usafunds.org) to obtain scholarship application and deadline.

## **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  
P.O. 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 our website at [www.stu.edu](http://www.stu.edu) and select "Veterans' Information & Services" for more information.

# **ACADEMIC POLICIES AND REGULATIONS**

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**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 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 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 at St. Thomas University. Students who have not chosen a major will be assigned an advisor by the Director of Academic Enhancement Services, to help them make decisions about what courses to take and how these may lead to a major. The advisor's name is printed on the student's Academic Evaluation Report (AER). 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 his/her advisor and secure signed approval for the selected courses to register.
3. All students registering in person at B.A.S.I.C must have an advisor's signature to register.

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

**AUDIT.** 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 students transcript, but do not receive a grade nor academic credit. Audited courses are not financial aid eligible.

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

**CLASS STANDING** for admitted degree-seeking undergraduate students is determined as follows: Freshman - formally admitted with 29 or fewer credits; Sophomore - 30-59 credits; Junior - 60-89 credits; Senior - 90 or more credits. Normally, students should not 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 education records.

1. The right to inspect and review the student's education 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 education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify 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 or 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 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 with 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  
U.S. 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, B.A.S.I.C will provide a list of names, telephone numbers, and addresses of the students to the appropriate Dean or to the representative designated by the Dean who will attempt to notify the students who have not been contacted. 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 in a six week session is six credits, in a nine week session is nine credits, and 12 credits 12 week session. Normally, a student must 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.

**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). In addition, students must fulfill the graduation requirements for Catholic Identity (3 credits) and Diversity (3 credits).

**GRADES AND GRADE POINTS.** The following symbols are used, effective with Fall Semester 1991: 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, where 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 the GPA); CP=Course in Progress (temporary grade for internship courses); I=Incomplete; NG=No Grade Submitted (temporary grade); NP=(Unsatisfactory, for pass/no credit courses); P=(credit earned, for courses graded pass/fail or pass/no credit); 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 REPLACEMENT.** Any undergraduate course graded C-, D or F may be retaken once for grade replacement within one year. Students re-taking a course for grade replacement must file the appropriate form with B.A.S.I.C at the time of registration. Only the most recent grade will be used in calculating the grade point average. This policy only applies to St. Thomas University Courses.

**HONORS.** Graduation honors are calculated based on grade point average for St. Thomas course work. Only students who have earned 60 credits at St. Thomas are

eligible for Graduation honors. Credit by Examination, CLEP, Military, Corporate Training and Life Experience (Portfolio) credit 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).

**SEMESTER HONORS.** 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. This includes a congratulatory letter and posting of this honor in the University Library. Students with incomplete (I) grades or with "NG" grades are not eligible for the Dean's List.

**INDEPENDENT STUDY.** An independent study course must be approved by the instructor and dean. An independent study can only be taken in the student's final semester when the course is necessary for the student's graduation. Independent study courses are limited to one (1) course in a student's program of study.

**INCOMPLETES.** A professor may give the grade of Incomplete (I) in unusual and exceptional circumstances. Incompletes are rare and given at the sole discretion of the professor. All Incompletes must be finalized prior to the midpoint of the following semester. 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 should help you develop critical and analytical thinking, professional and presentational skills as well as develop your competence in a specific discipline. Majors provide you with the broad foundation necessary to prepare you 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 you to 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.

**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 B.A.S.I.C. 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 15 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 requirements of another minor or specialization without approval of the appropriate Dean.

**ON-LINE/BLENDED/WEB ENHANCED COURSES.** Any course may be web enhanced requiring the student to have access to the internet. A course that is delivered on-line/blended will be specified in the course schedule.

**PARTICIPATION IN COMMENCEMENT**—The 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 or are enrolled in courses which, if successfully completed, will result in all requirements for graduation being met 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. In such cases, it is the student's responsibility to obtain their commencement robes at the time of their originally scheduled commencement.

**PROBATION AND SUSPENSION.** Students pursuing an undergraduate degree will be put on academic probation if their cumulative grade point average falls below a 2.00 or if they fail to pass required Basic Skills course work.

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 course work. 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 2.0 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 2.0 requirement.

A student receiving Veterans Administration educational benefits who has not maintained satisfactory progress (2.00 GPA or better, cumulative) 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 semesters subsequent to this posting of probation, 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.

**RECENCY OF CREDITS.** St. Thomas University reserves the right to withhold accepting undergraduate credits toward the major earned more than twelve years prior to the date of application, where no additional coursework has been taken in the interim. Courses are subject to a course-by-course review by the department in which the student seeks a major. Exceptions to department major requirement will be made by the Dean of the School or College in consultation with the Registrar. Departmental 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 which represents both a financial and an academic commitment. The obligations which 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 B.A.S.I.C. The change becomes effective on the date the forms are received by B.A.S.I.C. 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 classes 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 7% of the teaching days for any other academic term) students may be admitted to, register in, or add a course with the advisors signature. A student may drop a course by submitting a signed Drop form to B.A.S.I.C. No fee is charged for changes of schedule during this period. After the first week (7% of the teaching days), it is mandatory that the student obtain both the instructor's and Dean of the School signatures in order to be admitted to, register in, or add a particular class. A drop/add fee will be assessed for any change in schedule. The deadline for adding courses with the instructor's and Dean's signatures is the end of the tenth instructional day of the Fall or Spring Semester (and an equivalent period, approximately 14% of days 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% 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.

To add, drop, or withdraw from any course, a student must submit to B.A.S.I.C the appropriate Registration-Add or Drop forms. The student should keep their copy of these forms as proof of date of adding, dropping or withdrawing from a course.

**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 B.A.S.I.C for more information.

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

1. Earn a minimum of 120 semester hour credits and fulfill the requirements for a specific discipline consisting of General, Program/Major Prerequisites, and Major Requirements as well as General Elective Requirements, where applicable. Majors may require more than 120 credits for completion.
2. Earn a minimum 2.0 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 B.A.S.I.C 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 or the Dean's approved representative before being submitted to B.A.S.I.C.
5. Satisfy all financial obligations with St. Thomas University.

**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 majors.

**REQUIREMENTS FOR A THIRD MAJOR.** Students declaring a third major must complete an additional twenty-four 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 and learning in 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. For information about program availability, contact the Academic Advising Office.

**TRANSCRIPTS.** A transcript is the student's official record of course works taken at St. Thomas University. Upon the student's written request, an official transcript will be sent to the address requested by the student. During posted hours of operation you can request and pay for transcripts at B.A.S.I.C.

1. Identification is required when requesting a transcript in person. **Transcript request forms must be submitted to B.A.S.I.C. The first three 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. Mail request: If an outstanding obligation exists, the transcript payment received by mail will be applied towards the student's balance. Funds will not be returned to the student.
6. 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 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' undergraduate degree programs. The assessment and documentation of equivalent learning will be made by qualified faculty in the appropriate discipline. St. Thomas may also use recognized guides to aid in the evaluation for 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.

Course work completed at regionally accredited colleges or universities or foreign colleges or universities with accreditation equivalent to regional accreditation will be accepted, where applicable, on a course-by-course basis. In addition may also accept for credit course work completed at colleges and universities accredited by a national accrediting agency recognized by the United States 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 which 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.

St. Thomas University has articulation agreements with all public community colleges in the state of Florida, Keiser University, Florida National College, and Omega College. St. Thomas University shall accept with junior standing every eligible student graduating from a State of Florida public community college with an Associate of Arts degree.

For transfer credits in the major taken more than twelve 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 two courses (8 credits maximum) taken at another institution. Permission to take these courses must be obtained prior to taking the courses. The appropriate form is available in B.A.S.I.C.

Students admitted to St. Thomas University must submit official transcripts from all previously attended institutions. Upon receipt of official transcripts from all institutions, the Registrar's office 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, which 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 awards transfer credit only in areas offered at the institution. Credit is accepted for transfer only if it can be applied to the student's degree program.

**WEBADVISOR.** Registration will be available to students through *WebAdvisor* after their first semester. A **Personal Identification Number (PIN)**, which gives access to WebAdvisor, will be assigned upon admission to St. Thomas University. If you do not know your PIN, please contact B.A.S.I.C. WebAdvisor gives you access to your 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 University for any reason whatsoever is NOT official until the student has submitted a signed withdrawal form to B.A.S.I.C. The withdrawal becomes effective on the date

the withdrawal form is received by B.A.S.I.C, NOT the date on which the student discontinues class attendance.

Any student who does not register for two consecutive semesters or terms 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 the University. 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. Graduation requirements at the time of readmission may be different, as degree programs are enhanced.

### **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 Registrar 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 credit, and in many cases will also satisfy General, Program or Major graduation requirements. It is possible for a high school graduate to enter St. Thomas University with sophomore standing based on AP course work.

**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 credit recommended by ACE to avoid granting duplicate credits. For further information students should contact the Registrar's Office.

**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 Dean. St. Thomas University will not award CLEP credit in a subject in which a student has once been enrolled at the university level. St. Thomas University awards a maximum of six (6) credits for any CLEP examination for which the student obtains the credit-granting score recommended by the American Council on Education as published by the College Board, ETS, P.O. Box 6600 Princeton, New Jersey 08541. For information call 305-474-6838.

**CREDIT BY EXAMINATION** is granted for a matriculated student satisfactorily passing a comprehensive examination on the subject matter. The examination shall be written and administered by a professor assigned by the Dean within the appropriate division. Students wishing to earn credit by examination should obtain the appropriate form at B.A.S.I.C, and then contact the appropriate Dean for permission and assistance. Departments may restrict those courses for which credit can be earned in this fashion. Credit by examination may not be attempted for the same course a second time. Students will receive a grade of 'P' (Pass) if successful or 'NP'

(Not Pass) if not successful. See Financial Information for the appropriate fee for credit by examination.

**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 twenty seven (27) additional 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). Life Experience Portfolio Program procedures can be obtained from the Office of Continuing and Adult Education.

**Life Experience Portfolio Program requirements:**

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 Institute/Department 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 essay with a minimal score of 500.
3. Successfully complete POR 300 Adult Development Life and Assessment course.
4. Submit a completed portfolio requesting additional portfolio credits to the Continuing and Adult Education within one (1) year of completion of the POR 300 Course.
5. Students must be in good academic standing (cumulative grade point average of 2.0 in all St. Thomas University course work).
6. Portfolio credit will not be posted on the student's transcript until they successfully complete twelve (12) semester hours of traditional academic work at St. Thomas University.

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 completion of twelve (12) semester hours of coursework at St. Thomas University.

## **ACADEMIC ENHANCEMENT CENTER**

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Maritza Rivera, Director

Faculty: S. Diaz, G. Raffo-Magnasco

### **PURPOSE**

The **Academic Enhancement Center** offers courses of instruction and services to prepare students for academic work at the college level and to assist them in developing basic skills. The program offers instruction in these skill areas: Writing, Reading, Mathematics, and English as a Second Language. Our 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 applicants.

### **SERVICES**

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

**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 this 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 coordinated at the Academic Enhancement Center regularly. 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 us at (305) 628-6797.

**Miller Analogies Test (MAT)** - 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 us at (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. Each institution determines its passing score requirements for a DSST exam. To apply, please complete DSST electronic form at [www.stu.edu](http://www.stu.edu) or call us at (305) 628-6797.

## SKILLS COURSES

### Skills Courses:

Students who have not presented ACT, SAT or CLAST/GENERAL KNOWLEDGE TEST scores, or who's 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 ESL.

### 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).

**ENGLISH AS A SECOND LANGUAGE PROGRAM.** 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. Additionally, the program provides a cultural orientation to the United States and to the higher education system. The program staff has been successful in assisting individuals from all areas of the world to become proficient in the spoken and written forms of the language. Students are tested at the time of registration and are placed into an appropriate level. Each program level takes one semester to complete. Grading for the courses is as follows: ESL 096, 097, 098 and 099 are graded on the Pass (P) and No Pass (NP) basis. ESL 111W & G are graded on the basis of A, B, C, D and F. Since language proficiency is being assessed, a minimum of a grade of B is required to pass these two courses. There are 5 levels of instruction. ESL 096-099 (Levels 1-4) meet 20 hours a week in class, 5 hours a week in Lab, for a total of 20 hours a week. ESL 111 (Level 5) meets 10 hours a week in class, 5 hours a week in Lab, for a total of 15 hours a week. To complete the entire program, a student will receive 95 hours of instruction

### RENNERT MIAMI

Rennert Miami offers full time programs in intensive English for international students, business people and other professionals.

Program benefits include:

1. Small classes that allow dedicated teachers with native fluency in North American English to give individual attention to each student;
2. Direct and intensive teaching methods that enable students to speak and read English from their first lesson;
3. A knowledgeable professional staff that is attuned to the educational and personal needs of students;
4. Exceptionally high educational standards that encourage and inspire success in every student.

The curriculum at Rennert Miami is very intensive. Students attend 20 or 30 hours of English classes every week. Upon arrival at the school students are tested to determine their English proficiency and are then placed into the appropriate program for their needs. Based on testing and total enrollment up to eight levels of instruction are offered.

Rennert Miami provides airport pick up for newly arriving international students, transportation of students to field trips and local events and preparation of dorm rooms for students who are moving into campus housing.

**General Program information**

The Rennert Miami office is located in Cascia Hall 102. Office hours are from 9:00 a.m. to 5:00 p.m. Monday to Friday. The telephone number is (305) 622-7300, the fax number is (305) 622-7010, the email address is [miami@rennert.com](mailto:miami@rennert.com) and the web address is [www.rennert.com](http://www.rennert.com).

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

### **GENERAL USAGE:**

1. Faculty, staff, students and others with STU authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official STU 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 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 OIT.
3. Owners of an account are responsible for actions that occur from that account.
4. Any attempt to circumvent system security, guess others' 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 the express consent of the owner may be a violation of Federal Law and is a felony under Florida State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or report to pertinent authorities.
6. Use of electronic mail and other network communications facilities to harass, offend, or annoy is prohibited.
7. The use of the STU network facilities for running graphics-based interactive applications (programs) is prohibited unless approved by the OIT.

## BISCAYNE COLLEGE

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

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**Dr. Scott Zeman, Dean of the College  
& Professor of History**

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

Biscayne College, the home of liberal arts and social sciences at STU, is composed of the Department of English & Humanities, the Department of History, Philosophy, & Global Studies, the Department of Social Sciences & Counseling, and the Institute for World Languages; it also houses the University Writing Center and the University Honors Program, and the Center for Ethics. The College typically provides 64% of the STU General Education Requirements.

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, the Social Sciences and Counseling, the College cultivates in its students the knowledge to advance human values including peace, justice, ecology and spirituality."

Biscayne College offers Bachelor's degrees in Criminal Justice, English, History, Human Services, Liberal Studies, Liberal Studies-Global Leadership & Philosophy, Political Science, Psychology; and Master's degrees in Guidance & Counseling, Marriage & Family Therapy, and Mental Health Counseling. Joint degree programs include BA/JD, JD/MSMFC, and MSM/Justice Administration, along with numerous Certificate Programs and Minor Programs.

Biscayne College remains committed to a rigorous liberal arts education. The vast majority of teaching faculty in the College hold doctoral degrees and regularly pursue research and publish in professional journals and books. The college provides individualized attention to the nurturing of students and gives them the tools, academic record, and confidence to succeed in graduate school or law school. It offers students practical leadership training through participation in Interdisciplinary and International Programs.

# ST. THOMAS UNIVERSITY

## GENERAL EDUCATION REQUIREMENTS

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**Program Coordinator:** James W. Conley, Ph.D.,

**Academic Credentials:** Ph.D., Comparative Literature (University of Wisconsin, 1974); M.A., Italian (Middlebury College, 1968); B.A., English (Georgetown University, 1966)

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

**Program Advisor(s):** E. Ajhar, G. Feinberg, J. Holland, M. Iannone, F. Sicius, J. A. Villamil

Flowing from its mission, St. Thomas University's **General Education Requirements** allow students to select from a broad range of courses that facilitate "lifelong and value-oriented education." English and the Humanities develop college level skills of written communications, 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 develop critical thinking skills through employment of the scientific method and technology in exploring the material world. The Culture and Society requirement 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 (PHI) emphasizes the "foundational wisdom of human reason." Religious Studies (STM) explores the general phenomenon of religion and religious experience. It is also theological in that it promotes "the search for meaning" (*Ex Corde Ecclesiae*) within its own courses as well as by placing the Gospel in conversation with other university disciplines and with society at large.

The Catholic Identity Requirement promotes understanding of and appreciation for the Catholic intellectual and artistic heritage. The Diversity Requirement promotes an appreciation of different cultures, rituals, and values.

### General Education Requirements (GER)

**42 credits**

#### HUMANITIES REQUIREMENT

**12 credits**

##### WRITTEN COMMUNICATIONS

ENG 101 Composition 3 credits

ENG 102 Composition & Literature 3 credits

##### ENGLISH/LITERATURE

Take one three credit Literature course from the following: 3 credits

Any English/Literature course number 201 level or above

or

ITA 205 Italian Literature in Translation I

ITA 206 Italian Literature in Translation II

EDU 417\* Applied Linguistics: Language and Literacy through ESOL  
(For Education Majors)\*

##### HUMANITIES/ARTS

Take one three credit Humanities/Arts/language course from the following: 3 credits

HUM 110 An Introduction to the Humanities

HUM 209 Western Literary Masterpieces I

HUM 210 Western Literary Masterpieces II

HUM 211 Western Literary Masterpieces III

ART 101 An Introduction to Art, Music and Drama

ART	102	Enhanced Art Appreciation
ART	151	STU Choir I
ART	152	STU Choir II
ART	225	Fundamentals of Music
ART	230	Survey of the History of Art
ART	231	Survey of the History of Art I
ART	244	Introduction to Drawing
ART	245	Basic Painting Techniques
ART	248	Photography
ART	250	Survey of American Art
ART	251	STU Choir III
COM	102	Society and Mass Media
COM	203	Intro to Film Art and Analysis
FRE	101	Introduction French I
FRE	102	Introduction French II
FRE	121	Intermediate French I
FRE	122	Intermediate French II
ITA	101	Introduction Italian I
ITA	102	Introduction Italian II
ITA	201	Intermediate Italian I
ITA	202	Intermediate Italian II
ITA	205	Italian Literature in Translation I
ITA	206	Italian Literature in Translation II
SPA	101	Introduction Spanish I
SPA	102	Introduction 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 Arts (ART).

## **THE NATURAL WORLD & QUANT. REASONING REQUIREMENT      9 credits** **MATHEMATICS**

Take one three credit Mathematics course from the following:

MAT	107	Analytic Geometry
MAT	108	Trigonometry
MAT	109	Mathematics for the Liberal Arts
MAT	165	Geometry for Educators
MAT	169	Algebra for Educators
MAT	181	Pre-calculus: Algebra
MAT	182	Pre-calculus: Trigonometry and Analytic Geometry
MAT	205	Applied Statistics
MAT	212	Business Calculus
MAT	232	Calculus I
MAT	233	Calculus II

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

## **NATURAL SCIENCE**

Take one three credit Natural Science course from the following:

BIO	Biology
CHE	Chemistry
FRS	Forensic Science

PHY	Physics
SCI	General Science
or	
SPO 212*	Applied Sport Science
(For Sports Administration Majors)*	

### **PHYSICAL SCIENCE**

Take one three credit Physical Science course from the following:

CHE	100	Introduction to General, Organic, and Bio-Chemistry
CHE	101	General Chemistry I
PHY	101	College Physics I
PHY	207	University Physics I
SCI	105	Geology
SCI	112	Introduction to Meteorology
SCI	114	Astronomy
SCI	116	Science in the Modern World
SCI	119	Physical Science and Solar Energy
or		
CIS	104	Intro to Computer Programming/Visual Basic
CIS	140	Design and Implementation of OO Programs I
CIS	205	Microcomputer Applications
CIS	230	Intro to Java Programming
or		

Take any other higher CIS course.

### **CULTURE AND SOCIETY REQUIREMENT**

**9 credits**

#### **SOCIAL SCIENCE**

Take three credits in Criminal Justice, Economics, Education, Political Science, Psychology, Sociology, or Human Services

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
HUS	101	Introduction to Human Services
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	201	Introduction to Psychology
PSY	220	Social Psychology
PSY	260	Applied Psychology
SOC	201D	Principles of Sociology
SOC	203	Collective Behavior
SOC	205D	Contemporary Social Problems
SOC	225	Crime in South Florida

\*for Education Majors

### **HISTORY**

Take one three credit course from the following:

HIS	101	History of Western Civilization I
HIS	102	History of Western Civilization II
HIS	105	World Civilization I
HIS	106	World History II

HIS	107	History and the Cinema
HIS	201	United States History I
HIS	202	United States History II
HIS	311	The Middle Ages
HIS	312	The Renaissance and Reformation

### **SOCIAL SCIENCE or HISTORY**

Take three credits in History, Criminal Justice, Political Science, Psychology, Sociology, or Human Services. Sports Administration majors should take SPO 313 - Sports Psychology to fulfill this requirement. Education Majors should take GEO 101- Global Geography & Geopolitics to fulfill this requirement.

### **PHILOSOPHY REQUIREMENT**

**6 credits**

Take one three credit course from the following:

PHI	150D	Introduction to Philosophy
PHI	152	Logic
PHI	220	Philosophy of Education
PHI	231	Philosophy of Religion

Take one three credit course in Ethics from the following:

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

### **RELIGIOUS STUDIES REQUIREMENT**

**6 credits**

Take six (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	200	Catholicism
STM	210	The World of Religion
STM	220	Survey of the Old Testament
STM	225	Survey of the New Testament
STM	232	Christian Moral Decision Making
STM	240	History of Christian Thought I
STM	242	History of Christian Thought II
STM	243	Bible: Story and Salvation
STM	272	The Church

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

All students who receive a degree from STU must complete St. Thomas University's General Education Requirements or the General Education Requirements of an institution with which St. Thomas University has an articulation agreement. To graduate from St. Thomas University, students must also take at least one Religious Studies (STM) course, one Philosophy (PHI) course in ethics, one Catholic Identity course, and one Diversity course at St. Thomas University. The Catholic Identity and Diversity requirements may be fulfilled by courses which satisfy other university requirements with the following exception, as noted below: the course which fulfills the Catholic Identity requirement cannot be used to simultaneously satisfy the Religious Studies requirement.

## **CATHOLIC IDENTITY**

In order to increase understanding of and appreciation for the Catholic intellectual and artistic heritage, undergraduates are required to take one Catholic identity course. Such a course can be offered by any Department, but must 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. This course may simultaneously satisfy other General Education or Major requirements.

**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** - students 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.
3. **Computer Competency** - students 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** - students is able to: 1) communicate orally in persuasive language; and 2) demonstrate clarity in speaking when presenting a proposal. The computer competency and oral communication competency are satisfied through requirements within each major.
5. **English/Literature/Arts or Languages** - Students is able to: 1) understand and effectively adapt techniques for organizing, drafting, revising, and completing expository essays and research papers; 2) recognize fundamental elements of literary structures and defining aspects of cultural periods; and 3) appreciate the structures operating within fine arts such as painting, music, sculpture, architecture or a foreign language through practice (studio art, choir, elementary language courses) and/or surveying outstanding achievements (art history, literature in translation).

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

1. through **Philosophy** become aware of the ethical values associated with all human activity, understanding the evolution of human thought and appreciating all cultures and the natural world as a gift and resource for personal growth;
2. through **Mathematics** be able to model and analyze real world situations by using mathematical concepts, adapting appropriate notation and mathematical functions and selecting appropriate statistical techniques for different circumstances;
3. through **Natural and Physical Sciences** be able to identify, formulate and solve scientific problems, designing and conducting experiments as well as analyzing and interpreting data;
4. through the **Social Sciences** be able to examine the organization, functions and processes of social institutions across a range of historical periods, social structures and culture by employing the appropriate research methods and analytic technologies that social and behavioral scientists use to investigate individual and group behavior;
5. through **History** be able to understand what it means to think historically and to articulate the interdependence of the present and future with the past;
6. through **Religious Studies** (STM) coursework grow in an understanding of faith, religion and theology, reflecting on their practical implications and studying religious responses to human questions about life's meaning;
7. through the **Catholic Identity** requirement, increase understanding of Catholicism and the Catholic intellectual and artistic heritage as well as the link between Catholicism and the discipline in which the Catholic Identity course is offered;
8. through the **Diversity** requirement be able to discuss representative theoretical texts and articles that address the construction of race and gender and their intersections with class, nationality, ethnicity, sexuality, age and physical ability, recognizing cultural variables (such as the influence of power and privilege) and developing skills for life in a multicultural community.

**Program Student Learning Outcomes Assessment – General Education.** In association with the major outcomes assessment during the graduating term, each student is expected to:

1. Prepare the list of the courses used to complete the general education requirement and briefly annotates how each course contributed to the relevant discipline's stated outcomes.
2. Assess the general education requirement as a whole and its value to the overall educational experience.

# UNIVERSITY HONORS PROGRAM

**Program Director:** Francis J. Sicius, Ph.D.

**Academic Credentials:** Ph.D., History, Loyola University, Chicago, M.A., American Studies, B.A., History, Florida State University

**Contact Information:** (305) 628-6657, email: [fsicius@stu.edu](mailto:fsicius@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 alternative for students who wish 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 degree.

Classes are small with many conducted in seminar fashion, and all are taught by instructors specifically chosen for their expertise. All Honors courses will be designated as such on the student's transcript. This visible record as an Honors Program student will be an asset when making application for employment or graduate school.

In order to be considered for selection to the Honors Program, one must be a main campus day student at St. Thomas University. Current St. Thomas students who are in programs other than the day program will be considered if they transfer to that program.

All persons described above, who indicate an interest in the program, will be considered by the Honors Program Admissions Committee. Factors weighed in the selection procedure will include: grades, test scores, rank in class, extra-curricular activities, and letters of recommendation, possible personal interview, and a written commentary on why the applicant wishes to be in the Honors Program. Although it would be difficult to profile a typical Honors Program student, it may be said that all those selected will have demonstrated both a sincere interest in, and the necessary preparation for, an especially challenging program of college studies.

A student may earn an Honors Program degree by taking at least twenty-four (24) credits in Honors courses, earning a minimum grade point average of 3.3 in Honors, and earning an overall grade point average of 3.3. Students must also complete The Honors Lecture Series (HON 301) and The Honors Seminar (HON 401).

At St. Thomas University some financial assistance awards are based on need and others on scholarship. Honors Program students are encouraged to apply for awards based on scholarship. One of the awards is a merit scholarship, several of which 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	209H	Western Literary Masterpieces I
ENG	210H	Western Literary Masterpieces II
ENG	211H	Western Literary Masterpieces III
HIS	101H	Western Civilization I Honors
HIS	102H	Western Civilization II: Honors
PHI	150H	Honors Introduction to Philosophy
PHI	321H	Honors Contemporary Philosophy
PHI	332H	Honors Ethics
STM	150H	Honors Introduction to Religious Studies
STM	240H	Honors History of Christian Thought

## OTHER COURSES

Other courses that may be used toward fulfillment of the Honors degree 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 towards the Honors Program degree. 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. Experience intensive alternative/enhancement of general education requirement courses and/or major courses.
2. Recognize the varied skills and perspectives of faculty-level research.
3. Develop 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 by the preparation 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

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**Program Coordinator:** James W. Conley, Ph.D.,

**Academic Credentials:** Ph.D., Comparative Literature (University of Wisconsin, 1974); M.A., Italian (Middlebury College, 1968); B.A., English (Georgetown University, 1966)

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

**Program Advisor(s):** K. Dvorak, R. Montes, R. Raleigh, P. Reckford

### PURPOSE

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, the Department of English and Humanities aims 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.

### Program Description

The English major specializes in learning about the world's great writers, specifically the master essayists, poets, dramatists, and novelists throughout the course of civilization and, more narrowly, in the English-speaking world. Each English major has the opportunity to tailor an individualized program of studies 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 as well as upper division courses on literary periods, genre, special topic areas, and/or professional writing.

### BACHELOR OF ARTS IN ENGLISH

**120 credits**

#### General Education Requirements

**42 credits**

### HUMANITIES

**12 credits**

#### Written Communications

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

#### English Literature

3 credits

See the General Education Requirements for the list of courses.

ENG 201 suggested.

#### Humanities/Fine Arts

3 credits

See the General Education Requirements for the list of courses.

### THE NATURAL WORLD & QUANT. REASONING

**9 credits**

#### 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/HISTORY

**9 credits**

#### Social Science

See the General Education Requirements for the list of courses.

## History

See the General Education Requirements for the list of courses.

## Social Science/History

See the General Education Requirements for the list of courses.

## PHILOSOPHY

See the General Education Requirements for the list of courses.

**6 credits**

## RELIGIOUS STUDIES

See the General Education Requirements for the list of courses.

**6 credits**

## CATHOLIC IDENTITY

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.

**3 credits**

## DIVERSITY

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

**3 credits**

## **MAJOR REQUIREMENTS: LITERATURE EMPHASIS**

**30 credits**

### **(English major – Literature Emphasis)**

#### **ENG Core Courses (24 credits)**

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

#### **Program Requirements**

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 a specialization in 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 do the following:

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, and
5. appreciate the particular contributions of major literary figures to the history of ideas. The Professional Writing Specialization within the English major focuses on mastering 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 reviewed at a formal meeting with selected English faculty and used for the purpose of program assessment.

**(English major - Professional Writing Specialization)****ENG Professional Writing Core Courses (15 credits)**

ENC 303	Multimodal Research and Writing
ENC 373	Grammar and Rhetoric in Writing
ENC 403	Professional and Technical Writing and Editing
ENG 490	Multicultural Literary Criticism
ENC 497	Professional Writing Internship I

**ENG Professional Writing Specialization Electives (9 credits)**

ENC 495	Special Topics in English Professional Writing
ENC 498	Professional Writing Internship II
ENC 499	Professional Writing Internship III
ENG 200	Scientific Writing
ENG 322	Forms of Drama
ENC 333	Creative Writing
ENG 355	Modern Aspects of Poetry
ENG 358	Modern Short Story
COM 303	Writing for Television
COM 343	Introduction to Print Journalism Writing

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

**Program Requirements**

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 a specialization 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, and
5. appreciate the particular contributions of major literary figures to the history of ideas. The Professional Writing Specialization within the English major focuses on mastering 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 reviewed at a formal meeting with selected English faculty and used for the purpose of program assessment.

## MINOR IN ENGLISH

12 credits

The English minor allows a student to develop writing and research skills while broadening a personal appreciation of literature studied at the advanced undergraduate level.

## MINOR IN AMERICAN STUDIES

18 credits

**Program Coordinator:** Phillip Reckford, Ph.D.,

*Academic Credentials:* Ph.D., English, M.A., University of North Carolina, B.A., English, Harvard University

**Contact Information:** Office phone: (305) 628-6638, email: [preckford@stu.edu](mailto:preckford@stu.edu)

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

The American Studies minor enhances the student's understanding of America's relationship to the world and America's crises in rising to global leadership.

- (1) ENG 301 Survey of American Literature I or  
\*ENG 302 Survey of American Literature II
- (2) \*HIS 201 United States History I or  
\*HIS 202 United States History II
- (3) Five appropriate courses that relate to America

Approved courses to fulfill this requirement will include, but not be limited to the following:

- |     |     |                                   |
|-----|-----|-----------------------------------|
| ENG | 358 | Modern Short Story                |
| ENG | 385 | America: Past and Present I       |
| ENG | 386 | America: Past and Present II      |
| HIS | 361 | American Colonial History         |
| HIS | 371 | U.S. Civil War and Reconstruction |
| SOC | 306 | Urban Sociology                   |

\*Three of these courses may be used toward fulfilling the General Graduation Requirements in the areas of History, English, and Social Science.

**Program Student Learning Outcomes:** Those 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.** These outcomes are assessed during the graduation term. Each American Studies minor under the direction of the American Studies Program Coordinator is to:

1. Prepare a list of the courses used to complete the American Studies minor's requirements, briefly annotated to indicate how each course contributed to the American Studies minor's stated outcomes.
2. Assess the American Studies minor as a whole and its value to the individual's overall educational experience.

## MINOR IN SPANISH

**15 credits**

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

SPA 201/202 Intermediate Spanish I, II

Or

SPA 203/204 Spanish Language and Grammar for Spanish Speakers I, II  
Three 300/400 level courses in Spanish

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

### **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 GPA of 3.0 on a 4.0 scale and an ACT minimum score of 25, or SAT minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline.

Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the law school catalog).

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

The Department's mission is historically and philosophically to educate students to become intelligent professionals who will 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: 1) 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.

The Department offers majors in History and Liberal Studies, plus minors in Florida Studies, History, and Philosophy. As a specialization in the Liberal Studies major, the Department also offers its unique Global Leadership and Philosophy Program, which is normally jointed with a second major or a minor in a pre-career area.

For more information about our Department and its programs, contact Dr. Joe Holland, Director of Liberal Studies and Philosophy programs, in person at his office in Sullivan Hall, Room 110, by phone at +1 (305) 628.6637, or by email at [jholland@stu.edu](mailto:jholland@stu.edu) or Dr. Francis Sicius, Director of History Programs, in person at his office in Kennedy Hall, Suite 220, by phone at +1 (305) 628-6657, or by email at [fsicius@stu.edu](mailto:fsicius@stu.edu).

### **BACHELOR OF ARTS IN HISTORY**

**120 credits**

**Program Director:** Francis J. Sicius, Ph.D.,

*Academic Credentials:* Ph.D., History, Loyola University, Chicago, M.A., American Studies, B.A., History, Florida State University

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

*Program Advisor(s):* R. Arango, E. Lampe

### **HISTORY**

History courses aim at the highest goal of a Liberal Arts education by presenting the breadth and height of the comprehensive human experience. We strive to lead the student to that strength of character, power of judgment, capacity of analysis and effectiveness of expression, which constitute the attributes of a complete person in our diverse and changing world.

### **General Education Requirements**

**42 credits**

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

**Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

**THE NATURAL WORLD & QUANT. REASONING****9 credits****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/HISTORY****9 credits****Social Science**

See the General Education Requirements for the list of courses.

**History**

History majors should take HIS 101 or HIS 105 to complete this requirement.

**Social Science/History**

History majors should take HIS 102 or HIS 106 to complete this requirement.

**PHILOSOPHY****6 credits**

See the General Education Requirements for the list of courses.

**RELIGIOUS STUDIES****6 credits**

See the General Education Requirements for the list of 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.

**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****Take the following six courses****18 credits**

COM 105 Speech

HIS 101 History of Western Civilization I or HIS 105 World Civilization

HIS 102 History of Western Civilization II or HIS 106 World Civilization

HIS 201 United States History I

HIS 202 United States History II

HIS 490 History Seminar

**Take two 300/400 level courses in History other than U.S. History. 6 credits**

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

3 credits

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

9 credits

**Program Student Learning Outcomes:** Those completing the History major:

1. Develop strength of character and power of judgment by studying the past not merely as a collection of facts but as a human narrative with meaning that calls for interpretation and value judgments.
2. Develop capacity of analysis.
3. Develop effectiveness of expression both in oral and written form.

**Program Student Learning Outcomes Assessment.** During the graduation term each History major, under the direction of a History faculty member and based upon the final project for the History Seminar (HIS 490), prepares a list of the courses used to complete major requirements. Each list entry includes a brief annotation to indicate how the course contributed to developing character and sound judgment, capacity of analysis, and effectiveness in oral and written expression by studying the past as a human narrative and resource for value judgments. Each student also assesses the major course work as a whole and its value to the student's overall educational experience.

## **MINOR IN HISTORY**

**15 credits**

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.

### **REQUIREMENTS FOR HISTORY MINOR**

**Choose one pair of the following sequential courses :**

**6 credits**

- HIS 101 History of Western Civilization I
- HIS 102 History of Western Civilization II
- or
- HIS 105 World Civilization I
- HIS 106 World Civilization II
- or
- HIS 201 United States History I
- HIS 202 United States History II

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

**9 credits**

## **MINOR IN FLORIDA STUDIES**

**15 credits**

The history program also offers a minor in Florida Studies which explores the rich multi-cultural 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.

