

# UNDERGRADUATE CATALOG 2016-2017



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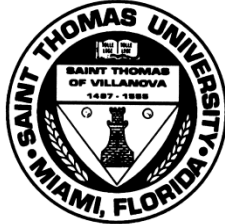
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St. Thomas University admits students of any gender, race, color, national, and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race,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

# ACCREDITATION

St. Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor, Master, Juris Doctor, Master of Law and Doctorate Degrees (PhD; EdD; and JSD). Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of St. Thomas University.



## BOARD OF TRUSTEES

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The Most Reverend  
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Archbishop of Miami

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Mario Trueba

# PRESIDENT'S MESSAGE



Welcome to St. Thomas University, home of Biscayne College and the Schools of Business; Law; Arts and Education; Science, Technology and Engineering Management; and Theology and Ministry. This catalog will give you a glimpse of the innovative undergraduate programs that will prepare you to face a rapidly changing world as you graduate. Our faculty is dedicated to ensuring your academic success and the path to a meaningful career.

Every year, 30 million Americans are working in jobs that did not exist in the previous quarter of the year and, despite talks of a current recession, there will be a labor shortage of 21 million people in many developing fields in 2020. For people with at least a BA or BS degree, the employment rate will look bright. Aware of new and exciting

opportunities, St. Thomas University has embarked in a strategic plan to take the College and its six Schools to a higher academic level.

Employers will be expecting you to take on more responsibilities than in the past, and use a broader set of skills. Real leaders are expected to work harder and to communicate as a team. Employers want people who have strong academic achievement and are able to adapt. Your future University diploma will be a proof of your achievement and your ability to judge, analyze, and solve problems. Each of our Schools' "Blueprint for Leadership Plan" provides the student with real world applications, competency in selected fields and advancements in technology.

I look forward to meeting you, following your progress and sharing ideas in this exciting academic environment.

A handwritten signature in black ink that reads "Franklyn M. Casale". The script is fluid and cursive, with the first name being the most prominent.

Rev. Monsignor Franklyn M. Casale  
President

## VISITING THE UNIVERSITY

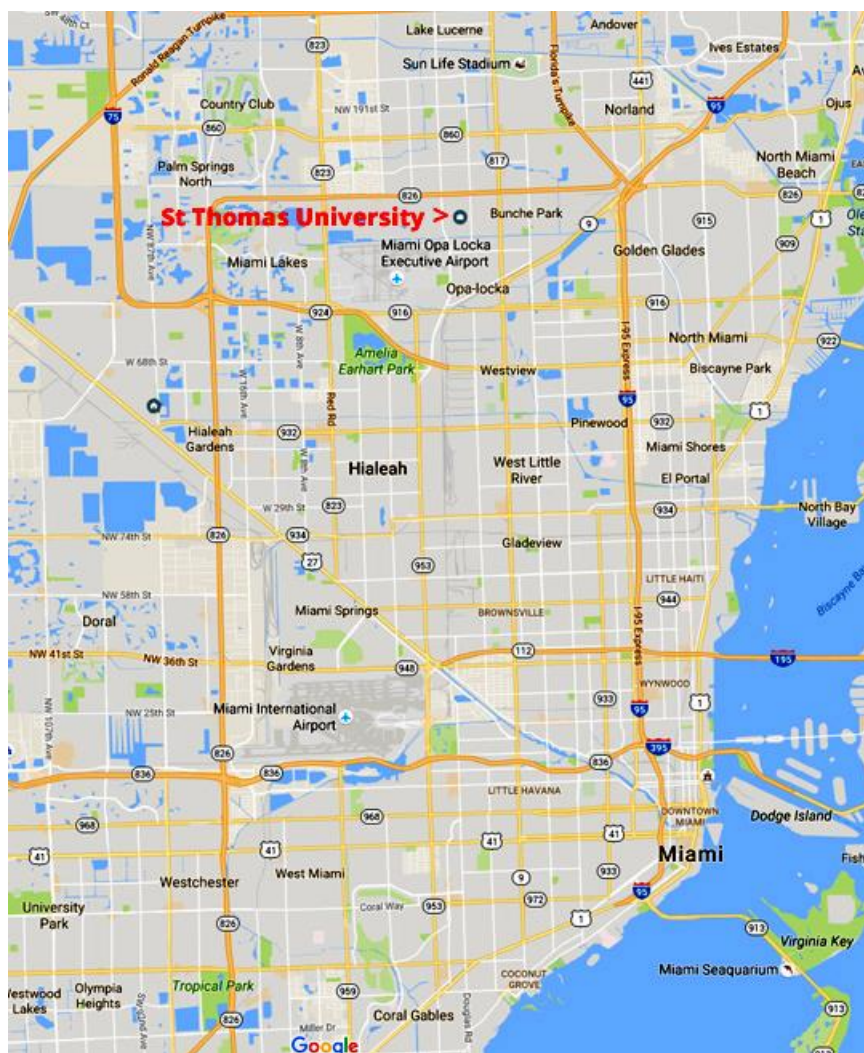
The faculty and administration at St. Thomas University encourage you to visit our campus. We believe that this is a particularly effective way for you to get a first-hand introduction.

Arranging a visit is 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.



# ST. THOMAS UNIVERSITY LOCATION MAP



St. Thomas University  
Main Campus - Admissions  
16401 NW 37th Ave.  
Miami Gardens, Florida 33054-6459  
305-628-6546  
FAX: 305-628-6591  
[www.stu.edu](http://www.stu.edu)



# CAMPUS MAP



## ACADEMIC

- |   |   |
|---|---|
| 1 Mimi Dooner Hall                      | 14 Sullivan Hall  |
| 2 Library/Goldbloom Convocation Hall    | 18 Chickee Hut and Environmental Hut  |
| 3 Law School/Library                    | 19 Carnival Cruise Lines Science & Technology Center for Professional Development |
| 4 O'Mallia Hall                         |   |
| 5 Academic Enhancement & Testing Center |   |
| 8 Law School                            |   |

## RESIDENTIAL

- |                            |
|----------------------------|
| 10 University Inn          |
| 13 Donnellon Hall          |
| 15 Cascia Hall/Glass House |
| 16 Villanova Hall          |

## ATHLETIC

- |  |
|--|
| 20 Fernandez Family Center for Leadership & Wellness |
|--|

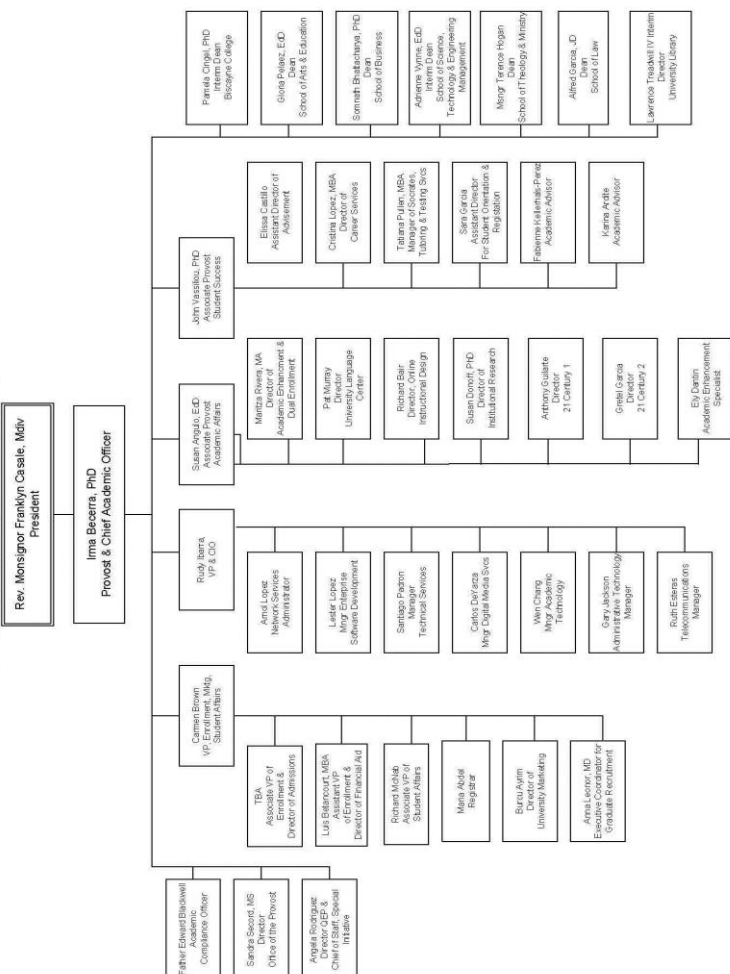
## MULTI-USE

- |                               |
|-------------------------------|
| 6 Chiller Plant               |
| 7 Carroll Hall                |
| 9 Student Center              |
| 11 Former Athletics Buildings |
| 12 Lewis Hall                 |
| 17 Chapel of Saint Anthony    |
| 21 Monastery                  |

stu.edu 16401 NW 37th Ave • Miami, FL 33054 • 305.628.6546

# ACADEMIC AFFAIRS ORGANIZATIONAL CHART

## St. Thomas University/Academic Affairs



# **ASSOCIATIONS AND MEMBERSHIPS**

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

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

North American Society for Sport Management (NASSM)  
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 Commission on Colleges (SACSCOC)  
Southern Association of Collegiate Registrars and Admission Officers  
Southern Association of Pre-Law Advisors  
Southern Association of Student Financial Aid Administrators (SASFAA)  
Southern Association for College Admission Counseling (SACAC)  
The Sun Conference



# 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.



# UNDERGRADUATE ADMISSIONS

## ADMISSIONS REQUIREMENTS

All applicants must have a High School Diploma or its equivalent sent to St. Thomas University.

The minimum criteria for consideration by the Admissions Committee are:

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

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

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

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

## APPLICATION DEADLINES

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

## APPLICATION PROCESS

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

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



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

Transfer applicants who have completed 12 or more semester hours are not required to submit high school transcripts or SAT/ACT scores.

Specific programs may have additional admission requirements.

### **First-Year Students**

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

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

### **Home-Schooled Students**

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

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

### **Placement Tests**

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

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

### **SAT and ACT Scores**

While testing is not always a precise indicator of a prospective student's academic abilities, the Admissions Committee considers it as a reliable measure of an applicant's classroom performance. Therefore, prospective students must submit scores from one of the two nationally recognized academic tests, the College Entrance Examination Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT). Test scores must be sent directly to the Office of Admissions. Information concerning the tests and test dates is available from high school guidance offices. Applications without test scores are considered incomplete.

Students without passing scores on all sections of the CLAST/General Knowledge Test, SAT scores at or above 500 Math/440 Critical Reading/440 Writing, or ACT scores at or above 18 Reading/17 English **must** take the Accuplacer Assessment Instrument test before enrolling. **Only a math SAT score of 500 or higher can exempt a student from taking the Accuplacer Assessment for math.**

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

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

### **Transfer Students**

Qualified transfer students from accredited colleges and universities are invited to apply to St. Thomas University. To be considered for admission applicants must have a minimum cumulative GPA of 2.0. 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 12 semester hours must submit official high school transcripts and SAT/ACT scores. (Refer to the first-year student section above for placement testing requirements).
4. St. Thomas University may withhold granting transfer credit for courses in a major taken more than 12 years prior to the date of application to the University, if no additional coursework has been taken in the interim.
5. Credit will not be granted for transfer courses in which the student has earned a grade of D+ or below, unless the credit is part of an earned associate degree from a Florida public community college.
6. St. Thomas University shall grant junior standing to every accepted student graduating from a Florida public community college holding an Associate of Arts Degree.

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



## ACCEPTANCE CLASSIFICATIONS

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

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

## Tuition Deposit

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

## READMISSION

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

## TRANSIENT STUDENTS

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

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

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

## SPECIAL STUDENT

Special student status is awarded to candidates who wish to take courses as a non-degree seeking student. The Special Student (non-degree) Application must be completed and submitted to the Office of Admissions. Special students may register for a maximum of 15 semester hours and are not eligible for financial aid. Special students who subsequently decide to formally work toward a St. Thomas University

degree are subject to the same admission requirements and conditions applicable to all other candidates.

## INTERNATIONAL STUDENTS

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

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

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

2. **English Translations:** Documents in a language other than English must be accompanied by the original official English translation.
3. **Evaluations:** A NACES (National Association of Credential Evaluation Services) accredited evaluator must evaluate all transcripts from institutions outside the United States. The evaluation agency must indicate that the institution has accreditation equivalent to that of institutions recognized as accredited by the United States Department of Education. However, the Admissions Committee reserves the right to request an accredited evaluation of a transcript from an English speaking institution during the admissions process, if the accreditation of the institution is in doubt. International applicants can obtain information regarding accredited evaluators by contacting the Office of Admissions. International applicants must request that the evaluator provide the Admissions Committee with a course-by-course evaluation and a grade point average equivalent. Also, applicants must request that the evaluator send the original evaluation directly to the Office of Admissions. The costs associated with evaluation of transcripts are solely the responsibility of the applicant.
4. **TOEFL/IELTS:** International students educated in foreign institutions where the language of instruction is not English are required to submit the results of either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants who submit a TOEFL score of at least 197 on the computer-based test, 71 on the Internet-based TOEFL test, or an IELTS score of at least 5.5 will take an academic writing assessment test administered by the University to determine English Language Skills for the purpose of placement in English for academic purpose courses. Applicants transferring from U.S. or non-U.S. institutions where the language of instruction is English, who have demonstrated proficiency in the English language, are exempt from the TOEFL. Undergraduate applicants whose TOEFL score is from 173-193 on the computer-based test, 61-70 on the Internet-based test, or their

equivalents. Intensive English instruction is offered at St. Thomas University.

Academically qualified applicants who are unable to take the TOEFL or who have a score between 157-173 on the computer-based test, 54-61 on the Internet-based test, or their equivalents may be offered admission on the condition that they must take the Level Of English Proficiency (LOEP) pre-test to assess English language skills. The student will then be placed in the appropriate ESL course(s). The Admissions Committee and Director of the Academic Enhancement Center will make the final determination.

5. **SAT/ACT Scores:** The SAT or ACT test scores are not required of international students. However, international students are advised to take the SAT or ACT in order to establish admissibility for applicants where their foreign records alone are not sufficient to make a determination.
6. **Gaokao Scores:** The Chinese National Entrance Examination Test (Gaokao) establishes admissibility based on each's applicant's Gaokao score. Students seeking admission by means of Gaokao must present the Gaokao Transcript and High School Graduation Certificate. Applicants will be offered admission with the condition that they must take the Level of English Proficiency (LOEP) pre-test to assess English Language skills.

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

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

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

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

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

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

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

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

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

1. International Student Financial Guarantee Form. The individual or agency that will act as the Financial Sponsor for the student must complete this form.
2. For J-1s Only: J-1 Exchange Visitor Student Request Form. This form must be completed and signed by the applicant who is requesting to attend St. Thomas University as an exchange student.
3. Photocopy of applicants identification page of their passport.

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 Admission Number

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

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

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

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

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

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

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

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

Students considered as "undocumented" are not eligible for receipt of federal or state government financial aid funds, nor on-campus employment, and in many instances

for donor scholarships offered through St. Thomas University. However, they may be eligible for merit or talent based scholarships as part of the admissions process.

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

### **BA/JD PROGRAM**

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

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

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

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

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

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

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

### **Application Procedures**

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

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

### **Selection Criteria**

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

### **Tuition and Fee Costs**

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

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

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

### **Withdrawal from the Program**

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

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

## **St. Thomas University and Florida International University**

### **JOINT ENGINEERING PROGRAM**

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

#### **Admission Requirements**

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

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

#### **Satisfactory Academic Progress**

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

#### **Selection Criteria**

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

## **St. Thomas University and The University Of Miami**

### **JOINT NURSING PROGRAM**

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

#### **Admission Requirements**

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

1. STU GPA of 3.3 or higher.
2. Minimum requirements: SAT scores of 500 Critical Reading and 500 Math or ACT scores of 23 English, 23 Reading, and 23 Math.

### **ADMISSION POLICY/ON-CAMPUS HOUSING**

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





# FINANCIAL AFFAIRS

## REGISTRATION AND PAYMENT POLICY

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

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

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

## LATE REGISTRATION

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

## INTERNATIONAL STUDENTS

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

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

## ADD/DROP CLASS ADJUSTMENTS AND REFUND POLICY

Payment is due immediately for any additional charges resulting from the completion of an add/drop form. If a decrease in credit hours results in a student dropping below full-time during the posted add/drop period (12 hours for undergraduate students; 6 for graduate students), tuition, general fee assessment, and Financial Aid awards will be adjusted accordingly. A fee of \$10 will be charged per course added/dropped.

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

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

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

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

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

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

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

### **TUITION INSTALLMENT PAYMENT PLAN**

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

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

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

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

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

## **GRADUATION POLICY**

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

## **DELINQUENT STUDENT ACCOUNTS**

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

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

## **TRUTH IN LENDING ACT**

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

Payments should be submitted to the Student Success Center or mailed to:

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

### **WIRE TRANSFER PAYMENTS**

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

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

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

### **FEDERAL PERKINS LOAN PROGRAM**

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



# 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 2016 – 2017 (effective July 1, 2016)

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FULL-TIME UNDERGRADUATE (12-18 credits)	\$14,400	per semester
Medical Insurance (unless proof of existing coverage)	TBD*	See Business Office Bulletin*
Tuition rate for credits in excess of 18 credits	\$960	per credit

PART-TIME UNDERGRADUATE (1-6 credits)	\$576	per credit
SUMMER RATE*	\$576	per credit

#### GRADUATE PROGRAMS

Education, Theology, and Counseling	\$537	per credit
MA in Liberals Arts	\$631	per credit
MS in Science Teaching	\$631	per credit
All others	\$782	per credit

DOCTORATE PROGRAMS	\$912	per credit
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#### PROFESSIONAL STUDIES COHORT PROGRAMS

Undergraduate	\$480	per credit
Graduate	\$631	per credit

#### SPECIAL DISCOUNTS/WAIVERS/SCHOLARSHIPS

Undergraduate (Teachers, Clergy, ADOM Employees)	\$576	per credit
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Graduate:

Catholic School Teachers*	\$537	per credit
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See Business Office Bulletin for rate detail

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

DUAL ENROLLMENT-	\$55	per credit
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<b>*ROOM AND BOARD</b>	<b>Room Rate</b>	<b>Board Rate</b>	
<b>Cascia Hall</b>			
Double	\$3600	\$2250	per semester
Double (Quad Suites)	\$2650	\$2250	per semester
<b>University Inn</b>			
Single	\$6650	\$2250	per semester
Double	\$3250	\$2250	per semester
Triple	\$1850	\$2250	per semester

<b>Villanova Hall</b>	<b>Room Rate</b>	<b>Board Rate</b>
Single	\$7000	\$2250 per semester
Double	\$3600	\$2250 per semester
Triple	\$2650	\$2250 per semester

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

**\*Contact Campus Life for full contract details about Room & Board options/fees.**

### **GENERAL FEES AND DEPOSITS**

*Audit Graduate Course Fee	\$631/782
*Audit Course Fee Law School	\$1583
*Credit by Exam	\$300
*Course Drop/Add Fee ( <i>after 1st week of term/semester</i> )	\$10 per course
*Late Registration Fee ( <i>1st week</i> )	\$150
*Late Payment Fee ( <i>assessed monthly</i> )	5% APR
*Administrative Drop Fee	\$300
*Health Insurance Fee ( <i>annual rate</i> )	\$1570
*Health Insurance Fee ( <i>semester rate</i> )	\$900
(Health Insurance fee will be waived upon submission of proof of private coverage by the posted deadline)	
*Supplemental Health Insurance (annual)	\$180
*Supplemental Health Insurance (spring/summer)	\$110
*Parking Permit/Decal replacement fee	\$30
*Portfolio Assessment Fee (27 credit maximum)	\$813
*Returned check fee	\$50 per check
*Laboratory Fee ( <i>Computer Lab &amp; Science Labs</i> )	\$105 per course
* Laundry Card	\$50
*Replacement Diploma Fee	\$150
*Official Transcript	\$10
*Official Transcript ( <i>delivery fee</i> )	\$25
*Tuition Payment Installment Plan	\$75 per semester
*International Student Fee	\$250

### **TESTING**

*Miller's Analogies Test	\$85
*CLEP	\$115
*LOEP	\$35
*Accuplacer ( <i>re-test whole exam</i> )	\$45
*Accuplacer ( <i>partial re-test</i> )	\$15
*TOEFL	\$180
*DSST	\$115

### **NEW STUDENT FEES & DEPOSITS**

*New Student Orientation Fee	\$100
*Application Processing Fee	\$40
*Room Reservation and Damage Deposit	\$250
*Tuition Deposit	\$200
*Law School Application Processing Fee	\$60
*School of Law (JD) Seat Deposit	\$500

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

# FINANCIAL AID

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

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

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

## ELIGIBILITY REQUIREMENTS (FEDERAL AND STATE PROGRAMS)

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

1. Complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>
2. Apply within designated priority deadlines using Federal School code 001468 for St. Thomas University.
3. Demonstrate financial need (except for some loan programs).
4. Provide proof of a standard high school diploma, a General Education Development (GED) Certificate, pass a test approved by the US Department of Education, or meet other standards approved by the US Department of Education.
5. Be enrolled in an eligible degree or certificate program at St. Thomas University.
6. Be a US citizen or an eligible non-citizen of the US.
7. Have a valid Social Security number.
8. Make Satisfactory Academic Progress (as determined by the University).
9. Sign a statement on the FAFSA certifying use of federal student aid only for educational purposes.
10. Sign a statement on the FAFSA certifying that you do not owe a refund on a federal student grant or that you are not in default on a federal student loan.
11. Register with Selective Service (if you are a male 18 through 25 years of age).
12. Not be a convicted drug offender during the period for which you will be receiving Title IV assistance.

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

## HOW TO APPLY FOR FINANCIAL ASSISTANCE

To be considered for most forms of financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA) online. In order to complete the FAFSA online, an FSA ID must be established for both the student and at least of a dependent student's parents or legal guardians.

For Federal Financial Aid, the Federal School Code for St. Thomas University is **001468**. To apply, please follow the following steps:

1. Complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>
2. Obtain an FSA ID, both the student and at least one parent of a dependent student will need to create an FSA ID. Please visit the following site to obtain your FSA ID: <https://fsaid.ed.gov/npas/index.htm>
3. 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).
4. Be enrolled and pursuing an eligible degree seeking program.
5. All state aid recipients for any of the state aid programs including the Florida Resident Access Grant (FRAG) and the Florida Student Assistance Grants (FSAG) recipients must complete the FAFSA by designated deadlines and first time recipients must provide proof of Florida residency for parent and/or student. For more info on state residency requirements please visit <http://www.stu.edu/Portals/0/Admissions/Financial%20Aid/Documents/FloridaResidencyReg.pdf>
6. Provide, if requested, proof of U.S. citizenship or eligible resident DHS documentation.
7. We encourage the use of IRS data retrieval when completing and submitting your FAFSA. If not then provide, if requested, a copy of your, your spouse and/or your parents' 2015 Federal Tax Return Transcripts.
6. Provide additional information as requested to satisfy institutional, federal and state program requirements.

**Please note: Financial aid is not available for audited courses**

## HOW TO BORROW WISELY

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

## PRIORITY DEADLINES

All financial aid documents, including the results of the FAFSA or Renewal FAFSA (FAFSA-R), must be received by the Office of Financial Aid to be considered "ON TIME" by the priority date - **April 1st, 2016**. Students whose files are completed



accurately by this deadline will receive priority consideration for limited Federal, State, and/or Institutional funds. Students who complete their financial aid file after the April 1st, 2016 priority deadline will be processed in the order of completion date, but may not receive an award determination by the beginning of the Fall semester. Late applicants should plan to have adequate resources to meet their tuition and living expenses upon registration.

### **NOTIFICATION**

The Office of Financial Aid aims to provide award notification by June 15, 2016 for those students who applied for financial aid by **April 1<sup>st</sup>, 2016**. If you applied by the priority deadline of **April 1<sup>st</sup>, 2016** and have not heard from the Office of Financial Aid by July 30<sup>th</sup>, 2016, please contact the Student Success Center at 305-474-6900.

### **RENEWAL OF AWARDS**

1. Financial Aid awards are not automatically renewed. A student must apply each year to receive an award determination. The FAFSA for the current academic year is available after January 1<sup>st</sup> online at: <https://fafsa.ed.gov/>
2. The Office of Financial Aid encourages students and parents to use the IRS data retrieval process when resubmitting their new year tax FAFSA information (assuming they have already filed their new year tax documents)
3. Academic scholarships and/or grants (offered by the Admissions Office) are renewable if the student maintains Satisfactory Academic Progress. The initial scholarship letter you received from the Admissions Office outlines the eligibility criteria for renewal of the award.

### **SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require St. Thomas University to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of receiving and maintaining financial assistance under the programs authorized by Title IV of the Higher Education Act. Students must maintain Satisfactory Academic Progress towards the completion of a program of study regardless of whether they previously received financial aid at the University or elsewhere. The Federal programs subject to this rule include, but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loans, Federal Stafford Loans (Subsidized and Unsubsidized), and Federal PLUS (Parent) loans, TEACH Grant, and some state and institutional awards. Failure to meet the requirements listed below will result in the termination of financial-aid eligibility.

### **FREQUENCY OF MONITORING**

St. Thomas University will evaluate Satisfactory Academic Progress for financial aid purposes, annually at the end of each Spring Term for all four year programs. Any programs which are one year or less in length will be evaluated on a term by term basis as per Federal regulations. Any programs which are one year or slightly longer in length will also be evaluated on a term by term basis as per Federal regulation. Students must maintain Satisfactory Academic Progress in order to receive and maintain all Federal and State financial aid. Institutional Gift Aid will also be reviewed for remaining eligibility.

It is extremely important for all St. Thomas University students to review the Satisfactory Progress Policy -- particularly if they are just starting at the University. Every course enrolled at STU -- even the ones that they may later drop or get an incomplete grade for -- will be included in a Satisfactory Progress review. Taking time

to understand the policy now, can assist students with planning their academic career pathway in a way that will keep them fully eligible for financial aid.

**For a complete review of the St. Thomas SAP Policy, please visit:**

<http://www.stu.edu/Portals/0/Admissions/Financial%20Aid/Documents/STU-SAP.pdf>

### **DEFICIENCIES/PREREQUISITES**

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

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

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

### **DROPPING/WITHDRAWING**

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

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

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

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

pay within this deadline will result in your student account being reported to the collection agency and difficulties registering for subsequent terms at the University. Students will be responsible for any fees access by the collection agency.

#### **RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID RECIPIENT RIGHTS:**

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

#### **RESPONSIBILITIES:**

1. Students are responsible for supplying complete, accurate, and current Information upon which their eligibility for financial assistance is based.
2. Students are responsible for providing all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid. Verification documents can be found under Fin Aid forms at: <http://www.stu.edu/Admissions/Financial-Aid/How-to-Apply>
3. Students are expected to read, understand, and keep copies of all forms they are asked to sign.
4. Students are responsible for planning for moderate spending, and to contribute to the costs of education through summer employment.
5. Once financial assistance is accepted, students are responsible for notifying the Office of Financial Aid if they:
  - a. Receive a loan, grant, scholarship, work, or other additional aid;
  - b. Change their marital status, permanent address, or state of residence;
  - c. Change their attendance status (e.g. half-time, three-quarter time, or full-time); and
  - 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 are responsible for using student aid funds awarded to them for educational, and related, expenses only.
8. It is the responsibility of each student to know and comply with the deadlines for application or reapplication for assistance.

9. Students are responsible for knowing and complying with rules governing the aid received, including enrollment requirements and Satisfactory Academic Progress.
10. Financial assistance is awarded by semester for periods up to one academic year. Students should reapply for assistance for the following academic year.
11. Students who withdraw from the University before the end of the semester may be required to repay 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 to Title IV Funds".
12. Students are responsible for completing the Loan Exit Interview prior to graduation or separation from the University and for understanding the conditions and repayment terms of all loans, both federal and private.
13. Students are responsible for paying any tuition, fees, room, board, or other expenses not covered by Financial Aid.

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

**FEDERAL PELL GRANT** – An entitlement grant funded by the federal government for undergraduate students who demonstrate need and are seeking their first bachelor's degree. The actual amount will be pro-rated based on the student's actual enrollment status each semester. There are now lifetime eligibility limits on Pell grants which cannot exceed 600%(approximately 6 years for a 4 year degree at full time enrollment). This Pell Grant LEU(Lifetime Eligibility Usage) cannot be appealed.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** – A grant funded by the federal government and available on a limited basis to eligible undergraduate students seeking their first bachelor's degree. Students must enroll at least half time to receive this grant. Priority is given to full time students with the greatest financial need. Unlike Pell which is an entitlement, FSEOG is allocation driven and thus can run out at each institution.

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

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

**DIRECT SUBSIDIZED STAFFORD LOAN** – A need based long-term loan administered by the Department of Education. Eligibility is determined by the information provided on the Free Application for Federal Student Aid (FAFSA) and the schools total cost of attendance minus all other aid received. Students must enroll at least half time to receive this loan. For additional information please visit our "Types

of aid" section in regards to the Student Loan Programs page online at <http://www.stu.edu/Admissions/Financial-Aid/>

**DIRECT UNSUBSIDIZED STAFFORD LOAN** – A non-need based, long-term loan administered by the Department of Education. Eligibility is determined by the information provided on the Free Application for Federal Student Aid (FAFSA) and the schools total cost of attendance minus all other aid received. Students must enroll at least half time to receive this loan and are responsible for paying the interest while attending school. For additional information please visit our "types of aid" section with regards to the Student Loan Programs page online at <http://www.stu.edu/Admissions/Financial-Aid/>

**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, low-interest government guaranteed loan. Loan limits equal the cost of attendance minus other financial aid received by the student. Students must enroll at least half time to receive this loan. For additional information please visit our "Types of Aid" section with regards to the Student Loan Programs page online at <http://www.stu.edu/Admissions/Financial-Aid/>

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

## **STATE ASSISTANCE**

**FLORIDA STUDENT ASSISTANCE GRANT (FSAG)** – The FSAG is a need-based grant funded by the State of Florida. The Office of Financial Aid assumes eligibility from the information submitted on the FAFSA on the basis of financial need. Students must submit the FAFSA by the designated deadlines for each academic year and first year students must submit proof of residency as mentioned previously. Final eligibility is subject to confirmation from the State. Prior year recipients who enrolled Full time in both Fall/Spring must have earned 24 credits by the end of the previous Spring term and have a cumulative 2.0 GPA to maintain eligibility. Students not enrolled full time each semester must complete:

- 9 credit hours for three-quarter-time enrollment; or
- 6 credit hours for half-time enrollment.

**FLORIDA RESIDENT ACCESS GRANT (FRAG)** - The FRAG is a non-need based grant funded by the State of Florida. The Office of Financial Aid assumes eligibility from the information submitted on the FAFSA. Students must submit the FAFSA by the designated deadlines for each academic year and first year students must submit proof of residency as mentioned previously. Final eligibility is subject to confirmation

from the State. Prior year recipients must have earned 24 credits by the end of the previous Spring term and have a cumulative 2.0 GPA to maintain eligibility. Students must enroll full time to receive this grant.