### **REQUIRED COURSES FOR FLORIDA STUDIES MINOR**

**12 credits**

- HIS 201 U.S. History Survey I
- HIS 202 U.S. History Survey II
- HIS 324 Introduction to Florida Studies I
- HIS 325 Introduction to Florida Studies II

**One of the Following:**

**3 credits**

- HIS 317 Key West: Its History, Literature and Environment
- HIS 318 Florida's African Heritage
- HIS 345 Florida's Hispanic Heritage

## **BACHELOR OF ARTS IN LIBERAL STUDIES LIBERAL STUDIES**

**120 credits**

**Program Director:** Joe Holland, Ph.D

*Academic Credentials:* Ph.D., Theology, University of Chicago, M.A., Ethics & Society, University of Chicago, M.A., Religion, B.A. Philosophy, Niagara University

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

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

The Liberal Studies major allows students freedom 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.

### **General Education Requirements 42 credits**

#### **HUMANITIES 12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **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/HISTORY**

**9 credits**

##### **Social Science**

See the General Education Requirements for the list of courses.

##### **History**

See the General Education Requirements for the list of courses.

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

See the General Education Requirements for the list of courses.

#### **PHILOSOPHY**

**6 credits**

PHI 150D Introduction to Philosophy

PHI 332C Ethics

#### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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.

#### **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****(Communication)**

COM 400 Business Communication and Report Writing

**(Senior Colloquium)**

LST 401 Senior Colloquium

**(Major Requirements I)**

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

**(Major Requirements II)**

Take 12 other 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 Elective****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 in the program are expected to meet the following outcomes:

1. to understand broadly the intellectual history of Western culture through course work in the liberal arts disciplines as they relate to the skills and foundational principles of these academic areas and those specifically identified for the degree recipient;
2. to develop a deep personal awareness of the need to explore for their personal life-paths the practical and transformative implications of all that they have learned.

**Program Student Learning Outcomes Assessment.** During the graduation term each Liberal Studies major, under the guidance of the Liberal Studies Program Director and based upon the final project for the Senior Colloquium (LST 401) prepares a list of the courses used to complete major requirements. Each list entry includes a brief annotation indicating how the course contributed to understanding the intellectual history of Western culture and to developing awareness of the practical and transformative implications of the major as a whole.

## **LIBERAL STUDIES "GLOBAL LEADERSHIP AND PHILOSOPHY" PROGRAM**

The GLOBAL LEADERSHIP AND PHILOSOPHY PROGRAM is a specialization within the Liberal Studies Major. 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 studies in one of a wide range of career areas, including Business, Communications, Criminal Justice, Education, History, Humanities, Law, Medicine, Nursing, Philosophy, Political Science, Psychology, Theology, etc. There is also an Honors option for this specialization. Upon completion of the Program, students receive a Bachelors of Arts Degree in Liberal Studies with a Specialization in Global Leadership and Philosophy.

Students in this Program become members of the Pax Romana Global Leadership Student Society, which is affiliated with the worldwide United Nations Non-Governmental Organization known as Pax Romana. Through this membership, students form a closely knit learning community and participate in Pax Romana internships 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 is an important United Nations accredited non-governmental organization [NGO] with more than 120 years of history and made up of 420,000 university students, professionals, and intellectuals in 60 countries.

For more information on the Program, contact the Director of Liberal Studies and Philosophy Programs, Dr. Joe Holland, by phone at 305.628.6637 or by email at [jholland@stu.edu](mailto:jholland@stu.edu).

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### **Major Requirements: 30 credits (Communication)**

COM 400 Business Communication and Report Writing

#### **(Major Requirements I)**

Take the following 15 credits in Philosophy:

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

#### **(Major Requirements II)**

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

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### **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 in the program are expected to meet the following outcomes:

1. to understand broadly the intellectual history of Western philosophy through the primal, classical, modern, and now postmodern eras of the human journey, and to do so in a global framework;
2. to understand with special depth the interrelated ecological, social, and spiritual breakdown of the modern Western-reductionist mechanistic cosmology and the breakthrough of a postmodern holistic-ecological cosmology;
3. to understand the integrated ecological, social, and spiritual ethics of the still developing Catholic intellectual tradition for the emerging global civilization of the electronic era; and
4. to have developed a deep personal awareness of the need to explore for their personal life-paths the practical and transformative implications of all that they have learned.

**Program Student Learning Outcomes Assessment.** During the graduation term each student in the Liberal Studies/Global Leadership and Philosophy specialization, under the guidance of their Liberal Studies Program mentor and based upon the final projects for the Senior Colloquia (LST 401-402), prepares a list of the courses used to complete major requirements. Each list entry includes a brief annotation indicating how the course contributed to the student's understanding of then following:

1. the intellectual history of Western philosophy through the primal, classical, modern, and post-modern eras of the human journey in a global framework;
2. the break-down of modern mechanistic cosmology and the breakthrough of a post-modern holistic-ecological cosmology;
3. the integrated ecological, social, and spiritual ethics of the current Catholic intellectual tradition for global civilization in the electronic era; and
4. the practical and transformative implications of the major as a whole.

## **PHILOSOPHY**

Philosophy explores the foundational wisdom of human reason for all the University's scientific and humanistic disciplines. At the present time humanity is discovering a fresh postmodern ecological paradigm. The new paradigm seeks to heal on a planetary scale the vast environmental, societal, spiritual crises left to us by the mechanistic paradigm of modern Western culture. Drawing on both the new ecological paradigm and contemporary Catholic Social-Ecological Teaching, the Philosophy program at St. Thomas University emphasizes the wisdom revealed in:

1. the splendor of the natural world and its ecological richness;
2. the authentic partnership of women and men across society;
3. the gifts of all human cultures, all rooted in humanity's common ancient African origins;
4. the evolution of human philosophy through primal, classical, modern, and now postmodern eras;
5. ethical values and service in all of human life, as proposed by the Catholic intellectual tradition.

PHI 332 (Ethics) or another specialized ethics course in PHI is required for all students, along with one additional philosophy courses in the History of Philosophy or a Special Topic. PHI- 150D is recommended as a first course.

## **MINOR IN PHILOSOPHY**

**15 credits**

The minor 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.

Required Courses:

PHI 150D Introduction to Philosophy

PHI 332C Ethics

Three more courses from the Philosophy curriculum.

## **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 GPA of 3.0 on a 4.0 scale and an ACT minimum score of 25, or SAT minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline.

Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the law school catalog).

## DEPARTMENT OF SOCIAL SCIENCES AND COUNSELING

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The Department of Social Sciences and Counseling offers undergraduate majors in Criminal Justice, Human Services, Political Science and Psychology. In addition, it gives oversight to 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 related career opportunities as well as for graduate work. Many go on to law school, advanced degrees in psychology and counseling, or secure important government and international jobs, including entry level positions in law enforcement, U.S. Customs, the FBI, the State Department, the United Nations, and even the Secret Service.

### **Bachelor of Arts in Criminal Justice**

**120 credits**

**Program Director:** Gary Feinberg, Ph.D.

*Academic Credentials:* Ph.D. Sociology (The Union Institute, Cincinnati, Ohio); M.A. Sociology (Brooklyn College, Brooklyn, N.Y.); B.A. Sociology (Brooklyn College, Brooklyn, N.Y.).

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

*Program Advisors:* Dr. Gary Feinberg, Prof. Debbie Goodman, Prof. Robin Lovett

### **Program Description**

The Criminal Justice Major provides the student with a skill-based scholarly understanding of the structure and operation of the police, the court, and correctional systems. Attention is given to managerial, legal, and behavioral aspects of crime and its control along with important related contemporary issues such as capital punishment, the war on drugs, court reform, and terrorism.

### **General Education Requirements**

**42 credits**

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **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/HISTORY**

**9 credits**

##### **Social Science**

Criminal Justice majors should take SOC 201 to complete this requirement.

##### **History**

Criminal Justice majors should take HIS 202 to complete this requirement.

## **Social Science/History**

Criminal Justice majors should take SOC 321 to complete this requirement.

## **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

## **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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.

## **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 410 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 should have achieved the following learning outcomes:

1. The ability to identify the major branches of the criminal justice system and discuss how they are interrelated and interdependent;
2. The ability to identify and explain certain major legal terms;
3. The ability to identify the major forms of crime and discuss some of their social correlations;
4. The ability to identify, explain, critically assess and apply major theoretical explanations about criminal behavior;
5. The ability to identify some of the major contemporary problems faced by the police, courts, and corrections, their causes and possible solutions;
6. The ability to critically discuss and take a position on various topical criminal justice issues such as capital punishment, the decriminalization of drugs, legalizing prostitution, calls to eliminate the juvenile justice system, etc.
7. The ability to identify and discuss the roles of the police, prosecutor, judge, defense counsel, and other major players in the criminal justice system.
8. The ability to apply successfully for jobs in law enforcement, go on to graduate schools in criminal justice or a related field, or pursue a law degree.

**Program Student Learning Outcomes Assessment.** Program Student Learning Outcomes for the major in Criminal Justice are assessed at the end of the student's senior year. This assessment uses a standardized structured interview schedule keyed to assessing the learning outcomes. Students majoring in Criminal Justice are

required to complete the interview during their one on one meeting with the Department Chair as part of the academic review process in applying for graduation. Students are informed at this time that the Program Learning Outcomes Assessment is not a test of their personal achievements in the program, nor does it affect their graduation, but rather it is being conducted as an assessment of the program's effectiveness in meeting its goals.

## **The Minor in Forensic Criminal Justice**

**21 credits**

**Program Director:** Gary Feinberg, Ph.D.

**Academic Credentials:** Ph.D. Sociology (The Union Institute, Cincinnati, Ohio); M.A. Sociology (Brooklyn College, Brooklyn, N.Y.); B.A. Sociology (Brooklyn College, Brooklyn, N.Y.)

**Contact Information:** (305) 628-6578; e-mail: [gfeinber@stu.edu](mailto:gfeinber@stu.edu)  
Program Advisor(s): Dr. Gary Feinberg

### **Program Description**

The Minor in Forensic Criminal Justice is designed for those interested in applying the "magic of science" to the justice enterprise. It seeks to provide the unique knowledge and skills afforded by the laboratory sciences in understanding both why and how a criminal event occurred. Correspondingly, it seeks to marry these to a sound comprehension of the structure and operation of the police and the courtroom where the evidentiary impact of their laboratory efforts is to have practical consequences. While the life of forensic science is the laboratory replete with test tubes, Bunsen burners and spectrosopes, the law enforcement system and courtroom where their truth is expected to bring about justice is a theater, and one with serious consequences. This minor takes its inspiration from the belief that if scientific crime scene work is to play out well, those responsible must know the players who make up the courtroom work group. This includes the police, judge, prosecutor, defense counsel, jury, their respective roles, the rules governing their relationships, and how they are scripted.

This undergraduate minor is meant especially for students majoring in Forensic Science, Criminal justice, Psychology, or Human Services. It is also 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. As such they maintain crime analysis databases and compile and secure data for crime analysis reports. The ultimate goal is to help maximize the effectiveness of police patrols, criminal investigations, and special operations activities. After acquiring more advanced degrees they may also work directly with prosecutors and defense attorneys helping to win cases.

### **Course Requirements**

**21 Credits**

CRI	101	Introduction to Criminal Justice
CRI	302	Law Enforcement Systems
CRI	321	The Courts
CRI	435	Scientific Crime Scene Analyses
CRI	485	Criminal Procedures
PSY	470	Legal and Forensic Psychologies
FRS		(One Upper level Forensic Science Course)

**Program Student Learning Outcomes.** Students who successfully complete the minor in forensic criminal justice have:

1. The ability to identify the major branches of the criminal justice system and discuss how they are interrelated and interdependent;
2. The ability to identify certain legal terms;
3. The ability to explain the major steps a criminal case goes through from arrest to incarceration;
4. The ability to explain basic criminal procedures;
5. The ability to identify major characteristics of police operations;
6. The ability to identify and explain basic court structures and operations;
7. The ability to identify crime scene procedures of investigation
8. The ability to identify and explain the major roles of the police, judge, prosecutor, defense attorney and the rules governing their relationships;
9. The ability to identify and explain some of the scientific tests used in criminal case investigations, their limits and related legal issues.

**Program Student Learning Outcomes Assessment.** The minor in Forensic Criminal Justice outcomes are assessed at the end of the student's senior year. The assessment uses a standardized structured interview schedule keyed to assessing the learning outcomes. Students with a minor in Forensic Criminal Justice are required to complete the interview during their one on one meeting with the Department Chair as part of the academic review process in applying for graduation. Students are at this time that the Program Learning Outcomes Assessment is not a test of their personal achievements in the program, nor does it affect their graduation, but rather it is being conducted as an assessment of the program's effectiveness in meeting its goals.

### **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 S.A.T. minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline.

Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the catalog).

**Program Director:** Gary Feinberg, Ph.D.

*Academic Credentials:* Ph.D. Sociology (The Union Institute); M.A. Sociology, (Brooklyn College); B.A. Sociology (Brooklyn College).

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

*Program Advisor:* Dr. Gary Feinberg

### Program Description

This interdisciplinary program provides expertise in basic interpersonal communication skills, human resource development, social service business practices, and a practical knowledge of the professional field. As part of your coursework, you will also complete a chosen specialization in either Program Management, or Coordination of Support Services, or Training. In addition, your internship experience will give you the opportunity to work in an agency setting that is pertinent to your chosen specialization. If you intend to continue on to a graduate degree, this program is an excellent preparation for graduate level programs in Counseling and Human Relations.

### General Education Requirements

**42 credits**

#### HUMANITIES

**12 credits**

##### Written Communications

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### English Literature

3 credits

See the General Education Requirements for the list of courses.

##### Humanities

3 credits

See the General Education Requirements for the list of courses.

### THE NATURAL WORLD & QUANT. REASONING

**9 credits**

#### 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/HISTORY

**9 credits**

#### Social Science

Human Services majors should take SOC 201 to complete this requirement.

#### History

Human Services majors should take HIS 202 to complete this requirement.

#### Social Science/History

Human Services majors should take PSY 201 to complete this requirement.

### PHILOSOPHY

**6 credits**

See the General Education Requirements for the list of courses.

### RELIGIOUS STUDIES

**6 credits**

See the General Education Requirements for the list of 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.

### DIVERSITY

**3 credits**

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

**Major Requirements****48 credits**

COM	105	Speech
HUS	101	Introduction to Human Services
HUS	336	Ethical and Legal Issues in the Social Sciences
HUS	350	Policies, Programs and Services for Children
HUS	352	Policies, Programs and Services for Aging
HUS	497*	Internship in Human Services
PSY	201	Introduction to Psychology
PSY	220	Social Psychology
PSY	300	Child Psychology
SOC	201D	Principles of Sociology
SOC	360	Sociology of Aging
SOC	460	Conflict and Conflict Resolution

\* BUS 120 required as prerequisite;

\*A 2.5 grade point average in the Human Services major and permission from the Department Chair is needed before you can register for HUS 497, Internship in Human Services. Any student not meeting this requirement may substitute one course from either specialization areas.

In addition to the above courses, students will select one of three areas of specialization and will choose 3 courses from the chosen area for an additional nine credits.

**Area of Specialization I****Program Management and Coordination****9 credits**

BUS	323	Human Resource Management*
BUS	327D	Organizational Behavior*
COM	400	Business Communication and Report Writing
PSY	355	Tests and Measurement
PSY	450	Psychology of Work

**Area of Specialization II****Support Services****9 credits**

CRI	312	Victimology
CRI	350	Corrections
PSY	351	Clinical and Counseling Psychology
PSY	410	Adult Development and Aging
SOC	307	Marriage and Family Relations
SOC	310	Alcohol and Drug Abuse as Social Problems

**Area of Specialization III****Training Specialization****9 credits**

EDU	300	Classroom Management and Methods of Teaching/ ESOL Strategies
EDU	352	Educational Psychology
EDU	450	Curriculum & Materials Development/ ESOL Strategies
PSY	335	Psychology of Learning
PSY	355	Test & Measurements

\* BUS 120 required as prerequisite.

Students majoring in Human Services cannot double-major or minor in Psychology, or minor in Sociology.

**General Electives****30-42 credits**

**Program Student Learning Outcomes.** Students who successfully complete the major in Human Services have achieved the following:

1. The ability to identify the major human service needs in our society and discuss their nature and prevalence;
2. The ability to identify and critically discuss various community based programs and services for meeting local social service needs, their assets and limitations;
3. The ability to identify and critically discuss major government policies, programs, and services for meeting the social service needs of our society, their assets and limitations;
4. The ability to discuss some of the legal and ethical issues that workers in human services may face from time to time and alternative strategies for dealing with them;
5. The ability to evidence substantive knowledge of various human support services, or managerial concepts related to organizations designed to meet human services, or training strategies in addressing human service needs, as determined by their area of specialization;
6. The ability to critically discuss and take a position on various topical human services issues such as legal abortion, the decriminalization of drugs, prosecutorial waivers of juveniles, etc.;
7. The ability to apply successfully for jobs in the field of human services or go on to graduate schools in human services, counseling, social work or related field.

**Program Learning Outcomes Assessment.** The outcomes for the major in Human Services are assessed at the end of the student's senior year. This assessment uses a standardized structured interview schedule keyed to assessing the learning outcomes. Students majoring in Human Services are required to complete the interview schedule during their one-on-one meeting with the Department Chair as part of the academic review process in applying for graduation. Students are informed at this time that the Program Learning Outcomes Assessment is not a test of their personal achievements in the program, nor does it affect their graduation, but rather it is being conducted as an assessment of the program's effectiveness in meeting its goals.

### **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 S.A.T. minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline.

Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the catalog).

## BACHELOR OF ARTS IN POLITICAL SCIENCE

**120 credits**

**Program Director:** Thomas F. Brezenski, Ph.D.

*Academic Credentials:* Ph.D. Political Science (Florida State University, Tallahassee, Florida); M.S. Political Science, Florida State University, Tallahassee, Florida); B.A. Pre Law, (Penn State University, University Park, Pa.).

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

*Program Advisor:* Dr. Thomas Brezenski, Dr. Giselle Jamison

### Program Description

The Political Science major 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.

### General Education Requirements

**42 credits**

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **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/HISTORY**

**9 credits**

##### **Social Science**

Political Science majors should take ECO 201 to complete requirement.

##### **History**

Political Science majors should take HIS 102 to complete this requirement.

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

Political Science majors should take HIS 202 or PSY 220 to complete this requirement.

#### **PHILOSOPHY**

**6 credits**

Political Science majors should take PHI 152 and PHI 332 to complete this requirement.

#### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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.

**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 201 Introduction To American Government  
POS 202 Introduction To Comparative Politics  
POS 230 Introduction To International Relations  
GEO 101 Global Geography  
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 can demonstrate the ability 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 government in the US and their roles and responsibilities;
3. to identify major contemporary issues in government reform and public policy;
4. to think globally about politics and its world implications;
5. to critically assess current foreign policy with respect to the major issues facing the US and the world;
6. to think critically, write effectively, and debate clearly using sound arguments, grounded in political science theory.

**Program Student Learning Outcomes Assessment.** During the graduation term each student majoring in political science assesses the major using a special open-ended questionnaire designed especially for that purpose. This questionnaire is administered and evaluated by the student's advisor. Students will be informed that the purpose of the survey is to assess the major and that it will not affect their GPA or class standing. 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. Qualitative data is obtained by interviews with students between their freshman and sophomore year and also as exiting graduating seniors. Both sets of data are then examined and analyzed for any patterns that might signal a need for programmatic change.

## MINOR IN POLITICAL SCIENCE

**Program Director:** Thomas F. Brezenski, Ph.D.

**Academic Credentials:** Ph.D. Political Science (Florida State University, Tallahassee, Florida); M.S. Political Science, Florida State University, Tallahassee, Florida); B.A. Pre Law, (Penn State University, University Park, Pa.).

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

Program Advisor(s): Thomas F. Brezenski

### Course Requirements

**18 credits**

Select 6 credits from the following courses:

POS 101 Introduction To Political Science

POS 201 Introduction To American Government

POS 202 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 can demonstrate the ability 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 government in the US and their roles and responsibilities;
3. identify major contemporary global issues in government reform and public policy.

**Program Student Learning Outcomes Assessment.** During the graduating term each student minoring in Political Science prepares a list of the courses he or she has taken for the minor in Political Science. The list includes a brief annotation describing how each course helped to do any or all of the following: 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 the major branches of government in the US and their roles and responsibilities; and/or 3) identify major contemporary global issues and think critically about tentative solutions.

The preparation of this list and its evaluation are conducted by the student's advisor. Students are informed that the purpose of the survey is to assess the major and that it will not affect their GPA or class standing.

## MINOR IN INTERNATIONAL RELATIONS

**Program Director:** Thomas F. Brezenski, Ph.D.

**Academic Credentials:** Ph.D. Political Science (Florida State University, Tallahassee, Florida); M.S. Political Science, Florida State University, Tallahassee, Florida); B.A. Pre Law, (Penn State University, University Park, Pa.).

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

**Program Advisor:** Thomas F. Brezenski

### Program Description

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, 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 implication on foreign and domestic issues. Students will also have plenty of opportunities 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 studies in related fields. The minor requires the completion of 18 credits (6 courses) as follows:

### Course Requirements

**18 credits**

#### Prerequisite:

GEO 101 Global Geography

#### Required:

POS 230 Introduction To International Relations

#### Plus select 5 courses from the following:

##### A. Track On Latin America And The Caribbean

POS 485C Latin American Economic and Political Development

POS 356D Politics of the Developing Nations

POS 480D Inter-American Relations

POS 422 Dictators and Revolutions in Latin America

POS 365 Caribbean Politics

OR

##### B. Track On Diplomacy And Interstate Relations

POS 332 Political Ideology and Culture Wars

POS 336 United Nations and Global Security

POS 410D Political & Military Dimensions of Terrorism

POS 402 China: International Relations and Politics

POS 407 United States Foreign Policy I

POS 408 United States Foreign Policy II

POS 321 European Union 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.

**Program Student Learning Outcomes.** Students who successfully complete the minor in international relations can demonstrate the ability 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.** During their graduating term each student minoring in international relations prepares the list of the courses he or she has taken for the minor in International Relations. The list includes brief annotation about how the how the course helped them to do any or all of the following: 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 think critically about tentative solutions; 3) discuss international relations at the global, state, and individual levels of analysis; and/or 4) think critically, write effectively, and debate clearly using sound arguments grounded in international relations theory. This list is prepared under the supervision of the student's advisor. Students are informed that the purpose of the survey is to assess the major and that it will not affect their GPA or class standing.

## **PRELAW AT ST. THOMAS**

St. Thomas University, in accordance with suggestions from the Law School Admissions Council (LSAC) offers a program 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.

While the addition of some newly accredited law schools and decreasing applications have made admission somewhat easier to achieve in the last few years, applications far outnumber places in law schools. Therefore, 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 which 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	210	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	332	Ethics
POS	201	Introduction to American Government
POS	202	Introduction to International Relations
POS	320	Judicial Politics
POS	322	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.

### **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 S.A.T. minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline.

Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the catalog).

## **BACHELOR OF ARTS IN PSYCHOLOGY**

**120 credits**

**Program Coordinator:** Pamela A. Cingel, Ph.D.

*Academic Credentials:* Ph.D. in Educational Psychology, (University of Toledo), M.Ed. in Counseling ( University of Toledo), and B.A. in Psychology ( University of Toledo)

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

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

### **Program Description**

Students will explore the different aspects of psychology as it relates to research, the diversity of mankind, and the application of psychological theories. The curriculum lays the foundation both for students who want to pursue graduate school in psychology and those who want to start their career in the mental health profession. We offer a variety of courses, which allow students to focus on a specific area of psychology or incorporate a minor area of study into their degree.

### **General Education Requirements**

**42 credits**

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **Mathematics/Physical Science**

Psychology majors should take MAT 205 to complete the math requirement.

Psychology majors should take CIS 205 to complete the physical science requirement

##### **Natural Science**

See the General Education Requirements for the list of courses.

#### **SOCIAL SCIENCE/HISTORY**

**9 credits**

##### **Social Science**

Psychology majors should take PSY 201 to complete this requirement.

##### **History**

See the General Education Requirements for the list of courses.

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

Psychology majors should take PSY 220 or PSY 260 to complete this.

#### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

#### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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.

#### **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**

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 Seminar in Psychology

**(Clinical)**

Take one course from the following:

PSY	351	Clinical and Counseling
PSY	355	Test & Measurement
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	403	Psychology of Women
PSY	407	Multicultural Issues
PSY	410	Adult 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	The Psychology of Work
PSY	470	Psychology of Law

**Major Elective**

Take 9 additional credits from any area of Psychology

**General Elective****36-51 credits**

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

**Program Student Learning Outcomes:** Students completing the major in psychology can demonstrate:

1. The ability to take initiative, plan projects and goals, measure and report outcomes
2. The ability to demonstrate factual learning of topic-specific information
3. Multi-tasking and time-management as needed to complete complex tasks
4. The ability to use interpersonal skills to mobilize and work in teams, understand different perspectives, to negotiate aspects of project and delegate to all participants to accomplish the aims of a project
5. Project planning skills – identifying the steps in a project from beginning to end and any resources needed to accomplish the project
6. Demonstrate ability to use above measurement and observational techniques for obtaining information.

7. Key word search assignment: ability to conduct searches of scientific literature
8. Construct surveys: ability to structure conversations to obtain information or to construct surveys and design other measurement instruments and systems to obtain information
9. Hypothesis generation, analysis and synthesis
10. Result Section, final research paper: Translate information into meaningful conclusions, recommendations, or plans of action including structuring and evaluating arguments.
11. Evaluation of literature and discerning bias in information
12. Result Section: Interpretation of qualitative and quantitative data
13. The ability to detect confounded variables and design settings for appropriate comparisons and conclusions
14. Research Proposal: Ability to pull diverse sources of information together into a coherent proposal
15. Demonstrate knowledge of experimental design as well as statistical descriptive and inferential skills
16. The ability to draw appropriate inferences from numerical data
17. Computer literacy/familiarity with appropriate software: SPSS

**Program Student Learning Outcomes Assessment.** PSY491 (Senior Psychology Seminar, a capstone course, is used for program level assessment. The course requires each student to design, implement and analyze a research project that shows evidence of synthesizing and summarizing information from multiple sources. A written report with an oral presentation is prepared for both a professional/technical and lay audience.

## **MINOR: PSYCHOLOGY**

**Program Coordinator:** Pamela A. Cingel, Ph.D.

*Academic Credentials:* Ph.D. in Educational Psychology, (University of Toledo), M.Ed. in Counseling (University of Toledo), and B.A. in Psychology (University of Toledo)

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

*Advisor:* Dr. Cingel

## **Course Requirements**

**18 Credits**

Requirements:

PSY 201 Psychology

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

**Program Student Learning Outcomes:** Students completing the minor in psychology can demonstrate the following:

1. The ability to take initiative, plan psychology projects and goals, measure and report outcomes.
2. The ability to conduct searches of scientific literature, construct surveys, generate hypotheses, discern bias in information, and interpret qualitative and quantitative data for psychology projects.
3. Familiarity with appropriate software.

**Program Student Learning Outcomes Assessment.** During the graduating term each student minoring in psychology prepare a list of the courses taken for the minor in psychology. Each course includes a brief annotation about how each course helped them to do any or all of the learning outcomes: 1) taking initiative, planning psychology projects and goals, measuring and reporting outcomes; 2) conducting searches of scientific literature, constructing surveys, generating hypotheses, discerning bias in information, and interpreting quantitative and qualitative data; and/or 3) developing a familiarity with appropriate software, specifically SPSS.

### **Departmental Honors in Psychology**

**Program Coordinator:** Pamela A. Cingel, Ph.D.

*Academic Credentials:* Ph.D. in Educational Psychology, (University of Toledo), M.Ed. in Counseling ( University of Toledo), and B.A. in Psychology ( University of Toledo)

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

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

Psychology majors may elect to complete their psychology degree with an Honors designation. In order to complete a psychology major with an honors designation a 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 495H1 and PSY 495H2 (Directed Research I and II) as well as four other Honors courses in psychology chosen from PSY 301HO, PSY 335HO, PSY 336HO, PSY 351HO, PSY 355HO, PSY 403HO, PSY 407HO, PSY 435HO, PSY 440HO and PSY 450HO. 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 which meet the Honors course 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
5. Maintain and complete all major courses with a cumulative major GPA of at least 3.30
6. Maintain and complete all honors courses with a cumulative honors GPA of at least 3.30.

**Program Student Learning Outcomes:** Students completing the major in Honors psychology can demonstrate:

1. The ability to take initiative, plan projects and goals, measure and report outcomes
2. The ability to demonstrate factual learning of topic-specific information
3. Multi-tasking and time-management as needed to complete complex tasks
4. The ability to use interpersonal skills to mobilize and work in teams, understand different perspectives, to negotiate aspects of project and delegate to all participants to accomplish the aims of a project

5. Project planning skills – identifying the steps in a project from beginning to end and any resources needed to accomplish the project
6. Demonstrate ability to use above measurement and observational techniques for obtaining information.
7. Key word search assignment: ability to conduct searches of scientific literature
8. Construct surveys: ability to structure conversations to obtain information or to construct surveys and design other measurement instruments and systems to obtain information
9. Hypothesis generation, analysis and synthesis
10. Result Section, final research paper: Translate information into meaningful conclusions, recommendations, or plans of action including structuring and evaluating arguments.
11. Evaluation of literature and discerning bias in information
12. Result Section: Interpretation of qualitative and quantitative data
13. The ability to detect confounded variables and design settings for appropriate comparisons and conclusions
14. Research Proposal: Ability to pull diverse sources of information together into a coherent proposal
15. Demonstrate knowledge of experimental design as well as statistical descriptive and inferential skills
16. The ability to draw appropriate inferences from numerical data
17. Computer literacy/familiarity with appropriate software: SPSS

**Program Student Learning Outcomes Assessment.** Honors psychology majors take PSY 495H1, PSY 495H2 (Honors Directed Research I and II) and PSY491 (Senior Psychology Seminar (a capstone course) which is used for program level assessment. The course requires each student to design, implement and analyze a research project that shows evidence of synthesizing and summarizing information from multiple sources. For each of these courses a written report with an oral presentation is prepared for both a professional/technical and lay audience.

## **BA/JD Program**

St. Thomas University and the School of Law offer a combined Bachelor's Degree and Juris Doctor Degree. This is a six-year program that is offered to qualifying St. Thomas 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 S.A.T. minimum combined score of 1140.
3. A formal undergraduate application.
4. A formal application to the BA/JD Program.
5. The student must agree to cooperate with the tracking and monitoring system which is 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, the student must select a major with at least 29 elective credits. This allows the students to take the 29 elective credits at the law school. Upon successfully completing the first year of law school, students will be awarded the bachelor's degree in the appropriate undergraduate discipline. Students must also fulfill the criteria for admission into the law school (See the Undergraduate Admissions section of the catalog).

## MINOR: SOCIOLOGY

**Program Coordinator:** Gary Feinberg, Ph.D.

*Academic Credentials:* Ph.D. Sociology (The Union Institute, Cincinnati, Ohio); M.A. Sociology (Brooklyn College, Brooklyn, N.Y.); B.A. Sociology (Brooklyn College, Brooklyn, N.Y.).

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

*Program Advisor:* Dr. Feinberg

### Program Description

The 18 credit minor in sociology provides the student 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 our lives such as poverty, crime, urban blight, environmental destruction, discrimination, and family disintegration. Correspondingly, they 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. This vibrant, topical and contemporarily oriented minor is ideal for students majoring in criminal justice, psychology, political science, business, mass communications, as well as pre-law students.

### Course Requirements

**18 Credits**

SOC 201D Principles of Sociology

SOC 205D Contemporary Social Problems

Four additional upper division courses in Sociology.

**Program Student Learning Outcomes.** Students who successfully complete the minor in sociology will have acquired the following learning outcomes:

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

**Program Student Learning Outcomes Assessment.** During the graduating term each student minoring in Sociology each student prepares a list of the courses he or she has taken for the minor in sociology. The list includes a brief annotation on the usefulness of the course based on any or all of the following: 1) identify and explain certain 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, etc., and defend their position using sociological research; and 4) identify and discuss major sociological teachings regarding group structures, group functions and forms of group behavior such as cooperation, conflict, rivalry, assimilation, etc. This list will be administered and evaluated by the student's advisor. Students are informed that the purpose of the survey is to assess the major and that it will not affect their GPA or class standing.

## CRIMINAL JUSTICE CERTIFICATE

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 some of the basic legal aspects of administering justice, the organization and management of justice services, as well as some of the more behavioral dimensions of how the judges and other key partners in the justice system carry out their respective roles. The certificate is a well-suited supplement for majors in political science, human services, history, mass communications, psychology, sociology, as well as pre-law majors who enjoy discussing crime and debating how it is best controlled.

The program requires no prerequisite and is complementary to most majors. The program is appropriate for persons with or without degrees who would benefit from increased knowledge of the criminal justice system.

<b>Program Requirements:</b>	<b>12 credits</b>
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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	303	Introduction to Industrial Security
CRI	312	Victimology
CRI	319	Crime & Delinquency
CRI	460	Police in the Changing Community
CRI	498	Field Internship

**Estimated Tuition Cost:** \$9,564.00

**Estimated Cost of Books:** \$280.00

### Employment Opportunities:

Students who complete the Criminal Justice Certificate will have an advantage over those who lack a background in criminal justice and who are applying for entry level positions in certain local police departments, private security firms, and correctional agencies. Where the Criminal Justice Certificate is part of a BA degree with a major other than criminal justice, students holding that certificate will be eligible for lower level positions in various law enforcement agencies and private security firms where the minimum requirement is a BA degree.

ONET Code. 33-3501.01

## **HOMELAND SECURITY AND TERRORISM CONTROL**

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 non specialists such as in 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, 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 in the world today.
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 the special investigative techniques as they apply to terrorism
6. The ability to better understand and overcome some of the very 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 the certificates, 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 in inapplicable.

### **Certificate Requirements**

#### **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 410D, CRI 410 and CRI 312.

Estimated Tuition Cost: \$9,564.00

Estimated Cost of Books: \$280.00

#### **Employment Opportunities:**

Students who complete the Homeland Security and Terrorism Control Certificate will be advantaged in being able to secure entry level positions with various law enforcement agencies and military services concerned with terrorism and its control. Where the certificate is earned as part of the B.A. degree with a major in criminal justice, students will be able to take advantage of job opportunities in homeland security agencies U.S. Customs and other federal and state agencies where homeland security and terrorism control are part of their mandate.

ONET Code. 11-9199.07

## INTERNATIONAL STUDIES CERTIFICATE

In order to enhance current programs and to encourage the development of future programs abroad, St. Thomas University offers an International Studies Certificate. It contributes to the University's quality undergraduate program by cultivating breadth of vision through study abroad.

### Goals

- Give students the benefit of living and learning in another culture.
- Enhance learning experience through on-site teaching.
- Introduce students to the variety of artistic and cultural expressions.
- Improve language skills.
- Give students a better understanding of their own countries through study in countries other than their own.

### Program Requirements:

**15 credits**

Six (6) credits in STU courses taken abroad that deals with the host culture.

Three of the following:

Any foreign language course or

ENG 326 Hemingway in Spain

HIS 379 History of Spain

HIS 383 Spanish Civil War

HIS 329 Europe in the Nineteenth Century I

HIS 330 Europe in the Nineteenth Century II

POS 421 Government and Politics of Europe

POS 431 International Relation

POS 456 Politics of the Developing Nations

POS 480 Inter-American Relations

POS 485 Latin American Economic and Political Development

STM 210 The World of Religion

For approval of any other course not listed above, the student must get approval from the Associate Provost for Academic Support Services.