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

**For more information on all State of Florida scholarships, visit:**

**<http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>**

**SCHOLARSHIPS** – St. Thomas University provides a number of Institutional Merit Scholarships to assist students with their annual costs of attendance. For a list of these and additional outside scholarships available for our students, please visit our "Types of Aid" section of the Financial Aid Web site and click on scholarships:

<http://www.stu.edu/Admissions/Financial-Aid/Types-of-Aid>



# STUDENT SUCCESS CENTER

St. Thomas University is constantly striving to enhance the services provided to students and assist them towards the completion of their academic endeavors. Based on our core value of student success, deriving from our mission, we have focused our efforts on implementing best practices to enhance student success and timely degree completion! The Student Success Center was designed to eliminate gaps from admission to placement to academic advising, and provide students with a single point of contact.

Location: West end of Mimi Dooner Hall

Hours: 8:00 a.m. – 7:00 p.m. (Monday – Thursday)

8:00 a.m. – 5:00 p.m. (Friday)

Phone: (305) 474-6900

Fax: (305) 474-6930

E-mail: [StudentSuccessCenter@stu.edu](mailto:StudentSuccessCenter@stu.edu)

Web: [www.stu.edu/StudentSuccessCenter](http://www.stu.edu/StudentSuccessCenter)

## The key components of the Student Success Center (SSC) are:

1. New Student Orientation
2. Registration
3. Professional Academic Advising
  - a. Professional Academic Advisor Assignment by Program of Study for all new and current students
  - b. Early Alert & Follow-up
  - c. Academic Planning through completion (semester by semester) for all new and current students
4. Faculty engagement
5. Student Success Technological systems
  - a. Starfish
  - b. Student Academic Planning
  - c. Focus 2
6. Career Services
7. S.O.C.R.A.T.E.S. Tutorial Services and Labs (Math Lab, Writing Lab, & ESL Lab)
8. Continued Follow-Up (during first semester and subsequently)

**Student Success Technological Systems** - We enhanced self-service systems for students, by implementing technologies, such as the Starfish Retention Early Alert and Connect, and Student Academic Planning systems to improve communications between professional academic advisors and students, and proactive advising for students, which are critical to student success.

- **Starfish:** Starfish integrates data from multiple systems, easier use for faculty and academic advisors, the ability to generate communication based on system data as well as alerts entered by faculty. The student interface allows a student to track their academic progress. Starfish is accessible via **Success Network** in MyBobcat, and Student Success Center website.
- **Student Academic Planning:** The Student Academic Planning system permits students to work with their assigned professional academic advisor to plan and schedule courses aligned with their chosen program of study. Additionally, the system facilitates communications between academic advisor and advisee related

to academic planning and course selection. Its automation permits students to be more aware of their commitments.

- **Focus 2:** A Career Assessment tool, which aligns student's feedback and responses to the University's programs of study, and provides students with career exploration options.

## **STUDENT SUCCESS CENTER SERVICES**

**Academic Advising** - The Center employs Professional Academic Advisors to provide academic advising for all undergraduate students. Professional Academic Advisors are central players in the student success process. They are assigned to each student at the point of admittance based on student's selected program of study. Advisors work collaboratively with all other areas at St. Thomas University, including academic areas and faculty for referrals and assistance in helping the students in their case load. Academic advising intends to build student engagement from first semester course registration to degree completion.

**S.O.C.R.A.T.E.S. Tutoring Center** - The **S**tudent **O**riented **C**enter for **R**etention through **T**utoring and **E**ducational **S**ervices is located on the second floor of STU's University Library. It is designed to provide assistance to students who need or desire help in their academic endeavors.

### **Tutorial Services and Labs:**

- Math Lab
- Writing Lab
- ESL Lab
- Subject Area Tutoring

**Career Services** - Career Services fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities. We combine 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.

Location: Student Success Center

Hours: 9:00 a.m. – 7:00 p.m. (Monday – Friday)

Phone: (305) 628-6577

Website: [www.stu.edu/CareerServices](http://www.stu.edu/CareerServices)

### **Services available to students:**

- Student Self-assessment
- Job search assistance
- Internships and Experiential Learning
- Career Expos
- Career Resources
- Career Workshops and Class Visits
- Mock Interviews
- Mentoring Program

**Testing Center** - The Testing 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.



Location: Institute for Workforce Enhancement Bldg.  
Hours: 9:00 a.m. – 5:00 p.m. (Monday – Thursday)  
9:00 a.m. – 3:00 p.m. (Friday)  
Phone: (305) 628-6797  
Web: [www.stu.edu/testing](http://www.stu.edu/testing)

### **Placement Exams:**

- Accuplacer
- Accuplacer – WritePlacer
- Accuplacer-Levels of English Proficiencies

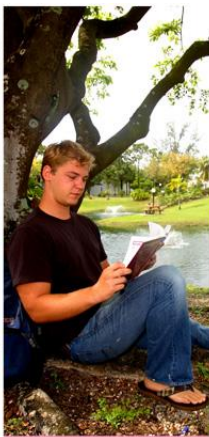
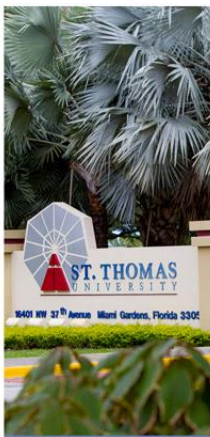
**College Credit Exams:** Students obtaining satisfactory scores in a particular subject area can earn college credits.

- College-Level Examination Program (CLEP)
- DSST Program (formerly known as Dantes)

### **Other Exams:**

- Miller Analogies Test (MAT)
- Test of English as a Foreign Language (TOEFL): Evaluates English proficiency. Registering for the TOEFL exam or to find out your TOEFL test score, please visit: <http://www.toeflgoanywhere.org>
- American Council on the Teaching of Foreign Languages (ACTFL) Examinations

To take any of the above exams please complete the electronic forms at [www.stu.edu/testing](http://www.stu.edu/testing) or call the Testing Center at (305) 628-6797.



## **VETERANS ADMINISTRATION**

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

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

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

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

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

## **AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)**

AFROTC is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico; students can register through normal course registration processes. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force.

The AFROTC program is currently offered at the University of Miami, but they have a crosstown agreement that allows our students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review <http://miami.edu/>. For more information on the AFROTC program, please review <http://www.as.miami.edu/afrotc/>.

# GENERAL INFORMATION

## OFFICE OF UNIVERSITY ADVANCEMENT

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

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

## 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 faith formation, evangelization and participation in the sacramental life of the Church.

Campus Ministry, driven by a Catholic identity at St. Thomas University, recognizes four essential Characteristics and uniqueness of a Catholic University highlighted in the Apostolic Constitution *Ex corde Ecclesiae* – On Catholic Universities (Par. 13):

1. Christian Inspiration: Not simply individuals, but the Catholic university as a whole;
2. Faith Reflection: In the light of the Catholic Christian faith upon the growing treasury of human knowledge;
3. Fidelity to the Christian Message: In order to transmit the Christian message; and
4. Service to the Church and Humanity: Keeping an institutional commitment of service to the people of God and to the whole human family. The word "Catholic" means universal.

"We are a Catholic university because we seek truth through the intellectual life, because we want to be a transformative presence in the world; because we seek to infuse the world with compassion and faith, animated by the spirit of Christ (Ex Corde 21); because we ground our work in the hope to be found in the Eucharist, the source and summit of Catholic belief and practice (St. Thomas University, Catholic Identity Statement, 2016)." Campus Ministry, composed by faculty, staff and students, it is also sensitive to the ecumenical and interfaith dimension of the University's population by "welcoming people from all religious and humanistic traditions (The Uniqueness of a Catholic University, 1990)."

**Mission:** Campus Ministry Staff at St. Thomas University recognizes the sacramental life of the Church as the center of the community. "We actively engage ever-widening circles of relationship and responsibility, beginning with each person's own spirit and moving out (St. Thomas University, Catholic Identity Statement, 2016)." This Mission has been identified in the formation of student peer ministry leaders who are mentored by the Campus Ministry Staff at STU, so they can lead and participate in the different initiatives that ignite faith on Campus and beyond (their families, circles, parish/church and own communities of faith). The staff invites all the community to participate by bringing different gifts and talents that enrich the community at St. Thomas.

**Structure:** Campus Ministry personnel work under the following structure:

1. A trained-Lay Member of the Church who exercises the role of Director of Campus Ministry: This person oversees the Campus Ministry Programs, planning and its personnel.
2. An ordained Priest from the Archdiocese of Miami who exercises the role of Chaplain, leading the community in the liturgical celebrations (Masses and Sacraments).
3. A Graduate Assistant who assist Campus Ministry programs (such as Young Adult group, retreats, Bible Studies) and in the Office of Campus Ministry.
4. Work undergraduate students (peer ministry students) who assist with the ministry of coffee and clerical matters at the Office of Campus Ministry.
5. (New in 2015-2017): Two-Four FOCUS (Fellowship Of Catholic University Students) young adult missionaries who report directly to the Director of Campus Ministry and work full time in the mission of evangelization on Campus.

### **Campus Ministry Programs and Values**

**Fidelity to the Christian Message:** Recognizing our Sacramental call to love, compassion, care and solidarity with one another and the stranger, with a call of transformation. Ministry is built person to person. "Missionary renewal" requires "personal dialogue, when the other person speaks and shares his or her joys, hopes and concerns for loved ones, or so many other heartfelt needs (The Joy of the Gospel, 128)." This is possible through *ministry of presence* at the people's journey and at the University events organized throughout the school year.

**Christian Inspiration:** Reaching out one-on-one and igniting in faith through the celebration of the Eucharist as the source and summit of Catholic belief and practice.

**Faith Reflection:** Inviting students who are following to a deep and lifelong relationship with Christ (through programs included but not limited to: RCIA –Rite of Christian Initiation of Adults, growing in the Faith, IGNITE-Young Adult Group, Retreats, etc.).

**Service to the Church:** Student leaders are mentored to take leadership in programs such (small bible studies, faith-sharing adult nights, retreats, service-learning projects) and they are mentored to invite other friends who will lead eventually. These leadership opportunities are helpful tools as they grow in their academic path and build career that eventually will contribute to society.

The staff provides direct service to students in the office of Campus Ministry (Dooner

Hall 111) and in the Chapel of Saint Anthony as well as throughout the entire campus. The Office of Campus Ministry and its staff work in the organization of the liturgical celebrations and Masses that happen at *The Chapel of Saint Anthony* at St. Thomas University. These liturgical celebrations are those such as daily Mass (Monday through Friday at 12:15pm) and Sunday Mass (7:00pm). The sacrament of Reconciliation is available Monday through Friday 30 minutes before daily Mass and Sunday Masses. Moreover, the Campus Ministry team is attentive to the liturgical celebrations that bring the seasons of Advent, Lent, Holy Week and Easter within the Catholic Church. Campus Ministry works in the organization of yearly celebrations such as Mass of the Holy Spirit, Baccalaureate Mass, Orientation Mass and other extraordinary celebrations. In addition, the Office of Campus Ministry and its staff extend solidarity with St. Thomas University students who observe feasts and religious holidays from other faith traditions.

The Chapel is open throughout the day and provides our university community with a quiet place for private and communal prayer, worship and reflection. The chapel is also the place where liturgical and sacramental celebrations such as Mass, baptisms and marriages take place. The Staff collaborates with other departments and student's organizations in the planning and initiation of prayer services, opening prayers, faith sharing groups, workshops and also advises in matters related to the building of the community of faith at St. Thomas and the spiritual needs of the students, faculty and staff. The Campus Ministry staff encourages all Students, Faculty and Staff to visit the office and learn about how the ministry can help during their journey at St. Thomas. The Campus Ministry Staff welcomes each person with open arms and invite the community to take a few minutes and enjoy a cup of coffee in the brand new Campus Ministry lounge located in Mimi Dooner Hall 111. For more information: [campusministry@stu.edu](mailto:campusministry@stu.edu) or (305) 628-6525

## **DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS**

The Division of Enrollment Management and Student Affairs helps you to **Envision Your Future**. We offer a culture of new thinking, global focus, forefront facilities and learning environments. We impact students throughout their academic career; from recruiting new Bobcats to graduating **"Leaders for Life"**.

Enrollment Management and Student Affairs embraces an innovative spirit and is committed to working with a diverse student population. Here at St. Thomas University, cultural and ethnic diversity aren't goals, they are the foundation of a unique learning and living global environment.

We are here to help all STU students be successful and succeed. At St. Thomas University, you will become a bold, adaptable, effective leader; finding success and fulfillment in a global economy and changing world.

We take great pride in the excellent facilities, staff and student programs that make up this exceptional division, and can help you find the balance between your academic and student involvement opportunities to ensure you feel connected to our STU community. We will listen, have the courage to change what needs to be

changed and make a difference both within and outside the gates of St. Thomas University.

We invite you to learn more about Enrollment Management and Student Affairs. It is thanks to our students and staff and their commitment to innovation that we will continue to directly impact our students' lives.

### **Mission**

The Division of Enrollment Management and Student Affairs enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness and social consciousness.

### **Involve. Engage. Evolve...Lead!**

### **Core Values**

Enrollment Management and Student Affairs believes in the transformative power of education. Toward that end, we will act as a catalyst for positive change in our society and offer services and programs that focus on:

- Student Learning - enhancing personal development through purposeful activities, programming and student support services and co-curricular programs
- Inclusive Community - promoting an open and civil campus community respectful of diverse ideals, histories and experiences
- Servant Leadership – supporting students' learning by participating in service opportunities that promote leadership development
- Collaboration - partnering with the university citizenry and community members, to increase student learning and promote student success

Sustainability – acting consciously to nurture the individual, institutional and societal relationship with the environment

## **STUDENT HEALTH CENTER**

The **Student Health Center** is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities and based on the principles of Catholic Social teachings and Catholic Health Care: the care and dignity of the individual, attention to the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in the world. St. Thomas University has the unique advantage of providing an intimate, family education model aimed at developing leaders for life.

Location: The south end of the Student Center Building.

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

- Psychological Care (Counseling): Programs typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Staff offers wellness-themed presentations that give students an opportunity to be proactive in their overall health.

Health and Wellness also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting all services.

- **Medical Care:** To address general health care concerns, weekly clinic days are staffed by a Registered Nurse and staff from the Jessie Trice Community Health Center, Inc. Outpatient surgical, urgent, ER gynecological, visual, radiology, or other specialty medical services are not provided. Medical issues requiring more specific care or students with emergency situations are referred to a physician or hospital in the community. Medical services provided off campus are strictly at the student's expense. Emergency and urgent care medical and ambulance services MAY BE covered, in part, by your health insurance provider.

**Contact:** For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact the center's front desk at (305) 628-6690. To make an appointment for counseling services, contact Dr. Josie Oramas at [joramas@stu.edu](mailto:joramas@stu.edu) or call (305) 628-6695. For emergencies, call 911.

**Hours:**

Clinic	Monday – Friday	8:00am - 5:00pm
Counseling	Monday – Friday	9:00am - 5:00pm
Nurse Practitioner	Tuesday & Thursday	9:00am - 5:00pm

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

**All first-year students residing on campus must show proof of a recent meningitis immunization. Please check the Student Health Center webpage at <http://www.stu.edu/healthandwellness> for information on University Immunization Guidelines and for health forms.** In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), only expressly designated staff of the University may confirm proof of medical insurance.

## ATHLETICS DEPARTMENT

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis, and cross-country; women's teams compete in basketball, softball, volleyball, soccer, tennis, and cross-country. The University also has co-ed Cheer & Dance and Beach Volleyball. In the past few years, at least 5 of its 12 athletic teams have qualified for national tournaments while many teams have also received NAIA Scholar Team honors. University athletes annually maintain a 3.0 overall GPA. According to the 2009 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 athletes is a true sign of the University's commitment toward its "student first" mission. St. Thomas University prides itself on being "Champions of Character" and has annually been sighted as a Five Star Champions of Character Institution by the NAIA.

**Mission:** Intercollegiate athletics at St. Thomas University is a program built on the rich cultural and international diversity in the Catholic tradition and committed to the academic and professional success of its student athletes stressing the values of integrity, respect, responsibility, sportsmanship, and servant leadership in building Champions of Character and global leaders for life.

**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), in addition to the University's admissions requirements. Whichever the most stringent rule will be the guideline to follow. Students with an earned Bachelor's degree (and with remaining eligibility, i.e., seasons of competition and terms of attendance) will be allowed to participate in intercollegiate athletics at any NAIA school provided they are enrolled in and pursuing a graduate program, professional school or fifth-year - post-baccalaureate degree teacher education program. The graduate must be enrolled in a full-time class load as defined by the school at the time of participation, and to maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

In order to participate in athletics, student-athletes must maintain a minimum 2.00 overall GPA and pass at least 24 credit hours within the last two full-time terms of attendance.

For specific NAIA rules, and for first time student-athletes participating in the NAIA, and all other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at <http://www.playnaia.org/>.

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

### **\*Entering Freshman**

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



1. Achieve a minimum of 18 on the Enhanced ACT or 880 on the SAT (math and verbal only). The ACT/SAT test must be taken on a national or international testing date and certified to the institution prior to the beginning of each term in which the student initially participates (residual tests are not acceptable). The SAT score of 880 or higher must be achieved on the **CRITICAL READING** and **MATH** sections of the SAT. Scores must be achieved on a single test date, and the test score must be sent directly from the testing center to the University and to the NAIA Eligibility Center.
2. Achieve a minimum overall high school grade point average of 2.50 on a 4.00 scale (the NAIA requires a 2.00 GPA), and send official transcripts to both St. Thomas University Admissions and the NAIA Eligibility Center.
3. Graduate in the top half of your high school graduating class. If the class rank does not appear on the transcript, a letter from the principal or headmaster will be accepted but must be written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement.

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

**\*Twelve Credit Rule**

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

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

Changes in enrollment (e.g., petitions to add/drop courses, late enrollment, instructor drops, etc.) should be submitted prior to the published deadlines to ensure records are accurate and complete. If a student-athlete drops a course, it could cost 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.

**Academic Progress and Study Halls:** To ensure student-athletes are making normal progress towards graduation, the Department of Athletics monitors academic progress through the University's Starfish alert system via the TOTA3L Program (Take Off Toward Academics and Athletics Leadership). Upon notification of missed classes, incomplete assignments, or poor test grades, coaches meet with student-athletes individually. Reports are also generated throughout the semester via professors who deem students at risk. From these various reports, coaches will mandate study hall.

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

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

All forms of dishonesty such as cheating, plagiarism, stealing, or deceiving will be referred to your Coaches and Athletic Director. If found guilty, according to the Academic Conduct Code, the Dean of the School in which the violation occurred will submit a report to the Provost. Upon recommendation, the Dean of the School and/or Provost will inform the Vice President 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 all assignments thoroughly.
2. Study thoroughly for all tests.
3. Do not let other students copy from your work or tests.
4. Discourage dishonesty among other students.
5. Refuse to assist dishonest students who cheat or plagiarize or are dishonest in other ways.
6. Know what academic dishonesty is and avoid any occurrence of it.

**Missed Class Policy:** Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not

permitted to miss class time for competition or practice outside of the championship segment **(the off season)**.

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

## **INTRAMURALS AND RECREATION**

The Fernandez Family Center for Leadership and Wellness' Intramurals and Recreation department offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, basketball, volleyball, soccer, billiards, beach volleyball and more. The Intramurals and Recreation programs also offer many special event opportunities 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 Fernandez Family Center for Leadership and Wellness. The Center includes a state-of-the-art fitness center, full size gymnasium for volleyball and basketball, athletic department offices, media room, three classrooms for sports administration, and a fitness studio. Additional recreational facilities include the Dominick Miniaci Beach Volleyball Courts, a swimming pool, outdoor basketball courts, and tennis courts. Use of all recreational facilities requires a valid STU ID.

**Mission:** St. Thomas University is dedicated to placing an emphasis on providing students ongoing social, physical, intellectual, and cultural development. Students will have the ability to achieve these developmental needs through participation in Intramurals and Recreational Sports activities. Intramurals and Recreational Sports afford students, faculty, and staff the opportunity to work together to strengthen personal development while enhancing academic productivity through the increase of physical fitness, psychological health, wellness, and exercise. All Intramurals and Recreational Sports programs highlight and reward values such as sportsmanship, leadership, teamwork, and lifelong leisure skills. The goal of Intramurals and Recreational Sports is to be as varied as possible to support the diverse population at St. Thomas University in addition to participation among the local educational institutions. **For more information call (305) 628-6558 or Like us on Facebook: Fernandez Family Center for Leadership and Wellness.**

## **CAREER SERVICES**

The Office of Career Services is dedicated to assisting St. Thomas University students and alumni in attaining their career goals. Students who visit Career Services early-on in their pursuit of a degree learn about a variety of methods useful in making career decisions. Office staff 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 *Focus 2* software for self-assessment and career options. Once a student or alumni completes *Focus 2* and meets with a Career Advisor, he/she is better positioned to choose a major or decide on a career path. Students can access *Focus 2* through the Student Success Center technology link on the STU website.
2. **Job search assistance:** Students seeking professional employment, an internship, summer employment, or graduate study can obtain assistance with resumes, cover letters, and interviews in the classroom or one-on-one.
3. **Internships:** Students who secure an internship enhance their marketability by developing valuable skills. Further, they increase their awareness of career options while developing a professional network. Please visit the Career Services Office to discuss your internship search. Meanwhile, create your profile, upload your resume, and start looking for internships 24/7 online at [www.internships.com/welcome/stu](http://www.internships.com/welcome/stu).
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 40-50 employers converging on campus to hire students.
6. **Career Resources:** Visit the Career Services website at [www.stu.edu/career](http://www.stu.edu/career) to view the *What can I do with this major?* program that contains information on the areas graduates can enter with a particular degree (i.e. accounting), the employers that recruit people in those majors, and the strategies to follow to get there.
7. **Career Workshops and Class Visits:** Participate in workshops on a variety of career topics including The Career Planning Timeline (freshmen through senior year), Resume Writing, Interviewing Skills, Networking, Skills Employers Seek, Cover Letter Writing, Going to Graduate School, and more. Career Advisors visit undergraduate and graduate classes, upon faculty request.
8. **Mock Interviews:** Students and Alumni can schedule a one-on-one mock interview with a Career Advisor. The purpose of the mock interview is to practice for the "real" interview. Feedback is provided on the spot to the interviewee to help him/her develop professional success techniques. In addition, Career Services has an online mock interview solution for students (InterviewStream) that gives them the opportunity to practice 24/7 to be able to compete in today's global economy. Students can access *InterviewStream* through the Student Success Center technology link on the STU website, and contact a Career Advisor to create an account.
9. **Mentoring Program:** Career Services offers mentoring programs to students in a variety of formats. First, students are invited to a mentoring program in which professionals in different industries provide students / mentees with resume critiques, mock interviews, and tips to help students get a jumpstart in their careers. Additionally, Career Services in partnership with the Alumni Association, offers another mentoring program called *Dining with 12 Bobcats*. *Dining with 12 Bobcats* helps strengthen the STU community by connecting current students with Bobcat alumni at an informal dining event. At the event, students and alumni share a good meal,

have insightful conversations, and have the opportunity to network and find out how to stay involved with and connected to STU after they graduate.

**Office Hours and Location:** Office hours are 9:00am to 5:00pm Monday through Friday. Career Services is located in the Student Success Center on the West end of Mimi Dooner Hall. For more information, call (305) 628-6577, visit [www.stu.edu/career](http://www.stu.edu/career), or email us at [careerservices@stu.edu](mailto:careerservices@stu.edu).

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

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

### **Certificate of Eligibility SEVIS I-20 and Arrival/Admission I-94 Number**

The U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility SEVIS I-20 is issued to admitted students who have provided an official financial affidavit. The student is required to attend St. Thomas University as indicated on the SEVIS I-20 for the time specified on the electronic form I-94 on Customs and Border Protection's website [www.cbp.gov/I94](http://www.cbp.gov/I94). 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/I-20**

St. Thomas enrolls students and scholars from over 70 countries. The University seeks qualified international students and scholars who bring a special richness and diversity to the cultural life of the University community. The University assists international students and scholars in achieving educational goals while providing insight into American culture.

### **Certificate of Eligibility Form I-20 and Arrival/Admission I-94 Number**

The U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility Form I-20 is issued by STU to fully admitted students who have provided an official financial affidavit. Students use the Form I-20 to obtain an F-1 visa at a U.S. Consulate or Embassy. The student is required to attend St. Thomas University as indicated on the Form I-20 for the time specified on the electronic form I-94 on Customs and Border Protection's website [www.cbp.gov/I94](http://www.cbp.gov/I94). Students are expected to complete at least one semester of study at this institution prior to requesting an institutional transfer.

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

The DS-2019 is the document issued by the sponsor of the Exchange Visitor Program (i.e. STU). It is the document used for the issuance of the J-1 visa at a U.S. Consulate or Embassy to students or scholars. The U.S. Customs & Border Patrol officer will revise the DS-2019 at the port of entry and return it to the student/scholar. The DS-2019 must be valid at all times.

International students with an F-1 non-immigrant status must:

- Be degree seeking and registered as a full-time student each semester (6 credit hours for graduate/doctoral students and 12 credit hours for undergraduate students), and may register for only one three-credit online course per semester;

- Check-in with the international student advisor within the first 15 days of the start of each semester;
- Not engage in off-campus employment without authorization from USCIS or the designated school official (DSO);
- Keep a current valid passport; and
- Have medical health insurance.

International students on an F-1 or J-1 visa who are physically present in the U. S. are not eligible for admission into a program of study that is only offered online. **Important Note:** J-1 students may be degree or non-degree seeking, and are required to follow the above stated guidelines to maintain legal status. J-1 scholars are required to check-in with their host department upon arrival and the International Student Advisor within the first five days of their arrival. J-1 scholars are required to comply with their contract agreement.

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

### **Permanent Resident Status**

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

## **UNIVERSITY LIBRARY**

The University Library fosters learning for the entire community with information resources, space, and support services that empower students to become life-long leaders. The 50,000-square foot building offers a wireless learning environment with networked seminar rooms, group study rooms, and personal study areas. The Library houses over 215,000 print resources and 393 current print magazine, journal, and newspaper titles. The building contains three 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 221,000 e-books.

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

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

Students may play media on the first floor of the library in the reference area or in the fully equipped study rooms. Various Study Rooms are also equipped as gaming lab with a 3D television and Xbox 360 Kinect, PS4, or Wii gaming systems. The Library also provides popular movies and documentaries as well as New York Times Best Sellers in fiction and non-fiction via print and e-book formats for students' reading and viewing pleasure. The wireless café is on the first floor and offers coffee, tea, and hot chocolate. The University Art Gallery is on the second floor as well as the John C. Favalora Archive and Museum. Please visit the Library website at [www.stu.edu/library](http://www.stu.edu/library) for hours and to learn more about the services and collections.

## ACADEMIC ENHANCEMENT CENTER

### PURPOSE

The Academic Enhancement Center offers courses of instruction and services to prepare students for academic work at the college level and to assist students in developing basic skills. The Center offers instruction in Writing, Reading, Mathematics, and English as a Second or Other Language. In addition, the Academic Enhancement Center offers ADA services free of charge to all undergraduate and graduate student applicants.

### SKILLS COURSES

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

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

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

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

### DISSABILITY

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



## DUAL ENROLLMENT PROGRAM

St. Thomas University is dedicated to finding new ways to serve a diverse community of learners. The Dual Enrollment Program benefits qualified high school students by enabling them to take college-level courses at designated high school sites. Dual

Enrollment Program partners include high schools in Dade, Broward and Palm Beach Counties. St. Thomas University is proud of the outstanding Dual Enrollment courses offered and the caliber of our adjunct faculty based in participating high schools. We are dedicated to strengthening our relationships with our participating Dual Enrollment high schools, and to attracting new schools to the program. The Dual Enrollment Program is housed in the Academic Enhancement Center.

## **UNIVERSITY LANGUAGE CENTER**

**INSTITUTIONAL ASSESSMENT OF COGNITIVE ACADEMIC LANGUAGE PROFICIENCY.** Undergraduate applicants will be required to take an English language placement assessment, which is administered on campus at no cost to the applicant. Based on scores established to meet the undergraduate academic program requirements, the applicant will either be placed in an ESL program or in the English for Academic Purposes program.

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

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

### **ENGLISH FOR ACADEMIC PURPOSES**

**EAP 1640 Advanced Writing for Academic Purposes with Lab:** Designed to emphasize the mastery of university level writing skills through writing assignments that stress North American academic rhetorical organization in pieces such as essay examinations and academic papers utilizing the citation style promulgated by the American Psychological Association. This course may be applied to undergraduate general education or Humanities requirements.

**EAP 1660 Advanced English Grammar for Academic Purposes:** Designed to emphasize the mastery of communicative grammatical structures used in academic writing and speaking assignments. It underscores the elements of North American academic rhetorical organization in a variety of written pieces and oral presentations. This course may be applied to undergraduate general education or Humanities requirements.



## ACADEMIC POLICIES AND REGULATIONS

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

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

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

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

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

For more information, call the Student Success Center at 305-474-6900.

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

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

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

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

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

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

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

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

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

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to

whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

**ENGLISH AS A SECOND LANGUAGE (ESL).** Courses for Non Matriculated Students (not admitted to degree program) Students require ELT I-20 form to apply for US F-1 Visa.

The English as a Second Language (ESL) program is designed to help non-native speakers of English obtain the proficiency necessary to operate successfully in the higher education environment. The program provides a cultural orientation to the United States and to the higher education system. Students are tested at the time of registration and are placed into an appropriate ESL level. Each program level takes one semester to complete.

### **Beginner & Intermediate Levels**

There are five (5) levels of instruction. ESL 096-100 (Levels 1-4) meet fifteen (15) hours a week in class, five (5) hours a week in Lab, for a total of twenty (20) hours a week. Each level is 14 weeks in length. Grading for the courses is as follows: ESL 096, 097, 098 and 100 are graded on the Pass (P)/No Pass (NP) basis. ESL 096-100 courses are assigned 12 academic credits. If a student were to complete the four (4) levels program, the student would have received forty-eight (48) instructional credit hours (A total of 1120 hours in the classroom and lab).

### **Advanced Level**

Advanced ESL level 5 is a semester length program that consists of Grammar, Writing, Speaking and Listening. Students attend fifteen (15) hours in class and five (5) hours a week Lab for a total of twenty (20) hours a week. It consists of (12) non-credit instruction hours for a total of 280 hours in the classroom per semester. This is a program that may be used to prepare for the TOEFL exam.

The number of levels offered each semester depends upon student enrollment.

**English for Academic Purposes:** Courses for Matriculated Students (admitted to Undergraduate or Graduate degree program). Students require I-20 form to apply for US F-1 Visa.

Students enrolled in the English for Academic Purposes (EAP) courses must meet the Admissions requirements for undergraduate or graduate degree program. Placement assessments are administered to students upon arrival at STU. Students will chart out a course of study with an assigned academic advisor.

EAP is an advanced program that consists of two courses taken concurrently- EAP 1640 Writing for Academic Purposes (3 credits) and EAP 1660 Grammar for Academic Purposes (3 credits). EAP courses are a measure of English Academic Language Proficiency, thus a student must earn a grade of B or better in order to pass the class. Three (3) EAP credits may be applied to General Education Requirements and three (3) EAP credits may be applied toward the Humanities elective (Foreign Language) in an undergraduate degree program. Graduate students do not earn credit toward a degree.

**EXCEPTIONS TO ACADEMIC POLICIES.** No exceptions to policies are made except in writing. Only the Provost/Chief Academic Officer or his/her designee can grant exceptions. Additional University policies may be found in the St. Thomas University Handbook. Students may obtain a copy from the Student Services Office (<http://www.stu.edu/studenthandbook>).

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

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

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

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.