Estimated Tuition Cost: \$11,955.00

Estimated Cost of Books: \$350.00

### Employment Opportunities:

In conjunction with a B.A. degree, the certificate in International Studies prepares the individual for various positions in business, education, communications, and public service that require knowledge of international relations, cultural diversity and a historical perspective.

ONET Code. 11-9199.00

## PROFESSIONAL WRITING CERTIFICATE

The Professional Writing Certificate allows a student to develop writing and research skills while broadening a personal appreciation of grammar, rhetoric and types of professional writing.

### Program Requirement

**18 credits**

### ENG Professional Writing Certificate Core Courses

**9 credits**

ENC 303	Multimodal Research and Writing
ENC 373	Grammar and Rhetoric in Writing
ENC 403	Professional and Technical Writing and Editing

### ENG Professional Writing Certificate Electives

**9 credits**

ENC 495	Special Topics in English Professional Writing
ENC 497	Professional Writing Internship I
ENC 498	Professional Writing Internship II
ENC 499	Professional Writing Internship III
ENG 200	Scientific Writing
ENG 322	Forms of Drama
ENC 333	Creative Writing
ENG 355	Modern Aspects of Poetry
ENG 358	Modern Short Story
COM 303	Writing for Television
COM 343	Introduction to Print Journalism Writing

**Program Student Learning Outcomes:** Those 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.** During the graduation term each Professional Writing Certificate candidate under the direction of the Program Director for English prepares a list of the courses used to complete the Professional Writing Certificate's requirements and annotates how each course contributed to the Professional Writing Certificate's stated outcomes. In addition, each student assesses the Professional Writing curriculum as a whole and its value to the individual's overall educational experience.

Estimated Tuition Cost: \$14,346.00

Estimated Cost of Books: \$360.00

Employment Opportunities:

In conjunction with a B.A. degree, the certificate in Professional Writing prepares the individual for various positions in business, education, communications, and public service that require advanced skills in writing reports, directives, descriptions and narratives grounded in a historical perspective and in an appreciation of cultural diversity.

ONET Code: 27-3042.00

# **'SCHOOL OF BUSINESS'**

## ***"Ethics and Leadership Are the Keys to Success"***

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**J. Antonio Villamil, Dean of the School and  
Research Professor of Economics**

**Associate Dean for Administration:** James R. Bussey TEL: (305) 474-6807  
Email: [jbussey@stu.edu](mailto:jbussey@stu.edu)

**Faculty:** T. Abernethy, J. Bell, R. Carrillo, G. Chan, M. Espino, N. Gariboldi, H. Gringarten, S. Gupta, P. Klein, L. Knowles, R. Kulzick, P. Maxwell, L. Mitchell, A. Ogazon, J. Peart, C. Reese, C. Samms, and S. Song.

**Program Associate:** Sarah E. Tuskey TEL:(305) 474-6872  
Email: [stuskey@stu.edu](mailto:stuskey@stu.edu)

**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, St. Thomas University alumni will have a strong foundation of skills and business knowledge to help them succeed in a 21<sup>st</sup> 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.

The **Bachelor of Business Administration** (B.B.A.) degree can be earned in the following major fields of study: Accounting, Finance, International Business, Management, Sports Administration, and Tourism & Hospitality Management.

### **PROGRAM OUTCOMES – BBA:**

This program is designed for undergraduate students pursuing a degree in Business Administration. Prescribed studies will enable each graduate to do the following:

- Acquire a firm foundation in the many functional aspects of business, including Accounting, Finance, Operations, Marketing, Information Systems, Business Law, and Strategic Management.
- Express their ideas and recommendations in a more concise and professional fashion by fully utilizing their enhanced verbal, analytical and writing skills.

- Acquire, integrate, and apply the concepts and practices required to pursue a management career, including opening and operating a small business.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

Learning achievement will be evaluated by employing a combination of subject assignments, examinations and projects. Final program competencies will be measured by the successful completion of a senior business policy seminar which focuses on managing a business operation utilizing a computer simulation team project.

The **Accounting** major prepares the student for a career in either public or private accounting, or for positions in government. For information regarding the CPA exam, please read the section entitled "Advanced Accounting Program."

### **PROGRAM OUTCOMES – BBA-ACCOUNTING**

This specialization prepares graduates for a career in Public or Private Accounting. In addition to specific Accounting courses, graduates will have studied the major functional activities of business, including Finance, Marketing, Operations, Information Systems, and Business Law. Successful completion of the specialization will enable each graduate to:

- Acquire specific knowledge of the practice of Accounting in areas including: Cost Accounting, Taxes, Budgeting, and generally accepted accounting principles.
- Utilize their formal Accounting education to obtain positions in both public and private accounting environments, including profit, non-profit, and government organizations.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Explore the opportunity for Internships during the time of their studies.
- Position themselves for future additional post-graduate studies required prior to seeking CPA status.

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 business policy capstone, which focuses on managing a business operation utilizing a computer simulation team project.

The **Finance** major unlocks a variety of career opportunities with financial institutions, other corporate entities, or in the fields of international finance or financial planning.

### **PROGRAM OUTCOMES – BBA-FINANCE**

This specialization prepares graduates for a career in Finance, Accounting or general management. In addition to specific Finance classes covering Statement Analysis, Investing, Portfolio Management and Foreign Exchange, graduates will have studied the major functional activities of business, including Accounting, Marketing, Information Systems, Operations Management and Business Law. Successful completion of the specialization will enable each graduate to do the following:

- Acquire specific knowledge of the analytical and practical tools of the world of Finance as applied in profit, non-profit and governmental organizations.
- Acquire comprehension of the concepts of the "Financial Life Cycle."

- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational, national, and global finance-related problems.

Learning achievement will be evaluated by employing a combination of subject assignments, examination and projects. Final specialization competencies will be measured by the successful completion of a senior business policy capstone, which focuses on managing a business operation utilizing a computer simulation team project.

The **International Business** major 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.

### **PROGRAM OUTCOMES – BBA-INTERNATIONAL BUSINESS**

This specialization is offered to learners who desire to acquire an educational foundation in the field of International Business based on the study of international trade and commerce. Successful completion of the specialization will enable the graduate to do the following:

- Acquire an understanding of the complexities of international commerce, global trade and the economic concepts associated with these activities.
- Acquire and apply the concepts of Accounting, Finance, Operations Management, Information Systems, and General Management.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with a real-world application.
- Use their knowledge to further pursue graduate studies in such fields as Economics and International Business/Relations.

Learning achievement will be evaluated by employing a combination of subject assignments, examination and projects. Final specialization competencies will be measured by the successful completion of a senior business policy capstone, which focuses on managing a business operation utilizing a computer simulation team project.

The **Management** major provides the student with a broad background for a management career. The Business Management specialization provides the student with preparation for executive positions in public or private organizations. 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 System** 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.

### **PROGRAM OUTCOMES – BBA-MANAGEMENT**

This specialization is available to those learners who desire 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. Successful completion of the specialization will enable each graduate to do the following:

- Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.
- Acquire an understanding of the behavior and specific communication skills required for a successful management career.
- Acquire an appreciation that management success requires the broad application of this knowledge and these skills in all organizations: public, private, non-profit, and governmental.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Use the knowledge acquired to serve as the basis for additional graduate education in the field of management, as a specialization, or both.

Learning achievements are 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 managing business operations utilizing a computer simulation team project.

The **Tourism and Hospitality Management** specialization 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.

#### PROGRAM OUTCOMES – BBA-TOURISM AND HOSPITALITY MANAGEMENT

This specialization prepares graduates for a leadership career in the Tourism and Hospitality Management industries. In addition to general business administration subjects, graduates will have studied the specifics of the industry. Successful completion of the specialization will enable graduates to do the following:

- Apply their knowledge to many aspects of this service industry, including food and beverage management, event and trade show operations, sports tourism, travel management, and general leisure services.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.
- Acquire a basis for pursuing graduate education in Management and other industry-specific fields.

Learning achievements are 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 directing organizational activities.

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.

### **PROGRAM OUTCOMES – BBA-SPORTS ADMINISTRATION**

This specialization prepares graduates for a management career in the field of Sports Administration. Studies combine business principles and specific topical/functional aspects of managing a Sports Administration function in a community, collegiate, or professional organization. Successful completion of the specialization will enable each graduate to do the following:

- Become aware of the various specialties in this environment.
- 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.
- Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.
- Apply critical thinking and communication skills acquired from exposure to specific subject theories as they have been combined with a real-world application.
- Use their acquired knowledge to pursue an advanced degree in General Management or an additional Sports Administration specialization.

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.

In addition to the Bachelor of Business Administration degree, the following undergraduate business degrees are available:

- (1) **Bachelor of Arts in Business** with specializations in Business Studies, General Business, and Tourism and Hospitality Management.

### **PROGRAM OUTCOMES – BA-BUSINESS**

The program is designed for working adult learner, those who desire a double major, minor, an additional minor, or those who have numerous transfer credits. Successful completion of the program will enable each graduate to do the following:

- Acquire and apply the concepts and practices required to own, operate and/or manage a modern organization.
- Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical, and writing skills.

- 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.

Learning achievements are evaluated by employing a combination of specific subject assignments, examinations and projects. Final program competencies will be measured by the successful completion of a senior business policy seminar which focuses on managing a business operation utilizing a computer simulation team project.

- (a) The Bachelor of Arts in Business with a **Business Studies** specialization is designed for the adult learner who is already employed, but desires a business-related degree to enhance his/her career development. Admission to the Business Studies program is limited to students who have worked fulltime for a minimum of four years prior to their application to the program. Students may focus their studies in Marketing, Information Systems, Decision Making, or Finance.

#### **PROGRAM OUTCOMES – BA BUSINESS: BUSINESS STUDIES**

Successful completion of the specialization will enable each graduate to do the following:

- Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.
- Acquire an understanding of the behavior and specific communication skills required for a successful management career.
- Acquire an appreciation that management success requires the broad application of this knowledge and these skills in all organizations: public, private, non-profit, and governmental.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Use the knowledge acquired to serve as the basis for additional graduate education in business, as a specialization, or both.

Learning achievements are evaluated by employing a combination of subject assignments, examinations and projects.

- (b) The Bachelor of Arts in Business with a **General Business** specialization provides the student with a broad background for a business career. The major is flexible enough to allow a double major and/or a minor.

#### **PROGRAM OUTCOMES – BA BUSINESS: GENERAL BUSINESS**

Successful completion of the program will enable each graduate to do the following:

- Acquire and apply the concepts and practices required to own, operate and/or manage a modern organization.

- Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical, and writing skills.
- 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.

Learning achievements are evaluated by employing a combination of specific subject assignments, examinations and projects.

- (c) The Bachelor of Arts in Business with a **Tourism and Hospitality Management** specialization provides the student with the preparation for a career in the tourism and hospitality industries.

#### **PROGRAM OUTCOMES – BA BUSINESS: TOURISM AND HOSPITALITY MANAGEMENT**

This specialization prepares graduates for a leadership career in the Tourism and Hospitality Management industries. In addition to general business administration subjects, graduates will have studied the specifics of the industry. Successful completion of the specialization will enable graduates to:

- Apply acquired theory to many aspects of this service industry, including: food and beverage management, event and trade show operations, sports tourism, travel management and general leisure services.
- Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
- Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.
- Acquire a basis for pursuing graduate education in Management and other industry-specific fields.

Learning achievements are evaluated by employing a combination of subject assignments, examinations and projects.

- (2) The **Bachelor of Arts degree in Economics** features from 30 to 39 credit hours of free electives allowing students to double major or minor in another field. The program would give students a great deal of flexibility in their career and graduate school choices.

#### **PROGRAM OUTCOMES – BA-ECONOMICS**

This specialization is presented to learners who desire to acquire an educational foundation based on the study of economic theory, analysis and application to issues concerning the public, private and educational communities. Successful completion of the specialization will enable each graduate to do the following:

- 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.
- Apply economic principles to create alternate opportunities for resolving real-world issues.
- Use their knowledge base to further pursue graduate studies in Economics, Business Administration, or Social Studies.

Learning achievements are evaluated by employing a combination of subject assignments, examinations and projects. Final specialization competencies will be measured by the successful completion of a senior economic policy seminar which focuses on the analytical application of economic principles to current national and global issues.

- (3) The **Bachelor of Arts degree 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.

#### **PROGRAM OUTCOMES-BA-SPORTS ADMINISTRATION**

This specialization 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. Successful completion of the specialization will enable each graduate to do the following:

- Apply basic business, economic and management principles and practices to a Sports Administration environment.
- Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.
- Use their acquired knowledge to pursue an advanced degree in General Management or an additional Sports Administration specialization.

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.

# **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN ACCOUNTING, FINANCE, INTERNATIONAL BUSINESS, OR MANAGEMENT**

**Program Advisor(s):** Dr. Agatha Ogazon, Chevanese L. Samms, Dr. Craig Reese, Prof. Hagai Gringarten, Dr. Justin Peart, Dr. Lisa Knowles, Prof. Lloyd Mitchell, Dr. Maria Espino, Dr. Nicole Grandmont-Gariboldi, , Dr. Paul Maxwell, Dr. Paul M. Klein, Dr. Raul Carrillo, Dr. Raymond Kulzick, Dr. Sbrana Gupta, Dr. Seok-Ho Song.

**Total Credit Requirement** **120 credits**

**General Education Requirements (GER)** **42 credits**

**HUMANITIES** **12 credits**

## **Written and Oral**

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.

**THE NATURAL WORLD & QUANT. REASONING** **9 credits**

## **Mathematics/Physical Science**

BBA degree students should take MAT 205 to complete this requirement.

## **Natural Science**

See the General Education Requirements for the list of courses.

## **Physical Science**

Business majors should take CIS 205 to complete this requirement.

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

## **Social Science**

BBA degree majors should take ECO 201 to complete this requirement.

## **History**

See the General Education Requirements for the list of courses.

## **Social Science/History**

BBA degree majors should take ECO 203 to complete this requirement.

**PHILOSOPHY** **6 credits**

See the General Education Requirements for the list of courses.

**RELIGIOUS STUDIES** **6 credits**

See the General Education Requirements for the list of 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.

**DIVERSITY** **3 credits**

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

**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	316	International & Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	327	Organizational Behavior
BUS	332	Principles of Marketing
BUS	490	Business Policy
CIS	205	Microcomputer Applications
COM	400	Business Communication & Report Writing
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	212	Calculus for Business, Economics, and Finance
MAT	205	Applied Statistics

\* Students who major in Accounting must take ACC 304 Accounting Information Systems in place of BUS 309

### **General Electives**

**0-12 credits**

0-12 credits level 100 or above (Not ENS or ESL)

### **Major Requirements (Accounting)**

**24 credits**

**Program Coordinator:** Professor Lloyd Mitchell

**Academic Credentials:** MBA (University of Miami); BBA Accounting (Florida International University)

**Contact Information:** Office Phone: 305-628-6622; Office E-mail: [lmitchel@stu.edu](mailto:lmitchel@stu.edu)

**Program Advisor(s):** Dr. Craig Reese, Prof. Lloyd Mitchell, Prof. Raymond Kulzick

Take all eight of the following courses:

ACC	301	Financial Accounting I
ACC	302	Financial Accounting II
ACC	303	Management Accounting I
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.

Graduates with a major 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.

### **Major Requirements (Finance)**

**24 credits**

**Program Coordinator:** Dr. Nicole Grandmont-Gariboldi

**Academic Credentials:** DBA (Nova Southeastern University); MBA (University of Sherbrooke, Canada); BA (University of Montreal)

**Contact Information:** Office Phone: 305-628-6598; Office E-mail:

[ngariboldi@stu.edu](mailto:ngariboldi@stu.edu)

**Program Advisor(s):** Dr. Craig Reese, Prof. Lloyd Mitchell, Dr. Nicole Grandmont-Gariboldi, Dr. Maria Espino

### **Major Core Requirements (Finance)**

**12 credits**

Take all four of the following courses:

ECO	307	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
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	418	Financial Planning Seminar
FIN	457	Special Topics in Finance

### **Major Requirements (International Business)**

**24 credits**

**Program Coordinator** Dr. Raul Carrillo

**Academic Credentials:** BBA in Economics, MA in Economics, D. Arts in Economics (University of Miami, Miami, FL)

**Contact Information:** Office Phone: 305-628-6534; Office E-mail: [rcarrillo@stu.edu](mailto:rcarrillo@stu.edu)

**Program Advisor(s):** Dr. Raul Carrillo, Prof. Lloyd Mitchell, Dr. Maria Espino, Dr. Nicole Grandmont-Gariboldi

### **Major Core Requirements (International Business)**

**12 credits**

Take all four of the following courses:

BUS	451	International Marketing Analysis
BUS	474	International Trade Operations Management
ECO	307	Principles of International Economics
FIN	318	Principles of International Finance

### **Major Elective Requirements (International Business)**

**12 credits**

Take four of the following courses:

BUS	329	Principles of International Law
BUS	414	Economic/Social Problems in Latin America
BUS	456	European International Business Environment

BUS	457	Special Topics in International Business
BUS	460	Asian International Business Environment
BUS	499	Internship in Business
ECO	404	Comparative Economic Systems

\* GEO 101, POS: 230, 336

\*Note no more than two of these courses may be taken.

<b>Major Requirements (Management)</b>	<b>24 credits</b>
<b>(MIS Specialization 27 credits)</b>	

**Program Coordinator:** Dr. Paul D. Maxwell

*Academic Credentials:* Ed.D. (Boston University); MBA (Northeastern University); BS (Boston University)

**Contact Information:** Office Phone: 305-474-6877; Office E-mail: [pmaxwell@stu.edu](mailto:pmaxwell@stu.edu)

**Program Advisor(s):** Dr. Craig Reese, Dr. Lloyd Mitchell, Dr. Seok-Ho Song, Dr. Justin Peart, Dr. Raul Carrillo, Prof. Hagai Gringarten, Dr. Agatha Ogazon

<b>Major Core Requirements (Management)</b>	<b>12 credits</b>
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Take all four of the following courses:

BUS	325	Operations Management
BUS	423	Marketing Management
BUS	451	International Marketing Analysis
ECO	301	Managerial Economics

<b>A. Business Management Specialization</b>	<b>12 credits</b>
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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:

Take one course from 300 or 400 level Finance course

Major Elective:

Take one course from 300 or 400 level course in ACC/BUS/ECO/FIN

<b>B. Marketing Management Specialization</b>	<b>12 credits</b>
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Take four 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	417	Strategic Brand Management
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**

Take all five of the following courses:

CIS	305	Database Concepts Using ACCESS
CIS	351	Software Engineering
CIS	430	System Design and Development
CIS	460	Computer Networks and Communication
BUS	410	Computer Architecture

**D. Economics Specialization\*\*****12 credits**

Take four of the following courses:

BUS	499	Internship in Business
ECO	303	Intermediate Microeconomic Analysis
ECO	310	Intermediate Macroeconomic Analysis
ECO	307	Principles of International Economics
ECO	308	Environmental Economics
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

ACC/BUS/ECO/FIN 300 or 400 level elective course

\*\* Please note that the Economics Specialization is not intended for those students who plan to pursue a graduate degree in economics. Further coursework will be required in order for a student to enter an economics graduate degree program.

**E. Tourism & Hospitality Management Specialization****12 credits**

Take the following course:

THM	201C	Dimensions of Tourism & Hospitality Industries
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Take three of the following courses:

THM/SPO	234	Food and Beverage Management
THM	398	Tourism & Hospitality Management Internship I
THM/SPO	455	Conventions/Trade Shows & Destination Management
THM/SPO	310	Principles of Leisure Services Management
THM/SPO	314	Sports Tourism
THM	323	Wholesale & Group Travel Management
THM	456	Tourism Resources & Sustainable Development
THM	498	Tourism & Hospitality Management Internship II

Students should take GEO 101 as a Social Science GER or elective.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN SPORTS ADMINISTRATION**

**Program Coordinator** Dr. Jan Bell

**Academic Credentials:** Ed.D. in Physical Education (Temple University, Philadelphia, PA); MS in Education (State University College, Brockport, NY); BS in Secondary Education (Salisbury State College, Salisbury, MD)

**Contact Information:** Office Phone: 305-628-6634; Office E-mail: [jbelle@stu.edu](mailto:jbelle@stu.edu)

**Program Advisor(s):** Dr. Jan Bell, Dr. Ted Abernethy, Dr. Seok-Ho Song

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<b>Total Credit Requirement</b>	<b>120 credits</b>
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<b>General Education Requirements (GER)</b>	<b>42 credits</b>
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<b>HUMANITIES</b>	<b>12 credits</b>
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### **Written and Oral**

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.

<b>THE NATURAL WORLD &amp; QUANT. REASONING</b>	<b>9 credits</b>
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### **Mathematics/Physical Science**

BBA degree students should take MAT 205 to complete this requirement.

### **Natural Science**

BBA degree in sports administration students should take SPO 212

### **Physical Science**

Business majors should take CIS 205 to complete this requirement.

<b>CULTURE AND SOCIETY</b>	<b>9 credits</b>
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### **Social Science**

BBA degree majors should take ECO 201 to complete this requirement.

### **History**

See the General Education Requirements for the list of courses.

### **Social Science/History**

BBA degree majors should take ECO 203 to complete this requirement.

<b>PHILOSOPHY</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>RELIGIOUS STUDIES</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
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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.

<b>DIVERSITY</b>	<b>3 credits</b>
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Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

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<b>Program Requirements</b>	<b>54 credits</b>
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ACC	201	Principles of Accounting I
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ACC	202	Principles of Accounting II
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or

ACC	204	Principles of Managerial Accounting
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SPO	104	Introduction to Sports Administration
SPO	309	Legal Aspects of Sports Administration
BUS	309	Management Information Systems
BUS	316	International & Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	327	Organizational Behavior
BUS	332	Principles of Marketing
SPO	490	Seminar in Sports Administration
CIS	205	Microcomputer Applications
COM	400	Business Communication & Report Writing
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	212	Calculus for Business, Economics, and Finance
MAT	205	Applied Statistics

### **General Electives**

**0-12 credits**

0-12 credits level 100 or above (Not ENS or ESL)

### **Major Requirements (Sports Administration)**

**24 credits**

#### **Major 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 (Five courses from the following) 15 credits**

SPO	303	Sports Information and Public Relations
SPO	307	Stadium/Arena 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	234	Food & Beverage Management I
SPO/THM	455	Conventions, Trade Shows & Destination Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics
SPO	497	Sports Administration Internship I
SPO	498	Sports Administration Internship II

# **BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN TOURISM & HOSPITALITY MANAGEMENT**

**Total Credit Requirement**

**120 credits**

**Program Coordinator** Prof. Paul Michael Klein

**Academic Credentials:** MPS in Professional Studies-Hotel Administration (Cornell University, Ithaca, NY); BA in Liberal Arts (Hofstra University, Hempstead, NY)

**Contact Information:** Office Phone: 305-628-6535; Office E-mail: [pklein@stu.edu](mailto:pklein@stu.edu)

**Program Advisor(s):** Prof. Paul Michael Klein, Prof. Lloyd Mitchell

**Major Requirements (Tourism & Hospitality Management)**

**24 credits**

**Major Core Requirements (Tourism & Hospitality Management) 18 credits**

Take all six of the following courses:

GEO	101	Global Geography
THM	231	Hospitality Operations & Facilities Management
THM/SPO	234	Food and Beverage Management
THM	333	Tourism & Hospitality Sales & Marketing
THM	398	Tourism & Hospitality Management Internship I
THM/SPO	455	Conventions/Trade Shows & Destination Management

**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 & Group Travel Management
THM	456	Tourism Resources & Sustainable Development
THM	498	Tourism & Hospitality Management Internship II

## **SUGGESTED STUDY PROGRAM FOR THE BBA DEGREE**

### **Freshman year**

			<b>Fall</b>	<b>Spring</b>
ENG	101/102	Composition	3	3
BUS	120	Princ. of Bus. & Envir. Admin or		3
SPO	104	Intro. to Sports Admin or		
THM	201C	Dimensions of Tourism/Hospitality Industries		
MAT	181/212	Precalculus/Calculus for BUS, ECO, and FIN	3	3
GER			9	6

### **Totals**

**15**

**15**

### **Sophomore year**

ACC	201	Princ. of Accounting I	3	
ACC	202	Princ. of Accounting II		3
or				
ACC	204	Princ. of Mgt Accounting		
BUS	220	Business Law I or		3
SPO	309	Legal Aspects of Sports Admin or		
THM	321	Tourism & Hospitality Law		
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>				
FIN	311	Financial Administration I	3	
BUS	326	Quant Analysis		3
BUS	327	Organ Behavior	3	
BUS	332	Principles of Marketing	3	
BUS	316	International Management		3
Major Requirements			3	6
Electives			3	3
<b>Totals</b>			<b>15</b>	<b>15</b>
<b>Senior year</b>				
BUS	309	Management Information Systems	3	
BUS	490	Business Policy		3
COM	400	Comm & Report Writing		3
PHI	369*	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>
<b>Major Requirements</b>				<b>24</b>

## **MINORS IN THE SCHOOL OF BUSINESS**

### **MINOR IN ACCOUNTING**

**15 credits**

Take the following courses:

BUS 120 Principles of Business and Environmental Administration

ACC 201 Principles of Accounting I

ACC 202 Principles of Accounting II

Take two to five department-approved accounting courses from the Accounting major.

### **MINOR IN BUSINESS MANAGEMENT**

**15 credits**

Take the following courses:

BUS 120 Principles of Business and Environmental Administration

Take four to five department-approved management courses from the Business Management major/specialization.

### **MINOR IN ECONOMICS**

**15 credits**

Take the following courses:

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

or

ECO 203 Principles of Micro and Environmental Economics

Take three to five department-approved 300 level or above courses from the Economics major.

### **MINOR IN FINANCE**

**15 credits**

Take the following courses:

ACC 201 Principles of Accounting I

ACC 202 Principles of Accounting II

FIN 311 Financial Administration I

Take two to five department-approved Finance courses from the Finance major.

### **MINOR IN INTERNATIONAL BUSINESS**

**15 credits**

Take the following course:

BUS 120 Principles of Business and Environmental Administration

Take four to five of the following courses:

BUS 316 International and Multinational Management

BUS 408 Logistics Management

BUS 414 Economic/Social Problems in Latin America

BUS 451 international Market Analysis

BUS 456 European International Business Environment

BUS 460 Asian International Business Environment

BUS 474 International Trade Operations Management

or

Take five department-approved international business courses from the International Business major.

### **MINOR IN MARKETING MANAGEMENT**

**15 credits**

Take the following courses:

BUS 120 Principles of Business and Environmental Administration

BUS 332 Principles of Marketing

Take three to five marketing courses from the Marketing Management Specialization.

### **MINOR IN SPORTS ADMINISTRATION**

**15 credits**

The minor 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 minor 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.

Take all five of the following courses:

SPO 104 Introduction to Sports Administration

SPO 306 Sports Financial Management

SPO 309 Legal Aspects of Sports Administration

SPO 407 Sports Marketing and Promotion

One additional Upper Division SPO course selected with SPO advisor assistance.

### **MINOR IN TOURISM & HOSPITALITY MANAGEMENT**

**15 credits**

Take all five of the following courses:

BUS 332 Principles of Marketing

THM 201C Dimensions/Tourism & Hospitality Industries

THM 333 Tourism and Hospitality Sales & Marketing

Two additional 300 or 400 level THM courses selected with THM advisor's assistance.

### **MINOR IN BUSINESS ADMINISTRATION 15 credits**

Students with a major in the School of Business cannot also receive a Minor in Business Administration. The same courses cannot be used for both a Minor and a Certificate in Business Administration.

### **Required Courses 9 credits**

Take all three of the following courses:

ACC 201 Principles of Accounting I

BUS 120 Principles of Business and Environmental Administration

ECO 201 Principles of Macroeconomics

### **Elective Courses 6-15 credits**

Take two to five of the following courses:

ACC 202 Principles of Accounting II  
BUS 220 Business Law I  
BUS 316 International and Multinational Management  
BUS 323 Human Resources Management  
BUS 327 Organizational Behavior  
BUS 329 Principles of International Law  
BUS 332 Principles of Marketing  
BUS 340 Advertising  
BUS 350 Public Relations  
BUS 414 Economics and Social Problems in L. A.  
BUS 457 Special Topics in Business, Economics or Finance  
BUS 460 Asian International Business Environment  
BUS 474 International Trade Operations Management

Some of the above courses have prerequisites which must be fulfilled within the total of 15 credits; and therefore, the student will need a School of Business faculty member's approval.

**MINOR.** No more than 15 additional credits are required to obtain a minor. A 2.25 GPA is required for the coursework constituting a minor. At least half of the coursework constituting a minor shall be completed at St. Thomas University. 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 requirements of another minor or specialization, major or core requirements.

## BACHELOR OF ARTS IN BUSINESS

**Program Coordinator:** Dr. Agueda Ogazon

*Academic Credentials:* Ed.D (Florida International University); MAC (St. Thomas University); MBA (Hofstra University); Bachelors Degree (Universidad DeSanto De Villanueva, Cuba)

**Contact Information:** Office Phone: 305-474-6812; Office E-mail:

[aogazon@stu.edu](mailto:aogazon@stu.edu)

*Program Advisor(s):* Dr. Craig Reese, Prof. Lloyd Mitchell, Prof. Hagai Gringarten, Dr. Justin Peart, Dr. Agueda Ogazon

### Specializations in Business Studies, General Business or Tourism & Hospitality Management

<b>Total Credit Requirement</b>	<b>120 credits</b>
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<b>General Education Requirements (GER)</b>	<b>42 credits</b>
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<b>HUMANITIES</b>	<b>12 credits</b>
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#### Written and Oral

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.

<b>THE NATURAL WORLD &amp; QUANT. REASONING</b>	<b>9 credits</b>
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#### Mathematics/Physical Science

Business Studies majors should take MAT 205 to complete this requirement.

#### Natural Science

See the General Education Requirements for the list of courses.

#### Physical Science

Business Studies major should take CIS 205 to complete this requirement.

<b>CULTURE AND SOCIETY</b>	<b>9 credits</b>
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#### Social Science

Take three credits in Social Science from Criminal Justice, Political Science, Psychology, Sociology, Geography, Human Services or ECO 201 or EDU 260

#### History

See the General Education Requirements for the list of courses.

#### Social Science/History

Business Studies majors should take ECO 203 to complete this requirement.

<b>PHILOSOPHY</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>RELIGIOUS STUDIES</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
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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.

<b>DIVERSITY</b>	<b>3 credits</b>
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Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

**Program Requirements****33 credits**

ACC	201	Principles of Accounting
ACC	202	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
BUS	120	Principles of Business & 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	Communication & Report Writing
ECO	201	Principles of Macroeconomics
ECO	202	Principles of Microeconomics
ECO	203	Principles of Micro & Environmental Economics
MAT	181	Pre-calculus Algebra
MAT	205	Applied Statistics

**A. Business Studies Specialization 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 & Promotions
THM	233	Tourism and Hospitality Sales and Marketing
THM	455	Conventions, Trade show and Destination Management

**Information Systems:****3 credits**

Take one of the following courses:

BUS	309	Management Information Systems
CIS	104	Intro. To Computer Programming/Visual Basics
CIS	201	Fundamentals of Computer and Inform. Systems
CIS	305	Advanced Microcomputer Applications
CIS	498	Special Topics in Computer & Information. Systems

**Decision Making:****3 credits**

Take one of the following courses:

BUS	325	Operations Management
BUS	326	Quantitative Management
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 Specialization Courses 12 credits**

Take four of the following courses:

300 or 400 level courses in Accounting, Business, Economics, Finance, Sports Administration or Tourism & Hospitality Management.

**General Electives 21-33 credits**

**B. General Business Specialization Prerequisites 9 credits**

Take all three of the following courses:

BUS	309	Management Information Systems
BUS	327	Organizational Behavior
MAT	212	Business Calculus

**General Business Specialization Requirements 24 credits**

**Required Specialization Courses 12 credits**

Take all four of the following courses:

BUS	316	International & Multinational Management
BUS	326	Quantitative Analysis for Decision Making
BUS	490	Business Policy
FIN	311	Financial Administration I

**Elective Specialization 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
ECO	457	Special Topics in Economics
FIN	457	Special Topics in Finance
BUS	499	Internship in Business

**General Electives 12-24 credits**

**C. Tourism & Hospitality Management Specialization Req. 24 credits**

Take all six of the following courses:

THM	201C	Dimensions of Tourism & Hospitality Industries
THM/SPO	234	Food and Beverage Management
THM	333	Tourism & Hospitality Sales & Marketing
THM	398	Tourism & Hospitality Management Internship I
THM/SPO	455	Conventions/Trade Shows & Destination Management
THM	456	Tourism Resources & Sustainable Development

Take two of the following:

THM	231	Hospitality Operations & Facilities Management
THM/SPO	310	Principles of Leisure Services Management
THM/SPO	314	Sports Tourism
THM	323	Wholesale & Group Travel Management

**General Electives**

**21-33 credits**

Students should take GEO 101 as a Social Science GER or elective.

## BACHELOR OF ARTS IN ECONOMICS

**Program Coordinator:** Dr. Maria Dolores Espino

*Academic Credentials:* Ph.D., M.S., B.S. (Florida State University)

**Contact Information:** Office Phone: 305-474-6791; Office E-mail:

[mespino@stu.edu](mailto:mespino@stu.edu)

*Program Advisor(s):* Dr. Craig Reese, Dr. Maria Espino, Dr. Sbrana Gupta, Dr. Agueda Ogazon, Dr. Raul Carrillo.

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<b>Total Credit Requirement</b>	<b>120 credits</b>
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<b>General Education Requirements (GER)</b>	<b>42 credits</b>
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<b>HUMANITIES</b>	<b>12 credits</b>
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### **Written and Oral**

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.

<b>THE NATURAL WORLD &amp; QUANT. REASONING</b>	<b>9 credits</b>
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### **Mathematics/Physical Science**

BA in Economics should take MAT 205 to complete this requirement.

### **Natural Science**

See the General Education Requirements for the list of courses.

### **Physical Science**

BA in Economics should take CIS 205 to complete this requirement.

<b>CULTURE AND SOCIETY</b>	<b>9 credits</b>
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### **Social Science**

Take three credits in Social Science from Criminal Justice, Political Science, Psychology, Sociology, Geography, Human Services or ECO 201 or EDU 260

BA in Economics should take ECO 201 to complete this requirement.

### **History**

See the General Education Requirements for the list of courses.

### **Social Science/History**

BA in Economics should take ECO 203 to complete this requirement.

<b>PHILOSOPHY</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>RELIGIOUS STUDIES</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
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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.

<b>DIVERSITY</b>	<b>3 credits</b>
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Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

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<b>Program Requirements</b>	<b>39 credits</b>
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<b>Program Pre-requisites</b>	<b>12 credits</b>
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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 & Social Problems in Latin America
BUS	456	European International Business 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**

## **BACHELOR OF ARTS IN SPORTS ADMINISTRATION**

**Program Coordinator** Dr. Jan Bell

**Academic Credentials:** Ed.D. in Physical Education (Temple University, Philadelphia, PA); MS in Education (State University College, Brockport, NY); BS in Secondary Education (Salisbury State College, Salisbury, MD)

**Contact Information:** Office Phone: 305-628-6634; Office E-mail: [jbelle@stu.edu](mailto:jbelle@stu.edu)

**Program Advisor(s):** Dr. Jan Bell, Dr. Ted Abernethy, Dr. Seok-Ho Song

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<b>Total Credit Requirement</b>	<b>120 credits</b>
---------------------------------	--------------------

<b>General Education Requirements</b>	<b>42 credits</b>
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<b>HUMANITIES</b>	<b>12 credits</b>
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### **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.