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

**GRADE REPLACEMENT.** Any undergraduate student who receives a grade of C, C-, D+, D, D- or F in an undergraduate course may retake the course once for grade replacement. Students re-taking a course must submit the appropriate form online prior to the time of registration, and must apply for grade replacement and re-take the course prior to graduation. Only the most recent grade will be used in calculating the Grade Point Average (GPA). Grade replacement cannot be done once the degree has posted. This policy applies to St. Thomas University courses only.

**HONORS.** Graduation Honors are calculated based on grade point average for St. Thomas University coursework. Only students who have earned 60 credits at St. Thomas University are eligible for Graduation Honors. Credit for Credit by Examination, CLEP, Military, Corporate Training, and Life Experience (Portfolio) do not apply to the 60 St. Thomas University credits required for Honors. Graduation Honors are: Cum Laude (3.55-3.74); Magna Cum Laude (3.75-3.89); Summa Cum Laude (3.90-4.00).

Graduation honors are:

Summa Cum Laude.....	3.90–4.00
Magna Cum.....	3.75–3.89
Cum Laude.....	3.55–3.74

Students satisfactorily completing the honors program will be recognized with the notation "With Honors."

At the end of the reporting period for 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 the corresponding grade point average, are awarded the following recognition:

President's Honor Roll.....	4.0
Provost's Honor Roll.....	3.75–3.999
Dean's List.....	3.55–3.749

Students with incomplete (I) grades, CP, grade changes or with "NG" grades are not eligible for the Semester Honors of President's List, Provost's List, Dean's List or Bobcat Scholars. Academic Awards and Honors and Semester Honors are posted on the student's permanent record.

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

**INDEPENDENT STUDY.** An independent study course must be approved by the instructor and Dean. An independent study can only be taken by students who have attained senior standing and there is an absolute need for the course in order to satisfy requirements for graduation. Students must file the appropriate form with the Student Success Center at the time of registration.

**INCOMPLETES.** The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare. All incompletes must be completed prior to the midpoint of the following semester (*fall incompletes completed by spring, spring incompletes by the summer, and summer incompletes by fall*) or they automatically convert to an "F".

Students who are on Academic Probation will not be allowed to register if they have a course(s) remaining as Incomplete.

In order to be considered for an Incomplete, all of the following conditions must be met:

1. The student has completed the majority of the course assignments for which grades are awarded.
2. When Incomplete is requested, the student (at this point) is passing the course.
3. Unusual or exceptional circumstances have unexpectedly occurred near the end of the semester, which have prevented the student from completing all of the course requirements. In general, the circumstances are beyond the control of the student, e.g., sudden illness (sickness), death in the immediate family, significant job change, etc.
4. The student has requested an Incomplete from the instructor and presented a reasonable written plan to make up the Incomplete prior to the completion deadline.

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

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

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

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

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

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

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

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

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

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

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



catalog year. The Academic Enhancement Center must advise students until the institutional GPA has reached the 2.00 requirement.

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

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

**READMISSION.** See Admissions Policies.

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

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

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

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

Deadlines for adding, dropping, and withdrawing from courses are published in the course schedules for each semester and summer session. During the first week of the Fall or Spring Semester (and an equivalent period, approximately seven percent of the teaching days for any other academic term) students may be admitted to,

registered in, or added to a course with their advisor's signature. A student may drop a course by submitting a signed Drop form to the Student Success Center. No fee is charged for changes of schedule during this period.

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

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

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

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

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

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

1. Earn a minimum of 120 credit hours and fulfill the requirements for a specific discipline consisting of General, Program/Major Prerequisites, Major Requirements, General Education Requirements, the Catholic Identity requirement, and the Diversity requirement (See Catholic Identity and Diversity Requirement policy). Majors may require more than 120 credits for completion.
2. Earn a minimum 2.00 overall GPA at St. Thomas University and a 2.25 GPA in major requirements. Education majors must earn a 2.50 in required major courses.
3. Earn a minimum of thirty (30) credits, including a minimum of one half of the Major Requirements in residence at St. Thomas University. Thirty (30) credits of the last thirty six (36) credits must be in residence at St. Thomas University. Credits in the major, which are more than 12 years old, may not be recognized for degree purposes (See Recency of Credits policy).
4. Make formal application for graduation, through the Student Success Center by the deadline stated in the academic calendar for the term in which graduation is expected. Submitting an application for graduation, regardless of participation in Commencement, is a requirement for posting degrees on

transcripts and issuing diplomas. Candidates who do not meet graduation requirements must repeat the application process. Applications must be signed by the major advisor and Dean of the School/College or the Dean's approved representative before being submitted to the Student Success Center.

5. Satisfy all financial obligations with St. Thomas University.

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

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

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

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

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

## **TRANSCRIPTS**

1. All students who attended St. Thomas University are required to submit their transcript request online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) (login required). Students who do not know their login ID and/or PIN number should go to <https://bobcat.stu.edu> to obtain the login ID and/or PIN number.
2. Transcript requests from anyone other than the student will not be honored.
3. Official transcripts are sent regular first class mail delivery or by electronic submission. The processing time is normally within 5 – 10 working days turnaround time. However, at the end/beginning of Fall, Spring and the Summer semesters, a period of up to fifteen (15) working days may be required.
4. Outstanding obligation to the University (past due student account balance and/or Perkins loans) is sufficient cause to prohibit registration and the release of transcripts and/or diplomas.
5. The University reserves the right to assign past due accounts to a collection agency.

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

**TRANSFER OF CREDITS.** Coursework transferred or accepted for credit toward an undergraduate degree at St. Thomas University must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in St. Thomas University's undergraduate degree programs. Assessment and documentation of equivalent learning will be made by qualified faculty in the appropriate discipline. St. Thomas University may also use recognized guides to aid in the evaluation of credit. These guides may include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

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

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

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

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

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

Students admitted to St. Thomas University must submit official transcripts from all previously attended institutions. Upon receipt of official transcripts from all institutions, the Office of Registration and Records Management will do a preliminary evaluation of the credits submitted. This preliminary evaluation will be sent to the Dean or Dean's designee of the College/School that houses the major chosen by the student. After review and approval by the Dean or Dean's designee, a letter will be sent, with a copy of the evaluation, notifying the student of the amount of credit eligible for transfer to St. Thomas University. This evaluation will be done in a timely manner and completed at least prior to the end of the first academic term in which the student is enrolled.

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

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

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

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

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

**WITHDRAWAL FROM THE UNIVERSITY.** Withdrawal of enrollment from the St. Thomas University, for any reason whatsoever, is NOT official until the student has submitted a signed withdrawal form to the Student Success Center. The withdrawal

becomes effective on the date the withdrawal form is received by the Student Success Center, NOT the date on which the student discontinues class attendance.

Any student who does not register for two consecutive semesters will be considered withdrawn from the University. Once a student has withdrawn, the student may not resume studies until he/she is formally readmitted. To initiate the readmission process, the student must complete and submit a new application form. Students, when readmitted, will be admitted under the current catalog year, including current graduation requirements.

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

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

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

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

**CLEP.** St. Thomas awards a maximum of nine (9) credits for any CLEP exam for which the student obtains the credit granting score by the American Council on Colleges as published by the College Board. As of January 2016, students may be eligible for 3 to 9 credits in Humanities depending upon their score. For information on the number of credit hours awarded by ETS, students may consult with the Associate Provost of Student Success or designee. 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 or Dean's Designee. The university will not award CLEP credits for courses taken and passed or to be used for grade replacement. St. Thomas University adheres to the mean cutoff scores for awarding CLEP credit as published by the College Board, ETS Princeton, New Jersey 08541.

**CREDIT BY EXAMINATION.** A matriculated student may obtain Credit by Examination for satisfactorily passing a comprehensive examination on the subject matter. The examination shall be written and administered by a faculty assigned by the Dean within the appropriate division. Students wishing to earn credit by

examination should obtain the appropriate form from the Student Success Center, and then contact the appropriate Dean for permission and assistance. Departments may restrict those courses for which credit can be earned through Credit by Examination. Students will receive a grade of 'P' (Pass) if successful or 'NP' (Not Pass) if not successful. Credit by Examination may not be attempted for the same course a second time. See "Financial Information" for the appropriate fee for Credit by Examination.

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

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

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

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

1. Have at least three (3) years of full-time work experience. Adult learners who do not have three years of full-time work experience may receive permission from the Assistant Dean for the Institute for Professional Studies to enter the program if they demonstrate a significant amount of community service experience.
2. Demonstrate proficiency in college-level writing by completion of ENC 1101 and ENG 1102 or successfully passing the CLEP examination in English with a minimum essay score of 500.
3. Successfully complete POR 300 Adult Development Life and Assessment.
4. Submit a completed portfolio requesting additional portfolio credits to the Institute for Professional Studies within one (1) year of completion of the POR 300 Course.
5. Be in good academic standing (cumulative grade point average of 2.00 in all St. Thomas University coursework).

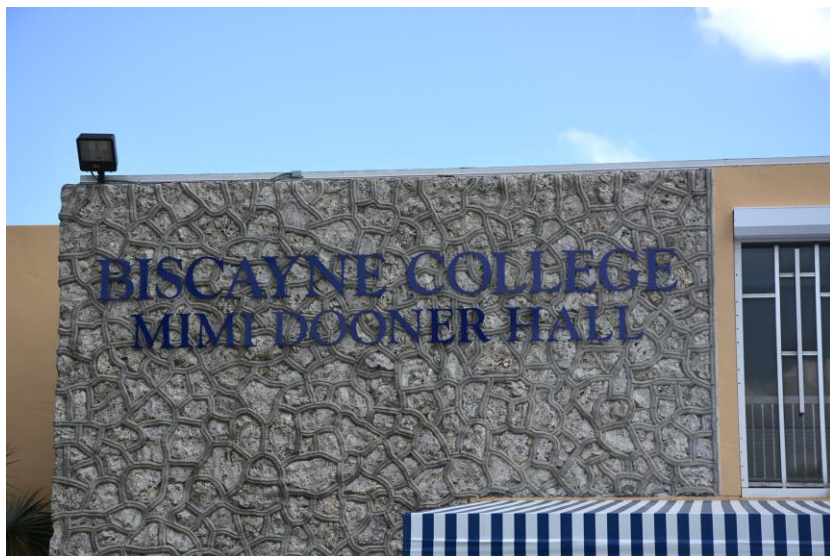
Adult learners who have completed 90 credits are not eligible to complete the Life Experience Portfolio Program. All credit earned by completion of the Life Experience Portfolio Program will be posted on the academic transcript after successful completion of 12 credit hours of coursework at St. Thomas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

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

### **GENERAL USAGE:**

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





## **BISCAYNE COLLEGE**

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

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### **Pamela Cingel, PhD Interim Dean, Biscayne College**

**Faculty:** D. Arnold, J. Bachay, T. Brezenski, P. Cingel, J. Conley, G. Feinberg, M. Espino, E. Ferrero, D. Goodman, S. Gupta, J. Grace, G. Jamison, Abdy Javadzadeh, R. Lovett, R. Montes, M. Mulvey, J. Pickens, R. Raleigh, P. Reckford, L. Rubin, F. Sicius, C. Silitsky

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

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

Biscayne College offers Bachelor's degrees in Criminal Justice, Economics, English, Global Studies, History, Liberal Studies, Political Science, and Psychology; and

Master's degrees in Guidance and Counseling, Marriage and Family Therapy, and Mental Health Counseling as well as Criminal Justice and Liberal Studies. Joint degree programs include the BA/JD, JD/MSMFC, and MSM/Justice Administration, along with several certificates and minors.

## ST. THOMAS UNIVERSITY GENERAL EDUCATION REQUIREMENTS

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

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

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

Flowing from its mission, St. Thomas University's **General Education Requirements** allow students to select from a broad range of courses to facilitate "lifelong and value-oriented education." Through Humanities courses students develop college-level skills in written communication, an appreciation for the issues raised by literature's masterpieces, and an awareness of the values associated with the fine arts or foreign language studies. Through courses with a focus on the Natural World and Quantitative Reasoning students develop critical thinking skills, employing the scientific method and technology to explore the material world. In courses devoted to Culture and Society students examine 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 their powers of judgment and effectiveness in analysis. Through Philosophy courses students develop their capacity to critically reason about existential and moral issues. In Religious Studies courses students particularly explore the general phenomenon of religion and religious experience.

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

#### **HUMANITIES REQUIREMENT 12 credits**

#### **WRITTEN COMMUNICATIONS 6 credits**

ENC	1101	Composition
ENC	1102	Composition & Literature

#### **ENGLISH/LITERATURE 3 credits**

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

Any **English Literature** (ENG, ENL, LIT)

course number **201 level or above** (ENL 2012)

Refer to back of catalog: Course Descriptions Section under "English"  
or

ITT	2112	Italian Literature in Translation I
ITT	2113	Italian Literature in Translation II

#### **HUMANITIES/ARTS 3 credits**

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

HUM	101	An Introduction to the Humanities
LIT	2110	Western Literary Masterpieces I
LIT	2120	Western Literary Masterpieces II
LIT	2123	Western Literary Masterpieces III

ARH	2004	Survey of the History of Art
ART	2300C	Introduction to Drawing
ART	2500	Introduction to Painting
PGY	2403C	Photography
MMC	2000	Society and Mass Media
FIL	2000	Introduction to Film Art and Analysis
FRE	101	Introduction to French I
FRE	102	Introduction to French II
FRE	121	Intermediate French I
FRE	122	Intermediate French II
ITA	1110	Introduction to Italian I
ITA	1111	Introduction to Italian II
ITA	2200	Intermediate Italian I
ITA	2201	Intermediate Italian II
SPA	101	Introduction to Spanish I
SPA	102	Introduction to Spanish II
SPA	201	Intermediate Grammar, Composition, and Reading
SPA	202	Intermediate Reading, Composition, and Conversation
SPA	203	Spanish Language and Grammar for Spanish Speakers I
SPA	204	Spanish Language and Grammar for Spanish Speakers II

or

Any three credits in Art (ART)

### **THE NATURAL WORLD AND QUANTITATIVE REASONING REQUIREMENT MATHEMATICS**

**9 credits**

Take one 3-credit Mathematics course from the following:

MGF	1106	Mathematics for the Liberal Arts
MAT	165	Geometry for Educators
MAC	1140	Pre-calculus: Algebra
MAC	1157	Pre-calculus: Trigonometry and Analytic Geometry
STA	2023	Applied Statistics
MAC	2233	Calculus for Business, Economics & Finance
MAC	2311	Calculus I
MAC	2312	Calculus II

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

### **NATURAL SCIENCE**

**3 credits**

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

BIO/BSC	Biology
CHE/CHM	Chemistry
FRS	Forensic Science
PHY	Physics
SCI/AST	General Science
or	
PET 2302*	Applied Sports Science

\*For Sports Administration Majors

### **PHYSICAL SCIENCE**

**3 credits**

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

CHM	1025	Introduction to Chemistry
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CHM	1045	General Chemistry I
PHY	2053	College Physics I
PHY	2048	University Physics I
ESC	1000	Earth Science
MET	1010	Introduction to Meteorology
AST	1002	Astronomy
PSC	1515	Physical Science and Solar Energy
or		
COP	1332	Introduction to Computer Programming/Visual Basic
COP	1800	Introduction to Computer Programming/Java
CGS	1060	Microcomputer Applications
or		
Take any other higher CIS course.		

## **CULTURE AND SOCIETY REQUIREMENT**

**9 credits**

### **SOCIAL SCIENCE**

**3 credits**

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

CCJ	1020	Introduction to Criminal Justice
CCJ	2930	Crime in South Florida
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
ECP	2300	Principles of Micro and Environmental Economics
DEP	2000*	Human Growth and Development
GLS	150	Introduction to Global Studies
POS	1001	Introduction to Political Science
POS	2041	Introduction to American Government
CPO	2001	Introduction to Comparative Politics
INR	2001	Introduction to International Relations
PSY	2012	Introduction to Psychology
CLP	2000	Applied Psychology
SOP	3004	Social Psychology
SYG	2000	Principles of Sociology
SOC	203D	Collective Behavior
SYG	2010	Contemporary Social Problems

\*For Education Majors

### **HISTORY**

**3 credits**

Take one 3-credit course from the following:

AMH	2010	United States History I
AMH	2020	United States History II
EUH	1000	History of Western Civilization I
EUH	1001	History of Western Civilization II
WOH	1012	World Civilization I
WOH	1022	World Civilization II
AMH	1113	Atlantic History

### **SOCIAL SCIENCE OR HISTORY**

**3 credits**

Take three credits in History, Criminal Justice, Political Science, Psychology, or Sociology. Sports Administration majors should take PET 3218-Sports Psychology to fulfill this requirement.

### **PHILOSOPHY REQUIREMENT**

**6 credits**

Take one 3-credit course from the following:

PHI	2010	Introduction to Philosophy
PHI	152	Logic
PHI	340	Survey of Political Philosophy

Take one 3-credit Ethics course from the following:

PHI	3609	Ethics
PHI	344C	Social Ethics I
PHI	345C	Social Ethics II
PHI	3633	Biomedical Ethics
PHI	3640	Environmental Ethics
PHI	3641	Business Ethics

### **RELIGIOUS STUDIES REQUIREMENT**

**6 credits**

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

REL	2000	Introduction to Religious Studies
REL	2560	Catholicism
REL	2300	World Religions
REL	2210	Survey of the Old Testament
REL	2240	Survey of the New Testament
REL	2750	Christian Moral Decision Making
REL	2590	History of Christian Thought I
REL	2591	History of Christian Thought II
REL	2295	Bible: Story and Salvation
REL	2078	The Christian Community

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

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

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

1. **Reading Competency** – the student is able to: 1) recognize main ideas, organizational patterns, supporting details, and the meanings of words and phrases contextually; 2) apply these critical thinking skills in identifying an author's purpose and stylistic characteristics; and 3) adjust reading strategies according to specific examination scenarios such as objective, subjective, and standardized tests.
2. **Written English Competency** – the student is able to: 1) demonstrate proficiency when writing shorter essays for specific audiences; 2) recognize and employ grammatical and syntactical structures in the appropriate context; and 3) integrate critical reading skills with the writing process,

including the completion of research papers that incorporate scholarly source materials from the University library and its databases.

3. **Computer Competency** – the student is able to: 1) integrate problem-solving skills, analysis, and design in computer applications; 2) effectively use communication software and search algorithms; and 3) apply sound design guidelines in project design and computer presentations.
4. **Oral Communication Competency** – the student is able to: 1) communicate orally in persuasive language; and 2) demonstrate clarity in speaking when presenting a proposal.

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

1. **Through Humanities** – the student is able to understand and effectively adapt techniques for organizing and completing expository essays and research papers; recognize the fundamental elements of literary structures and cultural periods; and appreciate the structures operating within the arts or a foreign language through practice or surveying outstanding achievements.
2. **Through Mathematics** – the student is able to model and analyze real world situations by using mathematical concepts, adapting appropriate notation and mathematical functions and selecting appropriate statistical techniques for various circumstances.
3. **Through Natural and Physical Sciences** – the student is able to identify, formulate, and solve scientific problems, designing and conducting experiments as well as analyzing and interpreting data.
4. **Through Social Sciences** – the student is able to examine the organization, functions, and processes of social institutions across a range of historical periods, social structures, and cultures by employing appropriate research methods and analytic technologies to investigate individual and group behavior.
5. **Through History** – the student is able to understand what it means to think historically and to articulate the interdependence of the present and future with the past.
6. **Through Philosophy** – the student is aware of the ethical values associated with human activity, understands the development of human thought through history, and gains an intellectual appreciation of diverse cultures and the natural world.
7. **Through Religious Studies (STM)** – the student develops an understanding of faith, religion, and theology, reflecting on their practical implications and studying religious responses to human questions about life's meaning.

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

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

## HONORS PROGRAM

**Program Coordinator:** Michael Mulvey, PhD

**Academic Credentials:** PhD, MA, History (University of North Carolina at Chapel Hill); BA, History (University of Vermont and State Agricultural College)

**Contact Information:** 305-474-6920, [mmulvey@stu.edu](mailto:mmulvey@stu.edu)

*Program Advisor(s):* P. Cingel, J. Kryszak, N. Samuel, A. Tapanes-Castillo, O. Casse, S. Maynard-Patrick, R. Montes

**Program Description:** The undergraduate honors program at Saint Thomas University is designed to enrich the educational experience of students of exceptional academic record through intellectually challenging small seminars, a variety of cultural experiences, and active engagement with the community and the world. Only students with a high intellectual caliber and evidence of their potential to succeed will be invited to join the Honors Program at Saint Thomas University. The Honors Program is based on active learning and providing students with opportunities to explore relevant and provocative subjects in new ways. Saint Thomas University Honors students demand more of themselves, each other, their faculty, and their disciplines.

The Honors Program allows students to interact in small groups with their intellectual peers and Saint Thomas University's best teacher-scholars. The Honors Program emphasizes undergraduate research and collaboration with faculty, often leading to the chance for an undergraduate to present or publish research. Honors Program undergraduates enjoy access to unique curricular and extracurricular activities. The Honors Program can open the door to highly competitive graduate programs, internships, and postgraduate awards (Teach for America, Rhodes, Marshall, Gates/Cambridge, Truman, Goldwater and Fulbright scholarships). Any full-time, degree-seeking, undergraduate student may combine a major in any academic discipline (liberal arts and professional degrees) with honors education.

The University Honors Program at Saint Thomas University is in the process of applying for membership in the National Collegiate Honors Council (NCHC). Contact the Honors Program Coordinator for more information.



## DEPARTMENT OF ENGLISH AND HUMANITIES

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

### BACHELOR OF ARTS (BA) IN ENGLISH

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

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

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

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

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

#### **BA IN ENGLISH**

**120 credits**

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

**42 credits**

Note: The following specific suggested GER for English majors.

#### **Humanities**

ENL                      2012              Survey of English Literature I (suggested)

#### **CATHOLIC IDENTITY**

**3 credits**

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

#### **DIVERSITY**

**3 credits**

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

#### **REQUIREMENTS: LITERATURE EMPHASIS**

**30 credits**

#### **Core Courses**

**6 credits**

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



or  
ENG 492 Contemporary Literary Criticism

**PROGRAM REQUIREMENTS** **24 credits**

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

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

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

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

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

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

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

**REQUIREMENTS: PROFESSIONAL WRITING EMPHASIS** **30 Credits**

**Core Courses** **15 credits**

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

**Electives** **9 credits**

ENC	333	Creative Writing
ENC	495	Special Topics in English Professional Writing
ENC	498	Internship in Professional Writing II
ENC	499	Internship in Professional Writing III
ENG	200	Scientific Writing
ENG	322C	Forms of Drama
ENG	355	Modern Aspects in Poetry
ENG	358	Modern Short Story
RTV	3101	Writing for TV
COM	343	Multi-Platform Journalism Writing

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

**PROGRAM REQUIREMENTS** **6 credits**

SPC	1600C	Speech
CGS	1060	Microcomputer Applications
or	Higher Level CIS course.	

## GENERAL ELECTIVES

**42-48 credits**

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

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

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

1. Write well at an advanced level.
2. Perform research and produce research essays.
3. Demonstrate a familiarity with the major characteristics of different cultural periods.
4. Understand the special techniques associated with a variety of genre and writing styles, i.e. business, fine arts, etc. and grammar and rhetoric.
5. Appreciate the particular contributions of major writers to the history of ideas.

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

## SPECIALIZATION IN ENGLISH

**12 credits**

The English specialization allows students to develop writing and research skills while broadening a personal appreciation of literature studied at the advanced, undergraduate level. Any ENG courses numbered 300 and above may be applied toward the specialization.

## MINOR IN AMERICAN STUDIES

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

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

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

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

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

## PROGRAM REQUIREMENTS

**18 credits**

### Core Courses

**9 credits**

ENL	2012	Survey of American Literature I
ENL	2022	Survey of American Literature II
ENG	485	American Studies Seminar

**Electives****9 credits**

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

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

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

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

**PROFESSIONAL WRITING CERTIFICATE**

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

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

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

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

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

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

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

**Electives****9 credits**

ENC	333	Creative Writing
ENC	495	Special Topics in English Professional Writing
ENC	497	Internship in Professional Writing I
ENC	498	Internship in Professional Writing II
ENC	499	Internship in Professional Writing III
ENG	200	Scientific Writing
ENG	322C	Forms of Drama
ENG	355	Modern Aspects in Poetry
ENG	358	Modern Short Story
RTV	3101	Writing for "TV"
COM	343	Multi-Platform Journalism Writing

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

1. Write well at an advanced level.
2. Perform research and produce effective research essays.

3. Demonstrate a familiarity with techniques identifying major genre.
4. Understand the special techniques associated with a variety of writing genre and styles, i.e. business, the fine arts, etc. as well as grammar and rhetoric.
5. Appreciate the particular contributions of major literary figures to the history of ideas.

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

### **SPECIALIZATION IN SPANISH**

**15 credits**

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

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

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

HIS	279C	History of Spain
HIS	283	Spanish Civil War
SPA	453	History of Latin American Civilization I
HIS	454	History of Latin American Civilization II
SPA	455	Selected Studies

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

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

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

The Department of History and Philosophy provides its students with the intellectual tools to read critically, to conduct research, and to write and communicate persuasively as qualitative analysts in law, education, business, non-profit leadership, and public service. The undergraduate and graduate academic programs offered by the Department of History and Philosophy prepare students for professional careers, graduate programs, and to be history and social science educators. Department faculty are innovative scholars active in research that enhances their teaching and support active involvement in community engagement.

# BACHELOR OF ARTS (BA) IN HISTORY

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

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

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

**Program Advisor(s):** F. Sicius, M. Mulvey

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

## **BA IN HISTORY**

**120 credits**

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

**42 credits**

#### **CATHOLIC IDENTITY**

**3 credits**

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

#### **DIVERSITY**

**3 credits**

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

### **MAJOR REQUIREMENTS:**

**36 credits**

#### **Core Courses**

**18 credits**

SPC	1600C	Speech
EUH	1000	History of Western Civilization I
or		
WOH	1012	World Civilization I
EUH	1001	History of Western Civilization II
or		
WOH	1022	World Civilization II
AMH	2010	United States History I
AMH	2020	United States History II
AMH	4930	History Seminar

### **PROGRAM REQUIREMENTS**

**18 credits**

Take six (6) credit hours in 200/300/400 level courses in History other than U.S. History, and take (12) credit hours additional History courses at the 300/400 level.

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

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

**Program Student Learning Outcomes Assessment:** Evaluation of graduating student portfolios by History faculty and successful completion of the Capstone Seminar (HIS 490).

## MINOR IN HISTORY

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

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

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

*Program Advisor(s):* F. Sicius, M. Mulvey

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

### PROGRAM REQUIREMENTS

**18 credits**

Choose one part of the following sequential courses:

6 credits

EUH	1000	History of Western Civilization I
EUH	1001	History of Western Civilization II
or		
WOH	1012	World Civilization I
WOH	1022	World Civilization II
or		
AMH	2010	United States History I
AMH	2020	United States History II
and		
AMH	1113	Atlantic History

Take nine (9) additional credits at the 200 level or above.

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

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

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

**SPECIALIZATION IN FLORIDA STUDIES****15 credits**

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

**Core Courses****12 credits**

AMH	2010	United States History I
AMH	2020	United States History II
HIS	224C	Introduction to Florida Studies I
HIS	225D	Introduction to Florida Studies II

**Electives****3 credits**

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

**BACHELOR OF ARTS (BA) IN LIBERAL STUDIES**

**Program Coordinator:** Darrell Arnold, PhD

**Academic Credentials:** PhD, Philosophy (Universitaet Bielefeld, Germany); MA, Philosophy (St. Louis University); BA, Philosophy (Bellarmine University)

**Contact Information:** (305) 474-6835; [darnold@stu.edu](mailto:darnold@stu.edu)

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

**Program Description:** The Bachelor of Arts (BA) in Liberal Studies allows students to explore and integrate courses from the perspective of a cosmology for the present age. A faculty mentor will help students plan an individualized Liberal Studies curriculum. Students present a final written project as part of the requirement for LST 401. The Program Director for Liberal Studies and Philosophy chairs the Liberal Studies Committee.

**BA IN LIBERAL STUDIES****120 credits****GENERAL EDUCATION REQUIREMENTS (GER)****42 credits****CATHOLIC IDENTITY****3 credits**

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

**DIVERSITY****3 credits**

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

**MAJOR REQUIREMENTS:****30 credits****Core Courses****6 credits**

COM	4108	Critical Communications for the Professional World
LST	401	Senior Colloquium I

## **Major Requirements**

**24 credits**

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

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

## **GENERAL ELECTIVES**

**42-48 credits**

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

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

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

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

**Program Student Learning Outcomes Assessment:** Faculty evaluates final papers from required core courses to assess both learning outcomes. In addition, the integrative writing assignment required of LST 401 is used to evaluate learning outcome 2.

## **GLOBAL LEADERSHIP AND PHILOSOPHY EMPHASIS**

Designed for motivated students who aspire to become ecologically, socially, and spiritually conscious leaders formed in a global perspective, the program includes Liberal Studies and Philosophy courses and is guided by the Aristotelian tradition as developed within Catholic Social-Ecological Thought. Students in the program are encouraged to take a second major, or one or more minors, in their potential future career area. By means of two majors, or this major and one or more minors, the program gives students a deep and well-rounded preparation for future graduate study in areas including Business, Communications, Criminal Justice, Education, History, Humanities, Law, Medicine, Nursing, Philosophy, Political Science, Psychology, and Theology. There is also an Honors option for this emphasis.

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

## **MAJOR REQUIREMENTS:**

**30 credits**

Core Course

3 credits



## Major Requirements

**27 credits**

Take the following 15 credits in Philosophy:

PHI	321	Contemporary Philosophy
PHI	345C	Social Ethics II
PHI	3633	Biomedical Ethics
PHI	3640	Environmental Ethics
PHI	3641	Business Ethics

and

Take the following 12 credits in Liberal Studies

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

## GENERAL ELECTIVES

**48 credits**

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

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

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

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

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

## SPECIALIZATION IN PHILOSOPHY

**15 credits**

**Program Coordinator:** Darrell Arnold, PhD

**Academic Credentials:** PhD, Philosophy (Universitaet Bielefeld, Germany); MA, Philosophy (St. Louis University); BA, Philosophy (Bellarmine University)

**Contact Information:** (305) 474-6835; [darnold@stu.edu](mailto:darnold@stu.edu)

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

**Program Description:** The specialization in Philosophy at St. Thomas University helps students develop critical thinking skills that are of use in all domains of life. It

provides students with a background in the history of ideas, especially as developed in Western civilization, and it equips students with a specialization in applied ethics.

**Required Courses:**

**15 credits**

Take the following two courses

PHI 2010 Introduction to Philosophy

PHI 3609 Ethics

Choose three courses from the list below:

**9 credits**

PHI 152 Logic

PHI 321 Contemporary Philosophy

PHI 340 Survey of Political Philosophy

PHI 345C Social Ethics

PHI 3633 Biomedical Ethics

PHI 3640 Environmental Ethics

PHI 3641 Business Ethics

PHI 4930 Selected Studies in the History of Philosophy

**Program Student Learning Outcomes:** Students completing the specialization in Philosophy will be able:

1. to write critical reflective essays about ideas of importance in the history of philosophy.
2. to convey knowledge of normative ethical theories and apply the main normative theories to questions of applied ethics or political theory.

**Program Student Learning Outcomes Assessment:** Evaluation of the research papers in philosophy courses.

## **DEPARTMENT OF SOCIAL SCIENCES, COUNSELING and ECONOMICS**

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

### **BACHELOR OF ARTS (BA) IN CRIMINAL JUSTICE**

**Program Coordinator:** Gary Feinberg, PhD

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

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

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

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

contemporary issues such as capital punishment, the war on drugs, court reform, and terrorism.