<b>THE NATURAL WORLD &amp; QUANT. REASONING</b>	<b>9 credits</b>
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### **Mathematics/Physical Science**

BA Sports Administration should take MAT 181 to complete this requirement.

### **Natural Science**

BA Sports Administration should take SPO 212 to complete this requirement.

### **Physical Science**

BA Sports Administration should take CIS 205 to complete this requirement.

<b>SOCIAL SCIENCE/HISTORY</b>	<b>9 credits</b>
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### **Social Science**

BA Sports Administration should take ECO 201 to complete this requirement.

### **History**

See the General Education Requirements for the list of courses.

### **Social Science/History**

BA Sports Administration should take SPO 313 to complete this requirement.

<b>PHILOSOPHY</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>RELIGIOUS STUDIES</b>	<b>6 credits</b>
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See the General Education Requirements for the list of courses.

<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
--------------------------	------------------

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.

<b>DIVERSITY</b>	<b>3 credits</b>
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Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements.

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<b>Program Requirements</b>	<b>21 credits</b>
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ACC	201	Principles of Accounting I
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BUS	332	Principles of Marketing
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CIS	205	Microcomputer Applications
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COM	343	News Reporting
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COM	400	Communication & Report Writing
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 Info & Public Relations
SPO	307	Stadium/Arena 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 Shows and Destination Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics
SPO	497/498/499	Sports Administration Internships

### **General Electives**

**24-39 credits**

24-39 credits level 100 or above (NOT ENS or ESL)

# School of Leadership Studies

## *"Leadership Is Learned"*

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**Susan B. Angulo, Ed.D., Interim Dean for the School  
and Associate Provost for Academic Support Services**

**Associate Dean:** Hilroy Thomas, Ed.D., Ed.M.

**Faculty:** S. Angulo, E. Blackwell, K. Cadeau-Stephenson, A. Campbell, J. Carpenter, O. Casse, W. Cegelka, G. Chan, Y. Chiang, J. Booker, S. Gillig, G. Haley, S. Walters-Malcolm, S. Massey, M. Moyano, Z.J. Mushipe, G. Ruiz, H. Thomas, A. Zupan

The School of Leadership Studies houses three distinct institutes: Communication, Entertainment & Media, Education and Professional Studies. Through its three 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.

The faculty members in these areas are committed to the conviction that leadership can be learned. While leadership is present in all organizations, the School's faculty members believe 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 at each of these levels.

### **Institute for Communication, Entertainment & Media**

The Institute for Communication, Entertainment & Media offers a Bachelor of Arts (B.A.) 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 (M.A.) 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**

The Institute for Education offers degrees at the undergraduate and graduate levels. The B.A. in Elementary Education prepares graduates for classroom instructors for the

K-6 setting. The B.A. in Secondary Education with specializations in the subject areas of Biology, Chemistry, English, Mathematics, and Social Science prepares classroom instructors for middle and high schools.

Four master-level programs are offered. The Masters of Science (M.S.) in Education prepares graduates to become instructional leaders in the areas of ESOL, Instructional Technology or Reading. The M.S. in Educational Leadership prepares graduates to become school-site administrators with an emphasis of educational leadership in Florida. The M.S. in Special Education prepares graduates to become instructional leaders for students with special needs. Certificates are also offered in many of these subject areas.

### **Institute for Professional Studies**

The Institute for Professional Studies serves adult students through both traditional and innovative instruction. It offers a bachelor's degree for personal and professional development and responds to the needs of the lifelong learner. The degree is targeted primarily towards employed persons serving in business, industry, labor, government and occupational fields serving in the private and non-profit sectors. Students will also learn to address workplace related problems in an information and technological society.

The Institute aims to provide effective teaching using high performance standards, engaging in andragogy and scholarship specifically to promote professional and personal leadership and improve workplace performance.

The Institute for Professional Studies offers the B.A. in Organizational Leadership which is a combination of studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods and technology.

The Doctorate in Educational Leadership (Ed.D.) prepares its graduates for leadership roles at the institutional and community levels. It provides a strong interdisciplinary focus with full-time faculty from education, psychology, and business teaching the doctoral candidates in its 6 core courses in leadership and 4-course research sequence. Individuals are able to align the program with personal and professional goals through the 6 courses required in a particular cognate area. Its unique format with 5 starts a year and a computer enhanced learning environment allows an individual to start when ready.

# Institute for COMMUNICATION, ENTERTAINMENT & MEDIA

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Gloria P. Ruiz, Ph.D., Director

## BACHELOR OF ARTS IN COMMUNICATION ARTS

**120 credits**

**Program Coordinator:** Marcela Moyano, Ed.D.

*Academic Credentials:* Ed.D., St. Thomas University, M.A., Barry University, B.A., St. Thomas University, Assistant Professor of Public Relations, Advertising and Applied Communications, 2006.

**Contact Information:** 305-474-6840; mmoyano@stu.edu

*Program Advisors:* A. Campbell, Ph.D., M. Moyano, Ed.D., G.P. Ruiz, Ph.D.

**Program Description:** The goal of the 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. Additional course work draws from such areas as art, humanities, literature, business, computer science, and psychology.

### PROGRAM REQUIREMENTS

- |                                         |                   |
|-----------------------------------------|-------------------|
| • <b>General Education Requirements</b> | <b>42 credits</b> |
| • <b>Required Core Courses</b>          | <b>21 credits</b> |
| • <b>Skills Courses in Major</b>        | <b>36 credits</b> |
| • <b>Internship</b>                     | <b>3 credits</b>  |
| • <b>Elective Credits</b>               | <b>18 credits</b> |

### GENERAL EDUCATION REQUIREMENTS (GER)

**42 credits**

#### HUMANITIES

**12 credits**

##### Written Communications

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### English Literature

3 credits

See the General Education Requirements for the list of courses.

##### Humanities/Arts

3 credits

See the General Education Requirements for the list of courses.

#### THE NATURAL WORLD & QUANT. REASONING

**9 credits**

##### 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/HISTORY

**9 credits**

##### Social Science

See the General Education Requirements for the list of courses.

##### History

See the General Education Requirements for the list of courses.

### Social Science/History

See the General Education Requirements for the list of courses.

## PHILOSOPHY

**6 credits**

See the General Education Requirements for the list of courses.

## RELIGIOUS STUDIES

**6 credits**

See the General Education Requirements for the list of 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.

## DIVERSITY

**3 credits**

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

**Foundations in Communications & Media Requirements    Total 24 credits**

- |                                                                                         |     |                                                                                   |
|-----------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------|
| ART                                                                                     | 100 | Art Survey Courses level 100 or above                                             |
| COM                                                                                     | 201 | Theatrical Elements: Foundations for Communications, Entertainment and Media Arts |
| CIS                                                                                     | 103 | Introduction to Web Page Design                                                   |
| COM                                                                                     | 102 | Society and Mass Media                                                            |
| COM                                                                                     | 105 | Speech                                                                            |
| COM                                                                                     | 203 | Introduction to Film Art & Analysis                                               |
| COM                                                                                     | 208 | Media Ethics                                                                      |
| COM 497, 498 and/or 499 <b>Internship (capstone course)</b>                             |     |                                                                                   |
| <i>A minimum of 3 credits in Internship is required with up to 9 credits available)</i> |     |                                                                                   |

<b>Skills Courses in Major</b>	<b>36 credits</b>
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**\*Critical (choose 4 courses for 12 credits)**

- |     |      |                                                                                                                   |
|-----|------|-------------------------------------------------------------------------------------------------------------------|
| ART | 335  | Visual Analysis through Contemporary Art<br><i>Pre-requisite: any ART course 200+ or permission of instructor</i> |
| COM | 302  | TV: Past, Present and Future                                                                                      |
| COM | 402D | Children and Media                                                                                                |
| COM | 407C | Catholicism and Film<br><i>Pre-requisite: COM 203 or permission of instructor</i>                                 |
| COM | 409D | Video Game Analysis                                                                                               |
| COM | 450D | Critical Survey of World Film                                                                                     |

**\*Production (choose 4 courses for 12 credits)**

- |     |     |                                                                                                           |
|-----|-----|-----------------------------------------------------------------------------------------------------------|
| ART | 200 | Art studio courses 200 level or above                                                                     |
| ART | 248 | Photography                                                                                               |
| ART | 352 | Computers in the Visual Arts<br><i>Pre-requisite: Any ART course 200+ or permission of the instructor</i> |
| COM | 304 | Speaking on Radio & TV<br><i>Pre-requisite: COM 105 or permission of the instructor</i>                   |
| COM | 306 | Advanced Speech and Professional Speaking                                                                 |
| COM | 310 | Broadcast Production<br><i>Pre-requisite: COM 304 or permission of the instructor</i>                     |
| COM | 348 | Photojournalism<br><i>Pre-requisite: ART 248 or permission of the instructor</i>                          |

COM 410 Advanced Broadcast Production (1credit repeatable lab – WSTU 95TV station – up to 6 credits)  
*Pre-requisite: COM 310 or permission of instructor*

**\*Written (choose 4 courses for 12 credits)**

COM 303 Designs to Sell: Writing for Public Relations and Marketing  
*Pre-requisite: ENG 102*

COM 343 Multimedia Journalism Writing  
*Pre-requisite: ENG 102*

COM 344 Advanced Multimedia Journalism Writing  
*Pre-requisite: ENG 102*

COM 400 Communication and Report Writing  
*Pre-requisite: ENG 102*

**\*NOTES:**

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 Outcomes:** The Institute for Communication, Entertainment and Media's curriculum is guided by eight learning outcomes to support the Institute's goals. They are:

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.
3. Students should be able to identify and produce quality production materials for their area of study.
4. Students should be able to express themselves orally in a clear, articulate and intelligent manner in a variety of situations.
5. Students should be proficient in current technology.
6. Students should be familiar with, value and demonstrate culturally competency in a multi-cultural environment.
7. Students will understand the power of media and the ethical use of that power.
8. Students will establish and develop leadership skills.

**Program Student Learning Outcomes Assessment:** These outcomes are measured through course performance, programmatic pre and post testing and internship portfolio in the capstone course of the internship with an assessment rubric.

**GRADUATION REQUIREMENTS**

Students in this program must meet St. Thomas University graduation requirements as well as program requirements.

# INSTITUTE FOR EDUCATION

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Rev. Edward A. Blackwell, Jr., Ed.D., Director

S. Angulo, Ed.D; K. Cadeau-Stephenson, Ed.D.; J. Carpenter, Ph.D.; W. Cegelka, Ed.D.; G. Chan, Ph.D.; S. Massey, Ph.D.; H. Thomas, Ed.D. Y. Qian, Ph.D.

## BACHELOR OF ARTS IN ELEMENTARY EDUCATION

**120 credits**

**Program Coordinator:** Katsia M. Cadeau-Stephenson, Ed.D.

*Academic Credentials:* Ed.D., M.S., Nova Southeastern University; BBA, St. Thomas University, Assistant Professor, Education, General, 2006.

**Contact Information:** 305-628-6576; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

*Program Advisors:* Katsia Cadeau-Stephenson, Ed.D.; Susan Massey, Ph.D.; YiYing Chiang, Ed.D.

**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.

The program is 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.

## **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.

### **HUMANITIES**

**12 credits**

#### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

#### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

#### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

#### **Mathematics/Physical Science**

3 credits

See the General Education Requirements for the list of courses.

<b>Natural Science</b>	3 credits
See the General Education Requirements for the list of courses.	
<b>Physical Science</b>	3 credits
See the General Education Requirements for the list of courses.	
<b>SOCIAL SCIENCE/HISTORY</b>	<b>9 credits</b>
<b>Social Science</b>	3 credits
See the General Education Requirements for the list of courses.	
<b>History</b>	3 credits
See the General Education Requirements for the list of courses.	
<b>Social Science/History</b>	3 credits
See the General Education Requirements for the list of courses.	
<b>PHILOSOPHY</b>	<b>6 credits</b>
See the General Education Requirements for the list of courses.	
<b>RELIGIOUS STUDIES</b>	<b>6 credits</b>
See the General Education Requirements for the list of courses.	
<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
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 Education Psychology.	
<b>DIVERSITY REQUIREMENT</b>	<b>3 credits</b>
All students must complete three (3) credit hours 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	

***The General Education Learning Outcomes*** and their assessment can be found at the description of the General Education Requirements.

### **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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

***The Professional Education Learning Outcomes and Assessment*** are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14th Edition). A complete list of these outcomes can be found in the Minor in Education. These are documented and assessed using an electronic portfolio.

### **MAJOR REQUIREMENTS - ELEMENTARY EDUCATION 30 credits**

EDU	260	Human Growth & Development
EDU	302	Elementary Social Studies in the Multicultural School Setting
EDU	303	Mathematics Instruction in the Elementary Multicultural School Setting

EDU	304	Science Instruction in the Multicultural School Setting
EDU	305	Health and Physical Education in the Elementary School
RED	309	Reading Methods for Elementary Multicultural Schools
RED	310	Diagnosis and Remediation of Reading Problems
RED	311	Children's Literature with a Multicultural Perspective
EDU	319	Art and Music in the Elementary School
EDU	450	Curriculum & Material Development/ ESOL Strategies
<i>Pre-requisite: EDU 201 or permission of instructor, and Senior Status</i>		

## **GENERAL ELECTIVES**

**27 credits**

Students are encouraged to select elective 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. Any of the following education courses may be used as part of an individual's General Electives.

### ***The ESOL Endorsement***

Elementary teachers are considered Category 1 teachers for purposes of the ESOL Endorsement by the Florida Department of Education. All Category 1 teachers are required to complete the following 5 ESOL course to receive this endorsement.

EDU	406	Methods of Teaching English as a Second Language
EDU	416	Tests & Evaluation of Student Learning with ESOL Strategies
EDU	417	Applied Linguistics: Language and Literacy through ESOL
EDU	418	ESOL Curriculum and Materials
EDU	419	Cross Cultural Communication

These courses are offered online once each academic year during the fall (A6/A7), spring (A1/A2), and summer (S1/S6) terms. Please consult with your advisor when selecting these courses. All 5 courses must be completed to have the ESOL Endorsement placed on your transcript.

### ***The Reading Endorsement***

Elementary teachers are encouraged to take:

RED	412	Reading Practicum
<i>Pre-requisites: RED 308, RED 309, RED 310, RED 311</i>		

This course completes the 5 courses in reading needed for Florida's Reading Endorsement. This course is only offered in the spring semester on Friday mornings. If you would like to use this course as an elective, consult your advisor because it will take advanced planning.

Elementary education majors may also take a 12-credit final internship. Please check with your advisor in selecting this course because it has specific and detailed pre-requisites.

EDU	484	Final Internship and Seminar
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**Program Subject Area Learning Outcomes:** The elementary education program learning outcomes are based on the elementary subject area competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup>

Edition). The undergraduate elementary teacher degree candidate will have demonstrated the following competencies at the pre-service level.

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 Curriculum and Instruction). 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. They must meet all other St. Thomas University graduation requirements.

**BACHELOR OF ARTS IN SECONDARY EDUCATION - BIOLOGY    120 credits**

**Program Coordinator:** Scott Malinconico, Ph.D.

**Academic Credentials:** Ph.D., Pennsylvania State University, B.S. Biology, B.S. Chemistry, Tufts University, Associate Professor of Biology, Associate Dean, School of Science, Technology and Engineering Management. 2005.

**Contact Information:** 305-628-6574; [smalinconico@stu.edu](mailto:smalinconico@stu.edu)

*Program Advisors:* Scott Malinconico, Ph.D.; Walter Cegielka, Ph.D.

**Program Description:** This degree is designed to provide highly trained and highly motivated teachers for high school biology classes. Candidates for this degree work side-by-side with other science majors in both lecture classes and laboratory experiences. This program benefits from an emphasis on undergraduate research in all academic disciplines. The program is 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.

<b>GENERAL EDUCATION REQUIREMENTS (GER)</b>	<b>42 credits</b>
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Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with a faculty member in the Department of Education when selecting these courses.

**HUMANITIES** **12 credits**

## Written Communications

ENG 101 Composition

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.

## THE NATURAL WORLD & QUANT. REASONING

**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/HISTORY**

## Social Science

See the General Education Requirements for the list of courses.

## History

See the General Education Requirements for the list of courses.

### Social Science/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.

## CATHOLIC IDENTITY

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 Education Psychology.

### **DIVERSITY REQUIREMENT**

**3 credits**

All students must complete three (3) credit hours from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDU 422D Teaching Strategies for Inclusion

***The General Education Learning Outcomes*** and their assessment can be found at the description of the General Education Requirements.

### **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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

***The Professional Education Learning Outcomes and Assessment*** are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14th Edition). A complete list of these outcomes can be found in the Minor in Education. These are documented and assessed using an electronic portfolio.

### **MAJOR REQUIREMENTS – SUBJECT AREA**

**33 credits**

Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with the program's advisor when selecting these courses.

- Group 1: Take 21 Credits in Biology
- Group 2: Take 9 Credits in Biology, Chemistry, Physics, Science, Psychobiology, or Forensic Science
- Group 3: Take 3 Credits  
EDU 404 Instructional Methods for 6-12 Mathematics and Science

### **GENERAL ELECTIVES**

**24 credits**

(Select courses in consultation with your advisor)

**Program Subject Area Learning Outcomes:** The Secondary Education – Biology subject area learning outcomes are based on the Biology 6-1 subject area competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup> Edition). This edition contains the competencies and skills approved by the State Board of Education in Spring 2009.

The undergraduate secondary education Biology teacher degree candidate will have demonstrated the following competencies at the pre-service level.

- Competency 1: Knowledge of the investigative processes of science
- Competency 2: Knowledge of the interactions between science, technology, and society
- Competency 3: Knowledge of the chemical process of living things.
- Competency 4: Knowledge of the interactions between cell structure and cell function
- Competency 5: Knowledge of the genetic principles, processes, and applications
- Competency 6: Knowledge of the structural and functional diversity of viruses and prokaryotic organisms
- Competency 7: Knowledge of the structural and functional diversity of protists, fungi, and plants
- Competency 8: Knowledge of the structural and functional diversity of animals.
- Competency 9: Knowledge of ecological principles and processes
- Competency 10: Knowledge of evolutionary mechanisms

**Program Subject Area Learning Outcomes Assessment:** These outcomes are assessed in a capstone course (EDU 404 Instructional Techniques for 6-16 Science, Mathematics, and Technology). A locally developed instrument drawn from questions in a national test bank has been created. This course is offered once each academic year in the evening in the second spring term in the evening.

## **GRADUATION REQUIREMENTS**

Students in this program must have a 2.5 in their major requirements and must meet all other St. Thomas University graduation requirements. Graduates of this program are eligible to apply for a Florida Educator's *Temporary Certificate*.

## BACHELOR OF ARTS IN SECONDARY EDUCATION- CHEMISTRY

**120 Credits**

**Program Coordinator:** Scott Malinconico, Ph.D.

*Academic Credentials:* Ph.D., Pennsylvania State University, B.S. Biology, B.S. Chemistry, Tufts University, Associate Professor of Biology, Associate Dean, School of Science, Technology and Engineering Management, 2005.

**Contact Information:** 305-628-6574; [smalinconico@stu.edu](mailto:smalinconico@stu.edu)

*Program Advisors:* Scott Malinconico, Ph.D.; Katsia Cadeau, Ed.D.

**Program Description:** This degree is designed to provide highly trained and highly motivated teachers for high school chemistry classes. Candidates for this degree work side-by-side with other science majors in both lecture classes and laboratory experiences. This program benefits from an emphasis on undergraduate research in all academic disciplines.

The program is 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.

### **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 appropriate subject area test. Please consult with a faculty member in the Department of Education when selecting these courses.

### **HUMANITIES**

**12 credits**

#### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

#### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

#### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

#### **Mathematics/Physical Science**

3 credits

See the General Education Requirements for the list of courses.

#### **Natural Science**

3 credits

See the General Education Requirements for the list of courses.

#### **Physical Science**

3 credits

See the General Education Requirements for the list of courses.

### **SOCIAL SCIENCE/HISTORY**

**9 credits**

#### **Social Science**

3 credits

See the General Education Requirements for the list of courses.

#### **History**

3 credits

See the General Education Requirements for the list of courses.

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

3 credits

See the General Education Requirements for the list of courses.

### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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 Education Psychology.

### **DIVERSITY REQUIREMENT**

**3 credits**

All students must complete three (3) credit hours 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

***The General Education Learning Outcomes*** and their assessment can be found at the description of the General Education Requirements.

### **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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

***The Professional Education Learning Outcomes and Assessment*** are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14th Edition). A complete list of these outcomes can be found in the Minor in Education. These are documented and assessed using an electronic portfolio.

### **MAJOR REQUIREMENTS – SUBJECT AREA**

**33 credits**

Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with a faculty member in the Department of Education and/or the subject area when selecting these courses.

- Group 1: Take 21 Credits in Chemistry
- Group 2: Take 9 Credits in Biology, Chemistry, Physics, Science, Psychobiology, or Forensics Science
- Group 3: Take the following 3 credit course  
EDU 404 Instructional Methods for Teaching 6-12 Mathematics and Science

### **GENERAL ELECTIVES**

**24 credits**

Please consult with the program's advisor or a faculty member in the Institute for Education when selecting these courses.

**Program Subject Area Learning Outcomes:** The Secondary Education – Chemistry subject area learning outcomes are based on the Chemistry 6-1 subject area competencies published in The Competencies and Skills Required for Teacher Certification in Florida (14th Edition). The undergraduate secondary education Chemistry teacher degree candidate will have demonstrated the following competencies at the pre-service level.

- Competency 1: Knowledge of the nature of matter
- Competency 2: Knowledge of energy and its interaction with matter
- Competency 3: Knowledge of bonding and molecular structure
- Competency 4: Knowledge of chemical reactions and stoichiometry
- Competency 5: Knowledge of atomic theory and structure
- Competency 6: Knowledge of the nature of science
- Competency 7: Knowledge of measurement
- Competency 8: Knowledge of appropriate laboratory use and procedures

**Program Subject Area Learning Outcomes Assessment:** This program's subject area outcomes are assessed in a capstone course (EDU 404 Instructional Techniques for 6-16 Science, Mathematics, and Technology). A locally developed instrument drawn from questions in a national test bank has been created. This course is offered once each academic year in the second spring term in the evening.

## **GRADUATION REQUIREMENTS**

Students in this program must have a 2.5 in their professional education and a 2.5 in their subject area requirements. Students must meet all other St. Thomas University graduation requirements. Graduates of this program are eligible to apply for a Florida Educator's *Temporary Certificate*.

## **BACHELOR OF ARTS IN SECONDARY EDUCATION – ENGLISH      120 credits**

**Program Coordinator:** James W. Conley, Ph.D.

*Academic Credentials:* Ph.D., University of Wisconsin, M.A., Middlebury College, B.A., Georgetown University, Professor of English Language and Literature/Letters, 1976.

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

*Program Advisors:* James Conley, Ph.D.; Susan Massey, Ph.D.

**Program Description:** This degree is designed to provide highly trained and highly qualified teachers for middle and high school English classes. Candidates for this degree work side-by-side with other English majors in literature and professional writing classes and laboratory experiences. This program benefits from an emphasis on undergraduate research in all academic disciplines.

The program is 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.

### **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 appropriate subject area test. Please consult with a faculty member in the Department of Education when selecting these courses.

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **Mathematics/Physical Science**

3 credits

See the General Education Requirements for the list of courses.

##### **Natural Science**

3 credits

See the General Education Requirements for the list of courses.

##### **Physical Science**

3 credits

See the General Education Requirements for the list of courses.

#### **SOCIAL SCIENCE/HISTORY**

**9 credits**

##### **Social Science**

3 credits

See the General Education Requirements for the list of courses.

##### **History**

3 credits

See the General Education Requirements for the list of courses.

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

3 credits

See the General Education Requirements for the list of courses.

#### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

#### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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 Education Psychology.

**DIVERSITY REQUIREMENT****3 credits**

All students must complete three (3) credit hours from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDU 422D Teaching Strategies for Inclusion

***The General Education Learning Outcomes*** and their assessment can be founded at the description of the General Education Requirements.

**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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

***The Professional Education Learning Outcomes and Assessment*** are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14th Edition). A complete list of these outcomes can be found in the Minor in Education. These are documented and assessed using an electronic portfolio.

**MAJOR REQUIREMENTS – SUBJECT AREA****33 credits**

Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with your advisor when selecting these courses.

- Group 1: Take 3 Credits in English composition and grammar beyond freshman English
- Group 2: Take 3 Credits in speech or oral interpretation
- Group 3: Take 15 Credits in Literature
- Group 4: Take 9 Credits in English
- Group 5: Take the following 3 credit course  
EDU 405 Instructional Methods for Teaching 6-12 English and Social Science

## GENERAL ELECTIVES

**24 credits**

(Select courses in consultation with your advisor)

Secondary Education English teachers are considered Category 1 teachers for the purposes of the ESOL Endorsement by the Florida Department of Education. All Category 1 teachers are required to complete the following 5 ESOL courses to receive this endorsement.

EDU	406	Methods of Teaching English as a Second Language
EDU	416	Tests & Evaluation of Student Learning with ESOL Strategies
EDU	417	Applied Linguistics: Language and Literacy through ESOL
EDU	418	ESOL Curriculum and Materials
EDU	419	Cross Cultural Communication

These courses are offered in an online format once during each academic year in the fall (A6/A7), spring (A1/A2), and summer (S1/S6) terms. Please consult with your advisor in selecting these courses. All 5 courses must be completed to have the ESOL Endorsement placed on a transcript.

**Program Subject Area Learning Outcomes:** These learning outcomes are based on the English 6-1 subject area competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup> Edition). These degree candidate will have demonstrated the following competencies at the pre-service level.

- Competency 1: Knowledge of the English language and methods of effective teaching
- Competency 2: Knowledge of writing and methods for effective teaching
- Competency 3: Knowledge of the use of the reading process to construct meaning from a wide range of selections
- Competency 4: Knowledge of literature and method for effective teaching
- Competency 6: Knowledge of the methods for integration of the language arts
- Competency 7: Ability to write well on a selection from poetry or prose, including fiction and nonfiction

**Program Subject Area Learning Outcomes Assessment:** These outcomes are assessed in a capstone course (EDU 405 Instructional Techniques for 6-16 English and the Social Sciences). This course is offered once each academic year in the evening in the second spring semester.

## GRADUATION REQUIREMENTS

Students in this program must have a 2.5 in their professional education and a 2.5 in their subject area requirements. Students must meet all other St. Thomas University graduation requirements. Graduates of this program are eligible to apply for a Florida Educator's *Temporary Certificate*.

## **BACHELOR OF ARTS IN SECONDARY EDUCATION – MATHEMATICS**

**120 credits**

**Program Coordinator:** David Quesada, Ph.D.

*Academic Credentials:* Ph.D., University of Havana, B.S., Moscow State University, Associate Professor, Physics, 2002.

**Contact Information:** 305-628-6910; E-mail: [dquesada@stu.edu](mailto:dquesada@stu.edu)

*Program Advisors:* David Quesada, Ph.D.; Yufeng Qian, Ph.D.

**Program Description:** This degree is designed to provide highly trained and highly motivated teachers for high school mathematics classes. Candidates for this degree work side-by-side with other mathematics and science majors in both lecture classes and laboratory experiences. This program benefits from an emphasis on undergraduate research in all academic disciplines.

The program is 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.

### **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 appropriate subject area test. Please consult with a faculty member in the Department of Education when selecting these courses.

### **HUMANITIES**

**12 credits**

#### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

#### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

#### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

#### **Mathematics/Physical Science**

3 credits

See the General Education Requirements for the list of courses.

#### **Natural Science**

3 credits

See the General Education Requirements for the list of courses.

#### **Physical Science**

3 credits

See the General Education Requirements for the list of courses.

### **SOCIAL SCIENCE/HISTORY**

**9 credits**

#### **Social Science**

3 credits

See the General Education Requirements for the list of courses.

#### **History**

3 credits

See the General Education Requirements for the list of courses.

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

3 credits

See the General Education Requirements for the list of courses.

### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

## RELIGIOUS STUDIES

**6 credits**

See the General Education Requirements for the list of 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 Education Psychology.

## DIVERSITY REQUIREMENT

**3 credits**

All students must complete three (3) credit hours from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDU 422D Teaching Strategies for Inclusion

***The General Education Learning Outcomes*** and their assessment can be founded at the description of the General Education Requirements.

## 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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

***The Professional Education Learning Outcomes and Assessment*** are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14th Edition). A complete list of these outcomes can be found in the Minor in Education. These are documented and assessed using an electronic portfolio.

## MAJOR REQUIREMENTS – SUBJECT AREA

**33 credits**

Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with a faculty member in the Department of Education and/or the subject area when selecting these courses.

- Group 1: Take 6 Credits from the following
- MAT 212 Calculus for Business, Economics, & Finance
  - MAT 232 Calculus I
  - MAT 233 Calculus II
  - MAT 234 Calculus III
- Group 2: Take 3 Credits from the following
- MAT 165 Geometry
  - MAT 182 Pre-Calculus: Trigonometry & Analytic Geometry

- Group 3: Take the following course  
MAT 205 Applied Statistics
- Group 4: Take the following course  
MAT 311 Linear Algebra
- Group 5: Take 15 Credits from Other Mathematics Courses (Except MAT 099; Mat 100A)
- Group 6: Take the following 3 credit course  
EDU 404 Instructional Methods for Teaching 6-12 Mathematics and Science

## **GENERAL ELECTIVES**

**24 credits**

(Select courses in consultation with your advisor)

**Program Subject Area Learning Outcomes:** The Secondary Education – Mathematics program learning outcomes are based on the Mathematics 6-12 subject area competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup> Edition). These degree candidates will have demonstrated the following competencies at the pre-service level.

- Competency 1: Knowledge of algebra
- Competency 2: Knowledge of functions
- Competency 3: Knowledge of geometry from a synthetic perspective and an algebraic perspective
- Competency 4: Knowledge of geometry and trigonometry
- Competency 5: Knowledge of statistics and probability
- Competency 6: Knowledge of discrete mathematics
- Competency 7: Knowledge of calculus
- Competency 8: Knowledge of number sense and mathematical structure
- Competency 9: Knowledge of mathematics as communication
- Competency 1: Knowledge of assessment and instruction

**Program Subject Area Assessment:** These outcomes are assessed in a capstone course (EDU 404 Instructional Techniques for 6-16 Science, Mathematics, and Technology.) A locally developed instrument drawn from questions in a national test bank has been created. This course is offered once each year in the evening during the second spring term.

## **GRADUATION REQUIREMENTS**

Students in this program must have a 2.5 in their professional education and a 2.5 in their subject area requirements. Students must meet all other St. Thomas University graduation requirements. Graduates of this program are eligible to apply for a Florida Educator's *Temporary Certificate*.

## **BACHELOR OF ARTS IN SECONDARY EDUCATION - SOCIAL SCIENCE**

**120 credits**

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

*Academic Credentials:* Ph.D., M.A., Florida International University; Licenciada, Universidad Catolica de Cordoba, Argentina, Associate Professor, International Relations and Affairs, 2006.

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

*Program Advisor:* Giselle Jamison, Ph.D.: Rev. Edward A. Blackwell, Jr., Ed.D.

**Program Description:** This degree is designed to provide highly trained and highly qualified teachers for middle and high school social studies classes. Candidates for this degree work side-by-side with other liberal arts majors during their course work. This program benefits from an emphasis on undergraduate research in all academic disciplines.

The program is 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.

### **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 appropriate subject area test. Please consult with a faculty member in the Department of Education when selecting these courses.

#### **HUMANITIES**

**12 credits**

##### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

#### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **Mathematics/Physical Science**

3 credits

See the General Education Requirements for the list of courses.

##### **Natural Science**

3 credits

See the General Education Requirements for the list of courses.

##### **Physical Science**

3 credits

See the General Education Requirements for the list of courses.

#### **SOCIAL SCIENCE/HISTORY**

**9 credits**

##### **Social Science**

3 credits

See the General Education Requirements for the list of courses.

##### **History**

3 credits

See the General Education Requirements for the list of courses.

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

3 credits

See the General Education Requirements for the list of courses.

#### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

## RELIGIOUS STUDIES

**6 credits**

See the General Education Requirements for the list of 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 Education Psychology.

## DIVERSITY REQUIREMENT

**3 credits**

All students must complete three (3) credit hours from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDU 422D Teaching Strategies for Inclusion

**The General Education Learning Outcomes** and their assessment can be founded at the description of the General Education Requirements.

## 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	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

**The Professional Education Learning Outcomes and Assessment** are based on the 14 professional competencies published in The Competencies and Skills Required for Teacher Certification in Florida (14th Edition). A complete list of these outcomes can be found in the Minor in Education. The professional education outcomes for professional education are documented and assessed using an electronic portfolio.

## MAJOR REQUIREMENTS – SUBJECT AREA

**33 credits**

Students are encouraged to select courses that will enable them to pass Florida's *General Knowledge Test* and/or the appropriate subject area test. Please consult with a faculty member in the Institute for Education and/or the Subject Area Test requirements for more information on these required courses.

The secondary education – Social Sciences program learning outcomes are based on the Social Studies 6-12 subject area competencies published in The *Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup> Edition). This edition contains the competencies and skills approved by the State Board of Education in Spring 2009.

Group 1: Take two courses (6 credits) in U.S. History:

HIS	201	United States History I
HIS	202	United States History II

Group 2: Take two courses (6 credits) in Western Civilization  
or European history

HIS 101 History of Western Civilization I

HIS 102 History of Western Civilization II

Group 3: Take one course (3 credits) in Asian, African, Latin American,  
or Middle Eastern history

Group 4: Take two courses (6 credits) in Economics

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

Group 5: Take one course (3 credits) in United States federal government

POS 201 Introduction to American Government

Group 6: Take one course (3 credits) in Geography

GEO 101 Global Geography and Geopolitics

Group 7: Take one course (3 credits) in Sociology or Psychology

Group 8: Take one course (3 credits) in Instructional Methods

EDU 405 Instructional Methods for Teaching 6-12 English and the Social  
Sciences

## **GENERAL ELECTIVES**

**24 credits**

(Select courses in consultation with your advisor)

**Program Subject Area Learning Outcomes:** These outcomes are based on the Mathematics 6-12 subject area competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (14<sup>th</sup> Edition). The undergraduate secondary education social science degree candidate will have demonstrated the following competencies at the pre-service level.

Competency 1: Knowledge of geography

Competency 2: Knowledge of economics

Competency 3: Knowledge of political science

Competency 4: Knowledge of world science

Competency 5: Knowledge of U.S. History

Competency 6: Knowledge of social science and its methodology

**Program Subject Area Learning Outcomes Assessment:** These outcomes are assessed in a capstone course (EDU 405 Instructional Techniques for 6-16 English and the Social Sciences). This course is offered once each year in the second spring term in the evening.

## **GRADUATION REQUIREMENTS**

Students in this program must have a 2.5 in their professional education and a 2.5 in their subject area requirements. Students must meet all other St. Thomas University graduation requirements. Graduates of this program are eligible to apply for a Florida Educator's *Temporary Certificate*.

# INSTITUTE FOR EDUCATION

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## MINOR IN EDUCATION

**Program Coordinator:** Katsia Cadeau-Stephenson, Ed.D.

*Academic Credentials:* Ed.D., M.S., Nova Southeastern University; BBA, St. Thomas University, Assistant Professor, Education, General, 2006.

**Contact Information:** 305-628-6576; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

*Program Advisor(s):* Katsia Cadeau-Stephenson, Ed.D.; Susan Massey, Ph.D.

**Program Description:** This minor 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.

## COURSE REQUIREMENTS

**21 credits**

EDU	201	Introduction to Education
EDU	245	Computer Technology for Teachers
EDU	300	Classroom Management & Methods of Teaching/ESOL Strategies
RED	308	Basics of Reading Instruction
EDU	352C	Educational Psychology
EDU	416	Testing & Evaluation of Student Learning with ESOL Strategies
EDU	422D	Teaching Strategies for Inclusion

**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* (14<sup>th</sup> 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**

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## **Hilroy Thomas, Ed.D., Ed.M.**

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. By extending access to postsecondary degree programs, the Institute supports the University's mission to enhance southeast Florida's economic development.

The Institute for Professional Studies offers the Bachelor of Arts in Organizational Leadership, the Bachelor of Arts in Health Care Services, the Bachelor of Science in Fire Science Management, the Masters in Professional Studies in Executive Management and the Doctor of Education in Leadership Management.

The Bachelor of Arts in Organizational Leadership combines studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods and technology. The Bachelor of Arts in Health Care Services allows healthcare professionals to make the transition from clinician or technician to managerial decision maker. The Bachelor of Science 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 Master of Professional Studies 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 Masters degree prepares its graduates for leadership roles at the institutional and community levels. It provides a strong interdisciplinary focus with full-time faculty from education, psychology, and business teaching the doctoral candidates in its 6 core courses in leadership and 4-course research sequence. Individuals are able to align the program with personal and professional goals through the 6 courses required in a particular cognate area. Its unique format with 5 starts a year and a computer enhanced learning environment allows an individual to start when ready.

The Doctor of Education in Leadership Management (Ed.D.) 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 Ed.D. in Leadership 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.

Designed for working professionals, the Doctorate in Leadership Management 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 CARE SERVICES

120 Credits

**Program Coordinator:** Aleksandra Zupan, M.S.

*Academic Credentials:* M.S., B.A., St. Thomas University, Instructor, Multi-Inter-disciplinary Studies, 2008.

**Contact information:** 305-474-6823; Email: [azupan@stu.edu](mailto:azupan@stu.edu)

*Program Advisor:* Aleksandra Zupan, M.S.

**Program Description:** The Bachelor of Arts in Health Care Services provides health services professionals as well as individuals with a minimum of 45 credits in a health related undergraduate degree an opportunity to complete a bachelor's degree in Health Care Services. Students currently employed in the health services industry can utilize this program to migrate from the clinical side of the health service 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 care services component. The Bachelor of Arts in Health Care Services 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 Care Services 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. All courses are five weeks in duration and are offered on-line. The program normally starts each January, May and September.

### Admissions requirements:

1. Have completed 45 or more semester hours of credit from an accredited college/post-secondary institution.
2. Have a college cumulative grade point average of 2.0 (on 4.0 scale) or better on all academic work.
3. Currently work in the healthcare industry.
4. Should have a minimum of three (3) years of full-time work experience in the healthcare industry.
5. Meet all admissions criteria stated in the Admission's Section of this catalog.

### GENERAL EDUCATION REQUIREMENTS (GER)

42 credits

#### HUMANITIES

12 credits

##### Written Communications

6 credits

ENG 101 Composition

3 credits

ENG 102 Composition & Literature

3 credits

##### English Literature

3 credits

See the General Education Requirements for the list of courses.

##### Humanities/Fine Arts

3 credits

See the General Education Requirements for the list of courses.

### THE NATURAL WORLD & QUANT. REASONING

9 credits

#### Mathematics/Physical Science

This requirement will be fulfilled by completing ORG 205.

**Natural Science**

See the General Education Requirements for the list of courses.

**Physical Science**

This requirement will be fulfilled by completing a course in Computer Science.

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

This requirement will be fulfilled by completing major requirements

**PHILOSOPHY****3 credits**

This requirement will be fulfilled by completing PHI 353C.

Business Ethics

**RELIGIOUS STUDIES****3 credits**

See the General Education Requirements for the list of courses.

**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**

Take all four of the following courses:

ORG	205	Selected Statistical Procedures
ORG	327	Organizational Behavior
PHI	353C	Biomedical Ethics
POR	300	Adult Development and Life Assessment
COM	400	Business Communication and Report Writing
		<i>Pre-requisite: ENG 102</i>
MAT	205	Applied Statistics

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

Take all ten of the following courses:

ORG	204	Fiscal Accountability in Health Care Services
HCS	300	Health Care Systems
HCS	305	Epidemiology
HCS	310	Principles of Managed Care
HCS	320	Health Services Law for Managers
ORG	323	Staffing and Employee Development
HCS	425	Administration in Health Care Services
HCS	430	Health Care Finance
HCS	435	Critical Analysis and Research Writing
HCS	440	Public Health and Community Services
HCS	490	Quality, Leadership and Management for Health Care Organizations I

**GENERAL ELECTIVES****36 credits**

36 credits taken at level 100 or above.

**Program Student Learning Outcomes:** The Health Care Services Program enables learners to develop:

1. Problem-solving and decision-making skills within the health care services industry.

2. Skills in the use of information analysis and computer literacy skills (internet research, electronic access to information).
3. The ability to communicate values, directions, and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal and organizational settings.
4. Interpersonal, self-reliance and leadership skills.
5. Written and oral communication skills applicable to the health care service industry.
6. Understanding of research techniques and their applications to the health care industry.
7. Self-knowledge and self-image growth.

**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 490— Quality, Leadership and Management for Health Care Organizations). Among others, it uses a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the discipline of Health Care Services.

## **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 Care Services 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****120 credits****Program Coordinator:** Jennifer Jo Booker, Ed.D.*Academic Credentials:* Ed.D., Nova Southeastern University, M.S., Florida Agricultural & Mechanical University, B.A., University of Florida, Associate Professor of Multi/Interdisciplinary Studies for the Organizational Leadership Program, 2005.**Contact information:** 305-628-6732; [jeddings@stu.edu](mailto:jeddings@stu.edu)*Program Advisors:* Jennifer Eddings-Booker, Ed.D.; Hilroy Thomas, Ed.D., Ed.M.

**Program Description:** The Bachelor of Arts 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, every changing, global operating environment.

The B.A. 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 on-line. The program normally starts each January, May and September.

**Admission Requirements:** An applicant must:

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 and payment of \$40 non-refundable application fee.

**GENERAL EDUCATION REQUIREMENTS (GER)****42 credits****HUMANITIES****12 credits****Written Communications****6 credits**

ENG 101 Composition

ENG 102 Composition &amp; Literature

**English Literature****3 credits**

See the General Education Requirements for the list of courses.

**Humanities/Fine Arts****3 credits**

See the General Education Requirements for the list of courses.

**THE NATURAL WORLD & QUANT. REASONING****9 credits****Mathematics/Physical Science**

This requirement will be fulfilled by completing ORG 205.

**Natural Science**

See the General Education Requirements for the list of courses.

**Physical Science**

This requirement will be fulfilled by completing a course in Computer Science.

**CULTURAL AND SOCIETY** **9 credits**

**Social Science**

This requirement will be fulfilled by completing major requirements

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

This requirement will be fulfilled by completing major requirements

**PHILOSOPHY** **3 credits**

This requirement will be fulfilled by completing PHI 369C.

Business Ethics

**RELIGIOUS STUDIES** **3 credits**

See the General Education Requirements for the list of courses.

**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 and Life Assessment

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

COM 400 Business Communication and Report Writing

*Pre-requisite: ENG 102*

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

*Pre-requisite: ENG 102*

PSY 450D Psychology of Work

SOC 460D Conflict and Conflict Resolution

**GENERAL ELECTIVES** **30-45 credits**

(Select courses in consultation with your advisor)

**Program Learning Outcomes**

**The Organizational Leadership program enables learners to develop:**

- 1. Interpersonal skills**
- 2. Written and oral communication skills**
3. Problem-solving and decision-making skills
4. Understanding of research techniques and their applications
5. Self-knowledge and self-image growth
6. Self-reliance and leadership skills

7. Skills in the use of information analysis and computer literacy skills (internet research, electronic access to information).
8. The ability to communicate values, directions, 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.

### **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 Organizational Leadership Program must complete at least 120 credits with a GPA of at least 2.00 and meet all additional academic requirements.

## BACHELOR OF SCIENCE IN FIRE SCIENCE MANAGEMENT

120 credits

**Program Coordinator:** Jennifer Jo Booker, Ed.D. (Interim)

*Academic Credentials:* Ed.D., Nova Southeastern University, M.S., Florida Agricultural & Mechanical University, B.A., University of Florida, Associate Professor of Multi/Interdisciplinary Studies for the Organizational Leadership Program, 2005.

**Contact information:** 305-628-6732; [jeddings@stu.edu](mailto:jeddings@stu.edu)

*Program Advisors:* Jennifer Jo Booker, Ed. D.; Hilroy Thomas, Ed.D.

**Program Description:** The Bachelor of Science 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. 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 service organizations are also welcome, but they must meet all FSM admissions requirements.

The BS in Fire Science Management uses a multi-professional approach to practice, policy integration, management of organizations and human resources involved with the fire industry. It includes comprehensive knowledge that can be applied to coordinate, plan, and administer public policy, as well as understand the fire department's role in public safety.

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 Fire/EMS certification and credentials or equivalent.

### GENERAL EDUCATION REQUIREMENTS (GER)

42 credits

#### HUMANITIES

12 credits

##### Written Communications

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### English Literature

3 credits

See the General Education Requirements for the list of courses.

##### Humanities/Fine Arts

3 credits

See the General Education Requirements for the list of courses.

#### THE NATURAL WORLD & QUANT. REASONING

9 credits

##### Mathematics/Physical Science

This requirement will be fulfilled by completing ORG 205.

**Natural Science**

See the General Education Requirements for the list of courses.

**Physical Science**

This requirement will be fulfilled by completing a course in Computer Science.

**CULTURAL AND SOCIETY****9 credits****Social Science**

This requirement will be fulfilled by completing major requirements

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

This requirement will be fulfilled by completing major requirements

**PHILOSOPHY****3 credits**

This requirement will be fulfilled by completing PHI 369C.

Business Ethics

**RELIGIOUS STUDIES****3 credits**

See the General Education Requirements for the list of courses.

**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 and Life Assessment
ORG 327	Organizational Behavior
PSY 450	Industrial and Organizational Psychology
COM 400	Business Communication And Report Writing
<i>Pre-requisite: ENG 102</i>	

**MAJOR REQUIREMENTS****36 credits**

PHI 369C	Business Ethics
<i>Pre-requisite: ENG 102</i>	
SOC 460D	Conflict and Conflict Resolution
ORG 205	Selected Statistical Procedures
FSM 204	Accounting for Departmental Budgets
FSM 315	Advanced Principles of Fire Science Technology
FSM 321	Leadership and Management in Service Organizations
FSM 323	Fire Services Personnel Management
FSM 334	Managing Fire Investigations
FSM 407	Managing Hazardous Materials
FSM 428	Planning and Analysis of Fire Protection Services
FSM 470	Planning and Control of Major Disasters
FSM 490	Advanced Fire Administration

**GENERAL ELECTIVES****30-45 credits**

(Select courses in consultation with your advisor)

**Program Learning Outcomes:** Graduates of the BS in Fire Science Management program will graduate professionals who will:

1. Become leaders of organizational change and management in the fire or related services.
2. Think strategically and proactively within their fire service organizations.
3. Use critical and creative analyses in their research and at solving systemic and organizational challenges.
4. Become critical decision makers.
5. Work and communicate collaboratively in teams.
6. Advance to the upper ranks of a private or municipal fire service organization or find employment in state or federal fire service organizations.
7. Write and communicate effectively within the fire service and related professional environment.
8. Use technology to advance their professional and personal lives.

**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.

## **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 BS in Fire Science Program must complete at least 120 credits with a GPA of at least 2.00 and meet all additional academic requirements.

## 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 B. A. in Organizational Leadership or the B.A. in Health Care Services, 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 B.A. in Organizational Leadership or the B.A. in Health Care Services.

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 Care Services programs. Students are eligible to enter the B.A. in Organizational Leadership or the B.A. in Health Care Services after the accumulation of 45 credits. Each class runs for 5 consecutive weeks, and is provided totally through on-line 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 on-line 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 2.5 for the first 12 credits of enrollment.

Students in the Pre-OL program must apply to the B.A. in Organizational Leadership or Health care services when they have completed 30 credits with a GPA of 2.0.

# SCHOOL OF SCIENCE, TECHNOLOGY, AND ENGINEERING MANAGEMENT

***"Leaders Make the Discoveries That Build Our Future"***

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**FACULTY:** J. Abdirkin, E. Ajhar, A. Cioffi, T. Eaton, E. Hart, S. Malinconico, P. Maul, J. Plunkett, D. Quesada, W. Steelant, A. Varela, A. Vynne, and L. Wang

**RESEARCH FACULTY:** S. Van slambrouck, A. Tapanes-Castillo

**ADJUNCT FACULTY:** K. Anderson, E. Cainas, I. Calderin, S. Diaz, , J. Dinicola, K. McDonald, M. Tahseen, J. Toohey-Morales, S. Zane

## MISSION

The faculty of the *School of Science, Technology, and Engineering Management* teaches the methods of science and engineering to our community's 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** offers traditional undergraduate programs in the health, life, physical, and computer sciences. The emphasis is on hands-on research and laboratory experience in preparation for graduate and professional schools as well as preparation for professional positions in the engineering and high-technology industries.

The **Institute for Applied Computer Applications and Engineering Management** is creating 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. Our programs focus on the interdependence of technology and management as the core foundation required to successfully prepare our students to become technical leaders in business organizations.

All our faculties have doctoral degrees, pursue research and other scholarly activities, and are committed to delivering an outstanding science education to our students. Students learn current science and technology in the laboratory, in the classroom, and by participating in faculty-directed research, tailored to students' needs.

## PROGRAMS OF STUDY

BS in Biology

BS in Chemistry

BA in Computer Information Systems

BS in Computer Science

BS in Mathematics

Pre-Engineering Program offered with Florida International University

Pre-Nursing Program offered with the University of Miami and a Certificate in Applied Sciences

Minor Programs offered in Biology, Chemistry, Computer Information Systems, Computer Science, Mathematics, Physics, and Science

## **DEPARTMENT OF NATURAL SCIENCES, MATHEMATICS, AND COMPUTER SCIENCES**

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### **DEPARTMENT OVERVIEW**

The Department of Natural Sciences, Mathematics, and Computer Sciences 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 computer science, forensic science, engineering, nursing, teaching, mathematics, and other fields. Majors are offered in Biology, Chemistry, Computer Science, Computer Information Systems, and Mathematics, and minors are offered for Biology, Chemistry, Computer Information Systems, Computer Science, Mathematics, and Physics. In addition, the School offers a 2+2 nursing program with the University of Miami and a 2+2 engineering program with Florida International University.

The purpose of our curriculum is to 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 as 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 the medicine, dentistry, pharmacy, optometry, veterinarian sciences, or other professional programs should major in Biology with a Specialization in Pre-Professional Studies. Course work 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 Alan Plunkett, PhD

**Academic Credentials:** PhD in Biological Sciences: Neurobiology Concentration (Georgia State University, Atlanta, GA); BA in Microbiology (Miami University, Oxford, OH).

**Contact Information:** Phone: 305-628-6576. Email: jplunkett@stu.edu

**Program Advisors:** John Abdirkin, MD; Scott M. Malinconico, PhD; Pilar Maul, PhD; Jeffery Alan Plunkett, PhD.

### Description

The Bachelor of Science 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 course work to enable the student to pursue a research-based educational experience if so desired.

### **Course Requirements** **120 credits**

#### **General Education Requirements** **42 credits**

##### **HUMANITIES**

##### **Written Communications**

**12 credits**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

##### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

##### **Mathematics/Physical Science**

Biology majors should take MAT 232 to complete this requirement.

##### **Natural Science**

Biology majors should take BIO 108 with laboratory to complete this requirement.

##### **Physical Science**

Biology majors should take PHY 101 to complete this requirement.

##### **SOCIAL SCIENCE/HISTORY**

**9 credits**

##### **Social Science**

Majors specializing in Forensic Science should take PSY 201 to complete this requirement.

##### **History**

See the General Education Requirements for the list of courses.

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

Majors specializing in Forensic Science should take CRI 101 to complete this requirement.

##### **PHILOSOPHY**

**6 credits**

See the General Education Requirements for the list of courses.

Biology majors should take PHI 353C to satisfy one of the Philosophy requirements.

**RELIGIOUS STUDIES****6 credits**

See the General Education Requirements for the list of 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.

**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 + 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 Advanced Microcomputer Applications  
or  
Department approved programming course.
- COM 400 Business Communication and Report Writing
- 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 Requirements or Specialization Options****Students not seeking a specialization must take the following courses****11-12 credits**

- BIO 230, 230L Anatomy + laboratory
  - CHE 321, 321L Quantitative Analysis + laboratory.
- Take an additional 300/400 level Biology or Chemistry course.

**Specialization 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 critical 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 knowledgebase 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.

## BACHELOR OF SCIENCE IN BIOLOGY WITH FORENSIC SCIENCE SPECIALIZATION

**Program Coordinator:** Scott M. Malinconico, PhD

*Academic Credentials:* PhD in Biochemistry (Pennsylvania State University, State College, PA); BS in Biology and Chemistry (Tufts University, Medford, MA).

**Contact Information:** Phone: 305-628-6574. Email: smalinconico@stu.edu

*Program Advisors:* John Abdirkin, MD; Scott M. Malinconico, PhD; Pilar Maul, PhD; Jeffery Alan Plunkett, PhD.

### Description

This specialization is in conjunction with the Biology Degree Program, all program goals for the student's chosen degree will apply as well as those listed below. The specialization in Forensic Science is designed to give Biology degree students a basic knowledge of forensic science. The student will be exposed to the concepts and facts of chemistry, biology, physics, mathematics, and those aspects of the legal system pertinent to a forensic scientist. The purpose of the specialization is to equip students with the necessary tools to function more effectively a forensic science orientated work place. It also provides the necessary course work to enable the student to pursue a career in the sciences if so desired.

### Course Requirements

**120 credits**

In addition to the above program requirements for the BS in Biology, this program requires the following courses to complete the specialization:

### Specialization in Forensic Science

**22-25 credits**

BIO	353, 353L	Biochemistry II + laboratory
FRS	101	Survey of Forensic Science (1 credit) (optional)
FRS	201	Introduction to Forensic Science
PSY	201	Introduction to Psychology
PSY	470	Psychology of Law
CRI	101	Introduction to Criminal Justice
Take two additional 300/400 level Forensic Science Courses.		

### Program Student Learning Outcomes:

1. Provide students with a knowledge base in chemistry, biology, physics, and mathematics needed to understand and perform work typically done in forensic science, chemical, or other science laboratories.
  - a. Provide students with a curriculum that gives them a solid foundation in the concepts and facts of chemistry, biology, physics, mathematics, and those aspects of the legal system pertinent to a forensic scientist.
  - b. Require students to become skilled at obtaining, documenting, manipulating, and interpreting experimental data.
  - c. Develop in students the problem-solving ability that will enable them to successfully confront and solve non-routine analytical problems by designing and executing original experimental approaches.
2. Provide students with the technical and intellectual skills needed to work successfully as a professional forensic scientist, chemist, or other related professions.
  - a. Mathematical skills necessary for work in the forensic or scientific laboratory.

- b. Laboratory skills that will enable the student to work both safely and effectively.
  - c. Skills needed to locate, retrieve, and interpret scientific information.
  - d. Oral and written communication skills that will enable the student to communicate scientific concepts and experiments convincingly, and to defend scientific beliefs.
  - e. Computer skills in word processing, spreadsheet manipulation, graphing, and presentations.
3. Instill in students attitudes and values appropriate for a professional forensic scientist, chemist, or other science professional.
- a. Require students in classroom and lab settings to practice honesty, reliability, punctuality, initiative, strong work ethic, and good interpersonal skills that are the hallmarks of a professional scientist.
  - b. Develop in students a strong sense of proper ethical behavior in the sciences and the need for good record-keeping and documentation.
  - c. Ensure that students develop the learning skills and motivation needed for life-long learning.

**Program Student Learning Outcomes Assessment.**

Successful completion of a Biology degree, assessment for these programs is documented under the respective degree. (Outcome 1)

Embedded Capstone Courses: FRS 300/400-level elective laboratory assessment. (Outcomes 2 and 3)

## **MINOR IN BIOLOGY** (minimum credits required – 25 excluding prerequisites)

**Program Coordinator:** Scott M. Malinconico, PhD

*Academic Credentials:* PhD in Biochemistry (Pennsylvania State University, State College, PA); BS in Biology and Chemistry (Tufts University, Medford, MA).

**Contact Information:** Phone: 305-628-6574. Email: smalinconico@stu.edu

*Program Advisors:* John Abdirkin, MD; Scott M. Malinconico, PhD; Pilar Maul, PhD; Jeffery Alan Plunkett, PhD.

### **Description**

The minor in Biology is designed to give students in all disciplines a basic knowledge of biology. The student will be 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 course work to enable the student to pursue a career in the sciences if so desired.

### **Admission Requirements**

Same as university undergraduate admissions requirements.

### **Pre-requisite Courses**

The following courses must be completed prior to starting the chemistry portion of Minor in Biology. MAT 181 Pre-Calculus Algebra or equivalent or higher-level mathematics course

### **Course Requirements**

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#### **Chemistry Requirement (4 credits)**

CHE 101, 101L General Chemistry 1 + laboratory

Or

CHE 133, 133L Chemistry for Health Science + laboratory

#### **Required Courses (minimum of 11 credits)**

BIO 108, 108L Principles of Biology I + laboratory

BIO 109, 109L Principles of Biology II + laboratory

#### **Microbiology Requirement (minimum 3 credits)**

BIO 325, 325L Microbiology + laboratory

Or

BIO 213 Microbiology for Nursing

#### **Elective Course (minimum of 7 credits)**

Two of the following course must be completed as part of the Minor in Biology.

BIO 214 Introduction to Research Methods

BIO 341, 230L Anatomy + laboratory

BIO 341, 341L Genetics + laboratory

BIO 345, 345L Physiology + laboratory

BIO 330, 330L Cell Biology + laboratory

BIO 352, 352L Biochemistry + laboratory

BIO 321 Plant Physiology

PSB 434 Cellular and Anatomical Neuroscience + laboratory

**Program Student Learning Outcomes:**

1. Fundamental concepts that characterize Biology, including concepts that characterize the various life science fields, including Botany, Environmental Science, Genetics, Microbiology, and Anatomy.
2. How scientific knowledge develops, including the historical development of foundational theories and laws, the nature of science (particularly tentativeness and creativity), and the relationship between science, technology, and society.
3. Utilize a variety of skills related to learning Biology, including thinking skills of reasoning, critical thinking, creative thinking, and problem solving; and self-regulatory behaviors of organization, self-management, and monitoring through

**Program Student Learning Outcomes Assessment.**

1. Biology assessment test at completion of BIO 109.
2. Embedded capstone course BIO 325 Microbiology; identification of unknown microorganism project.

## BACHELOR OF SCIENCE IN CHEMISTRY

**Program Coordinator:** Thomas A. Eaton, PhD

*Academic Credentials:* PhD in Chemistry (University of Pittsburgh, Pittsburgh, PA); AB Journalism (University of Nebraska-Lincoln, Lincoln, NE).

**Contact Information:** Phone: 305-628-6715. Email: teaton@stu.edu

*Program Advisors:* Thomas A. Eaton, PhD; Scott M. Malinconico, PhD.

### Description

The purpose of the BS in Chemistry program is to educate and prepare students for careers in chemistry and forensic sciences, and professional school programs in related fields including medicine, dentistry and pharmacy, for graduate programs in chemistry, or for their own curiosity in chemistry.

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### Course Requirements 120 credits

#### General Education Requirements 42 credits

##### **HUMANITIES 12 credits**

##### **Written Communications 6 credits**

ENG 101 Composition

ENG 102 Composition & Literature

##### **English Literature 3 credits**

See the General Education Requirements for the list of courses.

##### **Humanities/Fine Arts 3 credits**

See the General Education Requirements for the list of courses.

##### **THE NATURAL WORLD & QUANT. REASONING 9 credits**

##### **Mathematics/Physical Science**

Chemistry majors should take MAT 232 to complete this requirement.

##### **Natural Science**

Chemistry majors should take BIO 108 with laboratory to complete this requirement.

##### **Physical Science**

Chemistry majors should take CHE 101 to complete this requirement.

##### **SOCIAL SCIENCE/HISTORY 9 credits**

##### **Social Science**

Majors specializing in Forensic Science should take PSY 201 to complete this requirement.

##### **History**

See the General Education Requirements for the list of courses.

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

Majors specializing in Forensic Science should take CRI 101 to complete this requirement.

##### **PHILOSOPHY 6 credits**

See the General Education Requirements for the list of courses.

##### **RELIGIOUS STUDIES 6 credits**

See the General Education Requirements for the list of 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.

**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 + 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 Business Communication and Report Writing  
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:**

1. To provide the student with theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry and biochemistry.
2. To provide practical training for our students 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. To provide chemistry and biology majors with the classroom knowledge and laboratory skills needed to gain entry to graduate school in chemistry and biology programs, professional school, including medical school, dental school or pharmacy school, or for employment in science, including forensics. Students will be able to perform common laboratory techniques competently, and be familiar with the operation and application of modern scientific instrumentation.
4. Students will be able to record and process data obtained in a modern laboratory.
5. Students will be able 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.

## **BACHELOR OF SCIENCE IN CHEMISTRY WITH FORENSIC SCIENCE SPECIALIZATION**

**Program Coordinator:** Scott M. Malinconico, PhD

*Academic Credentials:* PhD in Biochemistry (Pennsylvania State University, State College, PA); BS in Biology and Chemistry (Tufts University, Medford, MA).

**Contact Information:** Phone: 305-628-6574. Email: smalinconico@stu.edu

*Program Advisors:* Thomas A. Eaton, PhD; Scott M. Malinconico, PhD.

### **Description**

This specialization is in conjunction with the Chemistry Degree Program, all program goals for the student's chosen degree will apply as well as those listed below. The specialization in Forensic Science is designed to give Chemistry degree students a basic knowledge of forensic science. The student will be exposed to the concepts and facts of chemistry, biology, physics, mathematics, and those aspects of the legal system pertinent to a forensic scientist. The purpose of the specialization is to equip students with the necessary tools to function more effectively a forensic science orientated work place. It also provides the necessary course work to enable the student to pursue a career in the sciences if so desired.

### **Course Requirements**

**120 Credits**

In addition to the above program requirements for the BS in Chemistry, this program requires the following courses to complete the specialization:

### **Specialization in Forensic Science**

**22-25 credits**

BIO	353, 353L	Biochemistry II + laboratory (fulfills 4 elective credits in major requirements)
FRS	101	Survey of Forensic Science (1 credit) (optional)
FRS	201	Introduction to Forensic Science
PSY	201	Introduction to Psychology
PSY	470	Psychology of Law
CRI	101	Introduction to Criminal Justice

Take two additional 300/400 level Forensic Science Courses.

### **Program Student Learning Outcomes:**

1. Provide students with a knowledge base in chemistry, biology, physics, and mathematics needed to understand and perform work typically done in forensic science, chemical, or other science laboratories.
  - a. Provide students with a curriculum that gives them a solid foundation in the concepts and facts of chemistry, biology, physics, mathematics, and those aspects of the legal system pertinent to a forensic scientist.
  - b. Require students to become skilled at obtaining, documenting, manipulating, and interpreting experimental data.
  - c. Develop in students the problem-solving ability that will enable them to successfully confront and solve non-routine analytical problems by designing and executing original experimental approaches.
2. Provide students with the technical and intellectual skills needed to work successfully as a professional forensic scientist, chemist, or other related professions.
  - a. Mathematical skills necessary for work in the forensic or scientific laboratory.

- b. Laboratory skills that will enable the student to work both safely and effectively.
  - c. Skills needed to locate, retrieve, and interpret scientific information.
  - d. Oral and written communication skills that will enable the student to communicate scientific concepts and experiments convincingly, and to defend scientific beliefs.
  - e. Computer skills in word processing, spreadsheet manipulation, graphing, and presentations.
3. Instill in students attitudes and values appropriate for a professional forensic scientist, chemist, or other science professional.
- a. Require students in classroom and lab settings to practice honesty, reliability, punctuality, initiative, strong work ethic, and good interpersonal skills that are the hallmarks of a professional scientist.
  - b. Develop in students a strong sense of proper ethical behavior in the sciences and the need for good record-keeping and documentation.
  - c. Ensure that students develop the learning skills and motivation needed for life-long learning.

**Program Student Learning Outcomes Assessment.**

- 1. Successful completion of a Chemistry degree, assessment for these programs is documented under the respective degree. (Outcome 1)
- 2. Embedded Capstone Courses: FRS 300/400-level elective laboratory assessment (Outcomes 2 and 3)

## **MINOR IN CHEMISTRY** (minimum credits required – 26, excluding prerequisites)

**Program Coordinator:** Thomas A. Eaton, PhD

*Academic Credentials:* PhD in Chemistry (University of Pittsburgh, Pittsburgh, PA); AB Journalism (University of Nebraska-Lincoln, Lincoln, NE).

**Contact Information:** Phone: 305-628-6715. Email: teaton@stu.edu

*Program Advisors:* Thomas A. Eaton, PhD; Scott M. Malinconico, PhD.

### **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.

### **Admission Requirements**

Same as university undergraduate admissions requirements.

### **Pre-requisite Course**

The following courses must be completed prior to starting the Minor in Chemistry.

MAT 181 Pre-Calculus Algebra or equivalent or higher –level mathematics course.

MAT 232 Calculus I or equivalent if CHE 355 Basic Physical Chemistry is taken as an elective course

### **Course Requirements**

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#### **Required Courses (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

#### **Elective Course (minimum of 6 credits)**

Two of the following courses or other 300 – or 400 – level CHE elective course must be completed as part of the Minor in Chemistry

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:**

1. To provide the student with theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry and biochemistry.
2. To provide practical training for our students 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.

## BACHELOR OF ARTS IN COMPUTER INFORMATION SYSTEMS

**Program Coordinator:** Adrienne Vynne, EdD

*Academic Credentials:* EdD in Instructional Technology and Distance Education, (Nova Southeastern University, Davie, FL), MS in Computer Information Systems, (1984, University of Miami, Coral Gables, FL), BSN (Cornell University, New York, NY), BA in Political Science (University of North Carolina, Chapel Hill, NC).

**Contact Information:** Phone: 305-628-6569. Email: avynne@stu.edu

*Program Advisors:* Adrienne Vynne, EdD; Lu Wang, PhD.

### Description

The Computer Information Systems (CIS) curriculum is designed to prepare students for careers as information technology professionals. Students develop technical and analytical skills through the completion of hands-on projects, laboratory exercises, and case analysis in team-oriented environments. The major provides a solid foundation of the processes that support delivery and management of information systems in a business environment. Students are offered the opportunity to gain practical technical experience through internships.

### **Course Requirements** **120 credits**

#### **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.

##### **THE NATURAL WORLD & QUANT. REASONING**

##### **Mathematics/Physical Science**

Computer Information Systems major should take MAT 205 to complete this requirement.

##### **Natural Science**

See the General Education Requirements for the list of courses.

##### **Physical Science**

Computer Information System majors should take CIS 205 to complete this requirement.

##### **SOCIAL SCIENCE/HISTORY**

##### **Social Science**

See the General Education Requirements for the list of courses.

##### **History**

See the General Education Requirements for the list of courses.

##### **Social Science/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.

**12 credits**

**6 credits**

**3 credits**

**3 credits**

**9 credits**

**9 credits**

**6 credits**

**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 Prerequisites****36 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
BUS	120	Principles of Organization and Administration
CIS	140, 280L	Introduction to Computer Programming 1/JAVA + laboratory
CIS	150, 280L	Foundation of Computer Systems + laboratory
CIS	230, 280L	Introduction to Computer Programming 2/JAVA + laboratory
COM	400	Business Communication and Report Writing
ECO	201	Principles of Macroeconomics
MAT	181	Pre-calculus: Algebra
MAT	205	Applied Statistics
MAT	212	Calculus for Business, Economics, and Finance

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

BUS	326	Quantitative Analysis for Decision Making
CIS	305	Database Concepts Using ACCESS
CIS	330	E-commerce Technologies
CIS	351	Software Engineering
CIS	400	Computer Security
CIS	430	Database System Design and Development
CIS	451	Foundation of Operating Systems
CIS	460	Computer Networks and Communication
FIN	311	Financial Administration I

**General Electives****15 credits****Program Student Learning Outcomes:**

1. Apply information technology skills to solve business problems and effectively communicate these solutions.
2. Understand the mathematical foundations of the IT field and use quantitative analysis techniques appropriately and effectively.
3. Develop an ethical framework to respond to ethical dilemmas related to information technology.
4. Conduct timely and appropriate research to analyze changing paradigms and technology innovations

**Program Student Learning Outcomes Assessment.** Students complete projects in all major courses and to maintain an ongoing electronic portfolio of their work. Research and subsequent practical application is a component of each project.

A capstone course is used for program level assessment. The course requires students to select an area of concentration and develop a project proposal. The final project will be presented to faculty, IT professionals, and fellow students. The portfolio's activities must demonstrate the individual's ability to apply the standard in a real world setting.

## MINOR IN COMPUTER INFORMATION SYSTEMS

**Program Coordinator:** Adrienne Vynne, EdD

*Academic Credentials:* EdD in Instructional Technology and Distance Education, (Nova Southeastern University, Davie, FL), MS in Computer Information Systems, (University of Miami, Coral Gables, FL), BSN (1977, Cornell University, New York, NY), BA in Political Science (University of North Carolina, Chapel Hill, NC).

**Contact Information:** Phone: 305-628-6569. Email: avynne@stu.edu

*Program Advisors:* Adrienne Vynne, EdD; Lu Wang, PhD.

### Description

The Minor in Computer Information Systems is designed to give students in all disciplines a basic knowledge of information technology. The 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.

### Admission Requirements

Same as university undergraduate admissions requirements.

### Course 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:

1. To provide students with theoretical (classroom, textbook) and practical (laboratory) knowledge of information technology concepts and skills.
2. To provide practical training for our students 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:** Lu Wang, PhD

*Academic Credentials:* PhD in Electrical Engineering (Florida International University, Miami, FL); MS in Computer Science (Florida International University, Miami, FL); BE in Electrical Engineering (Zhejiang University, Hangzhou, Zhejiang, China).

**Contact Information:** Phone: 305-474-6985. Email: lwang@stu.edu

*Program Advisors:* Adrienne Vynne, EdD; Lu Wang, PhD.

### Description

The Computer Science program 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 different fields in Computer Science as well.

### **Course Requirements** **120 credits**

#### **General Education Requirements** **42 credits**

##### **HUMANITIES** **12 credits**

###### **Written Communications**

6 credits

ENG 101 Composition

ENG 102 Composition & Literature

###### **English Literature**

3 credits

See the General Education Requirements for the list of courses.

###### **Humanities/Fine Arts**

3 credits

See the General Education Requirements for the list of courses.

##### **THE NATURAL WORLD & QUANT. REASONING**

**9 credits**

###### **Mathematics/Physical Science**

Computer Science major should take MAT 215 to complete this requirement.

###### **Natural Science**

Computer Science majors should take PHY 207 with laboratory to complete this requirement.

###### **Physical Science**

Computer Science majors should take CIS 201 to complete this requirement.

##### **SOCIAL SCIENCE/HISTORY**

**9 credits**

###### **Social Science**

See the General Education Requirements for the list of courses.

###### **History**

See the General Education Requirements for the list of courses.

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

See the General Education Requirements for the list of courses.

##### **PHILOSOPHY**

**6 credits**

Computer Science majors should take PHI 152 for part of this requirement.

##### **RELIGIOUS STUDIES**

**6 credits**

See the General Education Requirements for the list of 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.

**DIVERSITY****3 credits**

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

**Major Prerequisites****37 credits**

CIS 105, 280L	Introduction to Programming in C and UNIX + laboratory
CIS 140, 280L	Introduction to Computer Programming 1/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 Computer Theory

**(Major Electives)**

Take 3 courses in Computer Science at the 300 level or above.