## **BA IN CRIMINAL JUSTICE**

**120 credits**

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

**42 credits**

Note: the following Criminal Justice courses for GER.

#### **Social Science**

Criminal Justice majors should take SYG 2000. 3 credits

#### **History**

Criminal Justice majors should take AMH 2020. 3 credits

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

Criminal Justice majors should take SYP 3520. 3 credits

### **CATHOLIC IDENTITY**

**3 credits**

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

### **DIVERSITY**

**3 credits**

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

## **MAJOR REQUIREMENTS**

**39 credits**

SPC	1600C	Speech
CCJ	1020	Introduction to Criminal Justice
CJE	3110	Law Enforcement Systems
CJL	3510	Courts and the Criminal Justice System
CJE	3312	Human Resource Management
CJC	3011	Corrections
CJD	4303	Police Organization and Management
SYG	2000	Principles of Sociology
SYG	3520	Criminology

Take 12 credits in Criminal Justice 300/400 level. SOC 410D and INR 4084 may be taken as 300/400 level courses in partial fulfillment of this requirement.

### **GENERAL ELECTIVES**

**36-51 credits**

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

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

1. Identify the major branches of the criminal justice system and discuss how they are interrelated and interdependent.
2. Identify and explain major legal concepts or terms used to characterize various types of crimes and criminal procedures.
3. Identify the major forms of crime and describe some of their social correlates, i.e., how they vary by age, race, gender, and social class.
4. Identify, explain, critically assess, and apply major theoretical explanations of criminal behavior.

5. Identify major contemporary problems (e.g., delay, budgetary crises) faced by the major branches of the criminal justice system and their causes and possible solutions.
6. Identify and discuss the roles of the police, prosecutor, judge, defense counsel and other major players in the criminal justice system.

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

## **MINOR IN FORENSIC CRIMINAL JUSTICE**

**Program Coordinator:** Gary Feinberg, PhD

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

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

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

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

<b>PROGRAM REQUIREMENTS</b>		<b>24 Credits</b>
CCJ	1020	Introduction to Criminal Justice
CJE	3110	Law Enforcement Systems
CJL	3510	Courts and the Criminal Justice System
CCJ	4701	Scientific Research and Crime Analysis
CJL	4407	Criminal Procedures
SOP	4751	Psychology of Law
CHS	2500	Introduction to Forensic Science
FRS	(One Upper level Forensic Science Course)	

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

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

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

## **BACHELOR OF ARTS (BA) IN ECONOMICS**

**Program Coordinator:** Maria Dolores Espino, PhD

**Academic Credentials:** PhD, MS, BS, Economics (Florida State University)

**Contact Information:** 305-628-6791; [mespino@stu.edu](mailto:mespino@stu.edu)

**Program Advisor(s):** M. Espino, S. Gupta

**Program Description:** The Bachelor of Arts in Economics provides an educational foundation based on the study of economic theory, analysis, and application to issues concerning the public, private, and educational communities. Electives allow students to double major in another field. The program gives students a great deal of flexibility in career and graduate school choices.

### **BA IN ECONOMICS 120 credits**

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

Note the following business-related GER requirements.

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

BA in Economics students should take STA 2023.

##### **Physical Science**

BA in Economics students should take CGS 1060.

##### **Social Science**

BA in Economics students should take ECO 2013.

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

BA in Economics students should take ECP 2300.

### **PROGRAM REQUIREMENTS 39 credits**

#### **Program Prerequisites 12 credits**

SAT	2023	Applied Statistics
MAC	2233	Calculus for Business Economics & Finance
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics

### **MAJOR REQUIREMENTS 27 Credits**

ECO	3101	Intermediate Microeconomic Analysis
ECO	310	Intermediate Macroeconomic Analysis
ECO	4421	Fundamentals of Econometrics
ECO	403	Seminar in Economics

### **MAJOR ELECTIVES 15 credits**

Five courses chosen from the following

ECS	4403	Economic and Social Problems in Latin America
ECO	4632	European International Business Economics Environment

MAN	4661	Asian International Business Environment
ECO	3703	Principles of International Economics
ECP	3302	Environmental Economics
ECP	3213	Industrial Relations
ECP	3303	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
FIN	315	Investments and Portfolio Management
FIN	318	Principles of International Corporate Finance
FIN	4402	Financial Administration II
FIN	413	Financial Analysis

### GENERAL ELECTIVES

**30-39 credits**

30-39 credits level 100 or above (NOT ENS or ESL)

**BA - Economics Learning Outcomes:** Successful completion of the specialization will enable each graduate to do the following:

1. Acquire an understanding of how macro- and micro-economic principles may be applied to industry and government activities and the subsequent impact upon global competition.
2. Apply economic principles to create alternate opportunities for resolving real-world issues.

**BA - Economics Learning Outcomes Assessment:** These outcomes will be evaluated directly during ECO 403, the program's capstone course. A rubric of six criteria, each with possible outcomes of 25 to 40 points (poor to excellent), was developed to measure this outcome. Student paper(s) are evaluated using this rubric.

### SPECIALIZATION IN ECONOMICS

**15 credits**

ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
or		
ECP	2300	Principles of Micro and Environmental Economics

And, take three of the following courses, selected with Economics advisor:

BUS	499	Internship in Business
ECO	3101	Intermediate Microeconomic Analysis
ECO	3703	Principles of International Economics
ECP	3302	Environmental Economics
ECO	310	Intermediate Macroeconomic Analysis
ECP	3213	Industrial Relations
ECO	3303	History of Economic Thought
ECO	4421	Fundamental of Econometrics
ECO	402	Economic History of the United States I
ECO	403	Seminar in Economics
ECO	404	Comparative Economic Systems
ECO	413	Money and Banking
ECO	4632	European Inter. Business Environment

ECO	457	Special Topics in Economics
ECO	495	Directed Studies
FIN	413	Financial Analysis

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

## **BACHELOR OF ARTS (BA) IN GLOBAL STUDIES**

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

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

**Contact Information:** 305-474-6835; [gjamison@stu.edu](mailto:gjamison@stu.edu); [darnold@stu.edu](mailto:darnold@stu.edu)

*Program Advisor(s):* G. Jamison, D. Arnold

**Program Description:** Global Studies is the interdisciplinary study of the economic, political, social, and cultural aspects of the process of globalization. The Bachelor of Arts in Global Studies will instill in students a "global competency," that is, the knowledge and skills needed to comprehend and respond to important emerging global issues.

### **BACHELOR OF ARTS IN GLOBAL STUDIES 120 credits**

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

#### **Humanities/Fine Arts 12 credits**

##### **Written Communications**

Majors should take these two courses:

ENC	1101	Composition
ENC	1102	Composition and Literature

##### **English Literature**

Majors should take one course from the following:

ENG	375	Introduction to Caribbean Literature or another world literature course
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##### **Humanities / Fine Arts**

Major should take one course from the following:

HUM	101	An Introduction to Humanities
COM	201	Society and Mass Media

#### **Natural World and Quantitative Reasoning 9 credits**

Major should take these two courses:

MGF	1106	Math for the Liberal Arts
CGS	1060	Microcomputer Applications

Majors should take one course from the GER Natural Sciences

## Social Science and History

Take these three courses:

WOH	1012	World Civilization I
WOH	1022	World Civilization II
INR	2001	Intro to International Relations

## Philosophy

Major should take this course:

PHI	2010	Introduction to Philosophy
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And take one of the following:

PHI	3609	Ethics
PHI	344C	Social Ethics I

## Religious Studies

Majors should take this course

REL	2330	World Religions
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And one REL/STM course at the 300 level or above

## CATHOLIC IDENTITY

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major Requirement. 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 Requirement.

## MAJOR REQUIREMENTS

**42 credits**

GLS	150	Introduction to Global Studies	3 credits
GLS	450	Seminar in Global Studies	3 credits

## Economic

Take these two courses:

ECO	2013	Principles of Macroeconomics	3 credits
ECO	2023	Principles of Microeconomics	3 credits

## History

Take two courses related to world history at the 300 level or above from the following:

HIS	318D	The African Experience in Florida	3 credits
HIS	309	The 20 <sup>th</sup> Century: A History	3 credits
HIS	359	The Muslim World	3 credits

## Communication

Take one course at the 300 level related to globalization and media:

MMC	3303	Global Media	3 credits
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## Language

**6 credits**

Global Studies majors are required to take 2 language courses.



## Political

Take two courses related to international politics at the 300 level or above from the following:

CPO	3143	European Union Politics	3 credits
CPO	4302	Latin American Economy/Political Dev	3 Credits
CPO	4361	Cuba after Castro	3 credits
CPO	4541	China: Int. Relations and Politics	3 credits
INR	3016	Global Politics	3 credits
INR	3246	Caribbean Politics	3 credits
INR	3502	United Nations and Global Security	3 credits
INR	4243	Inter-American Relations	3 credits
INR	4350	Environmental Politics	3 credits
POS	430D	Politics and Religion	3 credits

## Philosophy

Take two courses related to globalization in philosophy at the 300 level or above from the following:

PHI	340	Survey of Political Philosophy	3 credits
PHI	3609	Environmental Ethics	3 credits
PHI	3641	Business Ethics	3 credits

## Sociology or Psychology

Take one course related to globalization and culture from the following:

SYG	2000	Principles of Sociology	3 credits
PSY	407D	Multicultural Issues in Psychology	3 credits

## GENERAL ELECTIVES

**30-45 credits**

This number of credits varies depending on how a particular student fulfills the Diversity and Catholic Identity graduation requirements and the internship requirement. With the permission of the student advisor, course substitutions are possible. Students are strongly encouraged to add specializations to their major by adding minors. Beyond those listed below, additional specializations can be created according to student needs.

- Communications
- Economics
- History
- International Business
- International Relations
- Philosophy
- Political Science
- Sociology

## Graduation Requirements

In addition to the course requirements, a Global Studies major should 1) take one course with an engaged learning component (e.g. LST 321 or ENT 3503) and 2) participate in an intensified study abroad experience and/or 3) do an internship. Student must work with an advisor prior to registering for any of these courses.

**Program Student Learning Outcomes:** Students who successfully complete the major in Global Studies will be able to:

1. Explain the processes of globalization from an economic, political, philosophical, and cultural points of view.
2. Identify ethical and moral consequences of globalization.
3. Demonstrate a basic cultural competency in at least one other culture.
4. Demonstrate written, oral and reading proficiency in English.
5. Demonstrate a working knowledge of another language.

**Program Student Learning Outcome Assessment:** The program learning outcomes are assessed in GLS 450 Seminar in Global Studies, the program's capstone course. There are two assessment instruments: a comprehensive examination and a portfolio of student work. The comprehensive examination will assess Outcomes 1 and 2. The portfolio—which will include at least 40 pages of the student's best written work on issues of the program, work on the culture of focus, and work in a second language, beyond English—will be used to assess Outcomes 3, 4, and 5.

## **BACHELOR OF ARTS (BA) IN POLITICAL SCIENCE**

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

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

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

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

**Program Description:** The Bachelor of Arts (BA) in Political Science is intended for students who wish to pursue a career in Law or the Public Sector. It is also a degree for students who want to continue graduate work in three major areas: Political Science, International Relations, and Public Administration. Students majoring in Political Science are required to take 24 upper division credits focusing in Law, American Politics and International Relations. It is expected, however, that students will select electives from a broad spectrum of the Social Sciences in order to enhance their understanding of current problems that require political solutions. Political Science is the best suited major for students interested in the 3 plus 3 accelerated program to enter Law School a year earlier.

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

**120 credits**

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

**42 credits**

Political Science majors are required to take the following courses in fulfillment of their General Education Requirements. In addition to these specific courses, a Political Science major must complete all the other general education requirements. Students are encouraged to work with their advisor to make the best selected of courses that will support their major.

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

Take either HUM 101 an Introduction to Humanities or MMC 2000 Society and Mass Media

#### **Social Science**

Take ECO 2013 Macroeconomics

## History

Take one of the following:

AMH	2020	United States History II
EUH	1001	History of Western Civilization II
WOH	1022	World Civilization II
ECO	2013	Macroeconomics

## Social Science/History

Take PSY 470 Psychology of Law

## Philosophy

Take PHI 152 Logic and PHI 3609 Ethics

## CATHOLIC IDENTITY

**3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Program 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 Program Requirements.

## PROGRAM REQUIREMENTS

**42 Credits**

SPC	1600C	Speech	3 credits
POS	1001	Introduction to Political Science	3 credits
INR	3792	Geopolitics	3 credits
POS	2041	Introduction to American Govt	3 credits
CPO	2001	Introduction to Comparative Politics	3 credits
INR	2001	Introduction to Int. Relations	3 credits

## Law

Take two courses from the following:

**6 credits**

POS	3609	Law and Politics
CJL	3063	American Constitutional Law
POS	3024	Immigration Law Politics
INR	4408	International Human Rights Law

## International Politics

Take two courses from the following:

**6 credits**

CPO	3143	European Union Politics
INR	3502	United Nations and Global Security
CPO	3034	Politics and the Developing Nations
INR	3246	Caribbean Politics
INR	4350	Environmental Politics
CPO	3055	Dictators and Revolutions
CPO	4361	Cuba after Castro
INR	3016	Global Issues
INR	4243	Inter-American Relations
CPO	4302	Latin American Political Development
INR	4084	Political and Military Dimensions of Terrorism

## American Politics/Public Policy

Take two courses from the following:

**6 credits**

POS	2112	State and Local Government
POS	3443	American Political Parties
POS	3072	Women in Politics
POS	3142	Metro Politics: Modern Urban Government
POS	3413	The American Presidency
PAD	3003	Public Administration
POT	3302	Political Ideology and Culture Wars
POS	3434	The Legislative Process
PUP	4004	Politics and Policy Making
INR	3100	United States Foreign Policy I
POS	3101	United States Foreign Policy II
POS	426D	Minority Group Politics
POS	430D	Politics and Religion

### Major Elective

Take POS 4900 (Directed Reading or Project I) and one additional 3 credits course in Political Science at the 300/400 level. POS 4900 must be taken in the senior year. Students are encouraged to take POS 497 Internship in their junior or senior year. This course can be taken twice for credit.

### GENERAL ELECTIVES

### 36 Credits

Take 36 credits at level 100 or above. (Not ENS or ESL)

Political Science majors are encouraged to work with an advisor to secure an internship in the field to get job experience in the field and earn credits towards the major. Prior students have successfully interned with state and local level officials, law firms, international organizations, and political campaigns. Political Science majors are also encouraged to work with an advisor to explore the possibility of a minor in another field, such as International Relations.

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

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

**Program Student Learning Outcomes Assessment:** Quantitative assessment data is obtained through a pre-test/post-test system in which students take a comprehensive exam covering the subfields of American Politics, Public Policy, International Relations, and Comparative Politics following the completion of freshman year studies. Prior to graduation, students are required to take the comprehensive exam again allowing for an accurate measurement of basic concept retention. This exam will be administered in POS 4900.

## MINOR IN POLITICAL SCIENCE

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

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

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

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

**Program Description:** The minor in Political Science is designed to aid students in preparing for graduate work in Political Science, International Relations or Public Administration as well as law school. The minor also provides a solid foundation for graduates to take on leadership roles in government or private sector entities.

### **PROGRAM REQUIREMENTS**

**18 credits**

Select 6 credits from the following courses:

POS	1001	Introduction to Political Science
POS	2041	Introduction to American Government
CPO	2001	Introduction to Comparative Politics
INR	2001	Introduction to International Relations

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

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

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

**Program Student Learning Outcomes Assessment:** Administration of capstone exam/paper. During the graduating term, each student minoring in Political Science prepares a list of courses he or she has taken and includes a description of 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 relations and culture using the main theoretical approaches in the subfield; 2) identify the major branches of the U.S. government and their roles or responsibilities and/or 3) identify major contemporary global issues and think critically about tentative solutions. The preparation and completion of this task is conducted by the student's advisor.

## MINOR IN INTERNATIONAL RELATIONS

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

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

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

*Program Advisor(s):* G. Jamison

**Program Description:** The minor in International Relations introduces students to relevant global issues such as security, diplomacy, human rights, international law, terrorism, cultures, war and peace, and the global economy. These issues affect nation-states, societies, and individuals at large. Students who pursue the minor will gain theoretical and practical skills to think critically and understand the changing global reality and its impact on foreign and domestic issues. Students will also have the opportunity to develop leadership skills through debates, international simulations, and world politics games. This training is useful for students pursuing careers in politics, education, diplomacy, international business, international organizations (such as the United Nations or the Organization of American States), law, non-governmental organizations (such as Amnesty International), communications, and graduate study in related fields. Students will also be able to participate in Model UN simulations and Model OAS simulations.

### PREREQUISITE:

**3 credits**

### PROGRAM REQUIREMENTS

**18 credits**

INR	2001	Introduction to International Relations
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Take 5 courses from the following:

POS	3024	Immigration Law Politics
INR	4408	International Human Rights Law
CPO	3143	European Union Politics
INR	3502	United Nations and Global Security
CPO	3034	Politics of the Developing Nations
INR	3246	Caribbean Politics
INR	4350	Environmental Politics
CPO	4541	China: International Relations and Politics
INR	3100	United States Foreign Policy I
INR	3101	United States Foreign Policy II
INR	4084	Political & Military Dimensions of Terrorism
CPO	3055	Dictators and Revolutions
CPO	4361	Cuba after Castro
INR	3016	Global Issues
INR	4243	Inter-American Relations
CPO	4302	Latin American Economic and Political Development
POS	4930	Seminar in Political Analysis and Methodology
POS	4900	Directed Reading or Projects I
POS	497	Internship in Political Science I & II

For Political Science Majors: One global/international relations/comparative politics course may be used to satisfy both, a Political Science Major requirement and an International Relations Minor requirement.

For all majors: One language course other than English/a study abroad course/ or a course with an international content in another field, such as a course in International Business, may be used to satisfy one course requirement for the International Relations Minor. This needs approval by the program coordinator.

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

1. Describe the importance of culture in international politics, the role of international political institutions, the international political process, and the nature of diplomacy, using the main theoretical approaches in the field of international relations.
2. Identify major contemporary global issues and critically think about tentative solutions.
3. Analyze the impact of international relations at the global, state, and individual level of analysis.

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

## **PRELAW PROGRAM**

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

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

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

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

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

Law schools are greatly interested in a student's ability to think analytically and logically, and to use the English language coherently and with facility. They recommend also that students develop a sound understanding of the history and governmental systems of the Western world, particularly the United States. These goals can be met easily within the context of most of the university's programs.

Students will be assisted by the university LSAC PreLaw Advisor in planning a program that will permit them to best prepare themselves for law school. While not an exhaustive list, the following courses have been suggested for those who are interested in pursuing a career in the legal field:

BUL	2241	Business Law I
CGS	1060	Microcomputer Applications
SPC	1600C	Speech
CJL	3510	Courts and the Criminal Justice System
ENC	303	Multigenre Research and Writing
ENC	403	Professional and Technical Writing And Editing
ECO	2013	Principles of Macroeconomics
LIT	2110	Western Literary Masterpieces II
ENL	2022	Survey of American Literature II
EUH	1001	History of Western Civilization II
AMH	2020	United States History II
PHI	152	Logic
PHI	3609	Ethics
POS	2041	Introduction to American Government
CPO	2001	Introduction to Comparative Politics
POS	3024	Immigration Law Politics
INR	4408	International Human Rights Law
POS	3609	Law and Politics
CJL	3063	American Constitutional Law
SOP	4751	Psychology of Law
SYG	2000	Principles of Sociology

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





## BA/JD Program

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

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

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

**Description:** St. Thomas University offers a combined Bachelor's and Juris Doctorate Degree. Students must choose an undergraduate degree with a large number of elective courses to apply for this program (e.g. Political Science, History, and Economics). This is a six year program offered to qualifying University undergraduate students who meet the following criteria.

### Program Admission

Admission to the accelerated BA/JD 3+3 Law Program shall occur in two stages: initial selection by St. Thomas University as an undergraduate; and final selection by the St. Thomas University School of Law.

Selection for the first phase of the program may occur 1) as a high school senior with direct acceptance into the program as an incoming freshman or 2) after the student's freshman or sophomore year depending on meeting certain credit hour and grade point average criteria.

Students who meet the following criteria are eligible for entry into the program:

1. Incoming first semester freshmen who have achieved a combined English and Math SAT score of 940 and an unweighted high school G.P.A. as calculated by St. Thomas University.
2. Students who have successfully completed a minimum of 30 (thirty) credit hours of course work at St. Thomas University with a minimum G.P.A of 3.0 and have established a minimum of one complete semester in residence at St. Thomas University. Students must visit with the BA/JD program advisor to register in appropriate courses.

Eligible students wishing to apply to the program should submit a letter of interest to the Dean of Biscayne college of St. Thomas University with the following items attached:

1. Essay of 300 words or less explaining why he or she is interested in the program.
2. A St. Thomas University official academic audit or transcript.
3. A recommendation letter from the BA/JD program advisor.

The Dean of Biscayne College will select candidates to participate in the program from the group of eligible students who submit all application materials and meet all admissions criteria. A personal interview with the Dean of Biscayne College will also be required of all student applicants to this program.

Students selected for participation in the program and who have completed 90 (ninety) hours of their baccalaureate degree program will be eligible for early admission to the St. Thomas School of Law under the BA/JD program. To be considered, students must:

1. Apply for admission to St. Thomas School of Law by March 1<sup>st</sup> of the student's junior year or as otherwise established by the St. Thomas School of Law.
2. Submit to the St. Thomas School of Law a letter from the St. Thomas University LSAC Pre Law Advisor certifying satisfactory progress towards completion of all St. Thomas University program requirements.
3. Take the LSAT (Law School Admission Test) no later than the February administration during the student's junior year and achieve a minimum score of 150, or as otherwise established by the St. Thomas School of Law and have a St. Thomas University undergraduate G.P.A. of 3.0 or better. These conditions may be modified upon agreement of the St. Thomas University LSAC (Law School Admissions Council) Pre Law Advisor and the St. Thomas School of Law Advisor.
4. Meet the St. Thomas University School of Law requirements for moral fitness and character as set out in its admissions application.

The St. Thomas School of law agrees to notify applicants by June 1<sup>st</sup> of it's admissions decisions. Enrollment of admitted students to the St. Thomas School of Law will be contingent upon their completion of all St. Thomas University baccalaureate degree requirements for their chosen major during their first 3 (three) years of undergraduate study. St. Thomas University will provide a letter from the appropriate University Academic Advisor certifying such completion. Upon admission, participating students will be deemed an entering first-year law student.

Upon successful completion of 30 (thirty) law school credits, St. Thomas University will award the participating student his or her St. Thomas University bachelor's degree. The student will then continue with the remaining years of law study and upon successful completion of all requirements will be awarded the J.D. degree.

Participating students may elect to complete their St. Thomas University bachelor's degree in residence at St. Thomas University in 4 (four) or more years under the following circumstances:

1. Students not accepted by the St. Thomas School of Law may complete a fourth year at St. Thomas University and fulfill their remaining requirements for graduation from St. Thomas University with a bachelor's degree and may elect to reapply for readmission to the St. Thomas School of Law.
2. Students who decide to opt out of the BA/JD program may elect to fulfill their remaining requirements for graduation from St. Thomas University with a bachelor's degree.
3. Students who do not successfully complete their first year of course work at the St. Thomas School of Law may elect to return to St. Thomas University to fulfill their remaining requirements for graduation from St. Thomas University with a bachelor's degree.

### **Transfer of Credits**

1. Standard St. Thomas University transfer of credit policies apply for articulated and non-articulated course work.
2. Only law school courses with grades of 'C' or better can be transferred to the St. Thomas University's program of study.
3. Transfer credits from the St. Thomas School of Law will be identified as such in the student's St. Thomas University academic transcript.

4. Although St. Thomas University agrees to accept certain coursework from the St. Thomas School of Law, that coursework may not be accepted by other colleges or universities in transfer, even if it appears in an academic transcript from St. Thomas University. The decision to accept coursework in transfer from any institution is made by the institution considering the acceptance of credits or coursework.

### **Tuition and Fee Costs**

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

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

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

### **Withdrawal from the Program**

A student who withdraws from the School of Law at any time prior to the end of the first Year School of Law study and leaves in good standing may return to the undergraduate school as if s/he were on a leave of absence. Credits earned while in the School of Law may be applied towards the undergraduate degree but will only count towards elective credits. The student must complete all appropriate degree requirements to receive the bachelor's degree.

## **BACHELOR OF ARTS (BA) IN PSYCHOLOGY**

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

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

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

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

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

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

Note the following psychology-related GER courses.

**Mathematics/Physical Science**

Psychology majors should take STA 2023 and CGS 1060.

**Social Science**

Psychology majors should take PSY 2012.

**History**

See the General Education Requirements for the list of courses.

**Social Science/History**

Psychology majors should take CLP 2000.

**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****40 credits**

SPC	1600C	Speech
STA	2023	Applied Statistics
PSY	2012	Introduction to Psychology
PSY	2201	Psychological Statistics
PSY	3213	Psychological Methods of Research
PSY	491	Senior Psychology Seminar
PSY	491L	Senior Psychology Seminar Lab

**Clinical**

Take one course from the following:

SOP	3530	Group Dynamics
CLP	3302	Clinical and Counseling Psychology
PSY	3302	Tests & Measurements
PPE	4003	Personality Theory
CLP	4143	Abnormal Psychology

**Basic Research Psychology**

Take one course from the following:

EXP	3604	Cognitive Psychology
EXP	3404	Psychology of Learning
EXP	3202	Sensation and Perception
PSB	4002	Physiological Psychology

**Diversity & Culture**

Take one course from the following:

DEP	3103	Child Psychology
DEP	4305	Psychology of Adolescence
SOP	3702	Psychology of Gender
SOP	4732	Multicultural Issues in Psychology
DEP	4404	Adult Development and Aging

### **Applied Psychology**

Take one course from the following:

CLP	2000	Applied Psychology
SOP	3004	Social Psychology
SOP	3405	Psychology of Persuasion
CLP	4314	Health Psychology
INP	4105	Psychology of Work
SOP	4751	Psychology of Law

### **Major Elective**

Take 9 additional credits from any area of Psychology

### **GENERAL ELECTIVES**

**36-51 credits**

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

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

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

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

### **BACHELOR OF ARTS (BA) IN PSYCHOLOGY WITH WITH SPECIALIZATION IN HEALTH**

**120 credits**

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

**42 credits**

Note the following psychology-related GER courses.

### **Mathematics/Physical Science**

Psychology majors should take the following		
STA	2023	Applied Statistics
CGS	1060	Computer Applications

## Social Science

Psychology majors should take PSY 1012 Introduction to Psychology

## History

See the General Education Requirements for the list of courses.

## Social Science/History

Psychology majors should take one of the following:

CLP	2000	Applied Psychology
SOP	3004	Social Psychology

## 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

**57 credits**

SPC	1600C	Speech
STA	2023	Applied Statistics
PSY	2012	Introduction to Psychology
PSY	2201	Psychological Statistics
PSY	3213	Psychological Methods of Research
PSY	491	Senior Psychology Seminar
PSY	491L	Senior Psychology Seminar Lab (1 credit)

## Clinical

**3 credits**

Take one course from the following:

CLP	3302	Clinical and Counseling Psychology
CLP	4143	Abnormal Psychology

## Basic Research Psychology

**6 credits**

Take the following courses:

EXP	3202	Sensation and Perception
PSB	4002	Physiological Psychology

## Diversity & Culture I

**3 credits**

Take one course from the following:

DEP	2000	Human Growth and Development
DEP	3103	Child Psychology
DEP	4305	Psychology of Adolescence
DEP	4404	Adult Development and Aging

## Diversity & Culture II

**3 credits**

Take one course from the following:

SOP	4732	Multicultural Issues
PSY	427	Grief and Loss

**Applied Psychology I****6 credits**

Take the following courses:

SOP	3004	Social Psychology
CLP	4314	Health Psychology

**Applied Psychology II****3 credits**

Take one course from the following:

PSY	496	Health Research
PSY	497	Internship

**Specialization in Health****11 credits**

Take the following courses:

HUN	3221	Principles of Nutrition
BSC	1010	Principles of Biology
BSC	1010L	Principles of Biology Lab
BSC	2083	Anatomy
BSC	2083L	Anatomy Lab

**GENERAL ELECTIVES****19-36 credits**

19-36 credits level 100 or above. (Not ENS or ESL)

**MINOR IN PSYCHOLOGY****Program Coordinator:** Pamela Ann Cingel, PhD**Academic Credentials:** PhD, Educational Psychology (University of Toledo); MEd, Guidance and Counselor Education (University of Toledo); BA, Psychology (University of Toledo)**Contact Information:** 305-474-6866; [pcingel@stu.edu](mailto:pcingel@stu.edu)*Program Advisor(s):* P. Cingel

**Program Description:** The minor in psychology is designed to allow the student to choose classes that would enhance or contribute to their major field of study. For example, a criminal justice major might choose to take courses in the clinical area of psychology while biology major might choose to take courses in the basic research area. In addition, it also gives the student the opportunity to learn psychological concepts that they can apply in their everyday life.

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

PSY	2012	Introduction to Psychology
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Take one additional 200 level Psychology and four upper division Psychology courses OR five upper level courses except for PSY 491, 495, 496, and 497.

**Program Student Learning Outcomes:** Students completing the minor in Psychology will be able to take concepts in psychology and relate them to their major area of study.

**Program Student Learning Outcomes Assessment:** During the graduating term, each student minoring in Psychology chooses two courses that they have taken for

the minor in psychology and writes a short summary of how the courses contributed to their major area of study.

## DEPARTMENTAL HONORS IN PSYCHOLOGY

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

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

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

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

**Program Description:** Psychology majors may elect to complete their Psychology degree with an Honors designation. To do so, the student must complete 30 credits of Honors courses at St. Thomas University. These must include 12 credits of General Education Honors courses (See Honors Courses under the Honors Program) and 18 credits of Honors psychology courses. The Honors psychology courses must include PSY 495 (Directed Research I and II - 6 credits) as well as four other Honors courses in psychology chosen from EXP 3604, SOP 4732, EXP 3404, CLP 3302, PSY 3302, SOP 3702, PSB 4002, CLP 4143, and INP 4105. Psychology courses not designated for Honors can be taken for honors credit if the student and instructor agree to a special set of course requirements that meet the Honors program criteria. In order for such courses to be recorded as Honors courses, the student must Drop the regular course and add the appropriate course with an Honors designation.

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

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

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

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



8. Pull diverse sources of information together into a coherent research proposal.

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

## MINOR IN SOCIOLOGY

**Program Coordinator:** Gary Feinberg, PhD

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

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

**Program Advisor(s):** G. Feinberg, Abdy Javadzadeh

**Program Description:** The 18-credit minor in Sociology provides students with an understanding of the forces that make social order possible and those that direct social changes and progress. Students become knowledgeable about major social problems that affect the quality of life such as poverty, crime, urban blight, environmental destruction, discrimination, and family disintegration. Correspondingly, students will be able to critically address their complex causes and efforts at ameliorating them. In addition, students will become familiar with the theories and research studies used to assess the social landscape, exploring how societies work, the way different cultures meet the universal needs of mankind, and related social policies for improving social life.

### PROGRAM REQUIREMENTS

**18 Credits**

SYG	2000	Principles of Sociology
SYG	2010	Contemporary Social Problems

and

four additional upper division courses in Sociology.