**Mathematics Electives**

Take 3 courses in Mathematics at the 300 level or above.

**9 credits****General Electives****5-17 credits**

5-17 credits courses 100 level or above. (Not ENS or ESL)

**Program Student Learning Outcomes:**

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:** Lu Wang, PhD

*Academic Credentials:* PhD in Electrical Engineering (Florida International University, Miami, FL); MS in Computer Science (Florida International University, Miami, FL); BE in Electrical Engineering (Zhejiang University, Hangzhou, Zhejiang, China).

**Contact Information:** Phone: 305-474-6985. Email: lwang@stu.edu

*Program Advisors:* Adrienne Vynne, EdD; Lu Wang, PhD.

### Description

The Computer Science Minor Program 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.

### Admission Requirements

Same as university undergraduate admissions requirements.

### Course Requirements

**19 credits**

CIS 105, 280L	Introduction to Programming in C/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:

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:** David Quesada, PhD

**Academic Credentials:** PhD in Physics (University of Havana, Havana, Cuba); BS in Physical-Mathematical Sciences (Moscow State University M. V. Lomonosov, Moscow, Russia).

**Contact Information:** Phone: 305-474-6910. Email: dquesada@stu.edu

**Program Advisors:** Edward A. Ajhar, PhD; Alberto Varela, PhD; Edmund Hart EdD; David Quesada, PhD.

### Description

The Bachelor of Science in Mathematics is designed to provide 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.

### **Course Requirements** **120 credits**

#### **General Education Requirements** **42 credits**

##### **HUMANITIES** **12 credits**

###### **Written Communications** **6 credits**

ENG 101 Composition

ENG 102 Composition & Literature

###### **English Literature** **3 credits**

See the General Education Requirements for the list of courses.

###### **Humanities/Fine Arts** **3 credits**

See the General Education Requirements for the list of courses.

##### **THE NATURAL WORLD & QUANT. REASONING** **9 credits**

###### **Mathematics/Physical Science**

Mathematics majors should take MAT 232 to complete this requirement.

###### **Natural Science**

Mathematics majors should take CHE 101/L to complete this requirement.

###### **Physical Science**

Mathematics majors should take PHY 207/L to complete this requirement.

##### **SOCIAL SCIENCE/HISTORY** **9 credits**

###### **Social Science**

See the General Education Requirements for the list of courses.

###### **History**

See the General Education Requirements for the list of courses.

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

See the General Education Requirements for the list of courses.

##### **PHILOSOPHY** **6 credits**

See the General Education Requirements for the list of courses.

##### **RELIGIOUS STUDIES** **6 credits**

See the General Education Requirements for the list of 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.

**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****35 credits**

MAT 234	Calculus III
MAT 306	Differential Equations
MAT 311	Linear Algebra
MAT 316	Complex Variables

**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/UNIX + laboratory
CIS 351	Software Engineering
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****18 credits****Program Student Learning Outcomes:**

1. Demonstrate competencies in the areas of Algebra, Calculus, Probability and Statistics (theoretical concepts and applications).
2. Being able to apply well – understood computational techniques in problem solving.
3. Being 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. Being 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:** David Quesada, PhD

*Academic Credentials:* PhD in Physics (University of Havana, Havana, Cuba); BS in Physical-Mathematical Sciences (Moscow State University M. V. Lomonosov, Moscow, Russia).

**Contact Information:** Phone: 305-474-6910. Email: dquesada@stu.edu

*Program Advisors:* Edward A. Ajhar, PhD; Edmund Hart EdD; David Quesada, PhD; Alberto Varela, PhD.

### 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.

### Admission Requirements

Same as university undergraduate admissions requirements.

### Course 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)

Current offerings include the following:

- 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:**

1. Demonstrate competencies in the areas of Algebra, Calculus, Probability and Statistics (theoretical concepts and applications).
2. Being able to apply well – understood computational techniques in problem solving.
3. Being 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. Being 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** (minimum credits required – 21, excluding prerequisites)

*Program Coordinator: Edward A. Ajhar, PhD*

*Academic Credentials:* PhD in Physics (Massachusetts Institute of Technology, Cambridge, MA); MM in Performance (The University of Arizona, Tucson, AZ); SB in Physics (Massachusetts Institute of Technology, Cambridge, MA).

**Contact Information:** Phone: 305-628-6720. Email: [ajhar@stu.edu](mailto:ajhar@stu.edu)

*Program Advisors:* Edward Ajhar, PhD; David Quesada, PhD; Alberto Varela, PhD.

### **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.

### **Admission Requirements**

Same as university undergraduate admissions requirements

### **Pre-requisite Courses (8 credits)**

The following courses must be completed prior to starting the Minor in Physics.

MAT 232 Calculus I

MAT 233 Calculus II

### **Course Requirements**

#### **Required Courses (18 credits)**

PHY 207, 207L University Physics I + laboratory

PHY 208, 208L University Physics II + laboratory

PHY 301 Modern Physics (with integrated laboratory)

MAT 234 Calculus III

#### **Elective Course (minimum of 3 credits)**

One of the following 300 or 400 level courses must be completed as part of the Minor in Physics.

PHY 302 Statistical Physics

PHY 310 Principles of Optics (with integrated laboratory)

PHY 401 Solid State Physics

PHY 402 Atmospheric Physics

PHY 403 Modern Astrophysics

### **Program Student Learning Outcomes:**

1. Mastering basic principles in the four subfields of physics.
2. Multidisciplinary integration of different areas of physics and mathematics.

3. Integration of 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 involve three components: computer programming, quantitative calculations, and hands-on skills.
3. Oral presentation in elective course applying accumulated skills.

## MINOR IN SCIENCE

**Program Coordinator:** Edward A. Ajhar, PhD

**Academic Credentials:** PhD in Physics (Massachusetts Institute of Technology, Cambridge, MA); MM in Performance (The University of Arizona, Tucson, AZ); SB in Physics (Massachusetts Institute of Technology, Cambridge, MA).

**Contact Information:** Phone: 305-628-6720. Email: [ajhar@stu.edu](mailto:ajhar@stu.edu)

**Program Advisors:** Edward A. Ajhar, PhD; Scott Malinconico, PhD; David Quesada, PhD.

### Description

Knowledge of the basic concepts of mathematics and the scientific disciplines is critical for the success of a technology-driven culture and economy. The Minor in Science is an interdisciplinary minor in general science and is designed to provide interested undergraduate majors with the opportunity to develop a critical base of knowledge in these two important areas. This minor is ideal for elementary education and business administration majors interested in careers in the emerging science and technology industry. The minor provides background in three mathematics courses and in one course in Biology, Chemistry, Physics, and Earth/Space Science. Two of the science courses require a laboratory experience.

Candidates in Bachelor's Degree programs in Biology; Chemistry; Mathematics; Secondary Education, Biology; Secondary Education, Chemistry; or Secondary Education, Mathematics, may **not** also earn this minor.

### Admission Requirements

Same as university undergraduate admissions requirements.

### Course Requirements (minimum credits required – 23)

#### Mathematics Requirements (take three courses)

MAT 181 Precalculus: Algebra

MAT 205 Applied Statistics

MAT 165 Geometry

or

MAT 182 Precalculus: Trigonometry and Analytic Geometry

#### Sciences Requirements

The Discipline of Biology (take course and laboratory)

BIO 108, 108L Principles of Biology I + laboratory

The Discipline of Chemistry (take course and laboratory)

CHE 133, 133L Chemistry for Health Sciences + laboratory

The Discipline of Earth/Space Science (take one course from the following)

SCI 105 Earth Science

SCI 112 Introduction to Meteorology

SCI 114 Astronomy

The Discipline of Physics (take one course from the following)

SCI 119 Physical Science and Solar Energy

PHY 100 Introduction to Physics

**Program Student Learning Outcomes:** The learning outcomes are based on the 2010 the Florida Department of Education's Elementary Education K-6 Science, Technology, and Mathematics Competencies and Skills for teachers:

1. Basic knowledge of the nature of science
2. Basic knowledge of the nature of matter
3. Basic knowledge of forces, motion, and energy
4. Basic knowledge of Earth and space
5. Basic knowledge of life science
6. Basic knowledge of geometry and measurement
7. Basic knowledge of algebra
8. Basic knowledge of data analysis

**Program Student Learning Outcomes Assessment.** A locally developed Exit Examination modeled after the Florida Teacher Education Certification Examination in Elementary Education K-6 will be administered to all students.

# **ST. THOMAS UNIVERSITY / FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF ENGINEERING 2+2 ENGINEERING EDUCATION PROGRAM**

**Program Coordinator** Edward A. Ajhar, PhD

*Academic Credentials:* PhD in Physics (Massachusetts Institute of Technology, Cambridge, MA); MM in Performance (The University of Arizona, Tucson, AZ); SB in Physics (Massachusetts Institute of Technology, Cambridge, MA).

**Contact Information:** Phone: 305-628-6720. Email: [ajhar@stu.edu](mailto:ajhar@stu.edu)

*Program Advisors:* Edward Ajhar, PhD; David Quesada, PhD; Lu Wang, PhD.

## **Description**

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 course work.

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**

#### **Fall**

<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>	

#### **Spring**

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**

#### **Fall**

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>	

#### **Spring**

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:**

1. Demonstrate competencies in the areas of calculus, chemistry, and physics (theoretical concepts and applications).
2. Being 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 course work.

# **ST. THOMAS UNIVERSITY / UNIVERSITY OF MIAMI BSN JOINT NURSING DEGREE PROGRAM AND CERTIFICATE IN APPLIED SCIENCES**

**Program Coordinator** John Abdirkin, MD

**Academic Credentials:** MD (University of Bologna, Bologna, Italy); BS in Biology (Syracuse University, Syracuse, NY).

**Contact Information:** Phone: 305-628-6503. Email: jabdirkin@stu.edu

**Program Advisors:** Scott M. Malinconico, PhD; Adrienne L. Vynne, EdD.

## **Description**

The "2 + 2" Joint Nursing Degree Program is an innovative program in affiliation with the University of Miami, 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 phase at St. Thomas University (freshman and sophomore years) 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 and healthcare. The first two years at St. Thomas University provides students with the opportunity to complete 63 credits in pre-requisite coursework necessary for entrance into the Bachelor of Science degree program at the University of Miami.

The second phase (junior and senior years), held exclusively at UM consists 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 health care environment, and increases the supply of well educated nurses to serve the community's health care 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 440 Verbal and 500 Math or placement into ENG 101 and MAT 181 (or MAT 100A which must be completed the first semester)

**Transfer Applicants** must have a combined GPA of 3.3 or higher from all schools attended without any failing grades. All grades are calculated to determine the GPA even if a course was repeated for grade improvement. A maximum of 30 undergraduate credits from an approved institution may be transferred. Evaluation of credits is on a case-by-case basis upon the approval of the Dean. Transfer students must have at least 30 credits remaining in the STU curriculum to complete in order to be accepted.

## **Satisfactory Academic Progress**

Students must maintain an overall GPA of 3.5 or higher at 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 to enter the University of Miami**

The current GPA for admission to the University of Miami is 3.5 or higher (this includes any credits transferred into the program before matriculation to STU). The University of Miami 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**

3	ENG	101N	English Composition
3	MAT	181	Pre-calculus: Algebra
3	BIO	108	Principles of Biology I
1	BIO	108L	Principles of Biology I Laboratory
3	CHE	100N	Introduction to Chemistry for Nursing
1	UNI	101N	First Year Experience for Nursing

#### **14 TOTAL**

#### **Spring**

3	ENG	102N	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

#### **16 TOTAL**

### **Sophomore Year**

#### **Fall**

3	BIO	230	Anatomy
1	BIO	230L	Anatomy Laboratory
3	BIO	213N	Microbiology for Nursing
3	PSY	250	Statistical Analysis
3	EDU	260	Human Growth and Development
3	ENG	200	Scientific Writing

#### **16 TOTAL**

#### **Spring**

3	BIO	345	Physiology
1	BIO	345L	Physiology Laboratory
3	ART	230	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

#### **17 TOTAL**

#### **63 TOTAL CREDITS**

**Program Student Learning Outcomes:**

1. Application of the scientific method including development of hypotheses and experiments. Understanding laboratory techniques such as protocols, safety procedures, basic instrumentation and record keeping.
2. Critical Evaluation of the cell at the macro and molecular level:
  - Describe the flow of genetic information at the molecular level
  - Understand the basic principles of the chromosomal theory of inheritance
  - Identify the relationships between organisms and their environment
  - Understand the major cellular processes in eukaryotic and prokaryotic cells
  - 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 natural, physical and behavioral sciences, statistics and mathematics:
  - Understand knowledge and skills to enter advanced health care programs and meet standards to transfer to the University of Miami.

**Program Student Learning Outcomes Assessment.**

1. Practical final exam covering competencies of CHE 133L Chemistry for the Health Sciences Laboratory.
2. Term exams covering competencies of BIO 345 Human Physiology.
3. Three-day dietary analysis project (data collection, analysis, measureable goals and barriers), SCI 306N Nutrition.
4. BIO 299 Medical Terminology final project evaluating five hospital departments (most common diseases, principle procedures, laboratory and radiological diagnostics, and specialty teams).
5. University of Miami GPA scoring grid for science pre-requisites (biology, chemistry, microbiology, anatomy, physiology, psychology, nutrition, statistics, pre-calculus, and human growth and development).



Carnival Cruise Lines Science & Technology Building

# SCHOOL OF THEOLOGY AND MINISTRY

## ***"Faith and Human Values Are Fundamental for Effective Leadership"***

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**Mary Carter Waren, Interim Dean**

**Faculty:** M. Carter Waren, O. Cortes, B. Froehle, M. Iannone, T. Whapham, B. Stovell.

**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.

## **UNDERGRADUATE OFFERINGS IN RELIGIOUS STUDIES**

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**Program Coordinator:** Mary Carter Waren

**Academic Credentials:** D. Min. (Barry University, Miami Shores, FL); M.A. in Pastoral Ministries (St. Thomas University, Miami Gardens, FL); B.A. in Music (University of Wisconsin-Oshkosh, Oshkosh, WI)

**Contact Information:** Office Phone, 305-628-6653; e-mail, [mwaren@stu.edu](mailto:mwaren@stu.edu)

**Program Advisor:** Mary Carter Waren

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 needs for religious studies, Catholic identity, and elective courses. In addition, the School of Theology and Ministry also offers an Archdiocesan Catechist Certificate Program. Programs employ both main campus course work as well as a blended online delivery format.

### **MAJOR IN RELIGIOUS STUDIES**

The Bachelor of Arts 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, it respects the religious diversity of our student body. The program is a rigorous and reflective foundation in religious studies that is fundamental to effective leadership in the twenty-first 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.

### **Program Requirements**

A Bachelor of Arts (B.A.) degree requires 120 credits. The courses distribution is described below for all courses, both general education requirements and those within the religious studies major.

**BACHELOR OF ARTS IN RELIGIOUS STUDIES****120 credits****GENERAL EDUCATION REQUIREMENTS****42 credits****HUMANITIES****12 credits****Written Communications**

Requires 6 credits, generally the following:

ENG 101 Composition

ENG 102 Composition &amp; Literature

**English Literature**

Requires 3 credits. See the General Education Requirements for the list of courses.

**Humanities/Fine Arts**

Requires 3 credits. See the General Education Requirements for the list of courses.

**THE NATURAL WORLD & QUANTITATIVE REASONING****9 CREDITS****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/HISTORY****9 credits****Social Science**

See the General Education Requirements for the list of courses.

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

See the General Education Requirements for the list of courses.

**PHILOSOPHY****6 credits**

See the General Education Requirements for the list of courses.

**RELIGIOUS STUDIES****6 credits**

See the General Education Requirements for the list of courses.

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

May 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**

May 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	Old Testament
STM 225	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 364	Peacemaking: Historical Roots
STM 480,481,482	Great Religious Thinkers

### **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 330	Religious/Social Analysis of Conflict
STM 470,471	Great Religious Themes

### **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 Conflict
STM 392D	Religion in America

### **Senior Seminar**

STM 405	Senior Synthesis Seminar
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### **Communication**

Take one course from the following:

COM 105	Speech
COM 400	Business Communication and Report Writing

### **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 that religious diversity.
2. Students who complete the program will have been engaged in community based learning in some form 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 twenty-first century, from a servant leadership perspective.

**Program Learning Outcomes Assessment.** A capstone course (STM 405: Senior Synthesis 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. All graduates are to be interviewed at the end of the program.

**Graduation Requirements**

1. A student must complete the entire program's required course work.
2. A student must complete the major requirements with a 2.25 minimum GPA and 2.0 overall GPA.

## **MINOR IN RELIGIOUS STUDIES**

The minor in Religious Studies introduces students to the methods and content of this important field of study, so central to the University's mission, and nicely complements other majors offered at the University.

### **MINOR REQUIREMENTS**

**15 credits**

#### **Biblical/Historical**

**3 credits**

Take one course from the following:

STM	220	Old Testament
STM	225	New Testament
STM	240C	History of Christian Thought I
STM	242	History of Christian Thought II
STM	243C	Bible: Story and Salvation
STM	355C	Experience of Christ
STM	364	Peacemaking: Historical Roots

#### **Theological**

**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	325	Religious Dimensions of Nonviolent Action
STM	470	Great Religious Themes
STM	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
STM	330	Religious/Social Analysis of Conflict
STM	371C	Faith and Doubt

#### **Elective**

**6 credits**

Take at least two courses from among any that qualify as electives or are approved by the program advisor.

#### **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.

# **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 recommended

### **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. The 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 product 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. Prerequisites: 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; 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. The area of study may include current issues/events or may be determined at the discretion of the instructor.

Prerequisites: At the discretion of the 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 151 St. Thomas University Choir I**

**1 credit**

Study and performance of standard choral repertoire as well as contemporary and popular works. Classes incorporate vocal training and sight-singing. Level one.

### **ART 152 St. Thomas University Choir II**

**1 credit**

Study and performance of standard choral repertoire as well as contemporary and popular works. Classes incorporate vocal training and sight-singing. Level two.

### **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 19<sup>th</sup> century to the present.

### **ART 251 St. Thomas University Choir III**

**1 credit**

Study and performance of standard choral repertoire as well as contemporary and popular works. Classes incorporate vocal training and sight-singing. Level three.

### **ART 225 Fundamentals of Music (Bach to Rock)**

A presentation of the fundamental aspects of music that provide the student with an appreciation of all periods and styles of music, classical to contemporary.

### **ART 244 Introduction to Drawing**

This class 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 & living forms), learning to "see" is the objective of this class.

### **ART 245 Basic Painting Techniques**

From the principles in ART 244, 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 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 250 Survey of American Art**

A survey of American art from colonial times to the present. The course explores the diverse, conflicted history of American art and architecture within the United States from the European voyages of discovery and Colonial conquest to the first years of the new millennium. Artistic content is discussed in relationship to socio-economic and political studies, as well as histories of religion, science, literature, and popular culture.

### **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.

*Pre-requisite: any ART 200+ 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.

*Pre-requisite: Any Art course 200+ or permission of instructor*

### **ART 352 Computers in the Visual Arts**

This course presents an introductory study of the role of computer technology in the visual arts. The class features a unique combination of studio activities, readings, writings, and discussions focusing on computer graphics issues. No programming experience required.

*Pre-requisite: Any ART course 200+ or permission of the 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

### **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 Principles of Biology II is 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

## **BIO 109L Laboratory: Principles of Biology II**

**1 credit**

The Principles of Biology II Lab 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.

Laboratory Fee

Corequisite: BIO 109

## **BIO 213 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.

Prerequisite: 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 the student for future laboratory courses as well as independent research courses at the 300 and 400 levels.

Prerequisite: High school biology or permission of instructor.

## **BIO 230 Anatomy**

This course is 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 prospecting 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.

Laboratory Fee

Corequisite: BIO 230

**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.

Prerequisite: MAT 181, BIO 108, 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.

Prerequisites: BIO 345, 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.

Laboratory Fee

Prerequisite: Biology GPA of 3.0 and permission of instructor, 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.

Laboratory Fee

Prerequisite: BIO 314 and permission of instructor.

**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 or industrially beneficial microbes are explored. Laboratory required.

Pre or Corequisite: CHE 101

Corequisite: BIO 325L

**BIO 325L Laboratory: Microbiology****1 credit**

Laboratory work involves the isolation, identification, and culture techniques of bacteria.

Laboratory Fee

Corequisite: BIO 325

**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.

Laboratory Fee

Corequisite: BIO 330

**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.

Laboratory Fee

Corequisite: BIO 341

**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.

Laboratory Fee

Corequisite: BIO 345

**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 is a hands-on course 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.

Laboratory Fee

Corequisite: BIO 352

**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 is a lecture course 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 is a hands-on course 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.

Laboratory Fee

Corequisite: BIO 353

**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.

Laboratory Fee

Prerequisite: BIO 315 and permission of instructor

**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.

Laboratory Fee

Prerequisite: BIO 414 and permission of instructor

**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: Three biology or three psychology courses. SCI 106 or BIO 108 or equivalent recommended.

**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.

Laboratory Fee

Corequisite: BIO 450

**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 faculty permission

**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**

This introductory course is intended as 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. This course is a prerequisite and co-requisite for all other Marine Industry Management courses.

**BUS 220 Business Law I**

An introduction to law and 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 recommended

**BUS 306 Business Essentials for Non-Accountants**

This course is designed to introduce students to the real world of business, where a multidisciplinary approach is essential on a daily basis. The 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 for its common sense approach to managing financial success.

**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 320: Legal Aspects of the Marine Industry**

Students in this course will be introduced 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.

### **BUS 322 Business Law II**

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 201

### **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 201

### **BUS 329 Principles of International Law**

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 recommended

### **BUS 332 Principles of Marketing**

A survey course covering concepts and applications of the marketing function within the global context including the marketing 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 in the marketing function.

Prerequisite: BUS 120 recommended

### **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 the data; tabulation and analysis interpretation; presenting results; Quantitative and analytical techniques and their application to marketing problems are emphasized.

Prerequisites: BUS 332 and MAT 205

### **BUS 340D Advertising**

Survey of entire 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, printing and engraving methods.

Prerequisite: BUS 332

### **BUS 344 Consumer Behavior**

This course examines 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**

Fundamentals of retailing, emphasis on policies, trends and procedures in retail distribution and promotion. Prerequisite: BUS 332

### **BUS 350 Public Relations**

Historical developments of public relations, showing the principles, methods and means of influencing public opinion. Prerequisite: BUS 120, SPO 104 or THM 201

### **BUS 360 Small Business Management**

An integrative course for studying and putting together the diverse components of small organization activity. Using case and project study methods, in term and individual investigative modes, the 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**

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 recommended

### **BUS 409 Social Entrepreneurship**

This course serves as an introduction to social need-driven entrepreneurship that focuses 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**

This course provides 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**

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, recommended

### **BUS 417 Strategic Brand Management- building, measuring and managing brands**

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. The course will provide a comprehensive overview of strategies and tactics involved in building brand equity and brand analysis 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. Marketing management accounting. 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**

This course serves as an introduction to the fundamentals of entrepreneurship. It 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**

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 322

### **BUS 447 International Organizational Behavior**

This is a survey course covering theory, research and practical application in analyzing and understanding human beings in international organizations, including learning, perception, personality, attitudes and motivation, groups and inter-group dynamics: leadership, communication, goal setting and rewards, job design, organizational culture, change and development, and international aspects of organizations. It provides a comprehensive introduction to international organizational behavior and management. Presented from a global, rather than a North American or Western European viewpoint, it offers students a unique cultural perspective on the roots of organizational behavior around the world. Finally, the book acts as a guide to the changes that are not only reshaping organizations, but the ways we understand them as well.

### **BUS 451 International Market Analysis**

Analysis of the structure of international markets. Study of the environmental factors affecting international marketing opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Impact of environmental factors on management of the elements and functions of marketing international. Investigation of international market potential of major world areas. Examination of global changes and their impact on international marketing including export marketing. Analysis of each of the elements of the marketing mix applicable to international marketing, contrasting these to domestic marketing.

Prerequisites: BUS 332, BUS 316D recommended

### **BUS 456 European International Business Environment**

This course comprises a survey on the history of the European countries with emphasis on the International Business Environment. It concentrates on the region as a whole rather than on individual countries. Recommended: 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. The area of study may include current issues/events or may be determined at the discretion of the instructor.

Prerequisites: At the discretion of the instructor

### **BUS 460 Asian International Business Environment**

This course comprises a survey of the history of the Asian countries with emphasis on the International Business Environment. It concentrates on the region as a whole rather than on individual countries. Recommended: 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 recommended

### **BUS 490 Business Policy**

The senior-level, business administration capstone course. An interdisciplinary course designed to provide the student the opportunity to integrate concepts and applications of principles studied throughout the student's undergraduate career, covering both business administration and other disciplines. Applications include: complex decision-making, strategic management, and business policy including planning and goal setting in a global context. Last semester of senior year recommended.

Prerequisites: Senior standing and the completion of BUS 309, BUS 326, BUS 327D, BUS 332 and FIN 311.

### **BUS 491: Seminar in Marine Industry Management**

This is a senior-level, marine business administration capstone course. As an interdisciplinary course, it is designed to provide the student 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. Applications 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 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. Internship is Pass/Fail only.

Prerequisite or co-requisite: 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

## **CHEMISTRY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **CHE 100/N Introduction to General, Organic, and Biochemistry**

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 concurrent 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, gas laws.

Prerequisite: MAT 181 or equivalent and CHE 100 or equivalent.

Corequisite: CHE 101L (General Chemistry I laboratory)

### **CHE 101L Laboratory: General Chemistry I**

**1 credit**

Laboratory Fee

Corequisite: CHE 101

### **CHE 102 General Chemistry II**

A continuation of CHE 101; solutions, redox reactions, reaction kinetics and equilibria, thermodynamics, electrochemistry, nuclear chemistry, descriptive chemistry.

Prerequisite: CHE 101, CHE 101L

Corequisite: CHE 102L

### **CHE 102L Laboratory: General Chemistry II**

**1 credit**

Laboratory Fee

Corequisite: CHE 102

### **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 other Allied Health Technology students.

Prerequisite: CHE 100N or equivalent, MAT 100A or equivalent

Corequisite: MAT 181 or equivalent, 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

Laboratory Fee

Corequisite: CHE 133

**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**

Laboratory Fee

Corequisite: CHE 243

**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**

Laboratory Fee

Corequisite: CHE 244

**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**

Laboratory Fee

Corequisite: CHE 321

**CHE 355 Basic Physical Chemistry**

Fundamentals of Physical Chemistry; laws of thermodynamics, thermo chemistry, entropy, chemical kinetics, electrochemistry.

Prerequisite: CHE 102, 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.

Laboratory Fee

Prerequisite: Junior standing and faculty permission

**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**

This course is an introduction to planning and creating web sites. Topics include Dreamweaver, web design techniques, personal vs. professional web sites, and designing and building web sites. 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, 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. In this course, students will learn how to read and write efficient codes, how to debug and test them and how to compile and execute them 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.

Laboratory Fee

Corequisite: CIS 280L

### **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.

Laboratory Fee

Prerequisite: CIS 104

### **CIS 140 Introduction to Computer Programming 1 / 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.

Laboratory Fee

Prerequisite: CIS 150 or CIS 201

Corequisite: CIS 280L

### **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.

Laboratory Fee

Corequisite: CIS 280L

### **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**

This course is 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.

Laboratory Fee

Prerequisite: CIS 105

Corequisite: CIS 280L

### **CIS 280L Computer Science (Information Technology) Laboratory 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.

Laboratory Fee

Prerequisite: CIS 235

### **CIS 303 Introduction to Compilers**

This course is intended to introduce essential theory, algorithms, and tools used in compiler construction. In this course, students will learn the principles how compiler works, including lexical, semantic, and contextual analysis of source files, syntax trees, symbol tables, code generation, and optimization techniques.

Laboratory Fee

Prerequisite: CIS 241

### **CIS 305 Database Concepts Using ACCESS**

This course covers topics in database design using Microsoft Access. Topics include relationships, queries, and intro to VBA.

Laboratory Fee

Prerequisite: CIS 205 or equivalent practical experience

### **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.

Laboratory Fee

Prerequisite: CIS 230 Corequisite: 280L

### **CIS 325 Information Technology Project Management**

The course is designed to teach students to develop competitive skills to manage 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.

Laboratory Fee

Prerequisite: CIS 205, MAT 181

### **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.

Laboratory Fee

Prerequisite: CIS 205, MAT 181

### **CIS 340 Multimedia Systems**

This course teaches the student how to plan and create web sites. Design fundamentals include: Vector graphics, bitmap graphics, Fireworks, and frame animation. The objective is to produce a fully functional and professional website.

Laboratory Fee

Prerequisite: CIS 103

### **CIS 350 Advanced Programming in Microsoft Visual BASIC**

This course teaches the programming fundamentals of Windows and Microsoft Visual BASIC for Windows. The Students learns to build applications in a graphical environment. The course is taught using a project-oriented methodology.

Laboratory Fee

Prerequisite: CIS 104

### **CIS 351 Software Engineering**

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.

Laboratory Fee

Prerequisite: CIS 140 , MAT 181

### **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.

Laboratory Fee

Prerequisite: CIS 241

### **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.

Laboratory Fee

Prerequisite: MAT 181

### **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.

Laboratory Fee

Prerequisites: CIS 351, CIS 360

### **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.

Laboratory Fee

Prerequisite: CIS 351

### **CIS 451 Foundation of Operating Systems**

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.

Laboratory Fee

Prerequisite: CIS 360, MAT 181

### **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.

Laboratory Fee

Prerequisite: CIS 451

### **CIS 460 Computer Networks and Communication**

Investigates communication-based systems and equipment. This course includes Network component, LAN components, Link Level Protocols, systems Network Architecture (SNA), and Network Management.

Laboratory Fee

Prerequisite: MAT 181

### **CIS 470 Introduction to Computation Theory**

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.

Laboratory Fee

Prerequisite: CIS 410

**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. This course is not required for the major in CIS.

Laboratory Fee

Prerequisite: Departmental approval & senior standing

**CIS 498 Special Topics in Computer and Information Science**

Laboratory Fee

Prerequisite: Departmental approval

**COMMUNICATION ARTS**

(All courses 3 credits unless otherwise specified)

**COM 102 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 in 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 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: Past, Present and Future**

In helping students be their own critics of television drama, comparisons and contrasts of earlier acclaimed teleplays to today's productions will be stressed. Original TV scripts will be studied and kinescopes on videotape will also be critically viewed as well as teleplays of actual "live" presentations.

**COM 303 Designs to Sell: Writing for Public Relations and Marketing**

This course will show the student 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.

*Pre-requisite: 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.

*Pre-requisite: COM 105 or permission of the instructor*

### **COM 306 Advanced Speech and Professional Speaking**

An examination of the discipline of oral interpretation. It will be studied in terms of developing voice, articulation, and movement skills in relation to selecting, understanding, or orally presenting various forms of literature.

*Pre-requisite: COM 105 or permission of the instructor*

### **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.

*Pre-requisite: COM 304 or permission from the instructor.*

### **COM 343 Multimedia Journalism Writing**

A comprehensive course in newspaper reporting. Attention will be placed on basic skills in news-gathering, techniques of interviewing, covering speeches, writing the news story and methods of research in general source materials. There will be a practical application of all types of news and feature writing through publication of the student's classroom efforts in the university newspaper. Integrated with basic news skills will be techniques of headline writing, copy reading and newspaper design and layout.

*Pre-requisite: ENG 102*

### **COM 344 Advanced Multimedia Journalism Writing**

This journalism writing course is for students interested in pursuing a career in print journalism and refines writing skills for magazines and newspapers.

*Pre-requisites: COM 343*

### **COM 348 Photojournalism**

An exploration of the relationship between written words and visual images, especially as they relate to contemporary news media.

*Pre-requisites: ART 248 or permission of instructor*

### **COM 400 Communication and Report Writing**

Theories and process of oral and written communication; report writing. The problem and process of communication in all types of organizations. *Pre-requisite: 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 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.

*Pre-requisite: COM 203 or permission of the instructor.*

### **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**

Advanced TV production provides the opportunity to work in a professional setting in the student managed campus channel STV 95. A one credit course which can be repeated up to six times.

*Pre-requisite: COM 310 or permission of the professor.*

### **COM 440 Broadcast Journalism**

A review of the basic tools and techniques of broadcast news including broadcasting via television, radio and the Internet and learn how news is gathered, writing news story for television and newsroom organization. Focuses on basic elements and applications of news broadcasting. Guest speakers currently working in the field will be invited.

### **COM 444 Journalism in Spanish**

Both practical and conceptual, this course introduces students to the styles of journalistic writing in Spanish. The psychological and sociological factors influencing reporting in Spanish will be explored and students will write articles in Spanish for print and broadcast journalism. Guest speakers currently working in the field will be invited.

*Pre-requisite: bilingual English and Spanish and permission of instructor*

### **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 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 I**

**1-3 credits**

Opportunity for work-study experience in communications.

### **COM 498 Internship in Communications II**

**1-3 credits**

Opportunity for work-study experience in communications.

### **COM 499 Internship in Communications III**

**1-3 credits**

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 majors.

### **CRI 203 Private Security Management**

This course addresses the organization and management of security units in industry, business, government and other institutions, the protection of manpower, facilities and other assets, administrative, legal and technical problems. Loss prevention and polygraph are discussed. Prerequisite: CRI 101

### **CRI 225 (SOC 225) Crime in South Florida**

This course provides 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 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 will focus on different models of policing and the interrelationship of various components of the system. Prerequisite: CRI 101

### **CRI 304 Criminal Law**

This course provides a comprehensive and contemporary look at criminal law and the elements that make for various major crimes. In addition to more traditional crimes such as murder rape, robbery, assault, arson, and various forms of theft, it addresses such topical crimes as domestic violence, identity theft, pornography, child abuse, drug trafficking and various public order crimes. The course uses both 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 the criminal law.

Prerequisite: CRI 101 or permission of the instructor.

### **CRI 310 (SOC 310) Alcohol and Drug Abuse as Social Problems**

This course provides 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 201 or HUS 101 or CRI 101 or permission of the Chairperson.

### **CRI 312 (SOC 312) Victimology**

This course focuses 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 programs. Legal policies designed to compensate, protect, and rehabilitate victims. Prerequisite: CRI 101, SOC 201, or permission of the Chairperson.

### **CRI 319 (SOC 319) Crime and Delinquency**

This course analysis of the underlying causes of juvenile delinquency with emphasis on ways to prevent its occurrence. The course reviews recent developments in delinquency prevention and rehabilitation.

Prerequisite: CRI 101, SOC 201, or permission of the Chairperson.

### **CRI 321 Courts and the Criminal Justice System**

This course provides 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**

This course covers the organization and jurisdiction of the Federal Courts and the role of the Supreme Court in American society. Emphasis on contemporary constitutional issues affecting American public law in the 1960's, 1970's and 1980's. The landmark decisions will be studied in seminar discussions using the case method.

### **CRI 323 Human Resource Management**

This course covers modern personnel management as a staff function; 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 force, the 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**

This course 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, embezzlement. Public attitudes towards such offenses and problems related to their prosecution and defense are addressed also.

Prerequisite: CRI 101, SOC 201, or permission of the Chairperson.

### **CRI 336 Ethical and Legal Issues in the Social Sciences**

This course provides 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 332.

### **CRI 350 Corrections**

This course provides a comprehensive view of American corrections in order to develop an awareness of new approaches and developments in the field of criminal rehabilitation. 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**

This course focuses 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 the Chairperson.

### **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**

This course introduces the unique field of terrorism investigation and prosecution. Among the investigative procedures examined and tailored to the demands of dealing with terrorists are surveillance, the polygraph, informants, the investigative task force, pre-test telephone calls, and undercover operations. Special difficulties encountered when prosecuting terrorist in the courtroom are also addressed.