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

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

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

# CERTIFICATE PROGRAMS

## CRIMINAL JUSTICE CERTIFICATE

**Program Coordinator:** Gary Feinberg, PhD

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

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

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

### PROGRAM REQUIREMENTS:

**12 credits**

CCJ	1020	Introduction to Criminal Justice
CJL	3510	Courts and the Criminal Justice System
CJC	3011	Corrections
One of the following:		
CCJ	2930	Crime in South Florida
CCJ	3666	Victimology
CJJ	3010	Crime and Delinquency
CJE	4410	Community Policing: Theory and Practice
CCJ	4940	Field Internship

## HOMELAND SECURITY AND TERRORISM CONTROL CERTIFICATE

**Program Coordinator:** Gary Feinberg

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

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

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

Objectives include:

1. A summary understanding of the complex nature of terrorism; the forms that it takes; the philosophy, rules, policies, external support, and personal

commitment of terrorists to the cause; and group as well as family relationships.

2. A sound understanding of the historical, political, and cultural issues behind the events to which those entrusted with the task of counter-terrorism must respond.
3. The ability to identify and discuss the issues and personalities underlying many of the major contemporary terrorist movements.
4. An improved ability to address practical, community centered demands related to the consequences of terrorist acts.
5. A more elaborate understanding and technical ability in special investigative techniques as they apply to terrorism.
6. The ability to better understand and overcome special legal and unique tactical problems of arresting, interrogating, and prosecuting terrorists.
7. An appreciation for and operational strategies to address the ethical issues encountered in investigating terrorist activities.

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

#### **PROGRAM REQUIREMENTS:**

**12 credits**

CCJ	3666	Victimology
CCJ	4661	Terrorism and Law Enforcement Procedures
INR	4084	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 INR 4084, CCJ 4661 and CCJ 3666.

### **INTERNATIONAL STUDIES CERTIFICATE**

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

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

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

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

The program goals are to:

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

#### **PROGRAM REQUIREMENTS**

**15 credits**

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

Two of the following:

Any foreign language course

or

ENG	326	Hemingway in Spain
HIS	279C	History of Spain
HIS	283	Spanish Civil War
CPO	3034	Politics of the Developing Nations
INR	4243	Inter-American Relations
CPO	4302	Latin American Economic and Political Development
REL	2300	World Religions

For any courses not listed above, the student must get approval from the Associate Provost for Academic Affairs.





## GUS MACHADO SCHOOL OF BUSINESS

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

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**Somnath Bhattacharya, PhD**  
**Dean, School of Business &**  
**Professor of Accounting**

**Faculty:** T. Abernethy, S. Bhattacharya, I. Becerra, R. Carrillo, G. Chan, R. Epling, H. Gringarten, L. Higgins, P. Klein, L. Knowles, S. Maynard-Patrick, L. Mitchell, J. Peart, C. Reese, J. Rocha, S. Song, G. Tejay

**Mission:** The School of Business supports the University's mission of Developing Leaders for Life by providing high-quality, convenient, and affordable educational opportunities that represent superior value to diverse groups of part-time, full-time, traditional, and adult students with undergraduate, graduate, and certificate programs.

The School of Business faculty is driven by a passion to develop the next generation of leaders. Working closely with faculty, students will learn business concepts and principles necessary in today's globally competitive business environment and borderless society. In addition to a well-rounded background in liberal arts and humanities, each program emphasizes the many distinct facets of business theories and principles along with their practical application.

Following graduation, alumni of St. Thomas University's business program will have a strong foundation of skills and business knowledge to help them succeed in a 21st century economy. Many graduates take advantage of the growth of international business in South Florida and use their business degrees to help them become leaders of industry in their communities.

## INSTITUTE FOR GLOBAL ENTREPRENEURSHIP

Director: Justin Peart, PhD

This Institute was formed in recognition of the increasingly important role that Entrepreneurship plays in the U.S. and global economy. The aim of the Institute for Global Entrepreneurship is to foster the spirit of Entrepreneurship throughout St. Thomas University, the community, nationally and globally. The institute will also collaborate with interested individuals, groups, organizations, and companies to promote Entrepreneurship. In view of the Catholic tradition of our University, consideration of the social impact of any Entrepreneurial project will be encouraged.

Entrepreneurship is a fundamental attribute of all businesses – it is the quality of starting and sustaining a business venture from the idea stage, to development, to growth. South Florida, with its international small-business climate, is uniquely positioned to incubate and maintain these ventures.

## BACHELOR OF BUSINESS ADMINISTRATION DEGREES

### BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN ACCOUNTING

**Program Chair:** Craig E. Reese, PhD

**Academic Credentials:** PhD, Accounting (University of Texas); MBA (St. Mary's University); BBA, Accounting (University of Texas)

**Contact Information:** 305-628-6623; [creese@stu.edu](mailto:creese@stu.edu)

*Program Advisor(s):* L. Mitchell, C. Reese, L. Higgins

**Program Description:** The Bachelor of Business Administration (BBA) in Accounting prepares students for careers in public or private accounting or for positions in non-profit or government organizations. For information regarding the CPA exam, please read the section entitled "Advanced Accounting Program."

### **BBA IN ACCOUNTING**

**120 credits**

Note the following business-related GER requirements.

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

BBA degree students should take STA 2023 or MAC 1140.

#### **Physical Science**

Business major students should take CGS 1060.

#### **Social Science**

BBA degree major students should take ECO 2013.

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

BBA degree major students should take ECP 2300 or ECO 2023.

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

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY****3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

**BBA PROGRAM REQUIREMENTS****54 credits**

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
GEB	1013	Principles of Business and Environmental Administration
BUL	2241	Business Law I
ISM	3011*	Management Information Systems
MAN	3600	International & Multinational Management
BUS	317	Personal Branding
CGS	1060	Microcomputer Applications
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
MAN	3240	Organizational Behavior
MAN	4720	Business Policy
MAR	3023	Foundations of Marketing
QMB	3600	Quantitative Analysis for Decision Making
FIN	3311	Financial Administration I
MAC	1140	Pre-Calculus Algebra
MAC	2223	Calculus for Business, Economics & Finance
STA	2023	Applied Statistics

\* Students who major in Accounting must take ACG 3401 Accounting Information Systems in place of ISM 3011.

**GENERAL ELECTIVES****0-12 credits**

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

**MAJOR REQUIREMENTS (ACCOUNTING)****24 credits**

Take all eight of the following courses:

ACG	3101	Financial Accounting I
ACG	3111	Financial Accounting II
ACG	3301	Management Accounting I: Cost Principles and Systems
ACG	4201	Advanced Accounting
ACG	4501	Governmental and Institutional Accounting
ACG	4651	Auditing
BUL	3247	Business Law II
TAX	3001	Federal Income Tax

**ADVANCED ACCOUNTING PROGRAM**

To become a Certified Public Accountant (CPA), the Florida State Board of Accountancy has established that applicants must have 30 semester hours or their equivalent of study beyond the baccalaureate degree. In addition, applicants must have in total:

- 36 semester hours in accounting courses above the elementary level; and
- 39 semester hours in general business education.

Since graduates with a BBA in Accounting must take an additional 30 semester hours beyond the baccalaureate level to take the CPA exam in Florida, the Master of Accounting program at St. Thomas University provides the additional education. Please see the University Graduate Catalog for program details.

**BBA-Accounting Learning Outcomes:** Successful completion of the major will enable each graduate to:

1. **Outcome:** Express their ideas and recommendations in a more concise and professional fashion by fully utilizing their verbal, analytical, and writing skills.  
**Assessment:** This outcome is assessed in MAN 4720 Business Policy. Through a research paper and other written assignments. These are assessed using well-established scoring rubrics.
2. **Outcome:** Acquire specific knowledge of the practice of Accounting in areas including Financial Accounting, Auditing, Cost Accounting, Accounting Information Systems and Income Taxation.  
**Assessment:** This outcome is assessed in ACC 402- Auditing.
3. **Outcome:** Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real world applications.  
**Assessment:** This outcome is assessed in ACC 402- Auditing.

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

**Program Chair:** Craig E. Reese, PhD

**Academic Credentials:** PhD, Accounting (University of Texas); MBA (St. Mary's University); BBA, Accounting (University of Texas)

**Contact Information:** 305-628-6623; [creese@stu.edu](mailto:creese@stu.edu)

*Program Advisor(s):* L. Mitchell, C. Reese, L. Higgins

**Program Description:** The Bachelor of Business Administration (BBA) in Finance prepares graduates for a career in finance, accounting, or general management, and unlocks a variety of career opportunities with financial institutions, other corporate entities, or in the fields of international finance or financial planning. In addition to specific finance classes, graduates will have studied the major functional activities of business.

**BBA IN FINANCE** **120 credits**

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

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

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

**DIVERSITY** **3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.



**BBA PROGRAM REQUIREMENTS****54 credits**

See BBA program requirements listed under BBA - Accounting

**MAJOR REQUIREMENTS (FINANCE)****24 credits****MAJOR CORE REQUIREMENTS (FINANCE)****12 credits**

Take all four of the following courses:

FIN	315	Investments and Portfolio Management
FIN	4402	Financial Administration II
FIN	4604	Principles of International Corporate Finance
BUS	499*	Internship in Business

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

**MAJOR ELECTIVE REQUIREMENTS (FINANCE)****12 credits**

Take four of the following courses:

ACG	3101	Financial Accounting I
ACG	3301	Management Accounting I: Cost Principles and Systems
ECO	3703	Principles of International Economics
ECP	3703	Managerial Economics
FIN	319	Principles of International Corporate Finance II
FIN	413	Financial Analysis
FIN	418	Financial Planning Seminar
FIN	4901	Directed Studies
FIN	4930	Special Topics in Finance
TAX	3001	Federal Income Tax

**BBA-Finance Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. **Outcome:** Express their ideas and recommendations in a more concise and professional fashion by fully utilizing their verbal, analytical, and writing skills.

**Assessment:** In the "capstone" course, MAN 4720, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This outcome is assessed in MAN 4720 Business Policy through a research paper and other written assignments.

2. **Outcome:** Acquire specific knowledge of the analytical and practical tools of the world of Finance as applied in profit, non-profit, and governmental organizations.

**Assessment:** This outcome is assessed in FIN 4402 Financial Administration II through a research paper and other written assignments, especially case studies and exams.

3. **Outcome:** Apply and articulate subject knowledge in a critical fashion, for analysis of finance-related issues.

**Assessment:** This outcome is assessed in MAN 4720 Business Policy assessed through a research paper and other written assignments using the attached well-established scoring rubrics.

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

**Program Chair:** Justin Peart, PhD

**Academic Credentials:** PhD, MBA (Florida International University); BS, (University of the West Indies)

**Contact Information:** 305-628-6602; [jpeart@stu.edu](mailto:jpeart@stu.edu)

**Program Advisor(s):** R. Carrillo, H. Gringarten, L. Mitchell, J. Peart, C. Reese

**Program Description:** The Bachelor of Business Administration (BBA) in International Business prepares the student for a career in international business, including international trade. In addition to a broad business background, students complete courses addressing a multitude of political, economic, and social issues encountered within the global economy.

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### **BBA IN INTERNATIONAL BUSINESS 120 credits**

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

See GER requirements listed under BBA - Accounting

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

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

#### **DIVERSITY 3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

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### **BBA PROGRAM REQUIREMENTS 54 credits**

See BBA program requirements listed under BBA - Accounting

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### **MAJOR REQUIREMENTS (INTERNATIONAL BUSINESS) 24 credits**

#### **Major Core Requirements (International Business) 12 credits**

Take all three of the following courses:

ECO	3703	Principles of International Economics
FIN	4604	Principles of International Corporate Finance
MAR	4156	International Market Analysis
BUS	499*	Internship in Business

#### **Major Elective Requirements (International Business) 12 credits**

Take five of the following courses:

BUS	457	Special Topics in International Business
BUS	3322	Principles of International Law
ECO	404	Comparative Economic Systems
ECO	4632	European International Business Economics Environment
ECS	4403	Economic and Social Problems in Latin America
MAN	4661	Asian International Business Environment
MAN	4673	International Trade Operations Management

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

To satisfy one of the five elective requirements, students may take one of the following courses:

INR	3792	Geopolitics
INR	2001	Introduction to International Relations
INR	4243	Inter-American Relations
CPO	4302	Latin American Economic & Political Development

**BBA-International Business Learning Outcomes:** Successful completion of the major will enable the graduate to do the following:

1. **Outcome:** Acquire an understanding of the complexities of international commerce, global trade, and the economic concepts associated with these activities.

**Assessment:** This outcome is assessed in MAN 4720 Business Policy assessed through a research paper and other written assignments. These are assessed using respective scoring rubrics.

2. **Outcome:** Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with a real-world application.

**Assessment:** In the "capstone" course, MAN 4720 (formerly BUS 490), students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting.

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

**Program Chair:** Jose Rocha

**Academic Credentials:** PhD (Florida International University), MS (University of Miami) MBA (State University of New York at Buffalo), BS (Tec de Monterrey)

**Contact Information:** 305-474-6009; [jgrocha@stu.edu](mailto:jgrocha@stu.edu)

**Program Advisor(s):** R. Carrillo, H. Gringarten, P. Klein, L. Mitchell, J. Peart, S. Song, J. Rocha, S. Maynard-Patrick, G. Tejay

**Program Description:** This Bachelor of Business Administration (BBA) in Management prepares students to pursue a career in managing activities in a private, public, non-profit, or governmental organization. In addition to specific management and behavioral courses, formal studies will include Accounting, Finance, Economics, Information Systems and Statistics.

The **Business Management** specialization prepares students for a broad career in a general business environment.

The **Cyber Security Management** specialization is designed for students who want to pursue a career defending organizational information technology systems.

The **Marketing Management** specialization is designed to offer a student preparation for a career in the marketing of goods and services.

The **Management Information Systems** specialization provides the student with a background in information systems management.

The **Tourism and Hospitality Management** specialization prepares students for management careers in the growing tourism and hospitality industries.

The **Trade and Logistics Management** specialization prepares graduates for administrative positions in the Trade and Logistics industry in the South Florida and throughout the U.S.

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<b>BBA IN MANAGEMENT</b>	<b>120 credits</b>
<b>GENERAL EDUCATION REQUIREMENTS (GER)</b>	<b>42 credits</b>

See GER requirements listed under BBA - Accounting

<b>CATHOLIC IDENTITY</b>	<b>3 credits</b>
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To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

<b>DIVERSITY</b>	<b>3 credits</b>
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To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

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<b>BBA PROGRAM REQUIREMENTS</b>	<b>54 credits</b>
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See BBA program requirements listed under BBA - Accounting

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<b>MAJOR REQUIREMENTS (MANAGEMENT)</b>	<b>24-30 credits</b>
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<b>Major Core Requirements (Management)</b>	<b>12 credits</b>
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Take all four of the following courses:

BUS	499*	Internship in Business
ECP	3703	Managerial Economics
MAN	3504	Operations Management
MAR	4803	Marketing Management

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

<b>A. <u>Business Management Specialization</u></b>	<b>12 credits</b>
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Take four credits from the following courses:

ACG	3101	Financial Accounting I
ACG	3301	Management Accounting I: Cost Principles and Systems
BUL	3247	Business Law II
BUS	457	Special Topics in Management
CTS	2406	Database Concepts Using Access
ECP	3302	Environmental Economics
ENT	3503	Social Entrepreneurship
ENT	4004	Introduction to Entrepreneurship
GEB	3032	Business Essentials for Non Accountants
MAN	3802	Small Business Management
MAN	4301	Human Resource Management
MAR	4156	International Market Analysis

**Finance Elective**

Take one course from 300 or 400 level Finance course

**3 credits****Major Elective**

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

**3 credits****B. Cyber Security Management Specialization****12 credits**

Take all four of the following courses:

CIS	3510	Information Technology Project Management
CIS	4360	Computer Security
COP	4940	Special Topics in Computer and Information Science
CCJ	4701	Scientific Research and Crime Analysis **
CCJ	4641	Seminar on Organized Crime **
CDA	4100	Terrorism and Law Enforcement Procedures
CEN	3010	Software Engineering
CIS	4940	Internship in Computer and Information Science

\*\* Prerequisite CCJ 1020 Introduction to Criminology

**C. Economics Specialization\*\*****12 credits**

Take four of the following courses:

ECO	4632	European International Business Economics Environment
ECO	3101	Intermediate Microeconomic Analysis
ECO	3703	Principles of International Economics
ECP	3302	Environmental Economics
ECO	310	Intermediate Macroeconomic Analysis
ECP	3213	Industrial Relations
ECO	3303	History of Economic Thought
ECO	4421	Fundamentals of Econometrics
ECO	402	Economics History of the United States I
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
FIN	315	Investments and Portfolio Management
FIN	318	Principles of International Corporate Finance
FIN	412	Financial Administration II
FIN	413	Financial Analysis

\*\*Note: The Economics Specialization is not intended for students who plan to pursue a graduate degree in economics.

**D. Management Information Systems Specialization****15 credits**

CEN	3010	Software Engineering
CNT	4007	Computer Networks and Communication
COP	4764	Database System Design and Development
CTS	2406	Database Concepts Using Access
MAN	4583	Project Management

**E. Marketing Management Specialization****12 credits**

Take four of the following courses:

BUS	457	Special Topics in Marketing
HFT	3503	Tourism and Hospitality Sales and Marketing
MAN	3593	Logistics Management
MAR	3231	Retail Management
MAR	3326	Advertising Management
MAR	3503	Consumer Behavior and Marketing Strategy
MAR	3613	Marketing Research, Writing, and Analysis
MAR	4831	Strategic Brand Management
MAR	4403	Sales Management
PUR	3000	Foundations of Public Relations
SPM	4304	Sports Marketing and Promotions

**F. Tourism and Hospitality Management Specialization 12 credits**

HFT	2000	Dimensions of Tourism and Hospitality Industries
THM	398*	Internship I in Tourism and Hospitality Management

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

Take two of the following courses:

HFT	1800	Food and Beverage Management
HFT	3053	Wholesale and Group Travel Management
HFT	4753	Conventions, Trade Show, and Destination Management
HFT	4701	Tourism Economic Resources and Sustainable Development
HFT	3940	Internship II in Tourism and Hospitality Management
LEI	3323	Sports Tourism
LEI	3500	Principles of Leisure Services Management

Students should take INR 3792 Geopolitics as a Social Science GER or elective.

**G. Trade and Logistics Management Specialization 12 credits**

MAN	3593	Logistics Management
MAN	4673	International Trade Operations

Take two of the following courses:

BUS	495E	Directed Studies: Transportation Management
BUS	499	Business Internship
BUS	3322	Principles of International Law
ECS	4403	Economics and Social Problems in Latin America
FIN	4930	Special Topics: International Banking and Trade Finance
MAR	4403	Sales Management
MAN	4661	Asia International Business Environment

**BBA-Management Learning Outcomes:** Successful completion of the specialization will enable each graduate to do the following:

1. **Outcome:** Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.
2. **Outcome:** Acquire an understanding of the behavior and specific communication skills required for a successful management career.

3. **Outcome:** Acquire an appreciation that management success requires the broad application of knowledge and skills in all organizations: public, private, non-profit, and governmental.
4. **Outcome:** Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
5. **Outcome:** Express their ideas and recommendations in a more concise and professional fashion by fully utilizing their verbal, analytical, and writing skills.

**BBA-Management Learning Outcomes Assessment:** These outcomes are assessed in MAN 4720 Business Policy through a research paper and other written assignments. These are assessed using scoring rubrics.

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

**Program Chair:** Hagai Gringarten PhD

**Academic Credentials:** PhD, Global Leadership (Lynn University); MBA, BBA, International Finance and Marketing (University of Miami)

**Contact Information:** 305-628-6635; [hgingarten@stu.edu](mailto:hgingarten@stu.edu)

**Program Advisor(s):** H. Gringarten, J. Peart, P. Klein, R. Carrillo

**Program Description:** The Bachelor of Business Administration (BBA) in Marketing prepares graduates for a career in marketing management, sales management, retail merchandising and management, and marketing research, providing a variety of career opportunities. The program is designed to provide a comprehensive understanding of the marketing process, and the major functional activities of business.

### **BBA IN MARKETING 120 credits**

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

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

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

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

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

#### **BBA PROGRAM REQUIREMENTS 54 credits**

See BBA program requirements listed under BBA - Accounting

### **MAJOR REQUIREMENTS (MARKETING) 24 credits**

#### **MAJOR CORE REQUIREMENTS (MARKETING) 12 credits**

Take all four of the following courses:

BUS	499*	Internship in Business
MAR	3613	Marketing Research, Writing, and Analysis
MAR	4830	Marketing Management

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

### MAJOR ELECTIVE REQUIREMENTS (MARKETING)

**12 credits**

Take four of the following courses:

BUS	319	Brand Crisis Management
ENT	3503	Social Entrepreneurship
HFT	3503	Tourism and Hospitality Sales and Marketing
MAR	3231	Retail Management
MAR	3326	Advertising Management
MAR	3503	Consumer Behavior and Marketing Strategy
MAR	4403	Sales Management
MAR	4156	Global Marketing Management
PUR	3000	Foundations of Public Relations
SPM	4304	Sports Marketing

**BBA-Marketing Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. Acquire specific knowledge of the analytical and practical tools of the world of business and marketing as applied in profit, non-profit, and governmental organizations.
2. Apply and articulate subject knowledge in a critical fashion, for analysis of marketing-related issues.
3. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

**Assessment:** In the “capstone” course, MAN 4720 (formerly BUS 490), students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. This outcome is assessed in MAN 4720 (formerly BUS 490) Business Policy assessed through a research paper and other written assignments.

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

**Program Chair:** Edward Abernethy, PhD

**Academic Credentials:** PhD, Higher Education (Ohio University); MS, Sports Administration (St. Thomas University); BA, Economics (University of Pittsburgh)

**Contact Information:** 305-628-6630; [tabernethy@stu.edu](mailto:tabernethy@stu.edu)

*Program Advisor(s):* T. Abernethy, R. Epling, S. Song

**Program Description:** In 1973, St. Thomas University pioneered the first undergraduate Sports Administration. 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. The Sports Administration program has been approved by the North American Society for Sport Management (NASSM).

## **BBA IN SPORTS ADMINISTRATION**

**120 credits**

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

**42 credits**

Note the following business-related GER requirements.

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

BBA degree students should take STA 2023 or MAC 1140.

#### **Natural Science**

BBA degree in sports administration students should take PET 2302.

#### **Physical Science**

Business major students should take CGS 1060.

#### **Social Science**

BBA degree major students should take ECO 2013.

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

BBA degree major students should take ECO 2023 or ECP 2300.

### **CATHOLIC IDENTITY**

**3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

### **DIVERSITY**

**3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

## **PROGRAM REQUIREMENTS**

**54 credits**

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
CGS	1060	Microcomputer Applications
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
ECP	2300	Principles of Micro and Environmental Economics
ISM	3011	Management Information Systems
MAN	3240	Organizational Behavior
MAN	3600	International and Multinational Management
MAR	3023	Foundations of Marketing
BUS	317	Personal Branding
QMB	3600	Quantitative Analysis for Decision Making
or		
FIN	3311	Financial Administration I
MAC	1140	Pre-calculus Algebra
MAC	2233	Calculus for Business, Economics & Finance
SPB	1000	Introduction to Sports Administration
SPB	3404	Legal Aspects of Sports Administration

SPB	4004	Seminar in Sports Administration
STA	2023	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)

**12 credits**

PET	2302	Applied Sports Science
SPB	3813	Sports Financial Management
SPM	4304	Sports Marketing and Promotions
SPO	497*	Internship in Sports Administration

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

### Major Elective Requirements

**12 credits**

HFT	1800	Food and Beverage Management
HFT	4753	Conventions, Trade Show, and Destination Management
LEI	3323	Sports Tourism
LEI	3500	Principles of Leisure Services Management
PET	3218	Sports Psychology
SPB	3105	Governance of Intercollegiate Athletics
SPB	3740	Sports Information and Public Relations
SPO	307	Facility and Event Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics

**BBA-Sports Administration Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. **Outcome:** Apply basic business economic and management principles and practices to a sports administration environment, including information systems, international aspects of sport administration, and quantitative decision-making.  
**Assessment:** This outcome is assessed in SPB 4004 - Seminar in Sports Administration using a scoring rubric.
2. **Outcome:** Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.  
**Assessment:** This outcome is assessed in SPB 4004 - Seminar in Sports Administration using a scoring rubric.
3. **Outcome:** Apply critical thinking and communication skills acquired from exposure to specific subject theories as they have been combined with a real-world application.  
**Assessment:** This outcome is assessed in SPB 4004 - Seminar in Sports Administration using a scoring rubric.



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

**Program Chair:** Paul Klein, MPS

**Academic Credentials:** MPS, Hotel Administration (Cornell University); BA, Liberal Arts (Hofstra University)

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

**Program Advisor(s):** P. Klein, L. Mitchell, S. Song

**Program Description:** The Bachelor of Business Administration (BBA) in Tourism and Hospitality Management prepares students for management careers in the growing tourism and hospitality industries. In addition to general business administration subjects, graduates will have studied the specifics of the industry, and will have a strong background in the liberal arts.

### **BBA IN TOURISM AND HOSPITALITY MANAGEMENT 120 credits**

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

Note the following business-related GER requirements.

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

BBA degree students should take STA 2023 or MAC 1140.

##### **Physical Science**

Business major students should take CGS 1060.

##### **Social Science**

BBA degree major students should take ECO 2013.

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

BBA degree major students should take ECO 2023 or ECP 2300.

### **PROGRAM REQUIREMENTS 54 credits**

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
CGS	1060	Microcomputer Applications
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
ECP	2300	Principles of Micro and Environmental Economics
ISM	3011	Management Information Systems
MAN	3240	Organizational Behavior
MAN	3600	International and Multinational Management
MAR	3023	Foundations of Marketing
BUS	317	Personal Branding
QMB	3600	Quantitative Analysis for Decision Making
or		
FIN	3311	Financial Administration I
GEB	1013	Principles of Business and Environmental Admin.
or		
HFT	2000	Dimensions of Tourism and Hospitality Industries

HFT	4930	Senior Seminar
MAC	1140	Pre-calculus Algebra
MAC	2233	Calculus for Business, Economics & Finance
MAN	4720	Business Policy
STA	2023	Applied Statistics

### **CATHOLIC IDENTITY**

**3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

### **DIVERSITY**

**3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

## **MAJOR REQUIREMENTS**

**24 credits**

### **Major Core Requirements**

**18 credits**

Take all six of the following courses:

HFT	1800	Food and Beverage Management
HFT	2313	Hospitality Operations and Facilities Management
HFT	3503	Tourism and Hospitality Sales and Marketing
HFT	3603	Tourism and Hospitality Law
HFT	4701	Tourism Economic Resources and Sustainable Development
HFT	4753	Conventions, Trade Show, and Destination Management

### **Major Elective Requirements**

**6 credits**

Take two of the following courses:

LEI	3323	Sports Tourism
LEI	3500	Principles of Leisure Services Management
HFT	3053	Wholesale and Group Travel Management
HFT	3940*	Internship in Tourism and Hospitality Management II
THM	398*	Internship in Tourism and Hospitality Management I

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

**BBA-Tourism and Hospitality Management Learning Outcomes:** Successful completion of the specialization will enable graduates to do the following:

1. **Outcome:** Apply basic business, economics, and management principles and practices to aspects of this service industry, including food and beverage management, event and trade show operations, sports tourism, travel management, and general leisure services.

**Assessment:** In the "capstone" course, HFT 4930 Senior Seminar, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. The outcome is assessed in HFT 4930 is assessed through a research paper and other written assignments. These are assessed using the attached scoring rubrics and provide a direct view of student achievement. To align assessments more closely to subject theories, students take HFT 4753 - Convention, Trade Show, and Destination Management, as an additional capstone course, in

which an integrative group project covers competencies acquired from all THM courses.

2. **Outcome:** Apply critical thinking skills.

**Assessment:** This outcome is assessed in HFT 4930 Senior Seminar assessed through a research paper and other written assignments.

3. **Outcome:** Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.

**Assessment:** This outcome is assessed in HFT 4930 Senior Seminar. HFT 4930 is assessed through a research paper and other written assignments. These are assessed using the attached scoring rubrics.



## SUGGESTED STUDY PROGRAM FOR THE BBA DEGREE

<b>Freshman year</b>			<b>Fall</b>	<b>Spring</b>
ENC	1101/2	Composition/ Literature	3	3
GEB	1013	Princ. of Bus. & Envir. Admin or	3	
HFT	2000	Dimensions Tourism/Hospitality Industries (THM majors) or		
SPB	1000	Introduction to Sports Admin (SPO majors)		
MAC	1140	Pre-calculus	3	
MAC	2233	Calculus for BUS/ ECO		3
GER			6	9
<b>Totals</b>			<b>15</b>	<b>15</b>
<b>Sophomore year</b>			<b>Fall</b>	<b>Spring</b>
ACG	2001	Princ. of Accounting I	3	
ACG	2011	Princ. of Accounting II or		3
ACC	204	Princ. of Mgt. Accounting		
Law Course		BUL 2241 or SPB 3404 or HFT 3603	3	
CGS	1060	Microcomputer Applications		3
ECO	2013	Princ. of Macroeconomics	3	
ECO	2023	Princ. of Microeconomics		3
	or			
ECP	2300	Princ. Of Micro and Envir. Econ		3
STA	2023	Applied Statistics	3	
GER			3	3
		Major Requirements		3
<b>Totals</b>			<b>15</b>	<b>15</b>
<b>Junior year</b>			<b>Fall</b>	<b>Spring</b>
FIN	3311	Financial Administration I	3	
MAN	3240	Organizational Behavior	3	
MAN	3600	International/ Multinational Management		3
MAR	3023	Principles of Marketing	3	
QMB	3600	Quantitative Analysis		3
		Major Requirements	3	6
		Electives	3	3
<b>Totals</b>			<b>15</b>	<b>15</b>
<b>Senior year</b>			<b>Fall</b>	<b>Spring</b>
ISM	3011	Management Information Systems	3	
MAN	4720	Business Policy		3
BUS	317	Personal Branding	3	
PHI	3641	Business Ethics (or other 300/3000 level Ethics)		3
		Electives	3	3
		Major Requirements	6	6
<b>Totals</b>			<b>15</b>	<b>15</b>
<b>Total Hours</b>				<b>120</b>

## **SPECIALIZATIONS IN THE SCHOOL OF BUSINESS**

No more than 15 additional credits are required to obtain a specialization. A 2.25 GPA is required for the specialization coursework. At least half of the coursework constituting a specialization shall be completed at St. Thomas University. The knowledge and skills acquired go substantially beyond the introductory level. Specializations are generally chosen to supplement the major field of study.

**NOTE:** Courses applied to a specialization cannot be used to satisfy the requirements of another specialization, major, or core requirements.

### **SPECIALIZATION IN ACCOUNTING 15 credits**

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
GEB	1013	Principles of Business and Environmental Administration

And, take two of the following courses, selected with Accounting advisor assistance:

ACG	3101	Financial Accounting I
ACG	3111	Financial Accounting II
ACG	3301	Management Accounting I: Cost Principles and Systems
ACG	3401	Accounting Information Systems
ACG	4201	Advanced Accounting
ACG	4501	Governmental and Institutional Accounting
ACG	4651	Auditing
BUL	3247	Business Law II
TAX	3001	Federal Income Tax

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

### **SPECIALIZATION IN BUSINESS ADMINISTRATION 15 credits**

Students with a major in the School of Business cannot also receive a specialization in Business Administration. Courses applied to a specialization cannot be used to satisfy the requirements of another specialization, major, Business Graduate Certificate, or core requirements.

ACG	2001	Principles of Accounting I
ECO	2013	Principles of Macroeconomics
GEB	1013	Principles of Business and Environmental Administration

And, take two of the following courses:

ACG	2011	Principles of Accounting II
BUL	2241	Business Law I
MAR	3326	Advertising
BUL	3322	Principles of International Law
BUS/ECO/FIN	4930	Special Topics in Business, Economics or Finance
ECS	4403	Economics and Social Problems in Latin America
MAN	3240	Organizational Behavior
MAN	3301	Human Resources Management
MAN	3600	International and Multinational Management
MAN	4661	Asian International Business Environment
MAN	4673	International Trade Operations Management

MAR	3023	Foundations of Marketing
MAR	4831	Strategic Brand Management
BUS	317	Personal Branding
PUR	3000	Foundations of Public Relations

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

### **SPECIALIZATION IN BUSINESS MANAGEMENT** **15 credits**

GEB	1013	Principles of Business and Environmental Administration
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And, take four of the following courses, selected with Business Management advisor:

ACG	3101	Financial Accounting I
ACG	3301	Management Accounting I: Cost Principles and Systems
BUL	3247	Business Law II
BUS	457	Special Topics in Management
BUS	499	Internship in Business
CTS	2406	Database Concepts Using Access
ECP	3302	Environmental Economics
ENT	3503	Social Entrepreneurship
GEB	3032	Business Essentials for Non Accountants
MAN	3802	Small Business Management
MAN	4301	Human Resource Management
MAN	4583	Project Management
MAR	4831	Strategic Brand Management
BUS	317	Personal Branding

Choose other 300 or 400 level management courses with the Business Management advisor.

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

### **SPECIALIZATION IN FINANCE** **15 credits**

ACC	201	Principles of Accounting I
ACC	202	Principles of Accounting II
FIN	311	Financial Administration I

And, take two of the following courses, selected with Finance advisor:

ACC	301	Financial Accounting I
ACC	302	Financial Accounting II
ACC	303	Management Accounting I: Cost Principles and Systems
ACC	305	Federal Income Tax
BUS	322	Business Law II
BUS	499	Internship in Business
ECO	301	Managerial Economics
ECO	307	Principles of International Economics
ECO	308	Environmental Economics
ECO	401	Fundamental of Econometrics
ECO	413	Money and Banking



FIN	315	Investments and Portfolio Management
FIN	318	Principles of International Corporate Finance
FIN	412	Financial Administration II
FIN	418	Financial Planning Seminar
FIN	457	Special Topics in Finance

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

### **SPECIALIZATION IN INTERNATIONAL BUSINESS 15 credits**

GEB	1013	Principles of Business and Environmental Administration
MAN	3600	International and Multinational Management

And, take three of the following courses, selected with International Business advisor:

BUS	457	Special Topics in International Business
ECO	3703	Principles of International Economics
ECO	4632	European International Business Economics Environment
ECS	4403	Economic and Social Problems in Latin America
MAN	3593	Logistics Management
MAN	4583	Project Management
MAN	4661	Asian International Business Environment
MAN	4673	International Trade Operations Management
MAR	4156	International Market Analysis

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

### **SPECIALIZATION IN MARKETING MANAGEMENT 15 credits**

GEB	1013	Principles of Business and Environmental Administration
MAR	3023	Foundations of Marketing

And, take three of the following courses, selected with Marketing Management advisor:

BUS	457	Special Topics in Marketing
BUS	499*	Internship in Business
HFT	3503	Tourism and Hospitality Sales and Marketing
MAN	3593	Logistics Management
MAR	3231	Retail Management
MAR	3326	Advertising Management
MAR	3503	Consumer Behavior and Marketing Strategy
MAR	3613	Marketing Research, Writing, and Analysis
MAR	4403	Sales Management
MAR	4831	Strategic Brand Management
BUS	317	Personal Branding
PUR	3000	Foundation of Public Relations
SPM	4304	Sports Marketing and Promotions

Some of the above courses have prerequisites that must be fulfilled within the total of 15 credits; therefore, the student will need approval.

**SPECIALIZATION IN SPORTS ADMINISTRATION****15 credits**

The specialization in Sports Administration provides students with insight into the management of professional and amateur sports organizations. The courses aim at making the students aware of possible career opportunities in the sports industry and broadening their professional horizons. The Sports Administration specialization is an excellent complement to all majors pursuing professions in public or private sector administration, e.g., Tourism and Hospitality Management, Communications, Computer Science, and other business-related majors.

SPB	1000	Introduction to Sports Administration
SPB	3404	Legal Aspects of Sports Administration
SPB	3813	Sports Financial Management
SPM	4304	Sports Marketing and Promotion

And, take one of the following courses, selected with Sports Administration advisor assistance.

HFT	4753	Conventions, Trade Show, and Destination Management
LEI	3323	Sports Tourism
PET	3218	Sports Psychology
SPB	3105	Governance of Intercollegiate Athletics
SPB	3740	Sports Information and Public Relations
SPB	4004	Seminar in Sports Administration
SPO	307	Facility and Event Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics
SPO	497	Internship in Sports Administration (1-12 credits)
LAE	3500	Principles of Leisure Services Management

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

**SPECIALIZATION IN TOURISM AND HOSPITALITY****15 credits**

HFT	2000	Dimensions/Tourism & Hospitality Industries
HFT	3503	Tourism and Hospitality Sales and Marketing
MAR	3023	Foundations of Marketing

And, take two of the following courses, selected with THM advisor assistance:

HFT	3053	Wholesale and Group Travel Management
HFT	3603	Tourism and Hospitality Law
HFT	3940	Internship in Tourism and Hospitality Management II
HFT	4701	Tourism Economic Resources and Sustainable Development
HFT	4753	Conventions, Trade Show, and Destination Management
HFT	4930	Senior Seminar
LEI	3323	Sports Tourism
LEI	3500	Principles of Leisure Services Management
THM	398	Internship in Tourism and Hospitality Management I

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

# BACHELOR OF ARTS IN BUSINESS

## BA IN BUSINESS: BUSINESS STUDIES SPECIALIZATION

**Program Chair:** Lloyd Mitchell, MBA, CPA

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

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

**Program Advisor(s):** H. Gringarten, L. Mitchell, J. Peart, C. Reese

**Program Description:** The Bachelor of Arts (BA) 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. Those who desire a double major, or who have numerous transfer credits, will find this degree attractive. 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 will complete coursework in Marketing, Information Systems, Decision Making, and Finance.

## **BA IN BUSINESS – BUSINESS STUDIES SPECIALIZATION** **120 credits**

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

Note the following business-related GER requirements.

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

Business Studies major students should take MAC 1140 or STA 2023.

#### **Physical Science**

Business Studies major students should take CGS 1060.

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

Business Studies major students should take ECO 2023 or ECP 2300.

## **PROGRAM REQUIREMENTS** **33 credits**

ACG	2001	Principles of Accounting
ACG	2011	Principles of Accounting II
or		
ACC	204	Principles of Managerial Accounting
GEB	1013	Principles of Business and Environmental Administration
or		
BUL	2241	Business Law I
HFT	2000	Dimensions of Tourism and Hospitality Industries
or		
CGS	1060	Microcomputer Applications
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
or		
ECP	2300	Principles of Micro and Environmental Economics
HFT	3603	Tourism and Hospitality Law
MAC	1140	Pre-calculus Algebra
MAR	3023	Foundations of Marketing
BUS	317	Personal Branding

**BUSINESS STUDIES SPECIALIZATION REQUIREMENTS 24 credits**

**Marketing 3 credits**

Take one of the following courses:

BUS	457	Special Topics in Marketing
HFT	3503	Tourism and Hospitality Sales and Marketing
HFT	4753	Conventions, Trade Show, and Destination Management
MAR	3231	Retail Management
MAR	3326	Advertising Management
MAR	3503	Consumer Behavior and Marketing Strategy
MAR	3613	Marketing Research, writing, and Analysis
MAR	4803	Marketing Management
MAR	4403	Sales Management
PUR	3000	Foundations of Public Relations
SPM	4304	Sports Marketing and Promotions

**Information Systems 3 credits**

CIS	2000	Foundation of Computer Science
COP	1332	Introduction to Computer Programming/Visual Basic
COP	4940	Special Topics in Computer and Information Science
CTS	2406	Database Concepts Using Access
ISM	3011	Management Information Systems

**Decision Making 3 credits**

MAN	3504	Operations Management
MAN	3593	Logistics Management
MAN	4583	Project Management
QMB	3600	Quantitative Management

**Finance 3 credits**

Take one of the following courses:  
Any 300 or 400 level Finance course.

**Advanced Business Courses 12 credits**

Take four of the following courses:

MAR	4831	Strategic Brand Management
POR	300	Adult Development & Life Assessment and/or
BUS	499*	Internship in Business
300/3000 or 400/4000 level courses in Accounting, Business, Finance, Sports Administration, or Tourism & Hospitality Management.		

**GENERAL ELECTIVES 21-33 credits**

**BA in Business - Business Studies Specialization Learning Outcomes:**

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

1. Express ideas and recommendations in a concise and professional fashion orally and in writing.
2. Acquire an understanding of the major functional activities of an organization and how they must be integrated in pursuit of organizational success.

3. Acquire an understanding of the behavior and specific communication skills required for a successful management career.
4. Acquire an appreciation that management success requires the broad application of knowledge and skills in all organizations: public, private, non-profit, and government.
5. Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.

### **BA in Business - Business Studies Specialization Learning Outcomes**

**Assessment:** These outcomes are assessed in MAN 4720 (formerly BUS 490) Business Policy assessed through a research paper and other written assignments. These are assessed using scoring rubrics.

## **BA IN BUSINESS: GENERAL BUSINESS SPECIALIZATION**

**Program Chair:** Lloyd Mitchell, MBA, CPA

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

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

**Program Advisor(s):** H. Gringarten, L. Mitchell, J. Peart, C. Reese

**Program Description:** The Bachelor of Arts (BA) 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. This major is designed for the working adult learner, those who desire a double major or those who have numerous transfer credits.

### **BA IN BUSINESS – GENERAL BUSINESS SPECIALIZATION 120 credits**

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

#### **GENERAL BUSINESS SPECIALIZATION PREREQUISITES 9 credits**

Take all three of the following courses:

ISM	3011	Management Information Systems
MAC	2233	Calculus for Business/Economics
MAN	3240	Organizational Behavior

#### **GENERAL BUSINESS SPECIALIZATION REQUIREMENTS 24 credits**

##### **Required Courses**

**15 credits**

Take all five of the following courses:

BUS	499*	Internship in Business
FIN	3311	Financial Administration I
MAN	3600	International and Multinational Management
MAN	4720	Business Policy
QMB	3600	Quantitative Analysis for Decision Making

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

#### **Elective Courses**

**9 credits**

Take 9 credits from the following courses:

MAN	3301	Human Resource Management
MAN	3504	Operations Management
MAN	3593	Logistics Management
MAR	3023	Foundations of Marketing
MAR	4803	Marketing Management
MAR	4831	Strategic Brand Management
BUS	317	Personal Branding

and/or

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

## GENERAL ELECTIVES

**12-24 credits**

### **BA in Business - General Business Specialization Learning Outcomes:**

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

1. **Outcome:** Express their ideas and recommendations in a concise and professional fashion by utilizing their verbal and writing skills.
2. **Outcome:** Acquire and apply the concepts and practices required to own, operate, and/or manage a modern organization.
3. **Outcome:** Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with case studies and, in many instances, a real-world application.

**Assessment:** Outcomes are assessed in MAN 4720 (formerly BUS 490) Business Policy. MAN 4720 (formerly BUS 490) is assessed through a research paper and other written assignments.

## **BA IN BUSINESS: TOURISM AND HOSPITALITY MANAGEMENT SPECIALIZATION**

**Program Chair:** Paul Klein, MPS

**Academic Credentials:** MPS, Hotel Administration (Cornell University); BA, Liberal Arts (Hofstra University)

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

*Program Advisor(s):* P. Klein, L. Mitchell, S. Song

**Program Description:** The Bachelor of Arts (BA) in Tourism and Hospitality Management major prepares students for management careers in the growing tourism and hospitality industries. This major brings together courses in business with a strong background in the liberal arts. In addition to general business administration subjects, graduates will have studied the specifics of the industry.

### **BA IN BUSINESS:**

#### **TOURISM & HOSPITALITY SPECIALIZATION**

**120 credits**

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

**42 credits**

#### **GENERAL BUSINESS SPECIALIZATION PREREQUISITIES**

**9 credits**

#### **THM SPECIALIZATION REQUIREMENTS**

**24 credits**

Take all six of the following courses:

HFT	1800	Food and Beverage Management
HFT	2000	Dimensions of Tourism and Hospitality Industries
HFT	3503	Tourism and Hospitality Sales and Marketing
HFT	4753	Conventions, Trade Show, and Destination Management
MAN	4720	Business Policy
THM	398*	Internship in Tourism & Hospitality Management I

\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

Take two of the following:

HFT	2313	Hospitality Operations and Facilities Management
HFT	3053	Wholesale and Group Travel Management
HFT	3940*	Internship in Tourism and Hospitality Management II
HFT	4701	Tourism Economic Resources and Sustainable Development
LEI	3500	Principles of Leisure Services Management
LEI	3323	Sports Tourism

### **GENERAL ELECTIVES**

**21-33 credits**

Students should take INR 3792 as a Social Science GER or elective.

### **BA in Business - Tourism and Hospitality Management Specialization**

**Learning Outcomes:** Successful completion of the specialization will enable graduates to do the following:

1. **Outcome:** 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.
2. **Outcome:** Apply critical thinking skills acquired from exposure to specific subject theories as they have been combined with real-world application.
3. **Outcome:** Apply and articulate subject knowledge in a critical fashion, while applying these abilities to the resolution of organizational and client problems.

**Assessment:** In the “capstone” course, MAN 4720 Business Policy, students exercise all elements of organizational operation, including production, marketing, strategy, finance, and accounting. The outcome is assessed in MAN 4720 is assessed through, a research paper and other written assignments. To align assessments more closely to subject theories, students have begun taking HFT 4753 - Convention, Trade Show, and Destination Management, as an additional capstone course, in which an integrative group project covers competencies acquired from all THM courses.

## **BACHELOR OF ARTS (BA) IN SPORTS ADMINISTRATION**

**Program Chair:** Edward Abernethy PhD

**Academic Credentials:** PhD (Ohio University), MS (St. Thomas University), BA (University of Pittsburgh)

**Contact Information:** 305-628-6630; [tabernethy@stu.edu](mailto:tabernethy@stu.edu)

**PhD Program Advisor(s):** T. Abernethy, R. Epling, S. Song

**Program Description:** The Bachelor of Arts (BA) in Sports Administration is an option for students who transfer to St. Thomas University with 60 or more credits. All other Sports Administration majors complete the requirements for the Bachelor of Business Administration degree. This major prepares learners for a management career in the field of Sports Administration. Studies combine business principles and specific topical/functional aspects of managing in a Sports Administration environment in a collegiate, community, or professional organization.

### **BACHELOR OF ARTS IN SPORTS ADMINISTRATION 120 credits**

#### **GENERAL EDUCATION REQUIREMENTS 42 credits**

Note the following business-related GER requirements.

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

BA Sports Administration students should take MAC 1140.

##### **Natural Science**

BA Sports Administration students should take PET 2302.

##### **Physical Science**

BA Sports Administration students should take CGS 1060.

##### **Social Science**

BA Sports Administration students should take ECO 2013.

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

BA Sports Administration students should take PET 3218.

### **PROGRAM REQUIREMENTS 21 credits**

ACG	2001	Principles of Accounting I
CGS	1060	Microcomputer Applications
COM	343	Multi-Platform Journalism Writing
ECO	2013	Principles of Macroeconomics
MAC	1140	Pre-calculus Algebra
MAR	3023	Foundations of Marketing
BUS	317	Personal Branding

### **MAJOR REQUIREMENTS 33 credits**

PET	2302	Applied Sports Science
SPB	1000	Introduction to Sports Administration
SPB	3404	Legal Aspects of Sports Administration
SPB	3813	Sports Financial Management
SPB	4004	Seminar in Sports Administration
SPM	4304	Sports Marketing and Promotions



\* If an internship cannot be arranged or the student is ineligible, another course will be substituted.

Four courses chosen from the following:

HFT	1800	Food and Beverage Management
HFT	4753	Conventions, Trade Show, and Destination Management
LEI	3323	Sports Tourism
LEI	3500	Principles of Leisure Services Management
PET	3218	Sports Psychology
SPB	3105	Governance of Intercollegiate Athletics
SPB	3740	Sports Information and Public Relations
SPO	307	Facility and Event Management
SPO	495	Directed Study in Sports Administration
SPO	496	Seminar: Special Topics

## **GENERAL ELECTIVES**

**24-39 credits**

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

**BA-Sports Administration Program Learning Outcomes:** Successful completion of the major will enable each graduate to do the following:

1. Apply basic business, economic and management principles and practices to a Sports Administration environment.
2. Acquire an understanding of the importance of integrating the organizational activities of all operational and support functionaries.

**BA-Sports Administration Program Learning Outcomes Assessment:** These outcomes are assessed in SPB 4004 - Seminar in Sports Administration using the attached scoring rubric.



# SCHOOL OF ARTS AND EDUCATION

*"Leadership Is Learned"*

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**Gloria M. Pelaez, EdD**  
**Dean, School of Arts and Education**

**Faculty:** S. Angulo, J. Booker, K. Cadeau, A. Campbell, O. Casse, W. Cegelka, G. Chan, E. Ferrero, S. Gillig, A. Holmes, X. Jiang., S. Massey, Z.J. Mushipe, G.M. Pelaez, G.P. Ruiz, H. Thomas

The School of Arts and Education houses four distinct institutes: Communication, Entertainment, & Media; Education; Professional Studies; and the STU-China Forum for Executive Leadership. Through its institutes, the School develops responsible, service-oriented professionals. It offers undergraduate, graduate, and certificate programs in the areas of communication, education, and professional studies. The curricula emphasize core leadership competencies, infuse technology, and provide local and global perspectives.

Faculty are committed to the conviction that leadership can be learned. While leadership is present in all organizations, the School's faculty believes individuals in communication, education, and public services have unique leadership roles extending beyond their immediate organizations and into the larger local and global community. The School's graduates are prepared to be leaders for the 21st Century.



## **INSTITUTE FOR COMMUNICATION, ENTERTAINMENT, & MEDIA**

The Institute for Communication, Entertainment, & Media offers a Bachelor of Arts (BA) in Communication Arts. The Institute develops professional comprehensive communicators who are leaders in diverse communication specialties in professional work and advanced graduate work. Programs emphasize the highest standards of academic quality and innovation while acknowledging the complexity of the

communication process, particularly the needs of multicultural audiences, and incorporate the diverse educational, professional, and cultural resources within the University and the South Florida Community.

At the graduate level, the Institute offers a Masters of Arts (MA) in Communication Arts with specializations in Electronic Media Arts and Art Management. Graduate certificates are offered for each specialization. Graduates from the master's 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.

## **BACHELOR OF ARTS (BA) IN COMMUNICATION ARTS**

**Program Coordinator:** Eugenia Ferrero, PhD

**Academic Credentials:** PhD, Public Communication (Georgia State University); JD (University of Georgia School of Law); MA, Communication: Public Communication (American University); BA, Psychology (St. Thomas University)

**Contact Information:** 305-474-6840; [epferrero@stu.edu](mailto:epferrero@stu.edu)

*Program Advisor(s):* A. Campbell, O. Casse, G. Ruiz, E. Ferrero

**Program Description:** The goal of the Bachelor of Arts (BA) in Communication Arts major is to graduate students who are media literate. The program prepares communication specialist prepared to work in diverse 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 coursework draws from areas such as art, humanities, literature, business, computer science, and psychology.

### **BA IN COMMUNICATION ARTS**

**120 credits**

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

**42 credits**

#### **CATHOLIC IDENTITY**

**3 credits**

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

#### **DIVERSITY**

**3 credits**

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

### **COMMUNICATIONS AND MEDIA REQUIREMENTS**

#### **CORE COURSES**

**30 credits**

ART	202	Enhanced Art Appreciation
GRA	2100C	Introduction to Graphic Design
MMC	2000	Society and Mass Media
SPC	1600C	Speech
COM	1401	Introduction to Creative Processes

MMC	2001	Theatrical Elements: Foundations for Communications, Entertainment and Media Arts
FIL	2000	Introduction to Film Art & Analysis
MMC	2204	Media Ethics
MMC	4404	Leadership for Communications and Media (Capstone Course)
COM	497-499	Internship in Communication Arts (Capstone Course)

*(A minimum of 3 credits in Internship is required with up to 9 credits available)*

## **SKILLS COURSES**

**27 credits**

### **\*Critical (choose 3 courses)**

9 credits

ART	2205C	Elements of Design: Color and Composition
ART	3820	Visual Analysis through Contemporary Art
RTV	3400	TV Drama: Past, Present, and Future
MMC	3303	Global Media
ARH	3773	Film Animation Critical Studies
MMC	4642	Youth and Media
ADV	4353	Power of Advertising
MMC	4704	Catholicism and Film
MMC	4601	Video Game Analysis
COM	450D	Critical Survey of World Film

### **\*Technology and Creative Processes (choose 3 courses)**

9 credits

ART	2300C	Introduction to Drawing
ART	2500	Introduction to Painting
PGY	2403C	Photography
GRA	2100C	Introduction to Graphic Design
ART	3311C	Intermediate Drawing
ART	3505C	Intermediate Painting
RTV	3230	Speaking on Radio & TV
RTV	3543	Broadcast Production
JOU	3220	Photojournalism
RTV	4661	Advanced Broadcast Production

### **\*Content Development (choose 3 courses)**

9 credits

COM	202	Writing for "TV"
JOU	4103	Multi-Platform Journalism Writing
PUR	3100	Message Design for Public Relations
ADV	3100	Message Design for Advertising
RTV	3103	Screenwriting
COM	4108	Critical Communication for the Professional World
JOU	4103	Advanced Multi-Platform Journalism Writing
COM	4562	New Media and Blogging

**\*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**

**15 credits**

18 credits level 100 or above

(These courses may not include ENS, ESL, or Basic Skills Courses)

**Program Outcomes:** The BA in Communication Arts curriculum is guided by eight learning outcomes to support the Institute's goals. Student will:

1. Acquire and demonstrate critical thinking skills.
2. Develop and integrate the ability to write in an articulate, complex, and clear manner.
3. Develop skills to identify and produce quality production materials for their area of study.
4. Develop skills to express themselves orally in a clear, articulate, and intelligent manner in a variety of situations.
5. Develop skills to be proficient in current technology.
6. Be familiar with, value, and demonstrate cultural competence in a multi-cultural environment.
7. Understand the power of media and the ethical use of that power.
8. 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 internship capstone course with an assessment rubric.

## **BACHELOR OF ARTS (BA) IN COMMUNICATION STUDIES**

**Program Coordinator:** Andrea Ann Campbell, PhD

**Academic Credentials:** PhD, Theatre and Film (Brigham Young University); MS, Film (Boston University); BA (Loyola University)

**Contact Information:** 305-628-6526; [acampbell@stu.edu](mailto:acampbell@stu.edu)

**Advisor(s):** A. Campbell

**Program Description:** The BA in Communication Studies is designed for working adults who are interested in developing an understanding of communication principles and practice and their application in many settings, especially in the areas of marketing, public relations and advertising. The program is designed to be delivered in a variety of settings and formats.

### **BA IN COMMUNICATION STUDIES**

**120 credits**

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

**42 credits**

#### **CATHOLIC IDENTITY**

**3 credits**

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

#### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. COM 307D may be taken to satisfy this requirement.

### **MAJOR REQUIREMENTS**

**30 credits**

MMC	2204	Media Ethics
COM	202	Writing for TV
PUR	3100	Message Design for Public Relations
ADV	3100	Message Design for Advertising

MMC	3303	Global Media
COM	4108	Critical Communication for the Professional World
ADV	4353	The Power of Advertising
COM	4562	New Media and Blogging
MMC	4404	Leadership for Communications and Media
COM	497	Internship in Communications

## GENERAL ELECTIVES

**42-48 credits**

42-48 credits level 100 or above (These courses may not include ENS, ESL, or Basic Skills Courses)

**Program Student Learning Outcomes:** A student who completes the BA in Communication Studies is able to:

1. Identify and produce quality marketing, public relations, advertising materials.
2. Communicate orally in a clear, articulate, and intelligent manner.
3. Demonstrate the necessary skills to be proficient in the appropriate application of current technology.
4. Describe the power of media and the ethical use of this power.

**Program Student Outcomes Assessment:** These outcomes are assessed in COM 497 Internship, the program's capstone course.

1. The ability to identify and produce quality marketing/public relations materials is assessed through the submission of a portfolio.
2. The ability to communicate orally in a clear, articulate, and intelligent manner is assessed through an oral presentation.
3. The ability to use current technology in an appropriate, proficient manner is demonstrated through its use in the preparation of the portfolio and oral presentation.
4. The ability to use media in an ethical manner is demonstrated using rubric through the submission of a case study.

## MINOR IN COMMUNICATION ARTS

**18 credits**

**Program Coordinator:** Gloria P. Ruiz, PhD

**Academic Credentials:** PhD, Education (Stanford University); MA, Education, MA Communications (Stanford University); BA, Spanish (San Francisco State University)

**Contact Information:** 305-628-6508; [gruiz@stu.edu](mailto:gruiz@stu.edu)

*Program Advisor(s):* A. Campbell, G. Ruiz

**Program Description:** The goal of the Communication Arts minor is to enable students to excel in their fields of study through the development of effective communication skills, which are essential components for professional success.

## PROGRAM REQUIREMENTS

- **Foundations in Communications and Media** **9 credits**
- **Skills Courses in Major** **9 credits**

### Foundations in Communications & Media Requirements

**9 credits**

SPC 1600C Speech  
and

(3 credits)

(Choose 2 courses for 6 credits from the following)

COM	1401	Introduction to Creative Processes
MMC	2001	Theatrical Elements: Foundations for Communication, Entertainment and Media Arts
MMC	2000	Society and Mass Media
FIL	2000	Introduction to Film Art & Analysis
MMC	2204	Media Ethics

### **Skills Courses in Major**

**9 credits**

(Choose three 300+ level courses for 9 credits)

#### **\*Critical Analysis**

RTV	3400	TV Drama: Past, Present and Future
MMC	3303	Global Media
ARH	3773	Film Animation Critical Studies
MMC	4642	Youth and Media
ADV	4353	The Power of Advertising
MMC	4704	Catholicism and Film
MMC	4601	Video Game Analysis
COM	450D	Critical Survey of World Film

#### **\*Technology and Creative Processes**

RTV	3230	Speaking on Radio & TV
SPC	3602	Advanced Professional Speaking
RTV	3543	Broadcast Production
JOU	3220	Photojournalism
RTV	4661	Advanced Broadcast Production ( <i>1 credit repeatable lab-WSTU 95 TV station – up to 6 credits</i> )

#### **\*Content Development**

RTV	3101	Writing for TV
COM	343	Multi-Platform Journalism Writing
PUR	3100	Message Design for Public Relations
ADV	3100	Message Design for Advertising
RTV	3103	Screenwriting
JOU	4103	Advanced Multi-Platform Journalism Writing
COM	4108	Critical Communications for the Professional World
COM	4562	New Media and Blogging

#### **Program Learning Outcomes and Assessments:**

1. **Outcome:** Students will acquire and demonstrate critical thinking skills.
2. **Outcome:** Students will develop and integrate the ability to write in an articulate, complex, and clear manner.  
**Assessment (1&2):** Upon graduation, students will submit a final essay to their minor advisor consisting of a reflection on (1) how communication courses developed their critical thinking, oral and writing skills and (2) how their learning experience influenced their work in their major field.
3. **Outcome:** Students will develop skills to express themselves orally in a clear, articulate and intelligent manner in a variety of situations.  
**Assessment:** Upon graduation, students will submit an electronic oral delivery (video or audio podcast) of their written report.

**MINOR IN VISUAL ARTS****18 credits****Program Coordinator:** Olivier Casse, MFA**Academic Credentials:** MFA, (Miami International University of Art and Design); BFA (Maryland Institute College of the Arts)**Contact Information:** (305) 628-6734; [ocassee@stu.edu](mailto:ocassee@stu.edu)**Program Advisor(s):** A. Campbell; O. Casse; G. Ruiz

**Program Description:** The goal of the Visual Arts Minor is to develop creative thinkers that have the skill and technique to rise to diverse challenges. Students will be familiar with and develop competence in a number of arts skills, and have the ability to recognize major achievements in the history of art. St Thomas University Arts Minor students are encouraged to think critically, joining knowledge and skill to their individual creative vision.

The Visual Arts Minor is designed to complement and support the majors that are currently offered at St Thomas University. This support is linked to learning creative problem solving.

**PROGRAM REQUIREMENTS**

- Foundation courses in Visual Arts 9 credits
- Skills Courses in Minor 9 credits
- Visual Arts Portfolio (*learning outcome assessment*)
- Pop-up gallery student show (*learning outcome assessment*)

**Foundation in Visual Arts Requirements****9 credits**

(Choose one of the below)

ART	202	Enhanced Art Appreciation	3 credits
ARH	2004	Survey of the History of Art	3 credits

(Choose two courses for 6 credits from the following)

ART	2300C	Introduction to Drawing	3 credits
ART	2500	Introduction to Painting	3 credits
ART	2205C	Elements of Design: Color & Composition	3 credits
PGY	2403C	Photography	3 credits
GRA	2100C	Introduction to Graphic Design	3 credits

**Skills Courses in Minor****9 credits**

(Choose 3 courses for 9 credits)

ART	249	The Marketing of American Artists	3 credits
ART	3311C	Intermediate Drawing	3 credits
ART	3505C	Intermediate Painting	3 credits
ART	3045C	Mixed Media	3 credits
ART	4310C	Advanced Drawing	3 credits
ART	4506C	Advanced Painting	3 credits

**Program Learning Outcomes:**

1. Students will identify and produce quality production materials for their area of study.
2. Students will acquire and demonstrate critical thinking skills.



### **Program Outcomes Assessment:**

1. Upon completion of the minor, students will submit to the Visual Arts Minor coordinator a portfolio that demonstrates research, direction and theme.
2. Upon completion of minor, students will exhibit works at an on campus pop up gallery.

## **INSTITUTE FOR EDUCATION**

The Institute for Education offers degrees and courses at the undergraduate and graduate levels. These degrees and courses fulfill the requirements of Florida's Administrative Rule 6A-4.003 which states, *"degrees and credits awarded by an institution of higher learning accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) shall be acceptable for educator certification purposes."* Graduates of these programs are eligible to apply for a Florida Educator's Temporary Certificate.

Education program and course outcomes are aligned to State of Florida competencies and skills for professional educators. Required coursework is also infused with ESOL training, technology, and the use of a variety of assessment techniques including portfolio assignments. Applied classroom knowledge is offered through course field-based experiences and related to the Florida Educator Accomplished Practices.

At the undergraduate level, the BA in Elementary Education prepares graduates for instructional leadership in the K-6 setting. The courses in these programs are offered in traditional and online formats, although most programs are offered fully online. St. Thomas University undergraduate education majors vary from traditional to non-traditional students including immigrants or the children of immigrants who have a deep desire to become a teacher and give back to their communities. Others are older adults who have jobs and family responsibilities. Many international students come to St. Thomas to develop their teaching skills and return to their home countries to pursue teaching careers.