### **CRI 420D A Comparative Analysis of International Criminal Justice System**

This course provides an in-depth analysis and comparison of law enforcement, court, habilitation and prison systems throughout the world with special emphasis on the differing philosophies and goals underlying each.

Prerequisite: CRI 101, or permission of the instructor.

**CRI (SOC) 421 The Sociology of Law and the Legal Profession**

This course examines 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 both as a business and as a profession.

Prerequisite: SOC 201, CRI 101 or permission of instructor.

**CRI 435 Scientific Research and Crime Analysis**

This course provides 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 the instructor.

**CRI 460D Community Policing: Theory and Practice**

This course examines the social dimensions of the law enforcement agencies and their relationship to the total community. Evaluates the impact of the changing police role, conflicting forces affecting law enforcement and public attitudes toward police. The conflict between society's demand for law and order and the means granted police for attaining that goal is explored, with emphasis on the police officer's role in mediating racial conflict in the urban ghetto. Mass media's relationship with police and the community is discussed.

Prerequisite: CRI 101 or permission of the instructor

**CRI 484D Women, and the Criminal Justice System**

This course focuses 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 the instructor.

**CRI 485 Criminal Procedure**

This course deals with the manner in which the 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 the instructor.

**CRI 488 Seminar on Organized Crime**

This course 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 operation and the infiltration of organized crime into government and legitimate business.

Prerequisite: CRI 101, or permission of the instructor.

**CRI 494 Seminar on Contemporary Issues**

This course provides an intensive study of a topic in criminal justice not otherwise offered in the curriculum. Topics will change based on student faculty concerns and interest, therefore, this course may be repeated.

Prerequisite: CRI 101, or permission of the instructor.

**CRI 495 Directed Study****1-6 credits**

This course gives the opportunity for extensive research in an area of special interest to the student; a research paper will be required. 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**

This course is designed to provide the student with an opportunity to relate theory to practice through observation and experience. Must be performed in an approved agency. Credits to be determined according to the type of internship.

Prerequisite: Twelve credits in CRI and permission of instructor.

**ECONOMICS COURSES****(All courses 3 credits unless otherwise specified)****ECO 201 Principles of Macroeconomics**

Study of aggregate economic behavior including the role of government; monetary and fiscal policy; national income; economic growth; price theory; and full employment.

**ECO 202 Principles of Microeconomics**

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 the 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.

Perquisite: ECO 201 and ECO 202

**ECO 307 Principles of International Economics**

Introduction to international economics concepts. 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. Analysis of the balance of payments, adjustments to disequilibria under varying conditions. Foreign exchange rates, alternative monetary systems. Prerequisites: ECO 201, ECO 202 or 203

**ECO 308 Environmental Economics**

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**

National income accounting and the determination of the level of income and employment; classical Keynesian and post-Keynesian models; private, government and foreign sectors; theories of inflation and economic growth.

Perquisite: ECO 201 and ECO 202

### **ECO 324 Industrial Relations**

Impact of labor unions on industrial relations; management practices in labor-management conflicts; 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 17<sup>th</sup> 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**

This course will focus 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, heteroschedasticity, 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**

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 203

### **ECO 403 Seminar in Economics**

This is the capstone course in economics. It is a policy-oriented writing intensive course which economics major students are required to take during their senior years. 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. (Fundamentals of Econometrics)

### **ECO 404 Comparative Economic Systems**

A critical evaluation of selected examples of the world's major economic systems; 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**

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 203

### **ECO 457 Special Topics in Economics**

The course will focus on a selected area of Economics. The area of study may include current issues/events or may be determined at the discretion of the instructor.

Prerequisites: At the discretion of the instructor

### **ECO 490 Seminar in Economics**

This is the capstone course in economics. The course is designed to integrate concepts and skills learned in other core and elective courses in the BA in Economics program. It is a research oriented, writing intensive course that is required of 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 the micro and macro level.

### **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. Includes an analysis of the school in North America. *Pre-requisite: ENG 102*

### **EDU 245 Instructional Technology for Teachers**

Course is designed to introduce pre-service teachers to the expanding use of technology in classroom instruction. It highlights 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. The purposes of this course are two-fold. First, it 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 to classrooms. This course will be hands-on project-based course where students design and develop real-life projects for teaching and learning in K-12 education settings.

### **EDU 300 Classroom Management & 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. Participants 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 to LEP (Limited English Proficient) students. *Pre-requisite: EDU 201 or permission of instructor.*

### **EDU 302 Elementary Social Studies in a Multicultural School Setting**

This course presents a variety of materials and techniques for teaching social studies. It examines the scope and sequence of topics at each elementary grade level: it will relate contemporary issues to the 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 LEP students, 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 LEP students.

### **EDU 304 Science Instruction in the Multicultural School Setting**

This course will examine the teaching of science at the elementary grade level. Special emphasis will be placed on scientific procedures, including hypothesizing, observing, data gathering and generalizing. The student will learn to clarify problems and design experiments for class presentation. The student will also learn to design stimulating exhibits and discussions based on scientific materials. Consideration will be given to selecting methods, materials, and instructional activities appropriate for LEP students, which take into account language proficiency levels when teaching specific content areas.

### **EDU 305 Health and Physical Education in the Elementary School**

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**

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 the research underlying educational practice in the classroom. Areas considered are: the child and his/her development; the teaching-learning process; individual differences, measurements and evaluation; guidance and adjustment.

*Pre-requisite: PSY 201*

### **EDU 404 Instructional Methods for Teaching 6-12 Mathematics and Science**

The purpose of this course is to examine content and methods for teaching science and mathematics in middle and secondary school. You will 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, 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 & Evaluation of Student Learning with 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 LEP students 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 the 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 and understanding of first and second language use to enable them 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 LEP students 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 LEP students as well.

*Pre-requisite: EDU 352 and junior standing.*

### **EDU 450 Curriculum & Materials Development/ESOL Strategies**

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.

*Pre-requisite: 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 college supervisor meets periodically with the student teacher and cooperating teacher, followed by individual conferences. Final seminar in education designed to bring student interns together to share "best practices", refine their portfolios, and prepare for their 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 15<sup>th</sup> for the Spring Semester or on or before April 15<sup>th</sup> 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 semester interested in doing student teaching.

## **ENGLISH AS A SECOND LANGUAGE**

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.

(All courses 3 credits unless otherwise specified)

### **ESL 096R**

**6 credits**

A course designed as a review for the student who already has 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, 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**

A course designed as a review for the student who already has 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 and the ESL 105 grammar objectives will be applied in writing. Credit cannot be used to satisfy degree requirements.

**ESL 097R****6 credits**

A course 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**

A course 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 and auxiliary verbs, comparisons will be developed. Compound and Complex sentences, dependent and independent clauses, imperative and declarative sentences will be introduced along with paragraph development, brainstorming, and outlining. The ESL 106 grammar objectives will be applied in writing. Credit cannot be used to satisfy degree requirements.

**ESL 098R****6 credits**

A course 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 such as: narratives, descriptions, explanations, and instructions. Students also will deliver classroom presentations. Credit cannot be used to satisfy degree requirements.

**ESL 098W****6 credits**

A course 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. The ESL 107 grammar objectives will be applied in writing. Credit cannot be used to satisfy degree requirements.

**ESL 099R****6 credits**

A course 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. Credit cannot be used to satisfy degree requirements.

**ESL 099W****6 credits**

A course 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. The ESL 108 grammar objectives will be applied in writing. Credit cannot be used to satisfy degree requirements.

**ESL 111G****3 credits**

A course 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****3 credits**

A course 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.

**(Three credits of either ESL 099 or ESL 111 (not both) can be applied toward the general graduation requirement in Humanities.)**

## **ENGLISH SKILLS COURSE**

**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 (writing) courses. May be repeated as many times as needed. Individual computer-assisted instruction. (CAE credit cannot be used to satisfy degree requirements). Laboratory Fee

**ENG 100 Developmental Writing****3 credits**

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 the 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.

**RDG 100 Basic Skills Reading and Study Skills****3 credits**

A course designed to help students apply critical reading and thinking skills in the content areas. Emphasis is on the learning theory behind the reading strategies. Graded on a Pass – No Pass basis.

**The above courses are graded on a PASS/NO-PASS basis and do not fulfill the general education English or Humanities requirement. English 100 may be taken as an elective.**

## **ENGLISH COURSES**

**(All courses 3 credits unless otherwise specified)**

**ENG 101 Composition**

Oral and written communication of impressions and judgments upon assigned readings in the essay and allied genres. Stress on the building of an active vocabulary and on correct sentence and paragraph structure. The writing of the research paper. Course meets the requirements of the State of Florida "Gordon Rule."

### **ENG 102 Composition and Literature**

Assigned readings in poetry, prose fiction and dramatic forms. Perfection of written skills developed in ENG 101. Papers and examinations on assigned readings and substantial in-class writing experiences. Course meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENG 101

### **ENG 200 Scientific Writing**

A composition course in 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. 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 the principal works of English Literature in the Middle Ages, Renaissance and Neoclassical Era based on 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**

Study of the principal works of English Literature in the Romantic, Victorian and Modern periods based on 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 203 Honors Writing**

An honors-level course on essay writing, creative writing and the relationship of composition and rhetoric. Course meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENG 102 or permission of the Instructor

### **ENG 209C (HUM 209C) Western Literary Masterpieces I**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes, and the continuity of literary traditions from the Ancient World to the Renaissance. Prerequisite: ENG 102 or permission of the instructor.

### **ENG 210C (HUM 210C) Western Literary Masterpieces II**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes, and the continuity of literary traditions from the Medieval World and Renaissance to the Modern. Prerequisite: ENG 102 or permission of the instructor.

### **ENG 211 (HUM 211) Western Literary Masterpieces III**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes, and the continuity of literary traditions from the Modern and Contemporary. Prerequisite: ENG 102 or permission of the instructor.

### **ENG 301 Survey of American Literature I**

Historical survey of American Literature from colonial times to the mid-19<sup>th</sup> century. Prerequisite: ENG 102

### **ENG 302 Survey of American Literature II**

A survey of American Literature since the mid-19<sup>th</sup> 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 the 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 multi-cultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture and history will provide the basis of study for these courses. This courses 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 that studies South Florida based on the multi-cultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture and history will provide the basis of study for these courses. This course 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

### **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 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 the nineteenth century in England. The writers are chosen as they reflect the lines and tendencies of the period. Tennyson, Carlyle, Mill, Arnold, Rossetti and Swineburne will be studied. 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.

Prerequisite: ENG 102

### **ENG 351 The Novel**

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 of 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'Connor, Fitzgerald and Kipling are just a few of the writers whose works are 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**

The 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 368 Mark Twain and World Humor**

Emphasis on 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 Tropics in Literature**

A selection of readings in modern literature written in or about Florida and the Caribbean. Major emphasis on writers such as Ernest Hemingway, Marjorie Kinnan Rawlings, Tennessee Williams, Edwidge Danticat, Jamaica Kincaid, and Derek Walcott.

Prerequisite: ENG 102

**ENG 385 America: Past**

A multi-disciplinary approach will 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. ENG 385 concentrates on America before 1940. May also be used in fulfilling 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. ENG 386 concentrates on the period from 1940 to the present, and explores the American feelings and experiences of each decade. May also be used in fulfilling 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**

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 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 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 twentieth century with discussions and papers on critical theory as it relates to specific achievements by literary artists. 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. Course may be taken more than once for different topics.

## **English Professional Writing (ENC) Courses**

**(All courses 3 credits unless otherwise specified)**

### **ENC 303 Multigenre Research and Writing**

In-depth study and practice of various forms of primary and secondary research, such as text-based and library research, interviews, surveys, and observations; analyzing collected data and presenting such 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**

The 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**

Opportunity for work-study experience in professional writing. Prerequisite: ENG 102

**ENC 498 Internship in Professional Writing II****1-3 credits**

Opportunity for work-study experience in professional writing. Prerequisite: ENG 102

**ENC 499 Internship in Professional Writing III****1-3 credits**

Opportunity for work-study experience in professional writing. Prerequisite: ENG 102

**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 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**

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**

Goals and functions of finance; 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**

Principles of investments, and the stock market and the role of the Securities and Exchange Commission. Modern portfolio theory, security analysis and investment timing; an understanding of investment needs, goals and constraints, including capital market theory. Prerequisite: FIN 311 recommended

**FIN 318 Principles of International Corporate Finance**

A review of international economic concepts, national balance of payment problems, adjustments, impact and influence on the corporation's international financial management function. 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, establishing international trade credit policy, 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. It 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**

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, FIN 311 recommended

### **FIN 413 Financial Analysis**

A study of 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 457 Special Topics in Finance**

The course will focus on a selected area of Finance. The area of study may include current issues/events or may be determined at the discretion of the instructor.

Prerequisites: At the discretion of the instructor

### **FIN 495 Directed Studies**

**1-3 credits**

Individual specialty studies under faculty guidance.

Prerequisites: Permission of instructor and Department Chair

## **FIRE SCIENCE MANAGEMENT COURSES**

(All courses 3 credits unless otherwise specified)

### **FSM 204 Accounting for Departmental Budgets**

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**

This course is designed to develop oral and written communication skills specific to the public emergency service sector's 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, 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 Information Technology**

This course will focus 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 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, enforcement of the solution, and public relations as affected by fire prevention.

### **FSM 303 Labor Issues and Labor Relations in the Fire Services**

This course examines the effects of skill, job amenities, and discrimination on wage differentials and 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**

This course explores the fundamentals of management underlying the solution of problems of organization and operation of fire and emergency services agencies.

### **FSM 315 Advanced Principles of Fire Science Technology**

Introduction to Fire Science. Review of the role, history, and philosophy of fire protection in the United States. Particular emphasis 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 320 Political and Legal Aspects of Fire Administration**

Federal and state laws, codes and ordinances, legal responsibilities of fire service agencies, liabilities, and civil law, enforcement procedures and police powers. Court cases which have impacted department operations and their effects upon such operations; fire department compliance with hazardous materials right to- know legislation; and identification of five current legal issues which could impact fire department operations (such as sexual discrimination and privacy issues).

### **FSM 321 Leadership and Management in Service Organizations**

This course emphasizes the role of fire service leaders in managing the daily operations of service and first responder organizations. It covers leadership concepts such as types of supervisors, including attitudes, cooperation, individual differences, motivation patterns, communications and counseling as part of the management cycle. Also covers modern management and planning techniques, funding and operation strategies that apply to organizational first responder roles in local government.

### **FSM 323 Fire Services Personnel Management**

This course 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**

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 Management of Occupational Safety and Health Operations within the Fire Service**

This course 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, 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**

The curriculum in this course is 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, RV & boat & ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

### **FSM 360 International Fire Codes**

The course 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**

The role of agency leadership and its impact on the continuing professionalization of the 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**

This course 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**

This course 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**

This course 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**

This course provides 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**

The course focuses on the role of political leadership, and the principles and methods in advocating factual claims and policy proposals in the 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 Hazardous Materials**

Examines how hazardous materials escalate an incident or emergency event and how to manage it. It examines the fundamental concepts common to organic and inorganic chemistry and focuses on how some key elements, compounds and mixtures are inherently dangerous.

### **FSM 409 Development of Fire Service Master Plan**

This course 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 Management of Fire Prevention Programs**

This course focuses on the planning, promoting, and executing 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 the fire protection engineering professionals on is provided through a series of activities, both by department faculty and industry representatives.

### **FSM 470 Planning and Control of Major Disasters**

This course 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 Administration**

This course offers a study of managerial and administrative concepts and principles as they pertain to and affect the daily operation of a fire department. Explores the organization and management of a fire department and the relationship of government agencies to the fire service. The 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**

This course is 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 Introductory French I**

French for beginners. Syntax, vocabulary, pronunciation, elementary reading and composition.

### **FRE 102 Introductory French II**

A second course in French for beginners. Syntax, vocabulary, pronunciation, elementary reading and composition. Prerequisite: FRE 101 or Permission of the Instructor.

### **FRE 121 Intermediate French I**

Exercises designed to achieve a greater command of the written and spoken language. Prerequisite: FRE 102 or Permission of the 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 102 or Permission of the Instructor.

### **FRE 201 Advanced French I**

Intensive training in aural-oral French 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.

### **FRE 202 Advanced French II**

A second course with intensive training in aural-oral French 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.

## **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. Evaluate and explain various careers in forensic science. Survey various jobs and their responsibilities.

### **FRS 201 Introduction to Forensic Science**

This course is an introduction to Forensic Science. Employing a limited scientific approach, this course is descriptive in nature. The contents include the interdisciplinary nature of forensic science, discussions on evidence, instrumentation and scientific methods used to evaluate crime scenes and evidence. Indicate new developments in forensic science and essential needs for future improvements in evidence analysis. Evaluate and explain various career options and educational preparations in forensic science, chemistry, law enforcement, and court-related professions.

Prerequisite: None. 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

## **GEOGRAPHY COURSE**

**(All courses 3 credits unless otherwise specified)**

### **GEO 101 Global Geography & Geopolitics**

A survey of the basic components global geography including physical, regional and human geography. Special attention is paid to the relationship between modern society and the global environment, particularly the consequences of the behavior of political units such as nation states and large urban areas. 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.

## **HEALTH CARE SERVICES**

**(All courses 3 credits unless otherwise specified)**

### **HCS 200 Communication in Organizations**

This course focuses on the theory and application of various forms of communication within an organization.

### **HCS 215 Leading People in Organizations**

The course focuses on the application of principles and concepts relevant to managing and leading people in dynamic organizations.

### **HCS 257 Special Topics**

This course offers an introduction to topics and issues related to the healthcare industry.

### **HCS 260 Training Methods for Healthcare Managers**

This course 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**

This course will offer 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**

This course focuses on the study of the distribution and determination of diseases and injuries in human population.

### **HCS 310 Principles of Managed Care**

This course focuses on the theories and techniques of managed care.

### **HCS 315 Technology in Health Care Organizations**

The basic concepts of data composition and organization. Internal and external storage structures. Arrays, stacks and linked lists. File allocations, accessing, searching and sorting. 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**

This module 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**

This course is 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 emphasis on relational database systems for health care records.

### **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**

This course investigates reengineering, restructurizing, 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**

The internship 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**

This course is an overview of the interdisciplinary nature of Health/Medical Informatics. An emphasis is on the 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**

This course 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**

The emphasis in this module 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**

This module 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**

This module 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**

This module introduces the history and philosophy of public health, interface of governmental, voluntary, and private health service agencies, current community health problems, issues and needs, social and economic factors.

### **HCS 445 Health Care Quality, Statistics, and Database Management**

This course 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**

This course offers advanced study of a current topic/issue in health services or management.

### **HCS 490 Quality, Leadership & 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**

The research project is a major research effort designed to enhance knowledge in an area related to one's work, improve writing skills, improve presentation skills and provide research skills to assist 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. In the first part of this class the major civilizations of Asia, Africa, the Middle East, and Europe will be studied up to the fifteenth century. Emphasis will be placed on the distinctive character of the various cultures emerging from these areas.

### **HIS 106D World Civilization II**

In part two of this course which covers the fifteenth century to the present, due attention is paid to the rise of the West; however, 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 will also be discussed.

### **HIS 201 United States History I**

A consideration of the development of the United States from its colonial origins to the Civil War with emphasis on the ideas, institutions, economic, social, and political forces which 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 emphasis on the ideas, institutions, economic, social, and political forces which 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. The course will concentrate on dominant personalities who helped to both define and direct the Church in their particular era.

### **HIS 309 The 20th Century: A History**

A history of the twentieth-century world designed to provide an historic perspective to contemporary social, political, environmental, and economic problems.

### **HIS 311C The Middle Ages**

The 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**

Europe from the fourteenth through the sixteenth 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 sixteenth 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 multi-cultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history will provide the basis of study for these courses. This course 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 that studies South Florida, based on the multi-cultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history will provide the basis of study for these courses. This course 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 20<sup>th</sup> century.

### **HIS 332 The Emergence of China in the Modern World**

The course offers a narrative for the rise of the new Chinese world order. It covers the period of Chinese history from the initial contact with Europeans until the present. It 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 into 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 351 History and the Cinema**

A survey of the major events of western civilization from the perspective of the 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 361 American Colonial History**

A study of the exploration and settlement of the North American continent, with particular emphasis on those colonies which rebelled in 1776 to form the United States of America.

### **HIS 362 Rise of American Nationalism**

A study of the principles and circumstances that forged the United States into a nation.

### **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 nineteenth century.

### **HIS 373C European Roots of Social Justice**

Using Literature as a mirror into the nineteenth 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**

The development of American foreign policy, with special emphasis on the 20th century and United States' emergence as a world power. HIS 407 considers problems before 1945.

### **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 Twentieth Century I**

An in-depth treatment of the history of the United States in the first half of the twentieth century.

### **HIS 444 History of the United States in the Twentieth Century II**

An in-depth treatment of the history of the United States in the second half of the twentieth century.

### **HIS 450 History of Fascism in the Twentieth Century**

A study of the origin and background of Fascism. Discussion of the rise to power of Mussolini and Hitler, their means of consolidating power, their administration and foreign policies, and an evaluation of their impact on their nations and the world.

### **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 emphasis upon the development of Latin American society through 1810.

### **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**

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**

Opportunity for extensive research in an area of special interest to the student.

Prerequisite: Approval of chairperson

### **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: Approval of chairperson

## **HONORS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HON 301 The Honors Lecture Series**

**1 credit**

This class meets once weekly and features a guest speaker speaking on their area of expertise. This class is open to Honors students only, or by permission from Honors Director.

### **HON 401 Honors Seminar**

Seminar on a pre-selected topic which can be studied from an interdisciplinary approach. Class includes lectures by guest speakers as well as a seminar paper. This is a Gordon Rule class, which means students will write more than 6,000 words. This class 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. It 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**

This course offers 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 332.

**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 Mental Health Process.

### **HUS 352 Policies, Programs and Services for Aging:**

This course is designed as 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**

Students will have the opportunity to work in a governmental or private agency dedicated to providing public service. Here theories and information acquired throughout the major will be put into practice in an approved and supervised setting.

Prerequisites: Senior standing, overall 2.5 GPA, 2.75 major GPA, permission of Chairperson

## **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 section will explore one major humanities discipline as a basis for appreciating selected masterpieces of global culture.

### **HUM 209C (ENG 209C) Western Literary Masterpieces I**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes and motifs, and the continuity of literary traditions from the Ancient World to the Renaissance.

### **HUM 210C (ENG 210C) Western Literary Masterpieces II**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes and motifs, and the continuity of literary traditions from the Medieval World and Renaissance to the Modern.

### **HUM 211 (ENG 211) Western Literary Masterpieces III**

Designed to acquaint the student with the rich cultural heritage of the West, the literary themes and motifs, and the continuity of literary traditions from the Modern and Contemporary.

## **INFORMATION, COMMUNICATION, LIBRARY STUDIES**

### **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 in classical times 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 the instructor required.

### **ITA 101 Introduction Italian I**

Italian for beginners. Basic vocabulary, pronunciation and grammar through oral and written exercise.

### **ITA 102 Introduction Italian II**

A second course in Italian for beginners. 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 the 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 the Instructor.

### **ITA 205 Italian Literature in Translation I**

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. Emphasis on 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. Emphasis on Nineteenth and Twentieth Century Literature.

## **LEISURE ACTIVITIES**

### **LAE 101 SPORT/LEISURE**

**1 credit**

This course is designed to introduce students to the fundamentals, rules, and benefits of a lifelong activity. Students can take one per semester. A maximum of three one-credit courses can be taken for credit.

## **LIFE EXPERIENCE**

### **POR 300 Adult Development and 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**

### **LST 321 Global Leadership Study-Tour I**

This course is a study-tour on issues of global leadership in global ethics, in relation to Catholic Social Teaching, as seen through the experience of United Nations Headquarters in New York, national missions, and non-governmental organizations (NGOs) working with the UN, and especially the Permanent Observer Mission of the Holy See. The study-tour entails preparatory readings, visits to various UN offices as well as member missions and NGO offices, with briefings by UN officials, diplomats from member missions, and civic activists from NGOs. Students keep a journal and write a final report.

### **LST 322 Global Leadership Study-Tour II**

This course is an *international* 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, non-governmental organizations (NGO) working with the UN, and the Catholic Church, particular in relation to international development and global ecological sustainability. The study-tour entails preparatory readings, visits to offices of various offices of UN agencies, development agencies, and church agencies, with briefings by officials from all these groups. Students keep a journal and write a final report.

### **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 Liberal Studies 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**

This internship provides the student with 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. Prerequisite: Approval of the Liberal Studies Director

## **MATHEMATICS SKILLS COURSES**

**(All courses 3 credits unless otherwise specified. These courses are graded on a PASS - NO-PASS basis.)**

### **CAE 099M Mathematics Skills**

**1 credit**

A review of the mathematics skills that are 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.

### **MAT 098 Arithmetic Review**

Operations with whole numbers, integers, fractions, decimals, percents, ratios, proportions. Emphasis on problem solving, reasoning, connections (relations of math concepts to other disciplines), communications (the reading and writing of mathematical concepts, 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 and inequalities, algebraic manipulations. Use of graphs to represent and analyze relationships. Credit cannot be used to satisfy degree requirements.

*Pre-requisite: Passing score on the placement examination or Co-requisite 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.

*Pre-requisite: MAT 099 or passing score on the placement examination*

## **MATHEMATICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **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, non-linear 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-homogeneous 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, non-linear 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 & 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 learn to appreciate the esthetic qualities of visual art as exhibited in museums and art galleries.

### **ORG 120 Managing Projects in Organizations**

Managing Projects in Organizations provides the student with 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 the project.

### **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. The 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 Pre-requisite for ORG 311.*

### **ORG 205 Selected Statistical Procedures**

This course is 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**

This course provides a comprehensive overview on concepts and practices for managing performance and change in the workplace. It also explores the phases of change, how to develop supportive infrastructure, professional development, and measuring performance.

### **ORG 305 Socio-economic Resources for Organizational Leadership**

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. *Pre-requisite: ORG 204*

### **ORG 300 Issues in Management**

Students examine 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 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 our global economy, including major social, psychological and political influences, will be explored and their promotional implications considered from an organizational leadership perspective.

### **ORG 490 Strategic Policy and Planning**

This course 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 499 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 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.

## **PHILOSOPHY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **PHI 150D Introduction to Philosophy I**

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 our 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**

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; 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 331 Personal Values & Organizational Ethics**

Several major ethical theories are reviewed. Adult learners are asked to 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. Course meets the requirements of the State of Florida 'Gordon Rule.'

### **PHI 321 Contemporary Philosophy**

This course examines 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. It also explores the healing holistic ecological postmodern cosmology emerging from philosophical dialogue with the frontiers of contemporary science.

### **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. Course meets the requirements of the State of Florida 'Gordon Rule.'

Prerequisites: ENG 102

### **PHI 344C Social Ethics I**

This course offers 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. Course meets the requirements of the State of Florida 'Gordon Rule.' Prerequisites: ENG 102

### **PHI 345C Social Ethics II**

This course first offers 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: ENG 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. Course meets the requirements of the State of Florida 'Gordon Rule.' Prerequisites: 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. Course meets the requirements of the State of Florida 'Gordon Rule. Prerequisites: ENG 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. Course meets the requirements of the State of Florida 'Gordon Rule.' Prerequisites: ENG 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. PHY 101 and PHY 101L must be taken concurrently.

Prerequisites: PHY 100, MAT 182

Corequisite: PHY 101L

**PHY 101L College Physics I Laboratory****1 credit**

Laboratory Fee

Corequisite: PHY 101

**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. PHY 102 and PHY 102L must be taken concurrently.

Prerequisites: PHY 101, PHY 101L

Corequisite: PHY 102L

**PHY 102L College Physics II Laboratory****1 credit**

Laboratory Fee

Corequisite: PHY 102

**PHY 207 University Physics I****4 credits**

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, rotation of a rigid body), equilibrium, simple harmonic motion, fluids mechanics (density, pressure, buoyancy, flow, Bernoulli's Equation), heat (temperature, thermal expansion), and the laws of thermodynamics.

Prerequisite: MAT 233

Corequisite: PHY 207L.

**PHY 207L Laboratory: University Physics I****1 credit**

Laboratory Fee

Corequisite: PHY 207

**PHY 208 University Physics II****4 credits**

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, optics (lights, mirrors, lenses, optical instruments, interference and diffraction).

Prerequisites: PHY 207, MAT 234

Corequisite: PHY 208L

**PHY 208L Laboratory: University Physics II****1 credit**

Laboratory Fee

Corequisite: PHY 208

**PHY 301 Modern Physics****4 credits**

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, MAT 233

Corequisite: MAT 234

### **PHY 302 Statistical Physics**

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, MAT 234

### **PHY 310 Principles of Physical Optics**

**4 credits**

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.

Laboratory Fee

Prerequisite: PHY 208

### **PHY 401 Solid State Physics**

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, MAT 234

### **PHY 402 Atmospheric Physics**

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, MAT 234

### **PHY 403 Modern Astrophysics**

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, 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, a comparison of political behaviors and systems. Included also will be a brief introduction to political theory.

**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 the 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**

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 the instructor.

**POS 304 American Political Parties**

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 the 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 the 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 the instructor.

**POS 310 The American Presidency**

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 the instructor.

**POS 311 Public Administration**

Discussion of supervision and management with emphasis on the differing philosophies and problems confronting public agencies which 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.

Prerequisite: POS 101 or permission of the instructor.

**POS 320 Judicial 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 the 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 the instructor.

### **POS 322 American Constitutional Law**

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 the 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 the 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 the instructor.

### **POS 336 United Nations and Global Security**

Examines international organizations in terms of both global governance and international law. This course explores a variety of international actors with special attention being paid to the United Nations and its role in the post 09/11 world. Students will also have an opportunity to participate in a model United Nations simulation.

Prerequisite: POS 101 or permission of the instructor.

### **POS 356D Politics Of The Developing Nations**

Examination of the problems of political and economic development, of 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 at large. Prerequisite: POS 101 or permission of the 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 the instructor.

### **POS 390 Environmental Politics**

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 the instructor.

### **POS 402 China: International Relations and Politics**

An overview of the development of China into a major international actor in the 20<sup>th</sup> 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 the instructor.

### **POS 407 United States Foreign Policy I**

The development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. POS 407 considers problems before 1945.

Prerequisite: POS 101 or permission of the instructor.

### **POS 408 United States Foreign Policy II**

The development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. POS 408 considers problems since 1945.

Prerequisite: POS 101 or permission of the instructor

### **POS 410D Political and Military Dimensions of Terrorism**

This course focuses on specific major terrorist organizations worldwide such as Hamas, Hizbollah, Abu Nidal, The Tupamaros, Al Queda and the Argentinian Death Squads. It offers a clear understanding of their origins, supporting ideologies, objectives, modus operandi, resources, training operations and consequences. It concludes by examining national and international counterterrorist strategies, their assets and limitations.

Prerequisite: POS 101 or permission of the instructor.

### **POS 422 Dictators And Revolutions In Latin America**

This course examines the cycles of revolutions (guerillas) and dictatorships (right-wing coups) experienced by Latin American countries in the 20th century. Special attention is paid to the Cuban revolution and its impact on other Latin American revolutions such as Nicaragua, El Salvador and others. Prerequisite: POS 101 or permission of the 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 the instructor.

### **POS 426D Minority Group Politics**

An examination of the socio-political experience of racial, ethnic, religious and gender groups in the United States with special focus on the struggle for legal and political equality. Prerequisite: POS 101 or permission of the 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. It will examine 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 the 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 the instructor.

### **POS 459 Global Politics**

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 the instructor.

#### **POS 451 Modern Political Theory**

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 the instructor.

### **POS 480D Inter-American Relations**

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 the 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 the instructor.

### **POS 490 Seminar In Political Analysis And Methodology**

Subjects will vary according to the desires of both students and faculty.

Prerequisite: POS 101 or permission of the instructor.

### **POS 495 Directed Readings Or Projects I**

Opportunity for extensive research in an area of special interest to the student.

Prerequisite: Approval of Chairperson

### **POS 497 Internship In Political Science I & II**

**3-6 credits**

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.

Prerequisite: For Political Science majors only; junior or senior standing and permission of chairperson.

## **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. This includes such topics 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**

This course is designed to examine current research and theory on human thinking process. This 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.

Prerequisite: PSY 201 and PSY 250

### **PSY 315 Psychology of Persuasion**

A study of the reciprocal relationships between man and his physical environment. How the individual perceives the environment, conceptualizes, assesses, and responds to it. Man-environmental problems such as: noise and air pollution; environmental hazards; climate and behavior; architectural design; and the 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 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: Prerequisite: PSY 201 and PHI 332

### **PSY 351 Clinical and Counseling Psychology**

An introduction to the theoretical and pragmatic aspects of clinical and counseling psychology. An emphasis is on 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; includes intelligence and achievement testing and measurement of personality traits. Reliability, validity, norms, and ethical considerations are also addressed. Prerequisite: PSY 201

### **PSY 365 Sensation and Perception**

A study of how the senses work, and how humans perceive the world around them. Includes 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 430D Psychological Aspects of Disabilities**

An overview of major types of physical disabilities and the impact they can have upon the education and the social, psychological, and emotional development of individuals with disabilities. Legal issues that pertain to physically disabled individuals will also be addressed. Prerequisite: PSY 201

#### **PSY 435 Physiological Psychology**

A study of the physiological basis of behavior. Emphasis 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**

This course is designed to examine 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 The 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**

This course will provide 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 Introduction to Psychology

### **PSY 491 Senior Psychology Seminar**

Students will 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. Prerequisite: Psychology major, PSY 250 and PSY 304 and senior standing or permission of instructor

### **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.

Prerequisite: Psychology major, junior or senior standing and permission of instructor

### **PSY 497 Internship**

Provides a supervised fieldwork experience in a school, social service agency or similar local directly related to the field of psychology.

Prerequisite: Psychology major, senior standing and permission of instructor

## **READING COURSES**

(All courses 3 credits unless otherwise specified)

### **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**

This course 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 vs. as a second language is discussed.

*Pre-requisite: 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.

*Pre-requisite: RED 308*

### **RED 311 Children's Literature with a Multicultural Perspective**

This course offers students 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 that will enable 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 will be able to design and create their own stories.

*Pre-requisite: 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 pre-requisite courses, essential for the preparation and delivery of reading instruction in a clinical/ field setting.

*Pre-requisites: RED 309, 310, 311*

## **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.

## **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. Stimulate curiosity and answer 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 any college algebra 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. 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 any college algebra 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**

Marine Biology will cover major issues of oceanography, which deals with the physical geography and chemistry, as well as the biology of the world's oceans. Marine Biology we will study the morphology, taxonomic and life-history characteristics of marine organisms in subtropical Florida waters. Ecologically important issues such as extinction, genetic biodiversity and habitats preservation of environments of special interest covered are coral reefs, sea grass beds, mangroves, pelagic, benthic, and intertidal communities.

### **SCI 222 Bioregions**

Science 222 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**

Ecology is the study of the dynamic interactions of biological organisms with their edaphic and atmospheric environments. All levels of tropic interdependence, from populations, communities, ecosystems, to the biosphere, covering both the plant and animal dimensions are studied. Modern methods of quantifying ecologically significant impacts in determining the vitality and stability of ecosystems are explored. Special communities of local interest including coral reef, coastal savanna, lentic, lotic, hammock, everglades, temperate and intertidal communities are studied. Subjects of particular concern to South Florida including: introduced species, species extinction, aquifer, wildlife and game fish legislation, state protected species, acid rain, ozone and the greenhouse effect will be covered.

### **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**

The 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 201 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 201 or permission of instructor.

### **SOC 220 (PSY 220) Social Psychology**

A study of the social factors, which influence such areas as personality, attitudes, conflict, 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**

This course is designed to provide an intensive critical examination of the crime problem in Miami, Fort Lauderdale and the surrounding communities. In addition to descriptive of child abuse, etc. materials covering the nature and extent of various types of offenders and crime victims, the course will focus on police, court, and correctional systems as state and local administrative agencies mandated to combat crime specifically in South Florida.

### **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 201 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, evaluated for internal and external validity and applied to practical social situations.

Prerequisite: SOC 201 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, problems confronting the urban and suburban resident are discussed along with projections regarding the city of the future. Prerequisite: SOC 201 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. Several 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, the social correlates of child abuse, etc. Prerequisite: SOC 201 or permission of instructor.

### **SOC 308 (POS) Metro Politics: Modern Urban Government**

An investigation of urban governmental structures and political processes with particular emphasis on the problems of large urban areas. It may only be taken once for credit.

Prerequisite: SOC 201 or permission of instructor.

### **SOC 310 (CRI 310) Alcohol and Drug Abuse as Social Problems**

This course provides 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 201 or HUS 101 or CRI 101 or permission of the Chairperson

### **SOC 312 (CRI 312) Victimology**

This course focuses 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 programs. Legal policies designed to compensate, protect, and rehabilitate victims. Prerequisite: SOC 201, CRI 101 or permission of instructor.

### **SOC 319 (CRI 319) Crime and Delinquency**

The nature and extent of juvenile delinquency are described and analyzed with an in-depth focus on theoretical interpretations and explanations. Developments in delinquency prevention and recent, creative programs in juvenile habilitation are critically reviewed and evaluated. Prerequisite: SOC 201, CRI 101 or permission of instructor.

### **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 both theoretically and empirically. Prerequisite: SOC 201 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, embezzlement. Public attitudes towards such offenses and problems related to their prosecution and defense are addresses also.

Prerequisite: SOC 201, CRI 101 or permission of instructor.

### **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 the 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 201 or permission of instructor

### **SOC 360 Sociology of Aging**

An excursion into the socio-demographic characteristic of the elderly in the U.S. 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. The work-leisure relationship, the leisure locale, and the role of play, hobbies, pastimes, and sport in American society. Prerequisite: SOC 201, or permission of instructor.

### **SOC 410D The Sociology of Terrorism**

This course 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 201 or permission of the instructor.

### **SOC 411 Death and Dying**

The needs, fears and concerns of the terminally ill, their families and friends, are discussed along with recommendations for helping them to adjust. Societal attitudes toward death and dying and the institutionalized system in place to deal with it, including hospitals, nursing homes, the funeral industry, terminal care centers and the church are described and analyzed. Prerequisite: Prerequisite: SOC 201, or permission of instructor.

### **SOC (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 both as a business and as a profession. Prerequisite: SOC 201, CRI 101 or permission.

### **SOC 460 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 201 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.

Prerequisite: SOC 201, Sociology major, Junior standing and permission of instructor.

### **SOC 497 Internship**

**3-6 credits**

Internship at a local social service agency or social program.

Prerequisite: SOC 201, Sociology major, Junior standing and permission of instructor.

## **SPANISH COURSES**

**(All courses 3 credits unless otherwise specified)**

### **SPA 101 Introductory Spanish I,**

Spanish for beginners. Syntax, vocabulary, pronunciation, elementary reading and composition.

### **SPA 102 Introductory Spanish II**

A second course of Spanish for beginners. Syntax, vocabulary, pronunciation, elementary reading and composition.

Prerequisite: SPA 101 or Permission of the 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 the 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 the Instructor

### **SPA 203 Spanish Language and Grammar for Spanish Speakers I**

Correct use of vocabulary, pronunciation, sentence structure, orthography, vocabulary expansion. Emphasis 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, vocabulary expansion. Emphasis 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 Spanish 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 19<sup>th</sup> century to the 20<sup>th</sup> century boom authors.

### **SPA 206 Peninsular Lit. 20<sup>th</sup> 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 emphasis upon the development of Latin American society through 1810.

Prerequisite: SPA 202 or Permission of the Instructor

### **SPA 455 Selected Studies**

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 for credit. Prerequisite: SPA 202 or Permission of the 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 emphasis on management principles, e.g., personnel management, fiscal management, marketing and promotion, fund raising, 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. This course is a prerequisite or co-requisite to all other sports administration courses.

### **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.

### **SPO 234 (THM 234) Food and Beverage Management**

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 201 or SPO 104

### **SPO 303 Sports Information and Public Relations**

This course covers 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, 2) the skills and methods involved in the duties of the 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: 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: Junior standing, ACC 201, CIS 205, MAT 181, or equivalent

### **SPO 307 Facility and Event Management**

Included within this course are the elements which 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: Junior standing

### **SPO 309 Legal Aspects of Sports Administration**

This course provides the student with a background and understanding of the court and 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.

### **SPO 310 (THM 310) Principles of Leisure Services Management**

This course examines all areas of the leisure service field, ranging from not-for-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: 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: Junior standing

### **SPO 314 (THM 314) Sports Tourism**

This course will introduce Sports Tourism from a political, economic and business perspective. It will incorporate sociological and psychological theory and methods. Students will acquire the necessary background for the industry.

Prerequisite: THM 201 or SPO 104

### **SPO 320 Governance of Intercollegiate Athletics**

This course is designed to introduce students 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.

### **SPO 407 Sports Marketing and Promotions**

This course introduces students 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: 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: 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. The course also provides students with opportunities to identify areas for potential internships and develop job/internship seeking skills. While the seminar includes presentations by guest lecturers and instructor's lectures, the majority of the course is conducted in student presentation/discussion format. Prerequisite: 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. 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: Permission of the Department and recommendation of the Program Office

### **SPO 496 Seminar: Special Topics**

Special seminar courses may be offered from time to time on topics of particular significance in sports administration. Prerequisite: Junior standing

### **SPO 497 Sports Administration Internship I**

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/Fail only. Prerequisite or Co-requisite: SPO 490 and permission of Department Chair

### **SPO 498 Sports Administration Internship II**

See SPO 497

### **SPO 499 Sports Administration Internship III**

See SPO 497

## **RELIGIOUS STUDIES COURSES**

**(All courses 3 credits unless otherwise specified – all previous RST courses are now STM)**

### **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 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. Course runs for the entire semester. 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 232 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. It is an exploration of 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 308 Religion and the Environment**

Examines Catholic and interreligious perspectives and resources on the environment to develop a new vision of the interdependence of all life, human and otherwise, on earth.

Prerequisite: ENG 102

**STM 309 Sports and Religion**

This course will critically explore 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**

This course will explore the key issues of effective leadership in the twenty-first 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 Sacraments 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**

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

### **STM 325 Religious Dimensions of Nonviolent Action**

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 conflictual 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 emphasis on Christian thought and its implications for Church and society. Prerequisite: ENG 102

### **STM 364 Peacemaking: Historical Roots**

The historical and biblical roots of the struggle for peace from a Christian perspective. Different spiritualities will be analyzed and evaluated in light of their efficacy in contemporary life. Personal reflection and group interaction on principles of peacemaking are included. Prerequisite: ENG 102

### **STM 371 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. It prepares students for work and/or graduate study through extensive reading, interviews, research, writing, and a computer assisted presentations in a specialized area of theological inquiry

Prerequisite: Senior STM major or minor or Department Chair approval, and ENG 102

### **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 480, 481, 482 Great Religious Thinkers**

Seminar courses investigating the writings of the great theologians of history.

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 and Junior or Senior status and permission of the instructor.

### **STM 498 Internship**

Students are assisted in arranging on-the-job training in professional, Church and school institutions. 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 & 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**

This course studies 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 201

### **THM 234 (SPO 234) Food and Beverage Management**

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 201 or SPO 104

### **THM 310 (SPO 310) Principles of Leisure Services Management**

This course examines all areas of the leisure service field, ranging from not-for-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: Junior standing

**THM 314 (SPO 314) Sports Tourism**

This course will introduce Sports Tourism from a political, economic and business perspective. It will incorporate sociological and psychological theory and methods. Students will acquire the necessary background for the industry.

Prerequisite: THM 201 or SPO 104

**THM 321 Tourism and Hospitality Law**

This course studies 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**

This course examines 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 201 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 which includes forecasting, budgeting, and yield management. Case studies examine lodging, food and beverage establishments, attractions, convention and visitor's bureaus, and convention centers. Prerequisite: THM 201 and BUS 332

**THM 339 Tourism Distribution Systems**

This course is 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 201 and THM 233

**THM 398 Internship I in Tourism and Hospitality Management**

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 201, junior standing and permission of THM Office and Department Chair

**THM 432 Hospitality Managerial Accounting & Interpretation of Financial Statements**

This course presents 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 201, 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 Resources and Sustainable Development**

This course includes a detailed study of the tourist industry and its various component parts. Tourist attractions and resources are analyzed, 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 201 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: Permission of the Department and recommendation of the Program Office

### **THM 498 Internship II in Tourism and Hospitality Management**

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 201, THM 398 and senior standing and permission of the THM Office and the Department Chair.

## **UNIVERSITY COURSES**

### **UNI 101 First year Experience**

**1 credit**

University 101 integrates students to the campus community, assists them in adjusting to the academic environment of the university, and introduces students to the cardinal values of St. Thomas University as defined in our mission statement. This course is designed to build skills for success in college, the workplace, and for lifelong learning. Key areas for skills development include self and group assessment, oral communication, critical thinking, research and information processing, conflict resolution and teamwork, and organization and self-management. The course also provides a support group for students by examining problems common to the first-year experience and by facilitating the development of a mentor-protégé relationship.

## **ADMINISTRATION**

### **Office of the President**

Rev. Msgr. Franklyn M. Casale, M.Div., Immaculate Conception Seminary, S.T.B., Catholic University, B.A., Seton Hall University, Professor of Theology, President.

Rev. Harry Loubriel, B.S., Universidad Politécnica de Hato Rey, M.Div., St. Vincent De Paul Regional Seminary, Director, Campus Ministry.

### **Office of the Provost**

Gregory S. Chan, Ed.D., Seattle University; M.A., Portland State University; B.A., National Taiwan University, Professor of Education and Business Administration, Provost of the University and Chief Academic Officer.

Susan B. Angulo, Ed.D., Nova University, M.A., B.A., Florida State University, Associate Provost for Academic Support Services, Interim Dean, School of Leadership Studies, Associate Professor of Education.

Sandra M. Secord, M.S., B.A., St. Thomas University. Director, Office of the Provost.

John A. Carpenter, Ph.D., University of Southern California, M.A., B.A., The Catholic University of America, Dean for Academic Resources Administration, Professor of Education.

Mary Carter Waren, D.Min., Barry University, M.A., St. Thomas University, B.A., University of Wisconsin-Oshkosh, Interim Dean for the School of Theology and Ministry. Associate Professor of Theology.

Wim F.A. Steelant, C.E., Ph.D., University of Amsterdam, M.S., West-Brabant College, B.S., St. Lieven College, Dean, School Science, Technology and Engineering Management, Associate Professor of Biology.

J. Antonio Villamil, D.Sc. (h.c.), Florida International University, B.S., M.A., Louisiana State University, Dean, School of Business, Research Professor of Economics.

Scott C. Zeman, Ph.D., Arizona State University, M.A., University of New Mexico, B.A., Arizona State University, Dean, Biscayne College, Professor of History.

### **Academic Administration**

Maria Abdel, M.S., St. Thomas University, B.P.S., Barry University, Associate Registrar.

Rev. Edward A. Blackwell, Jr., Ed.D., Florida International University, M.A., Mt. St. Mary's Seminary, B.A., Bloomsburg University, Associate Professor of Educational Administration and Supervision, and Director, Institute for Education.

James Bussey, M.B.A., Florida International University, B.S. Cornell University, Associate Dean for Administration, School of Business.

Grisel Dominguez, M.A., B.A., Florida International University, Assistant Library Administrator and Public Service Librarian.

Gretell Garcia, M.S., B.A., St. Thomas University, A.S., Florida National College. Project Director, 21st Century Grant.

Scott M. Malinconico, Ph.D., Pennsylvania State University, B.S. Biology, B.S. Chemistry, Tufts University, Associate Professor of Biology, Associate Dean, School of Science, Technology and Engineering Management.

Vivian Perez, M.A., B.S., Barry University, Director, Upward Bound.

Maritza Rivera, M.A., B.A., Interamerican University of Puerto Rico, Director, Academic Enhancement Services and Program Coordinator for Title V.

Jonathan Roach, M.Div., Ecumenical Theological Seminary, M.L.I.S., Wayne State University, B.A., Anderson University, Library Administrator.

Angela Rodriguez, M.S., Florida International University, B.A., Barry University, Associate Director, Academic Resources Administration.

Gloria Ruiz, Ph.D., Stanford University, M.A., Education, M.A. Communications, Stanford University, B.A., San Francisco State University, Professor of Communications, Director, Institute for Communication, Entertainment and Media.

Hilroy Thomas, Ed.D., Ed.M., Harvard University, B.S., 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 Educational Administration and Supervision.

### **Office of Administrative Affairs**

Terrence O'Connor, C.P.A., B.S., DePaul University. Vice President for Administration and Chief Financial Officer.

Diana Aliko, MAC, St. Thomas University, B.S., University of Tirana, Accounting Manager.

Margaret Allen, B.A., St. Thomas University, Accounts Payable Supervisor.

Wencheng Chang, M.B.A., St. Thomas University, B.S., Florida International University, Manager, Academic Technology.

Carlos Chaves, B.B.A, Florida International University, M.B.A., St. Thomas University, Business Office Manager.

Rudy Ibarra, M.S., B.S., Florida International University, Chief Information Officer.

Gary Jackson, B.A., St. Thomas University, Administrative Technology Manager.

Arnol Lopez, Network Services Administrator.

Isaura Mariota, Payroll Manager/HRIS Specialist.

Santiago Padron, B.A., St. Thomas University, Manager, Technical Services.

Lenore Prado, PHR, M.S., B.A., St. Thomas University, Associate Director of Human Resources.

Maribel Smith, B.S., Lehman College, Controller.

Sylvia Rodriguez, M.B.A., B.B.A., Loyola Marymount University, Director of Administration.

Juan Zamora, B.S., California State University, A.A., State University of New York, Director of Physical Plant.

### **Office of University Advancement**

Beverly S. Bachrach, M.S., Lesley College, B.S., Emerson College, Vice President, University Advancement and Marketing and Communications.

Mark Casale, B.S., Montclair State University, M.B.A., California Coast University, Director, Law School Alumni Affairs/Major Gifts Officer.

Janine Laudisio, B.A., B.S., University of Miami. Annual Giving Director.

Susan Smith, M.A.L.S., B.S., University of Miami, Director for Prospect Research.

### **Office of Marketing and Communications**

Maria (Mariví) Prado, Graduate Certificate, St. Thomas University, B.A., University of Miami, Chief Marketing Officer.

### **Office of Planning and Enrollment**

Beatriz Gonzalez Robinson, Ph.D., M.S., B.A., Barry University, Vice President for University Planning and Enrollment, Professor of Education, Counselor Education/Student Counseling and Guidance Services.

Issac Carter, M.Ed., DePaul University, B.S., Elmhurst College, Dean of Students.

Laura Courtley-Todd, M.S., St. Thomas University, B.S., Ohio State University, Director of Athletics.

Timothy J. DePalma, M.A., Bowling Green State University, B.A., Baldwin-Wallace College, Director Emergency Management.

Anh Do, M.S., St. Thomas University, B.S., B.A., Florida International University, Director of Financial Aid.

James Hultine, M.A., B.A., The University of Iowa, Facility Director, Fernandez Family Center for Leadership and Wellness.

Andre Lightbourn, M.S., B.A., St. Thomas University, Dean of Enrollment.

Cristina Lopez, B.B.A., M.B.A., St. Thomas University, Associate Director, Career Services.

Richard McNab, M.S., B.B.A., St. Thomas University, Associate Director of Residential Life.

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Cristen Scolastico, M.B.A., Penn State University, B.S., Alvernia College, Director, STU B.A.S.I.C.

Angela Toth, B.A., St. Thomas University, Assistant to the Vice President/Planning Coordinator.

Joseph (Jerry) Weinberg, Ph.D., University of Georgia, M.S., B.S., City College of New York, Director of Institutional Research.

## **FACULTY**

John Abdirkina, M.D., University of Bologna, B.S., Syracuse University. Professor of Biology, 1996.

Ted Abernethy, Ph.D., Ohio University, M.S., St. Thomas University, B.A., University of Pittsburgh. Professor of Business Management, 1995.

Edward A. Ajhar, Ph.D., Massachusetts Institute of Technology, M.M., The University of Arizona, S.B., Massachusetts Institute of Technology, Associate Professor of Physics, 2004.

Susan B. Angulo, Ed.D., Nova University, M.A., B.A., Florida State University, Associate Professor of Educational Administration, Associate Provost for Academic Support Services, Interim Dean, School of Leadership Studies, 1998.

Ruben Arango, Ph.D., Southeastern University, M.A., State University of New York, B.A., C.W. Post College, Professor of History, 1980.

Darrell P. Arnold, Ph.D., University of Bielefeld, M.A., Saint Louis University, B.A., Bellarmine University, Assistant Professor of Philosophy, 2010.

Judith Bachay, Ph.D., M.S., Barry University, B.A., Biscayne College, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1996.

Jan Bell, Ed.D., Temple University, M.S., State University of New York, B.S., Salisbury State College, Professor of Sports Administration, 1985.

Rev. Edward A. Blackwell, Jr., Ed.D., Florida International University, M.A., Mt. St. Mary's Seminary, B.A., Bloomsburg University, Associate Professor of Educational Administration and Supervision, Academic Compliance Officer and Director, Institute for Education, 2003.

Jennifer Jo Booker, Ed.D., Nova Southeastern University, M.S., Florida Agricultural & Mechanical University, B.A., University of Florida, Associate Professor of Multi/Interdisciplinary Studies for the Organizational Leadership Program, 2005.

Thomas F. Brezenski, Ph.D., M.S., Florida State University, B.A., Penn State University, Associate Professor, Political Science and Government, 2002.

Barbara M. Buzzi, Ph.D., Barry University, M.S., St. Thomas University, B.S.N., Barry University, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1986.

Katsia M. Cadeau-Stephenson, Ed.D., M.S., Nova Southeastern University; BBA, St. Thomas University, Assistant Professor, Education, General, 2006.

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James W. Conley, Ph.D., University of Wisconsin, M.A., Middlebury College, B.A., Georgetown University, Professor of English Language and Literature/Letters, 1976.

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Thomas A. Eaton, Ph.D., University of Pittsburgh, A.B., University of Nebraska-Lincoln, Associate Professor of Chemistry, 1993.

Maria Dolores Espino, Ph.D., M.S, B.S., Florida State University, Professor of Business Management, 1999.

Gary Feinberg, Ph.D., The Union Institute, M.A., B.A., Brooklyn College. Professor of Sociology, Chairperson, Department of Social Sciences and Counseling, 1980.

Elisabeth M. Ferrero, Ph.D., Rutgers University, M.A., St. Thomas University, B.A., Hunter College. Professor of Theological Studies and Religious Vocations, 1987.

Pedro A. Figueredo, M.A., University of South Florida, B.A. Columbia University, Associate Professor, Library Science, and Director of the Archive and Museum, 2002.

Bryan T. Froehle, Ph.D., A.M., University of Michigan, B.S., Georgetown University, Professor of Practical Theology, 2008.

Scott E. Gillig, Ph.D., Master of Education, B.A., University of Toledo, Professor of Student Counseling and Personnel Services, 2006.

Debbie Goodman, M.S., Florida International University, B.S., Florida State University, Visiting Assistant Professor, Criminology, 2010.

Jodi L. Grace, Ph.D., University of Florida, M.A., Middle Tennessee State University, B.A., Rhodes College, Associate Professor of Psychology, 2006.

Nicole Grandmont-Gariboldi, D.B.A., Nova Southeastern University, M.B.A., University of Sherbrooke, Canada, B.A., University of Montreal, Full Professor, Accounting, 2002.

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Edmundo G. Hart, Ed.D., Nova University, M.S., Chem. Eng., University of Havana, Assistant Professor of Mathematics, 1982.

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Giselle D. Jamison, Ph.D., M.A., Florida International University; Licenciada, Universidad Catolica de Cordoba, Argentina, Associate Professor, International Relations and Affairs, 2006.

Paul-Michael Klein, M.P.S., Cornell University, B.A., Hofstra University, Associate Professor of Tourism and Hospitality Management, 1984.

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Raymond S. Kulzick, D.B.A., Nova University, CPA, M.B.A., B.B.A., University of Wisconsin, Professor of Accounting and Related Services, 1977.

Evan B. Lampe, Ph.D., M.A., University of Albany, B.A., University of Wisconsin, Assistant Professor of History, 2010.

Robin L. Lovett, J.D., Howard University School of Law, B.A., Bethune-Cookman College, Associate Professor of Social Sciences, Sociology (Criminal Justice), 1999.

Scott M. Malinconico, Ph.D., Pennsylvania State University, B.S. Biology, B.S. Chemistry, Tufts University, Associate Professor of Biology, Associate Dean, School of Science, Technology and Engineering Management, 2005.

Susan Massey, Ph.D., M.S., University of Miami, B.S., Nova Southeastern University, Assistant Professor, Teacher Education and Professional Development, 2009.

Zuvarashe Judith Mushipe, Ph.D., University of Zimbabwe, M.B.A., B.B.A., North Carolina Central University, Assistant Professor, Multi/Interdisciplinary Studies, 2010.

Dora Pilar Maul, Ph. D., Florida Institute of Technology, M. S., Louisiana State University, B. S., National Agrarian University (Lima, Peru), Assistant Professor of Biology, 2007.

Paul Maxwell, Ed.D., Boston University, M.B.A., Northeastern University, B.S., Boston University, Associate Professor of Business Management and Administrative Services, 2002.

Lloyd A. Mitchell, M.B.A., University of Miami, C.P.A., B.B.A., Florida International University, Associate Professor of Business Administration and Administrative Services, Chairperson, Department of Business Administration, 1984.

Rafael Miguel Montes, Ph.D., University of Miami, M.A., University of Miami, B.A., Oberlin College, Full Professor of English Language and Literature/Letters, 1999.

Marcela Moyano, Ed.D., St. Thomas University, M.A., Barry University, B.A., St. Thomas University, Assistant Professor of Public Relations, Advertising and Applied Communications, 2006.

Agueda G. Ogazon, Ed.D., Florida International University, MAC., St. Thomas University, M.B.A., Hofstra University, Bachelors Degree, Universidad DeSanto De Villanueva, Cuba, Assistant Professor, Business Administration and Management, 2002.

Justin Peart, Ph.D., M.B.A., Florida International University, B.S., University of the West Indies. Associate Professor, Business Management and Administrative Services, 2001.

Jeffrey N. Pickens, Ph.D., Florida International University, M.S., B.S., University of Florida, Full Professor of Psychology, and EARDA Project Director, 2001.

Jeffery Alan Plunkett, Ph.D. Georgia State University, B.A., Miami University, Associate Professor, Biology, 2002.

- David Quesada-Saliba, Ph.D., University of Havana, B.S., Moscow State University, Associate Professor, Physics, 2002.
- Guillermina Raffo-Magnasco, M.S., Nova Southeastern University, B.A., University of Buenos Aires, Instructor, Multi/Interdisciplinary Studies, 2002.
- Richard Raleigh, M.A., B.A., University of Detroit, Full Professor of English Language and Literature/Letters, 1966.
- Philip J. Reckford, Ph.D., M.A., University of North Carolina, B.A., Harvard University. Full Professor of English Language and Literature/Letters, 1974.
- Craig E. Reese, Ph.D., University of Texas at Austin, B.B.A., University of Texas, Full Professor of Accounting, Chairperson, Department of Accounting, Economics and Finance, 1992.
- Beatriz Gonzalez Robinson, Ph.D., M.S., B.A., Barry University, Professor of Education, Counselor Education/Student Counseling and Guidance Services, Vice President for University Planning and Enrollment, 1997.
- Lawrence C. Rubin, Ph.D., Nova University, M.A., Wayne State University, B.A., Brooklyn College, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1992.
- Gloria P. Ruiz, Ph.D., Stanford University, M.A., Education, M.A. Communications, Stanford University, B.A., San Francisco State University, Professor of Communications, Director, Institute for Communication, Entertainment, and Media, 1996.
- Chevanese L. Samms, Ph.D., Louisiana State University and A&M College, M.B.A., M.S., B.S., New Jersey Institute of Technology, Assistant Professor, Business, Management, Marketing, and Related Support Services, 2011.
- Francis J. Sicius, Ph.D., Loyola University, Chicago, M.A., B.A., Florida State University, Full Professor of History, 1979.
- Cindy Silitsky, Ph.D., Nova Southeastern University, M.S.W., Barry University, B.A., Florida Atlantic University, Associate Professor, Education, Counselor Education/Student Counseling and Guidance Service, 2002.
- Seok-Ho Song, Ph.D., University of New Mexico, M.S., Southern Illinois University, B.A., University of Incheon, South Korea, Full Professor, Business Administration and Management, Chairperson, Department of Management, 2002.
- Wim F. A. Steelant, C.E., Ph.D., University of Amsterdam, The Netherlands, M.S., West-Brabant College, The Netherlands, B.S., St. Lieven College, Belgium, Associate Professor of Biology, Dean, School of Science, Technology and Engineering Management, 2011.
- Beth M. Stovell, M.C.S., Regent College, B.A., The University of Texas At Austin, Assistant Professor of Theology and Ministerial Studies, 2011.

Hilroy Thomas, Ed.D., Ed.M., Harvard University, B.S., Boston State College, Associate Professor Educational Administration and Supervision, Associate Dean for the School of Leadership Studies, 2003.

Lawrence Treadwell, IV, M.A., University of South Florida, B.A., Florida Atlantic University, Associate Professor of Library Science, 2001.

Alberto J. Varela-Vargas, Ph.D., Complutense University of Madrid, B.S. Havana University, Associate Professor of Physical Science, Physics, General, 1999.

J. Antonio Villamil, D.Sc. (Honoris Causa), Florida International University, M.A., B.A., Louisiana State University, Research Professor of Economics, Dean School of Business, 2008.

Adrienne L. Vynne, Ed.D., Nova Southeastern University, M.S., University of Miami, B.S., Cornell University, B.A., University of North Carolina, Full Professor of Computer and Information Sciences, 1983.

Sheryl Walters-Malcolm, D.B.A., Nova Southeastern University, M.B.A., Embry-Riddle Aeronautical University, B.B.A., University of Houston, University Park, Assistant Professor of Multi/Interdisciplinary Studies, 2010.

Lu Wang, Ph.D., M.S., Florida International University, B.E., Zhejiang University, China, Assistant Professor of Computer Science, 2009.

Theodore James Whapham, Ph.D., M.A., The Catholic University of America, B.A., University of Dayton, Assistant Professor of Theological and Ministerial Studies, 2009.

Irene Wirshing, Ph.D., Binghamton University, M.S., B.S., B.A., Florida International University, Assistant Professor of Rhetoric and Composition/Writing Studies, 2011.

Scott C. Zeman, Ph.D., Arizona State University; M.A., University of New Mexico, B. A., Arizona State University, Full Professor of History, Dean, Biscayne College, 2011.

Aleksandra Zupan, M.S., B.A., St. Thomas University, Instructor, Multi/Inter-disciplinary Studies, 2008.

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# Fall 2011 Calendar

The first week of registration is WebAdvisor registration only. Registration in B.A.S.I.C begins the second week of registration for each term.

FALL 2011 SEMESTER			
Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL	April 4	FL - Term Residence Hall Check-in Returning	Aug. 20-21
Orientation A for Fall Semester	June 16-17	Orientation B for Fall Semester	Aug. 18-10
A6 - Residence Hall Check-in	Aug. 12	Registration A1 - A2 & SP Terms Begins Continues Through First Day of Term	Oct. 17
FL - Term Residence Hall Check-in New Students	Aug. 17	Advising for Spring A1, A2 & SP Terms	Oct. 17
<b>A6 - 2011 August 13 - October 14</b>			
Term A6 Begins	Aug. 13	Term A7 Begins	Oct. 15
Last day to Add A6 course - Instructor signature required for graduate classes	Aug. 19	Last day to Add A7 course - Instructor signature required for graduate classes	Oct. 21
Withdrawal Deadline 100% refund / A6 & FL - UG and GR	Aug. 31	Graduate Comprehensive Exam.	Oct. 22
Labor Day / St. Thomas University Closed	Sep. 5	Course Withdrawal Deadline w/ 100% refund if registered for A7 only Undergraduate) and for all A7 Graduate students	Oct. 26
Graduate Comprehensive Exam Application Deadline	Sep. 23	Life Experience Portfolio Deadline	Nov. 7
A6 withdrawal with "W" grade Deadline - All Students	Sep. 30	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 23 - 27
Term A6 Ends	Oct. 14	A7 withdrawal - "W" grade Deadline	Nov. 29
A6 - Deadline for Faculty submission of Grades	Oct. 17	Term A7 Ends	Dec. 16
<b>FL - 2011 - August 22 - December 10</b>			
<b>FL - 2011 - August 22 - December 10</b>			
New/Returning Student Registration for FL - Fall term	April 11	Graduate Comprehensive Exam.	Oct. 22
FL - Fall Term Begins -First day of classes	Aug. 22	FL - Fall term withdrawal deadline - "W" grade - All Students	Nov. 4
Last day to Add w/out both Depart. Chair & Instructor Sig./ FL	Aug. 26	Life Experience Portfolio Deadline	Nov. 7
Course Withdrawal Deadline w/100% refund FL - GR and UG	Aug. 31	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 23 - 27
Labor Day / St. Thomas University Closed	Sep. 5	Final Exams - FL - Fall term	Dec. 5 - 10
Graduate Comprehensive Exam Application Deadline	Sep. 23	FL - Fall term ends	Dec. 10
Midterm-Last day to submit SP Incomplete, and Dissertation/Thesis to library	Oct. 7	FL Term - Deadline for Faculty submission of Grades	Dec. 12
<b>Application Deadline for December (Degree/Certificate) Graduation</b>			
<b>Graduation Expo: Graduate Students(Masters - Doctoral) - Undergraduate Students - A-L - Undergraduate - M-Z -</b>			
<b>Application Deadline for May (Degree/Certificate) Commencement &amp; Ceremony</b>			
<b>Baccalaureate Mass - December 16, 2011</b>			
<b>December Commencement - December 17, 2011</b>			

Law School Only: Emergency Make -Up Days (September 24, October 8, November 5, 2011)

8/2/2011

# Spring 2012 Calendar

The first week of registration is WebAdvisor registration only. Registration in B.A.S.I.C begins the second week of registration for each term.  
**SPRING 2012 SEMESTER**

Advising for Spring A1, A2 & SP Terms	Oct. 17	SP & A1 - Term Residence Hall Check-in	
Registration A1, A2 & SP Terms Begins Continues Through First Day of Term	Oct. 17	Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL, 2011	April 2
Orientation Spring Semester		Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term	April 2
A1 - 2012 January 7 - March 9			
Term A1 Begins	Jan. 7	Term A2 Begins	March 10
Last day to Add A1 course - Instructor signature required for graduate classes	Jan. 13	Last day to Add for A2 course - Instructor signature required for graduate classes	March 16
Martin Luther King, Jr. / St. Thomas Closed	Jan. 16	Graduate Comprehensive Exam.	March 17
Withdrawal Deadline 100% refund/A1 & SP - UG and GR	Jan. 19	Course Withdrawal Deadline w/ 100% refund if registered for A2 only (Undergraduate) and for all A2 Graduate students	March 21
Graduate Comprehensive Exam Application Deadline	Feb. 17	Easter Break - St. Thomas Closed	April 5 - 8
A1 withdrawal with "W" grade Deadline - GR & UG	Feb. 24	Life Experience Portfolio Deadline	April 18
Term A1 Ends	March 9	A2 withdrawal - "W" grade Deadline	April 27
A1 - Deadline for Faculty submission of Grades	March 12	Term A2 Ends	May 11
		A2 - Deadline for Faculty submission of Grades	May 14
SP - 2012 - January 9 - May 5			
SP - 2012 - January 9 - May 5			
New/Returning Registration for SP - Spring term	Oct. 24	Spring Break - SP Term only - Not A1 or A2 Term	Feb. 27 - Mar. 4
Spring Term Begins -First day of classes	Jan. 9	Graduate Comprehensive Exam.	March 17
Last day to Add Undergraduate and Graduate SP courses	Jan. 13	SP - Spring term withdrawal deadline "W" grade	April 4
Martin Luther King, Jr. / St. Thomas Closed	Jan. 16	Easter Break - St. Thomas Closed	April 5 - 8
Withdrawal Deadline w/ 100% refund/A1 & SP - GR & UG	Jan. 19	Life Experience Portfolio Deadline	April 18
Graduate Comprehensive Exam Application Deadline	Feb. 17	Final Exams - SP Term	Apr 30- May 5
President's Day - No SP Term Classes	Feb. 20	SP - Spring term ends	May 5
Midterm-Last day to submit Fall Incompletes, and Dissertation/Thesis to the library	Feb. 24	SP Term - Deadline for Faculty submission of Grades	May 7
GRADUATION APPLICATION DEADLINES			
Application Deadline for May (Degree/Certificate) Commencement & Ceremony		February 21, 2012	
Graduation Expo: Graduate Students(Masters - Doctoral) - : Undergraduate Students - A-L - Undergraduate - M-Z -			
Application Deadline for August Degree/Certificate		June 29, 2012	
Baccalaureate Mass - May 11, 2012		May Commencement - MAY 12, 2012	

# Summer 2012 Calendar

The first week of registration is Web/Advisor registration only. Registration in B.A.S.I.C begins the second week of registration for each term.

SUMMER 2012				
Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term	April 2  April 2	Orientation A for Fall Semester  Orientation B for Fall Semester		June 14-15  Aug 16-17
<b>A3 - 2012    May 14 - July 14</b>		<b>S1 - May 14 - June 23: : S3 - May 14 - Aug. 4</b>		
Term A3 Begins – First day of classes	May 14	S1 & S3 - First day of classes		May 14
Last day to add A3 courses - GR & UG	May 18	Last day to add S1& S3 courses - GR & UG		May 18
Withdrawal Deadline 100% refund / S1, S3, & A3	May 23	Withdrawal Deadline w/ 100% refund/ S1, S3, & A3 - GR & UG		May 23
Graduate Comprehensive Exam Application Deadline	May 25	Graduate Comprehensive Exam Application Deadline		May 25
Memorial Day - St. Thomas Closed	May 28	Memorial Day - St. Thomas Closed		May 28
Graduate Comprehensive Exam	June 16	S1 withdrawal with "W" grade Deadline - GR & UG		June 6
A3 withdrawal with "W" grade Deadline - GR & UG	June 29	Graduate Comprehensive Exam		June 16
Independence Day - St. Thomas Closed	July 4	Term S1 Ends		June 23
Term A3 Ends	July 14	S1 - Deadline for Faculty submission of Grades		June 25
A3 - Deadline for Faculty submission of Grades	July 16	S3 withdrawal with "W" grade Deadline - GR & UG		July 10
		S3 Ends		Aug. 4
		<b>S6 - June 25 - August 4</b>		
		Term S6 Begins – First day of classes		June 25
		Last day to Add S6 courses - GR & UG		June 29
		Independence Day - St. Thomas Closed		July 4
		Withdrawal Deadline 100% refund / S6 - GR & UG		July 5
		S6 withdrawal with "W" grade Deadline - GR & UG		July 20
		Terms S3, S6 End		Aug. 4
		S3 & S6 - Deadline for Faculty submission of Grades		Aug. 6
GRADUATION APPLICATION DEADLINES				
Application Deadline for August (Degree/Certificate) Graduation    June 29, 2012				
Application Deadline for December (Degree/Certificate) Graduation    October 10, 2012				
<b>Baccalaureate Mass - December 14, 2012    December Commencement - December 15, 2012</b>				