In an effort to meet the unique needs of non-traditional students, the Institute for Education offers undergraduate teacher preparation programs that emphasize the completion of professional education and subject area course work as the only degree requirement. The Institute provides its graduates of the BA in Elementary Education with convenient and State approved programs and a clear and simple path to Florida Teacher's Certification (Alternative Route to Florida Teacher Certification).

Unlike traditional education programs where new classes typically begin twice a year, The Institute for Education starts new cohorts of students three times a year (August, January and May). Convenient evening, weekend, and online classes are offered for the working professional.

The Institute offers five Master of Science (MS) degrees. The MS in Elementary Education, ESOL and Reading prepare graduates to become instructional leaders in their schools or school districts. The MS in Educational Leadership prepares graduates to become school-site administrators with an emphasis on educational leadership in Florida and in other jurisdictions. The MS in Special Education prepares graduates to become instructional leaders for students with special needs. In addition to these

degree programs, the Institute provides three graduate-level endorsements in ESOL, Gifted, and Reading.

## **BACHELOR OF ARTS (BA) IN ELEMENTARY EDUCATION**

**Program Coordinator:** Katsia M. Cadeau, EdD

**Academic Credentials:** EdD, Educational Leadership, MS, Elementary Education (Nova Southeastern University); BBA, Management (St. Thomas University)

**Contact Information:** 305-628-6582; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

**Program Advisor(s):** K. Cadeau, S. Massey

**Program Description:** This degree is designed to provide highly trained and highly motivated teachers for elementary school classes. Candidates for this degree benefit from a non-traditional approach to state certification requirements and course-based clinical and field experiences. The program is designed for working adults who cannot stop work to complete a 16-week field experience. This program benefits from an emphasis on undergraduate research in all academic disciplines as students work side-by-side with professors on research projects and activities.

### **BACHELOR OF ARTS IN ELEMENTARY EDUCATION 120 credits**

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

Students are encouraged to select courses that will enable them to pass Florida's General Knowledge Test and/or the Elementary Education (K-6) Subject Area Test. Please consult with your advisor when selecting these courses.

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

Take 3 credits from courses identified as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirement. An education major can fulfill this requirement with EDE 3400 Educational Psychology.

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

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major Requirements. An education major can fulfill this requirement with EDE 4422 Teaching Strategies for Inclusion.

#### **PROFESSIONAL EDUCATION REQUIREMENTS 21 credits**

These courses are designed to introduce a student to the theories and concepts guiding contemporary education and to prepare a student to sit for the Florida Teacher Certification Examination: *Professional Education Test*.

EDF	2005	Introduction to Education
EDU	245	Instructional Technology for Teachers
EDU	300	Classroom Management and Methods of Teaching/ESOL Strategies
EDE	3400	Educational Psychology
TSL	4441	Testing and Evaluation of Student Learning/ESOL Strategies
EDE	4422	Teaching Strategies for Inclusion
RED	3042	Basics of Reading Instruction

**Professional Education Learning Outcomes and Assessment:** Outcomes are based on the 14 professional competencies published in *The Competencies and Skills Required for Teacher Certification in Florida* (16th 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**

DEP	2000	Human Growth and Development
EDE	3302	Elementary Social Studies in the Multicultural School Setting
EDE	3201	Mathematics Instruction in the Elementary Multicultural School Setting
EDE	3304	Science Instruction in the Multicultural School Setting
EDE	3220	Health and Physical Education in the Elementary School
EDE	3230	Art and Music in the Elementary School
EDE	4231	Curriculum and Materials Development
RED	3111	Reading Methods for Elementary Multicultural Schools
RED	3512	Diagnosis and Remediation of Reading Problems
RED	3641	Children's Literature with a Multicultural Perspective

### **GENERAL ELECTIVES 27 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. Any of the following education courses may be used as part of a student's General Electives.

## **ESOL ENDORSEMENT**

**Program Coordinator:** Xuan Jiang, PhD

**Academic Credentials:** PhD, Curriculum and Instruction and Educational Specialist, (Florida International University); Master of Education-TESOL (Queensland University of Technology, Australia); Master, English Language and Literature (Soochow University); BA, English (Southwest University)

**Contact Information:** 305-628-6536; [xjiang@stu.edu](mailto:xjiang@stu.edu)

*Program Advisor(s):* X. Jiang

**Program Description:** 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 at least five ESOL courses to be eligible to receive this endorsement. Courses offered in the BA in Elementary Education curriculum are:

TSL	4340	Methods of Teaching English as a Second Language
TSL	4441	Testing and Evaluation of Student Learning/ESOL Strategies
TSL	4240	Applied Linguistics: Language and Literacy through ESOL
TSL	4140	ESOL Curriculum and Materials
TSL	4520	Cross Cultural Communication

These courses are offered online during each academic year. Please consult with your advisor when selecting these courses. All five courses must be completed to have the ESOL Endorsement placed on your transcript. Courses for the Reading Endorsement are offered at the graduate level in the MS in Reading program.

**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* (16th 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 (EDE 4231). A locally developed instrument drawn from questions in a national test bank has been created. This multiple choice test contains questions related to elementary language arts and reading; social sciences; music and the visual arts; health and physical education; and science, technology and mathematics. This course is offered in the evening in the second fall term and the second spring term.

**GRADUATION REQUIREMENTS:** Students in this program must have a 2.5 in their professional education and major requirements, and meet all other St. Thomas University graduation requirements.

## MINOR IN EDUCATION

**Program Coordinator:** Katsia Cadeau, EdD

**Academic Credentials:** EdD, Educational Leadership; MS, Elementary Education (Nova Southeastern University); BBA, Management (St. Thomas University)

**Contact Information:** 305-628-6576; [kcadeau@stu.edu](mailto:kcadeau@stu.edu)

*Program Advisor(s):* K. Cadeau; S. Massey

**Program Description:** This minor in Education is designed for students who are enrolled in another undergraduate degree program but are interested in teaching in the 6-12 setting. It is designed to introduce a student to the theories and concepts guiding contemporary education and to prepare a student to sit for the Florida Teacher Certification Examination: Professional Education Test. The credits in this minor are accepted by the *Florida Department of Education's Bureau of Certification* under Rule 6A-4.003. "Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the accrediting associations." St. Thomas University is accredited by The Southern Association of Colleges and Schools.

### PROGRAM REQUIREMENTS

**21 credits**

EDF	2005	Introduction to Education
EDU	245	Instructional Technology for Teachers

EDU	300	Classroom Management and Methods of Teaching/ESOL Strategies
EDE	3400	Educational Psychology
TSL	4441	Testing and Evaluation of Student Learning/ESOL Strategies
EDE	4422	Teaching Strategies for Inclusion
RED	3042	Basics of Reading Instruction

**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. They must also submit a portfolio in electronic format with the degree application. (*Guidelines for the DVD portfolio are available from your advisor.*) Meet all other St. Thomas University graduation requirements.

## INSTITUTE FOR PROFESSIONAL STUDIES

The Institute for Professional Studies serves adult students through both traditional and innovative instruction. Its programs respond to the needs of the lifelong learner. The degrees are targeted primarily towards employed persons serving in business, industry, labor, government and occupational fields (such as police, emergency and fire officers) serving in the government, private and non-profit sectors.

The Institute for Professional Studies' primary mission is to extend access to postsecondary educational opportunities for non-traditional adult learners, who combine work and study, with a special emphasis on serving professional workforce education needs. The Institute meets those needs through innovative online instruction, using a variety of delivery formats and scheduling options.

The Institute for Professional Studies offers the BA in Organizational Leadership, BA in Health Records and Information Management, BS in Fire Science Management, the Masters in Executive Management, and the EdD in Leadership and Management. All degree programs in the Institute for Professional Studies are offered totally online.

The BA in Organizational Leadership combines studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods, and technology. The BA in Health Records and Information Management allows healthcare professionals to make the transition from clinician to technician to managerial decision maker within the healthcare industry. The BS in Fire and Emergency services Management is suited for those professionals seeking administrative credentials and careers in fire services, municipal/structural fire departments and agencies, emergency management, and administrative aspects of emergency medical services.

The Master in Executive Management (MEM) strives to create effective leaders through a program that synthesizes cutting-edge concepts and the student's

professional experiences. This program serves adults who wish to advance their careers. The degree is for persons who hold managerial, executive, and other leadership positions in industry, government, and non-profit organizations. Students gain first-hand knowledge of current business practices and trends using a mixture of theory and practice.

The EdD in Leadership and Management provides for individuals who have completed a master's degree and seek to deepen their vision as organizational leaders and enhance their skills in leadership and management applied to a variety of organizational settings and environments. The EdD in Leadership and Management is designed for candidates who are interested in careers as business leaders and managers, school superintendents, principals, directors, and supervisors; administrators in state, federal, and international agencies; professors and administrators in institutions of higher education; or directors and supervisors of educational services in for-profit corporations and non-profit agencies.

## **BACHELOR OF ARTS (BA) IN HEALTH RECORDS AND INFORMATION MANAGEMENT**

**Program Description:** The Bachelor of Arts in Health Records and Information Management provides health care professionals as well as individuals with a minimum of 45 credits toward a health related undergraduate degree an opportunity to complete a bachelor's degree in Health Records and Information Management. Students currently employed in the health care industry can utilize this program to migrate from the clinical side of the health care industry to the administrative, business or leadership side.

St. Thomas University views the previous health care related coursework as initial professional preparation and development in the chosen Health Care field. The remaining credits completed at the University will add a liberal arts and health records and information management component. The Bachelor of Arts in Health Records and Information Management program will help in achieving an important transition into this professional career. Improvement in performance will be experienced and potential as an effective decision maker will be discovered.

The B.A. in Health Records and Information Management is offered over a fifteen month period and consists of four semesters, four courses (12 credits) per semester with an average semester consisting of 16 weeks. Courses are five weeks in duration and are offered online. The program normally starts each January, May and August.

### **ADMISSIONS REQUIREMENTS:**

1. Have associate degree in medical, health, or information technology related field (or have completed 45 or more semester hours of credit) from an accredited college/post-secondary institution. Candidates who have less than 45 credits but have 3 years or more of documented work experience in the related field may be considered.
2. Have a college cumulative grade point average of 2.0 (on 4.0 scale) or better on all academic work.
3. Meet all admissions criteria stated in the Admission's Section of this catalog.

**BA: HEALTH RECORDS AND INFORMATION MANAGEMENT****120 credits****CATHOLIC IDENTITY****3 credits**

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

**DIVERSITY****3 credits**

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

**GENERAL EDUCATION REQUIREMENTS****42 credits****PROGRAM REQUIREMENTS****9 credits**

POR	300	Adult Development & Life Assessment
ORG	205	Selected Statistical Procedures
HIM	3305	Science of Medical Terminology

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

Take all of the following courses:

HIM	3303	Health Care Systems
HIM	3311	Technology in Health Care Organizations
HCS	320	Health Services Law for Managers
ORG	323	Staffing and Employee Development
LDR	3180	Organizational Behavior
HCS	321	Health Care Database Design and Management
COM	4108	Critical Communications for the Professional World
HCS	405	Advanced Health Informatics
HCS	411	Management of Health Information Systems
HCS	435	Critical Analysis and Research Writing
HCS	430	Health Care Finance
HCS	445	Health Care Quality, Statistics & Database Management
PHI	3633	Biomedical Ethics

**GENERAL ELECTIVES****30 credits**

30 credits taken at level 100 or above.

**Program Student Learning Outcomes:** The Health Records and Information Management Program enable learners to:

1. Develop problem-solving and decision-making skills within the health care industry with focus on the health records and information systems.
2. Manage health information systems using the latest in technology and computer literacy skills (internet research, electronic access to the health care information).
3. Communicate values, directions, and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal and organizational settings.
4. Use research findings to enhance the health records and information systems.

**Program Learning Outcomes Assessment:** The program is assessed through the

University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (HCS 445 — Health Care Quality, Statistics & Database Management). Among others, it uses a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the Health Records and Information Management.

**GRADUATION REQUIREMENTS:** To graduate with a bachelor's degree at St. Thomas University every student must successfully complete a minimum of 120 academic credits. Consistent with this requirement, graduates in the B.A. in Health Records and Information Management Program must complete at least 120 credits with a GPA of at least 2.00 and meet all additional academic requirements.

## **BACHELOR OF ARTS (BA) IN ORGANIZATIONAL LEADERSHIP**

**Program Coordinator:** Zuvarashe Judith Mushipe, PhD

**Academic Credentials:** PhD, Business Administration (University of Zimbabwe); MBA, Business Administration, BBA, Business Administration (North Carolina Central University)

**Contact Information:** 305-474-6903; [zmushipe@stu.edu](mailto:zmushipe@stu.edu)

*Program Advisor(s):* J. Booker; H. Thomas

**Program Description:** The Bachelor of Arts (BA) in Organizational Leadership is a management degree designed for self-directed and goals-oriented individuals interested in developing problem solving, decision-making, and communications skills. The student will gain an understanding of the primary functions performed by an organization. The curriculum is designed to fulfill the University's stated mission to emphasize person growth, individual values and development in areas of human understanding necessary to successfully manage in today's fast-moving, ever-changing, global operating environment.

The BA in Organizational Leadership (OL) is offered over a fifteen-month period and consists of four semesters, four courses (12 credits) per semester with an average semester consisting of 16 weeks. Courses are four and five weeks in duration and are offered online. The program normally starts each January, May and September.

### **ADMISSION REQUIREMENTS:**

1. Complete 45 or more semester hours of credit from an accredited college/post-secondary institution.
2. Demonstrate a minimum of three years of full-time work experience.
3. Maintain a cumulative grade point average of 2.00 (on 4.00 scale) or better on all prior academic work.
4. Interview with Program Representative to outline a tentative degree plan.
5. Complete an application form and payment of \$40 non-refundable application fee.

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### **BA IN ORGANIZATIONAL LEADERSHIP**

**120 credits**

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

**42 credits**



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

This requirement will be fulfilled from courses identified as Catholic Identity courses.

**DIVERSITY****3 credits**

This requirement will be fulfilled by completing major requirements

**PROGRAM REQUIREMENTS****9 credits**

ORG	204	Fiscal Accountability for Organizational Leadership
ORG	205	Selected Statistical Procedures
POR	300	Adult Development & Life Assessment

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

ORG	400	Organizational Communication
ORG	305	Socio-economic Resources for Organizational Leadership
ORG	311	Organizational Fiscal Resource Administration
ORG	320	Organizational Law
ORG	323	Staffing and Employee Development
LDR	3180	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	3641	Business Ethics
INP	4105	Psychology of Work
SOC	460D	Conflict and Conflict Resolution

**GENERAL ELECTIVES****30-45 credits**

Select courses in consultation with your advisor.

**Program Learning Outcomes:** Students completing the BA in Organizational Leadership program will:

1. Apply suitable written and oral communication skills applicable in any business and industry.
2. Understand research techniques and their applications in business and industry.
3. Use information analysis and computer literacy skills (internet research, electronic access to information) in business and industry.
4. Communicate values and expectations clearly and distinctly using different forms of communications, including technologies in a variety of interpersonal and organizational settings.

**Program Learning Outcomes Assessment:** The program is assessed through the University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (ORG 490— Strategic Policy and Planning). Among others, it uses a matrix designed to measure student mastery of essential theoretical and methodological issues associated with the discipline of Organizational Leadership.

## **BACHELOR OF SCIENCE (BS) IN FIRE AND EMERGENCY SERVICES MANAGEMENT**

**Program Coordinator:** Arthur L. Holmes, Sr., EdD

**Academic Credentials:** EdD, Leadership Management, MSM, Public Management, (St. Thomas University); BS, Technology (Barry University)

**Contact information:** 305-474-6007; [aholmes@stu.edu](mailto:aholmes@stu.edu)

*Program Advisor(s):* A. Holmes

**Program Description:** The Bachelor of Science (BS) in Fire and Emergency Services Management is based on the core curriculum of the United States Fire Administration's Nation Fire Academy. It is specifically suited for those professionals seeking or holding management or administrative positions in fire and emergency services. Graduates will acquire the tools to assume the various leadership and management roles encompassing all areas of the fire and emergency service field including fire suppression, fire prevention, emergency medical, logistical services, disaster preparedness and public safety. The program focuses on the role of the fire and emergency services plays within a community and provides an understanding of issues in personnel management, organizational leadership, strategic planning, budgeting and financing and incident command. Emergency services professionals whose fields are related to fire services (such as EMS) and those seeking advancement to senior leadership and executive management positions with fire, EMS, and public safety organizations are also welcome, but they must meet all FSM admissions requirements.

The BS in Fire and Emergency Services Management uses a multi-professional approach to practice, policy integration, management of organizations and human resources involved with the fire and emergency service operations. It includes comprehensive knowledge that can be applied to planning, organizing, coordinating, and administering public policy, as well as understanding the fire and emergency services department's role in public safety within a community.

This degree is offered in a blended format or entirely online to accommodate students' educational advancement without unduly affecting family, leisure and business schedules and quality of life.

### **ADMISSION REQUIREMENTS:**

1. Have completed 45 or more semester hours of credit from an accredited college/post-secondary institution.
2. Demonstrate a minimum of three years of full-time work experience.
3. Maintain a cumulative grade point average of 2.0 (on 4.0 scale) or better on all prior academic work.
4. Have an interview with program representative to outline a tentative degree plan.
5. Complete an application form.
6. Hold Florida or other state /country Fire/EMS certification and credentials or equivalent.

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<b>BS IN FIRE AND EMERGENCY SERVICES MANAGEMENT</b>	<b>120 credits</b>
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<b>GENERAL EDUCATION REQUIREMENTS (GER)</b>	<b>42 credits</b>
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**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**

FES	4783	Applied Research
FES	3004	Political and Legal Foundation of Fire and Emergency Services
FES	3045	Fire Services Personnel Management
FFP	3735	Organizational Behavior in Service Organizations

**MAJOR REQUIREMENTS****36 credits**

FFP	2750	Fire and Emergency Services Budgeting and Finance
FES	3153	Fire and Emergency Services Technology
FFP	3725	Leadership and Management in Service Organizations
FES	3714	Managing Operations and Training
FES	4223	Managing Emergency Medical Services
FES	4545	Planning and Analysis of Fire Protection Services
FES	4723	Fire Prevention Organizations and Management
FES	4802	Fire and Emergency Services Incident Management
FES	4715	Advanced Fire and Emergency Services Administration
ORG	205	Selected Statistical Procedures
PHI	3641	Business Ethics
SOC	460D	Conflict and Conflict Resolution

**GENERAL ELECTIVES****30-45 credits**

Select courses in consultation with your advisor.

**Program Learning Outcomes:** Graduates of the BS in Fire and Emergency Services Management program will be able to:

1. Manage and lead a fire and emergency services organization focusing on personnel management issues, workplace conflicts, ethical issues, define social and group dynamics, labor relations, and legal issues, collective bargaining and budgeting and finance.
2. Manage, command, direct and control major incidents and resource to enhance public safety using critical and strategic resources.
3. Evaluate the effectiveness of fire and emergency services plans for a community fire suppression, emergency medical services, and fire prevention initiatives including all risk assessments.
4. Design incident management plans that include the use of information technology and strategic communication skills.

**Assessment of Program:** The program will be assessed through the University's normal processes and practices for assessing programs, including assessment of student performance in course work concluding in the capstone course (FES 4715 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 and Emergency Services Management.

**Assessment in Capstone Course:** A transformational learning and assessment process is built into the design of the capstone (FES 4715) course which provides students an effective way to integrate what they have learned by the end of the program. The structure and content of the course are clearly linked with the program outcomes (what graduates are supposed to have learned by the end of the program of study). Students will be informed of the standards used for evaluating student learning during and upon completion of the capstone course.

This course is assessed on the interaction between the three levels of learning taught throughout the program—the individual level, team level and group level. This assessment method contributes to a comprehensive and exhaustive learning outcome. Each level assesses specific learning strategies and program outcomes.

This course is assessed on the interaction between the three levels of learning taught throughout the program—the individual level, team level and group level. This assessment method contributes to a comprehensive and exhaustive learning outcome. Each level assesses specific learning strategies and program outcomes.

**ADMISSIONS REQUIREMENTS:** To be admitted to the BS in Fire and Emergency Services Management Program, 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 in fire and /or EMS services.
3. Maintain a cumulative grade point average of 2.0 (on 4.0 scale) or better on all academic work.
4. Have an interview with program representative to outline a tentative degree plan.
5. Complete an application form.
6. Hold a Florida or other state /country Fire/EMS certification and credentials or equivalent.

For continued enrollment in the BS in Fire and Emergency Services Management program, a student must maintain a GPA of at least 2.50 for the first 12 credits of enrollment.

## **THE PRE-PROFESSIONAL PROGRAM**

Students who have attended college for brief periods, and now work in business, industry or the public and private sectors, and do not have the required 45 transferable credits to enroll in the BA in Organizational Leadership and BS in Fire and Emergency Services Management, may be invited to enroll in our Pre- Professional Program. All courses are offered entirely online using Ember. A student does not need prior college credits to be eligible for this program, but candidates must apply for admission to the BA in Organizational Leadership or the BA in Health Records and Information Management.

The Pre-Professional program consists of a series of General Education Courses and is organized in the same format as the Organizational Leadership and the Health Records and Information Management programs. Students are eligible to enter the BA in Organizational Leadership and the BS in Fire and Emergency Services Management after the accumulation of 45 credits. Each class runs for 5 consecutive weeks, and is provided totally through online instruction. Financial Aid is available for eligible students.

The Pre-Professional program is consistent with St. Thomas University mission to offer working persons the opportunity for transition from the world of work to the challenges of university studies provided in the accelerated programs. The accelerated courses and the online delivery modes in this program accommodate the schedules of adults and encourage them to complete their degree requirements in a timely and supportive manner.

The Pre-Professional program 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.

Students in the Pre-Professional program must apply to the BA in Organizational Leadership, when they have completed 30 credits with a GPA of 2.00.



### **INSTITUTE FOR STU-CHINA FORUM FOR EXECUTIVE LEADERSHIP DEVELOPMENT (FELD)**

Director: Rev. Msgr. Franklyn M. Casale

The Institute for STU-China Forum for Executive Leadership Development (FELD) serves as a platform for executive dialogues and actions for both US and Chinese scholars and leaders. The mission of the FELD is to bring academic and community leaders together to research, plan, and implement leadership development opportunities for US and Chinese students.



## SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING MANAGEMENT

*"Leaders Make the Discoveries That Build Our Future"*

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**Adrienne Vynne, PhD**

**Interim Dean, School of Science, Technology and Engineering Management, and Associate Professor**

**Faculty:** J. Abdirkin, A. Cioffi, L. Fernandez-Torres, S. Hernandez, P. Maul, M. Pina, J. Plunkett, D. Quesada, R. Sanchez-Arias, A. Tapanes-Castillo, A. Varela, A. Vynne

**Mission:** The faculty of the School of Science, Technology and Engineering Management teach the methods of science and engineering to future leaders in the sciences by immersing them in a modern learning environment, featuring close student-faculty engagement in leading-edge research programs.

**School Overview:** The School consists of two academic units: the Department of Natural Sciences, Mathematics and Computer Sciences, and the Institute for Applied Computer Applications and Engineering Management.

The **Department of Natural Sciences, Mathematics and Computer Sciences** offers traditional undergraduate programs in the health, life, physical and computer sciences. Emphasis is on hands-on research and laboratory experience in preparation for graduate and professional school, as well as preparation for professional positions in the engineering and high-technology industries.

The **Institute for Applied Computer Applications and Engineering Management** includes programs for professionals, scientists and engineers to advance their careers into executive leadership positions, requiring strategic decision-making, interdisciplinary skills and the ability to successfully manage resources. Programs focus on the interdependence of technology and management as the core foundation required to prepare students to become technical leaders.

Faculty pursue research and other scholarly activities, and are committed to delivering an outstanding science education to students. Students learn current science and technology in the laboratory, in the classroom and by participating in faculty-directed research, tailored to students' needs.

The School offers Bachelor of Science degrees in Biology, Chemistry, Computer Science and Mathematics, as well as a pre-Engineering program offered with Florida International University. The School also offers minors in Biology, Chemistry, Computer Science, Mathematics, and Physics.



### **DEPARTMENT OF NATURAL SCIENCES, MATHEMATICS AND COMPUTER SCIENCES**

The Department of Natural Sciences, Mathematics and Computer Sciences in the Carnival Cruise Lines Science & Technology Building offers courses in Biology, Chemistry, Computer Science, General Science, Mathematics and Physics for students preparing to enter professional or graduate schools and for students preparing for careers in fields including computer science, engineering, nursing, teaching and mathematics.

Through the curriculum, students develop the mathematical, scientific and technical skills needed for an effective career in the sciences, especially the critical, analytical and problem-solving skills used in exploring the material world. The Department is committed to preparing students for lifelong learning through technology with a conscientious respect for the natural environment. In addition, scholarship in the humanities, philosophy and theology is also an essential constituent of the well-educated professional.

## **PRE-PROFESSIONAL PROGRAMS:**

### **PRE-MEDICAL, PRE-DENTAL AND PRE-VETERINARY**

Students interested in applying to professional schools in medicine, dentistry, pharmacy, optometry, veterinarian sciences or other professional programs should major in Biology with a Specialization in Pre-Professional Studies. Coursework includes preparation in biotechnology. In consultation with their advisor and other members of the department, students should plan a program so that the admission requirements for these professional schools and the graduation requirements of St. Thomas University are met. This process should begin early in a student career, usually after the completion of the core course requirements of the Department.

## **BACHELOR OF SCIENCE (BS) IN BIOLOGY**

**Program Coordinator:** Jeffery Plunkett, PhD

**Academic Credentials:** PhD, Biological Sciences-Neurobiology Concentration (Georgia State University); BA, Microbiology (Miami University)

**Contact Information:** 305-628-6576; [jplunkett@stu.edu](mailto:jplunkett@stu.edu)

*Program Advisor(s):* J. Abdirkin, A. Cioffi, P. Maul, J. Plunkett

**Program Description:** The Bachelor of Science (BS) in Biology is designed to give students a solid foundation and knowledge base in the field of biology. The student will be exposed to the concepts of biology, chemistry, biochemistry, microbiology, genetics, and molecular biology. The purpose of the degree is to equip students with the necessary tools to function in the work place or to pursue a professional degree. It also provides the student with the necessary coursework to enable the student to pursue a research-based educational experience if so desired.

### **BS IN BIOLOGY**

**121-122 credits**

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

**42 credits**

The following GER courses should be taken:

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

Biology majors should take MAC 2312.

#### **Natural Science**

Biology majors should take BSC 1010 and BSC 1010L.

#### **Physical Science**

Biology majors should take PHY 2053 and PHY 2053L.

#### **Philosophy**

Biology majors should take PHI 3633.

### **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**

BSC	1010, 1010L	Principles of Biology I + laboratory
BSC	1011, 1011L	Principles of Biology II + laboratory
CHM	1045, 1045L	General Chemistry I + laboratory
CHM	1046, 1046L	General Chemistry II + laboratory
CHM	2210, 2210L	Organic Chemistry I + laboratory
CHM	2211, 2211L	Organic Chemistry II + laboratory
CGS	1060	Introduction to Microcomputer Applications
or		
CTS	2406	Database Concepts Using Access

**Department approved programming course**

COM	4108	Critical Communications for the Professional World
STA	2023	Applied Statistics
MAC	2311	Calculus I
PHY	2053, 2053L	College Physics I + laboratory
PHY	2054, 2054L	College Physics II + laboratory

**MAJOR REQUIREMENTS****23 credits**

MCB	3020, 3020L	Microbiology + laboratory
PCB	3103, 3103L	Cell Biology + laboratory
PCB	3060, 3060L	Genetics + laboratory
PCB	3703, 3703L	Physiology + laboratory
BCH	3033, 3033L	Biochemistry I + laboratory
BSC	4930	Biology Capstone Course

**ADDITIONAL MAJOR/SPECIALIZATION REQUIREMENTS****11-12 credits****Students not seeking a specialization must take the following:**

BSC	2083, 2083L	Anatomy + laboratory
CHM	3120, 3120L	Quantitative Analysis + laboratory

and take an additional 3000/4000 level Biology or Chemistry course.

**Tracks:****Biological Research****12 credits**

BSC	4481	Advanced Research I
BSC	4482	Advanced Research II
CHM	3120, 3120L	Quantitative Analysis + laboratory

**Pre-Professional Studies****12 credits**

BSC	2083, 2083L	Anatomy + laboratory
BCH	3034, 3034L	Biochemistry II + laboratory
CHM	3120, 3120L	Quantitative Analysis + laboratory

**Program Student Learning Outcomes:**

1. Application of the scientific method, including developing hypotheses and conducting experiments. Understanding laboratory techniques, such as laboratory procedural protocols and safety procedures, solution preparation, basic instrumentation use, electrophoresis, microscopy, and laboratory notebook keeping.
2. Understand the use and power of scientific databases such as PUBMED and Science Direct. Also, demonstrate the ability to read, understand and

critically evaluate scientific literature. Prepare scientific research posters and/or oral PowerPoint lectures.

3. Critical evaluation of the cell at the macro and molecular level.
  - a. 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.
  - b. Evaluate the theory of evolution and identify the taxonomy and phylogenetic relationships between organisms.
  - c. Understand the major cellular processes in eukaryotic and prokaryotic cells, including metabolic processes inclusive in all kingdoms.
  - d. Understand the basic principles of structure and function of organ systems.
  - e. Recognize the relationship between organisms and their environment.
  - f. Develop an understanding of the physiological processes in plants, including photosynthesis.
  - g. Provide students with a knowledge base in chemistry, math and physics.

#### **Program Student Learning Assessments:**

1. Embedded capstone course MCB 3020 Microbiology; identification of unknown microorganism project.
2. Embedded capstone course PCB 3303 Cell Biology; preparation/presentation of oral project.
3. BIO 4930 Biology Capstone Course utilizing ETS Biology Assessment Test.

### **MINOR IN BIOLOGY**

**Program Coordinator:** Jeffery Plunkett, PhD

**Academic Credentials:** PhD, Biological Sciences - Neurobiology Concentration (Georgia State University); BA, Microbiology (Miami University, Oxford, Ohio)

**Contact Information:** 305-628-6576; [jplunkett@stu.edu](mailto:jplunkett@stu.edu)

*Program Advisor(s):* J. Abdirkin, A. Cioffi, P. Maul, J. Plunkett

**Program Description:** The minor in Biology is designed to give students in all disciplines a basic knowledge of biology. Students are exposed to the concepts of biology, anatomy, microbiology and genetics. The purpose of the minor is to equip students with the necessary tools to function more effectively in the science-oriented work place. It also provides the necessary coursework to enable the student to pursue a career in the sciences.

#### **PREREQUISITE COURSE**

**3 credits**

MAC 1140 Pre-Calculus Algebra or equivalent,  
or a higher-level Mathematics course

#### **MINOR IN BIOLOGY**

**22 credits (or more)**

#### **PROGRAM REQUIREMENTS**

**15-16 credits**

##### **Chemistry Requirement**

**4 credits**

CHM 1045, 1045L General Chemistry I + laboratory  
or

CHM	1033, 1033L	Chemistry for Health Science + laboratory
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### **Biology Requirement**

**8 credits**

BSC	1010, 1010L	Principles of Biology I + laboratory
BSC	1011, 1011L	Principles of Biology II + laboratory

### **Microbiology Requirement**

**3-4 credits**

MCB	3020, 3020L	Microbiology + laboratory
or		
MCB	2010	Microbiology for Nursing

### **ELECTIVES**

**7 credits** (minimum)

Two or more (totaling 7 or more credits) of the following must be completed:

BSC	2420	Introduction to Research Methods
BOT	3503	Plant Physiology
BSC	2083, 2083L	Anatomy + laboratory
BSC	2084C	Human Anatomy and Physiology I
BSC	2086L	Human Anatomy and Physiology II
PCB	3060, 3060L	Genetics + laboratory
PCB	3703, 3703L	Physiology + laboratory
PCB	3103, 3103L	Cell Biology + laboratory
BCH	3033, 3033L	Biochemistry I + laboratory
PCB	4836, 4836L	Cellular & Anatomical Neuroscience + lab

**Program Student Learning Outcomes:** Students who complete the minor in Biology will understand how to utilize a variety of skills related to Biology, including reasoning, critical thinking, creative thinking, and problem solving; and self-regulatory behaviors of organization, self-management, and monitoring through feedback from classmates and instructors.

**Program Student Learning Outcomes Assessment:** Embedded capstone course MCB 3020 Microbiology; identification of unknown microorganism project.

## **BACHELOR OF SCIENCE (BS) IN CHEMISTRY**

**Program Coordinator:** Luis Fernandez-Torres, PhD

**Academic Credentials:** PhD, Chemistry (University of Houston); MS, Chemistry (University of Puerto Rico); BS, Chemistry (Pennsylvania State University)

**Contact Information:** 305-474-6014; [lfernandez-Torres@stu.edu](mailto:lfernandez-Torres@stu.edu)

*Program Advisor(s):* L. Fernandez-Torres, M. Pina

**Program Description:** The purpose of the Bachelor of Science (BS) in Chemistry program is to educate and prepare students for careers in chemistry and professional school programs in related fields, including medicine, dentistry and pharmacy, for graduate programs in chemistry, or for their own curiosity in chemistry.

### **BS IN CHEMISTRY**

**120 credits**

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

**42 credits**

The following GER courses should be taken:

## Mathematics/Physical Science

Chemistry majors should take MAC 2311.

## Natural Science

Chemistry majors should take BSC 1010 and BSC 1010L.

## Physical Science

Chemistry majors should take CHM 1045 and CHM 1045L.

### 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**

BSC	1010, 1010L	Principles of Biology I + laboratory
BSC	1011, 1011L	Principles of Biology II + laboratory
CHM	1045, 1045L	General Chemistry I + laboratory
CHM	1046, 1046L	General Chemistry II + laboratory
CHM	2210, 2210L	Organic Chemistry I + laboratory
CHM	2211, 2211L	Organic Chemistry II + laboratory
COM	4108	Critical Communications for the Professional World
STA	2023	Applied Statistics
MAC	2311	Calculus I
MAC	2312	Calculus II
PHY	2053, 2053L	College Physics I + laboratory
PHY	2054, 2054L	College Physics II + laboratory

### MAJOR REQUIREMENTS

**23-27 credits**

BCH	3033, 3033L	Biochemistry I + laboratory
CHM	3120, 3120L	Quantitative Analysis + laboratory
CHM	3400	Basic Physical Chemistry

### MAJOR ELECTIVES

Take two additional 3000/4000 level Chemistry courses.

Take two additional 3000/4000 level Biology or Chemistry courses.

### GENERAL ELECTIVES

**5-9 credits**

**Program Student Learning Outcomes:** Students who complete the BS in Chemistry will have:

1. Theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry, and biochemistry.
2. Practical training in modern laboratory techniques, methods, instrumentation, and data analysis. The laboratory experience should expand and reinforce the classroom experience, and provide a current context for chemical knowledge.

3. The ability to demonstrate competence in independently gathering, interpreting, and communicating results of research.

**Program Student Learning Outcomes Assessment:** Students will perform competently on national standardized exams, such as those developed by the American Chemical Society (ACS) for general chemistry and organic chemistry.

## **MINOR IN CHEMISTRY**

**Program Coordinator:** Luis Fernandez-Torres, PhD

**Academic Credentials:** PhD, Chemistry (University of Houston); MS, Chemistry (University of Puerto Rico); BS, Chemistry (Pennsylvania State University)

**Contact Information:** 305-474-6014; [lfernandez-Torres@stu.edu](mailto:lfernandez-Torres@stu.edu)

*Program Advisor(s):* L. Fernandez-Torres, M. Pina

**Program Description:** Students in pre-professional programs, including pre-medical, pre-dental and pre-veterinary programs, as well as those planning to attend graduate programs in biology, environmental science or pharmacy would benefit from the minor in Chemistry. Both the physical science and biology sections of the MCAT have numerous questions from general chemistry, organic chemistry and biochemistry. Most biology programs emphasize molecular biology – the chemical/molecular basis of biology – that has led to success in the human genome project and the biotechnology industry, including genetically modified foods.

### **PREREQUISITES**

**6 credits**

The following courses must be completed prior to starting the minor in Chemistry:

MAC	1140	Pre-calculus Algebra or equivalent or higher
MAC	2311	Calculus I or equivalent if CHM 3400 Basic
Physical Chemistry is taken as an elective course		

## **MINOR IN CHEMISTRY**

**26 (or more credits)**

### **PROGRAM REQUIREMENTS**

**20 credits**

CHM	1045, 1045L	General Chemistry I + laboratory
CHM	1046, 1046L	General Chemistry II + laboratory
CHM	2210, 2210L	Organic Chemistry I + laboratory
CHM	3120, 3120L	Quantitative Analysis + laboratory
BCH	3033, 3033L	Biochemistry I + laboratory

### **ELECTIVES**

**6 credits (minimum)**

Two of the following courses or other 3000 – or 4000 – level chemistry

CHM	2211, 2211L	Organic Chemistry II + laboratory
CHM	3400	Basic Physical Chemistry
CHM	4610	Inorganic Chemistry
BCH	3034, 3034L	Biochemistry II + laboratory

**Program Student Learning Outcomes:** Students completing the minor in Chemistry will have:

1. Theoretical (classroom, textbook) and practical (laboratory) knowledge of the common chemistry disciplines, including organic chemistry, inorganic chemistry, analytical chemistry, physical chemistry and biochemistry.

2. Practical training in modern laboratory techniques, methods, instrumentation, and data analysis. The laboratory experience should expand and reinforce the classroom experience, and provide a current context for chemical knowledge.

**Program Student Learning Outcomes Assessment:** Students perform competently on national standardized exams, such as those developed by the American Chemical Society (ACS) for general chemistry and organic chemistry.

## **BACHELOR OF SCIENCE (BS) IN COMPUTER SCIENCE**

**Program Coordinator:** Steve O. Hernandez, PhD

**Academic Credentials:** PhD, Computer Science (Nova Southeastern University); MS, Computer Science (Nova Southeastern University); BS, Computer Science (Nova Southeastern University)

**Contact Information:** 305-628-6823; [shernan@stu.edu](mailto:shernan@stu.edu)

*Program Advisor(s):* A. Vynne, S. Hernandez

**Program Description:** The Computing Science major is designed to prepare students with a strong programming foundation and a broad perspective of the discipline. The program includes experience in real-client class projects and state-of-the-art evaluation assignments. This program will offer the students the knowledge and skills of designing and implementing stand-alone, web-based, or mobile application systems or processes to solve the real problems.

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### **BS IN COMPUTER SCIENCE** **120 credits**

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

The following specific GER courses should be taken:

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

Computer Science majors should take MAC 1140 or MAC 2311.

##### **Natural Science**

##### **Physical Science**

Computer Science majors should take PHY 1055 or PHY 2053 and PHY 2053L.

##### **Philosophy**

#### **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.

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### **PROGRAM REQUIREMENTS** **31 credits**

STA	2023	Statistics
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MAD	2104	Discrete Mathematics
MAC	2311	Calculus I
PHY	2053, 2053L	College Physics
CIS	2000	Foundations of Computer Science
COP	1000, 1900L	Programming I
COP	2224, 1900L	Advanced Programming II
CTS	2406	Introduction to Database Design
CIS	252	Survey of Programming Languages

### **MAJOR REQUIREMENTS**

**33 credits**

CEN	3010	Software Engineering
COP	3530	Data Structures and Algorithms
CNT	4007	Computer Networks and Communication
CDA	4100	Computer Architecture
COP	4600	Foundations of Operating Systems
COP	4764	Advanced Database System Development
COP	1822	Introduction to Web Page Design
COP	2810	Web Programming
CGS	3845	E-Commerce Technologies
CIS	4360	Computer Security
CIS	411	Big Data Analytics

### **PROGRAM ELECTIVES**

**12 credits**

Take 4 courses 200 level or above from Computer Science or Mathematics. Internship is encouraged to take to meet this requirement.

### **GENERAL ELECTIVES**

**5-17 credits**

Students should take courses 100 level or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students completing the BS in Computer Science will be able to:

1. Analyze, identify and define a problem and solve the problem by utilizing the appropriate Computing tools and resources.
2. Design, develop, test and evaluate a computer-based system, process component, or program to meet desired needs in a specific programming language.
3. Apply design and development principles in the construction of software systems of varying complexity.
4. Describe the architecture of the computer system and inner working of operation system.

### **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:** Steve O. Hernandez, PhD

**Academic Credentials:** PhD, Computer Science (Nova Southeastern University); MS, Computer Science (Nova Southeastern University); BS, Computer Science (Nova Southeastern University)

**Contact Information:** 305-628-6823; [shernan@stu.edu](mailto:shernan@stu.edu)

*Program Advisor(s):* A. Vynne, O. Hernandez

**Program Description:** The minor in Computer Science is designed to provide fundamental concepts and skills in computer science. The requirements focus on programming methodology and skills, computer and network organization, relevant mathematical skills, laboratory courses with programming projects, and design and analysis of algorithms. The minor provides a solid foundation for students majoring in areas of Mathematics, Computation, and Engineering. Students in Bachelor's Degree programs in Mathematics, Biology, and Chemistry are well suited to this minor. Majors in Computer Information Systems may not also complete this minor.

PROGRAM REQUIREMENTS		19 credits
MAD	2104	Discrete Mathematics
CTS	1101	Foundations of Computer Systems
COP	1000, 1900L	Programming I
CIS	2000	Survey of Programming Languages
COP	1822	Introduction to Web Page Design
CIS	4360	Computer Security

**Program Student Learning Outcomes:** Students who complete the minor will:

1. Apply knowledge of computing and mathematics appropriate to the discipline.
2. Design and implement basic computer programs to solve specific problems.
3. Develop web pages and understand the principles of computer 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 (BS) IN MATHEMATICS

**Program Coordinator:** Reinaldo Sanchez-Arias, PhD

**Academic Credentials:** PhD, Computational Science; MS, Computational Science (The University of Texas at El Paso); BS, Mathematics (Universidad del Valle, Colombia)

**Contact Information:** 305-474-6853; [rsarias@stu.edu](mailto:rsarias@stu.edu)

*Program Advisor(s):* R. Sanchez-Arias, D. Quesada

**Program Description:** The Bachelor of Science (BS) in Mathematics is designed to provide the student a solid background and general comprehension of the role and application of mathematics in various disciplines and areas requiring quantitative



analysis. The program is oriented toward applied mathematics, and students will be exposed to the concepts of higher mathematics with emphasis on the integration of theoretical, practical and computational viewpoints.

## **BS IN MATHEMATICS**

**123 credits**

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

**42 credits**

The following specific GER courses should be taken:

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

Mathematics majors should take MAC 2311.

#### **Natural Science**

Mathematics majors should take CHM 1045 and CHM 1045L.

#### **Physical Science**

Mathematics majors should take PHY 2048 and PHY 2048L.

### **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**

CHM	1045, 1045L	General Chemistry I + laboratory
CHM	1046, 1046L	General Chemistry II + laboratory
STA	2023	Applied Statistics
MAD	2104	Discrete Mathematics
MAC	2311	Calculus I
MAC	2312	Calculus II

### **MAJOR REQUIREMENTS**

**38 credits**

MAC	2313	Calculus III
MAP	2302	Ordinary Differential Equations
MAS	3105	Linear Algebra
MAA	3402	Complex Variables
MAP	4103	Introduction to Mathematical Modeling

### **MATHEMATICS ELECTIVES**

**6 credits**

Take two additional mathematics courses at the 3000 or 4000 level.

### **COMPUTER SCIENCE REQUIREMENTS**

**6-7 credits**

Take two courses from the following:

COP	1000, 1900L	Programming I + laboratory
COP	2224	Introduction to C++ Programming
COP	3530	Data Structures and Algorithms
CIS	4360	Computer Security
COP	4764	Database System Design and Development
COT	4210	Introduction to Computation Theory

**PHYSICAL SCIENCE REQUIREMENTS****10 credits**

PHY	2048, 2048L	University Physics I + laboratory
PHY	2049, 2049L	University Physics II + laboratory

**GENERAL ELECTIVES****15 credits**

**Program Student Learning Outcomes:** Students who complete the BS in Mathematics will:

1. Demonstrate competencies in the areas of algebra, calculus, probability, and statistics (theoretical concepts and applications).
2. Be able to apply well-understood computational techniques in problem solving.
3. Be able to apply general mathematical models, theories, and abstract reasoning to translate and solve case problems from science and engineering.
4. Construct correct and consistent solutions to mathematical problems and rigorous mathematical proofs.
5. Be able to present with the proper use of audio-visual media, and write mathematical ideas precisely and with accepted mathematical notation.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each discipline, and a final comprehensive exam.
2. Computer projects, covering problem breakdown, programming code in SAGE, graphical presentation of results and testing for general situations.
3. Reading and reproducing research papers.
4. Final term project with a PowerPoint presentation.

**MINOR IN MATHEMATICS**

**Program Coordinator:** Reinaldo Sanchez-Arias, PhD

**Academic Credentials:** PhD, Computational Science, MS, Computational Science (The University of Texas at El Paso); BS, Mathematics (Universidad del Valle, Colombia)

**Contact Information:** 305-474-6853; [rsarias@stu.edu](mailto:rsarias@stu.edu)

*Program Advisor(s):* R. Sanchez-Arias, D. Quesada

**Program Description:** The minor in Mathematics is designed to provide students a wider background and general comprehension of the role of mathematics in various disciplines and areas requiring quantitative analysis. The program is oriented toward applied mathematics, and students are exposed to the concepts of higher mathematics with emphasis on the integration of both theoretical and practical viewpoints.

**PROGRAM REQUIREMENTS****20-21 credits**

MAC	2311	Calculus I
MAC	2312	Calculus II
MAP	2302	Ordinary Differential Equations

Take three Mathematics electives at the 3000 or above (including MAC 2313):

MAC	2313	Calculus III
MAT	310	Advanced Statistics

MAS	3105	Linear Algebra
MAT	3402	Complex Variables
MAD	3300	Graph Theory and Networks
MAP	3181	Game Theory
MAP	4103	Introduction to Mathematical Modeling
MAD	4401	Numerical Analysis
MAD	3511	Introduction to the Theory of Algorithms

**Mathematics elective course recommendations for several areas of interest:**

**Computational and Mathematical Biology:** MAC 2313 Calculus III, MAT 310 Advanced Statistics, MAS 3105 Linear Algebra, MAD 3300 Graph Theory and Networks, and MAP 4103 Introduction to Mathematical Modeling.

**Business, Political Science, and Decision Making:** MAT 310 Advanced Statistics, MAD 3300 Graph Theory and Networks, MAP 3181 Game Theory, and MATD 4103 Introduction to Mathematical Modeling.

**Computer Science:** MAC 2313 Calculus III, MAD 3300 Graph Theory and Networks, MAD 4103 Introduction to Mathematical Modeling, MAD 4401 Numerical Analysis, and MAD 3511 Introduction to the Theory of Algorithms.

**Program Student Learning Outcomes:** Students completing the minor in Mathematics will:

1. Demonstrate competencies in the areas of algebra, calculus, probability, and statistics (theoretical concepts and applications).
2. Be able to apply well-understood computational techniques in problem solving.
3. Be able to apply general mathematical models, theories, and abstract reasoning to translate and solve case problems from science and engineering.
4. Construct correct and consistent solutions to mathematical problems and rigorous mathematical proofs.
5. Be able to present with the proper use of audio-visual media, and write mathematical ideas precisely and with accepted mathematical notation.

**Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each discipline, and a final comprehensive exam.
2. Computer projects, covering problem breakdown, programming code in SAGE, graphical presentation of results and testing for general situations.
3. Reading and reproducing research papers.
4. Final Term project with a PowerPoint presentation.

## MINOR IN PHYSICS

**Program Coordinator:** Alberto Varela, PhD

**Academic Credentials:** PhD, Physics (Universidad Complutense de Madrid); BS, Physical Sciences (Universidad Complutense de Madrid); BS, Physics (Havana University)

**Contact Information:** 305-628-6595 [avarela@stu.edu](mailto:avarela@stu.edu)

*Program Advisor(s):* D. Quesada, A. Varela

**Program Description:** Knowledge and mastering concepts of general and modern physics is critical for the success of a technology-driven culture and economy. The minor in Physics is designed to provide interested undergraduate majors with the opportunity to develop a critical base of knowledge in this area. This minor is based on a solid background in calculus and will introduce students to current frontier problems in physical science, engineering, nanotechnologies and interdisciplinary subjects, including physics as a vital component. The minor provides a solid background for students majoring in areas of Mathematics, Engineering, Biology, Chemistry, and Earth/Space Science. Three of the courses require a laboratory experience.

Candidates in Bachelor's Degree programs in Biology; Chemistry; Computer Science; Mathematics; Secondary Education, Biology; Secondary Education, Chemistry; or Secondary Education, Mathematics, are well suited to this minor.

### PREREQUISITES

**8 credits**

MAC	2311	Calculus I
MAC	2312	Calculus II

### PROGRAM REQUIREMENTS

**19 credits**

PHY	2048, 2048L	University Physics I + laboratory
PHY	2049, 2049L	University Physics II + laboratory
PHY	3101	Modern Physics (with integrated lab)
MAC	2313	Calculus III

### ELECTIVE COURSE

**3 credits**

One of the following 3000 or 4000 level courses must be completed:

PHY	3523	Statistical Physics
PHY	3424C	Principles of Physical Optics (with integrated lab)
PHZ	4411	Solid State Physics
MET	3712	Atmospheric Physics
AST	4211	Modern Astrophysics

**Program Student Learning Outcomes:** Students completing the minor in Physics will:

1. Master basic principles in the four subfields of physics.
2. Be able to integrate different areas of physics and mathematics.
3. Be able to integrate physics and mathematics with current trends in science and technology.

### Program Student Learning Outcomes Assessment:

1. Term exams covering competencies of each course as well as a final examination.

2. Elective course serves as a capstone of the minor. Research projects integrated into the elective course work, involving three components: computer programming, quantitative calculations, and hands-on skills.
3. Oral presentation in elective course applying accumulated skills.

## **PRE-ENGINEERING**

### **ST. THOMAS UNIVERSITY / FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF ENGINEERING 2+2 ENGINEERING EDUCATION PROGRAM**

**Program Coordinator:** David Quesada, PhD

**Academic Credentials:** PhD, Physics (University of Havana); BS/MS, Physics and Mathematic Sciences (Lomonosov Moscow State University).

**Contact Information:** 305-474-6910; [dquesada@stu.edu](mailto:dquesada@stu.edu)

*Program Advisor(s):* D. Quesada, A. Varela

**Program Description:** In the 2+2 Engineering Program between St. Thomas University (STU) and Florida International University's (FIU) College of Engineering students spend their first two years taking pre-engineering courses at STU and then transfer to FIU to complete a bachelor's degree program in their final two years. By participating in the STU/FIU Engineering Education Program, students have the best of both worlds: the advantages of a smaller, more personal college with the resources available to a top-tier engineering college.

This program offers preparation for four major areas of engineering at FIU: (1) Biomedical, (2) Civil and Environmental, (3) Electrical and Computer, and (4) Mechanical and Materials.

**ADMISSION REQUIREMENTS:** See Admission Policies

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

**Selection Criteria:** To be eligible for admission to the FIU College of Engineering, students must receive approval from STU, be in good standing at STU, have a cumulative GPA of no less than 2.5, have no less than 2.5 in mathematics courses and no less than 2.5 in physics, and have successfully completed the STU pre-engineering coursework. Students may continue their education at FIU College of Engineering for both their Master's and PhD programs.

**Course Requirements:** Specific course requirements depend on the intended engineering major selected at FIU, and are discussed and planned individually with the program advisor.

The sample curriculum presented herein is representative for most intended engineering majors:

## **SAMPLE PRE-ENGINEERING CURRICULUM**

### **Freshman Year**

<b>Fall</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
	CHM 1045, 1045L	General Chemistry I + laboratory	4
	ECO 2013	Principles of Macroeconomics	3
	ENC 1101	Composition	3
	MAC 2311	Calculus I	4
	UNI 101	First Year Experience	1
			<b>15 TOTAL</b>

<b>Spring</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
	CHM 1046, 1046L	General Chemistry II + laboratory	4
	ENC 1102	Composition & Literature	3
	MAD 2104	Discrete Mathematics	3
	MAC 2312	Calculus II	4
	MAS 3105	Linear Algebra	3
			<b>17 TOTAL</b>

### **Sophomore Year**

<b>Fall</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
	COP 1000, 1900L	Programming I	4
	MAC 2313	Calculus III	4
	MAP 2302	Differential Equations	3
	PHY 2048, 2048L	University Physics I + laboratory	5
			<b>16 TOTAL</b>

<b>Spring</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
	ART/HIS/HUM	Electives	6
	PHI 152	Logic	3
	PHI 3641	Business Ethics	3
	PHY 2049, 2049L	University Physics II + laboratory	5
			<b>17 TOTAL</b>

**65 TOTAL CREDITS**

**Program Student Learning Outcomes:** Students in the 2+2 Engineering Program will:

1. Demonstrate competencies in the areas of calculus, chemistry, and physics (theoretical concepts and applications).
2. Be able to communicate mathematical ideas precisely and with accepted mathematical notation in written and oral forms.

### **Program Student Learning Outcomes Assessment:**

1. Term exams covering competencies of each course as well as a final examination.
2. Embedded projects in coursework.

## **PRE-NURSING** **(Pathway to BSN Program)**

**Program Coordinator:** Rosa Rousseau, MSN Ed, RNC NIC-NPT

**Academic Credentials:** MS, Nursing Education (Walden University), BSN, (Florida Atlantic Nursing)

**Contact Information:** 305-474-68533; [rrousseau@stu.edu](mailto:rrousseau@stu.edu)

**Program Advisor(s):** J. Abdirkin, R. Rousseau, A. Vynne

**Pre-Nursing Courses Description:** The first two years of the program at St. Thomas University (Freshman and Sophomore years) prepare the students to apply for admission to the BS in Nursing program. Students will complete 36 credits in prerequisite coursework. Coursework includes a rigorous curriculum in science, humanities, and liberal arts with an emphasis on critical thinking and the application of the scientific method as well as informed and ethical decision making. Students will be exposed to the disciplines of biology, chemistry, anatomy, physiology, microbiology, and healthcare.

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### **PRE-NURSING** **36 credits**

**ADMISSION REQUIREMENTS:** Students will be eligible for admission to the Pre-Nursing Program at St. Thomas University after meeting the following criteria:

1. GPA of 2.5 or higher
2. SAT scores of 440 Critical Reading/Verbal and 440 Math or ACT minimum requirements: 18 Reading, 18 English, and 18 Math.

**Satisfactory Academic Progress:** Students must maintain a semester GPA of 3.0 or higher at St. Thomas University (STU) to remain in the Pre-Nursing program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

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### **PREREQUISITES FOR ADMISSION TO NURSING PROGRAM** **36 credits**

MAC	1140	Pre-calculus: Algebra
BSC	1010	Principles of Biology I
BSC	1010L	Principles of Biology I Lab
UNI	101Sc	First Year Experience for Nursing
CGS	1060	Microcomputer Applications
CHM	1033	Chemistry for Health Sciences
CHM	1033L	Chemistry for Health Sciences Laboratory
MTB	1370	Medical Calculations
BSC	2083	Anatomy
BSC	2083L	Anatomy Laboratory
MCB	2010	Microbiology for Nursing
DEP	2000	Human Growth and Development
PCB	3703	Physiology
PCB	3703L	Physiology Laboratory
PHI	3633	Biomedical Ethics
HUN	3221	Principles of Nutrition

## BACHELOR OF SCIENCE (BS) IN NURSING

**Program Coordinator:** Rosa Rousseau, MSN Ed, RNC NIC-NPT

**Academic Credentials:** MS, Nursing Education (Walden University), BSN, (Florida Atlantic Nursing)

**Contact Information:** 305-474-6853; [rrousseau@stu.edu](mailto:rrousseau@stu.edu)

**Program Advisor(s):** J. Abdirkin, R. Rousseau, A. Vynne

**Program Description:** The Bachelor in Science in Nursing program is designed to prepare students to become nurses who will be ethical leaders and providers of high quality healthcare. The program promotes cultural competency, scientific knowledge and evidence-based practice in nursing as well as interdisciplinary research. Clinical practice components are included in a variety of health-care settings. Students are also prepared for advancement to graduate programs in nursing. Upon graduation the students are eligible to sit for the RN licensing examination (NCLEX).

### **BSN IN NURSING**

**120 credits**

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

**42 credits**

The following specific GER courses should be taken:

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

Nursing majors should take MAC 1140.

##### **Natural Science**

Nursing majors should take BSC 1010 and BSC 1010L.

##### **Physical Science**

Nursing majors should take CHM 1033.

##### **Social Science**

Nursing majors should take DEP 2000.

#### **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. Nursing majors should take PHI 3633.

#### **DIVERSITY**

**3 credits**

Take 3 credits from courses identified as Diversity courses. This course may satisfy other GER or Major requirements. Nursing majors should take any world religion course from list of approved courses.

**ADMISSION REQUIREMENTS:** Students will be eligible for admission to the BSN after meeting the following criteria:

1. GPA of 3.3 or higher
2. SAT scores of 500 Critical reading/Verbal and 500 Math or ACT minimum requirements: 23 Reading, 23 English, and 23 Math.

**Satisfactory Academic Progress:** Students must maintain a semester GPA of 3.3 or higher at St. Thomas University (STU) to remain in the BSN program. Students



may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

### **MAJOR PREREQUISITES**

**33 credits**

MAC	1140	Pre-Calculus: Algebra
BSC	1010	Principles of Biology I
BSC	1010L	Principles of Biology I Lab
MTB	1370	Medical Calculations
UNI	101Sc	First Year Experience for Nursing
CHM	1033	Chemistry for Health Sciences
CHM	1033L	Chemistry for Health Sciences Lab
DEP	2000	Human Growth and Development
BSC	2083	Anatomy
BSC	2083L	Anatomy Lab
BIO	2010	Microbiology for Nurses
PCB	3703	Physiology
PCB	3703L	Physiology Lab
HUN	3221	Nutrition
PHI	3633	Biomedical Ethics

### **MAJOR REQUIREMENTS**

**63 credits**

NUR	312	Nursing Informatics
NUR	300	Pathophysiology
NUR	301	Pharmacology
NUR	302	Foundation of Nursing
NUR	306	Evidence Based Nursing Research
NUR	403	Community and Public Health
NUR	303	Health Assessment and Promotion
NUR	304	Nursing and the Adult Systems I
NUR	308	Nursing Leadership and Mgmt.
NUR	305	Nursing and the Adult Systems II
NUR	402	Nursing Situations with Older Adults
NUR	400	Nursing Care of Families: Childbearing Nursing and Women Health
NUR	307	Psychiatric and Mental Health Nursing
NUR	401	Nursing Care of Families: Parent and Child
NUR	405	Nursing Practicum
NUR	404	Nursing in Global Health care

**Program Student Learning Outcomes:** The General Education learning outcomes for the BSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing professional standards. The following is the list of learning outcomes (SLOs) for the graduates of the new BSN program:

1. Apply knowledge from the liberal arts, biopsychosocial and natural sciences, informatics, medical technology, and nursing to provide safe and quality care to diverse individuals, families and communities
2. Plan, implement, and evaluate quality nursing care based on evidence from research and nursing practice.
3. Collaborate with the interdisciplinary team to assess, plan, implement and evaluate safe effective, high quality care.

4. Integrate professional standards and principles of ethics in enhancing the art and science of nursing requisite to safe, effective, high quality care.
5. Utilize ethical and transformative leadership to advocate for health care policies that sustain safe, quality, cost-effective, accessible, and culturally sensitive health care delivery systems.
6. Function as a nurse generalist in the promotion of health and prevention and management of disease within the health-illness continuum throughout the lifespan of diverse individuals, families, and communities.
7. Assume accountability for own professional growth and advancement of the nursing profession.

#### **Program Student Learning Outcomes Assessments:**

1. Formative and summative faculty developed assessments, for all courses, simulation labs and clinical courses throughout the BSN program.
2. Preceptor assessment of student performance.
3. Educational Benchmarking Inc. (EBI) Undergraduate Exit Assessment administered in the last semester of the BSN program to determine students' perceptions of meeting student learning outcomes and overall program effectiveness.
4. The NCLEX exam will be used as assessment tool.
5. Post-graduation Employer Survey, 6 months, 1, year 2-year, 3-year.

### **RN to BACHELOR OF SCIENCE IN NURSING**

**Program Coordinator:** Rosa Rousseau, MSN Ed, RNC NIC-NPT

**Academic Credentials:** MS, Nursing Education (Walden University), BSN, (Florida Atlantic Nursing)

**Contact Information:** 305-474-6853; [rousseau@stu.edu](mailto:rousseau@stu.edu)

**Program Advisor(s):** J. Abdirkin, R. Rousseau, A. Vynne

**Program Description:** The RN-to-BSN track is for applicants who have completed an Associate of Science (ASN) degree nursing program and seek to earn the Bachelor of Science in Nursing (BSN) degree. Plans of study are designed to facilitate consistent progression on a full-time or part-time basis to fit the RN's work schedule.

**GENERAL ADMISSION REQUIREMENTS:** Applicants for the program must provide:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Two letters of recommendation or completed recommendation forms. (Letters of recommendation forms can be obtained online at [www.stu.edu](http://www.stu.edu) or from the Office of Admissions).
5. A personal statement describing one's goals in pursuing an RN to BSN degree.

6. All foreign applicants must demonstrate proficiency in the English language. Standard testing generally used for this purpose by St. Thomas University will apply.

**SPECIAL ADMISSIONS REQUIREMENTS:** In addition, applicants for the program must provide:

1. Active and unencumbered RN license where clinical requirements will be completed.
2. Completion of all lower coursework with a minimum of 2.5 GPA.
3. Cumulative GPA of 2.5 or higher from an approved program.
4. Official transcripts must be submitted to the admissions office before final acceptance into the program.
5. Must show proof of current CPR awarded by the American Heart Association.
6. Must show proof of current immunization and yearly Influenza vaccine prior to clinical rotation.
7. Successfully pass a Level II background check with an agency appointed by the University at students' expense.
8. Students are required to carry personal medical and hospital insurance.

### **RN to BSN MINIMUM COURSE REQUIREMENTS** **120 Credits**

Credits granted with R.N. License **60 credits**

If students have not taken MAC 1140 or above, STA 2023, or HUN 3221 these courses have to be taken as part of their GER requirements.

RN to BSN students must complete one upper division course in religious studies.  
Can be satisfied with Rel 2300 World Religions **3 credits**

RN to BSN students must complete one upper division course in philosophy.  
Can be satisfied with Phi 3633 Biomedical Ethics. **3 credits**

### **GENERAL EDUCATION REQUIREMENTS (GRE)** **24 credits** **NURSING COURSES** **30 credits**

NUR	306	Evidence Based Nursing Research
NUR	308	Leadership Management
NUR	312	Nursing Informatics
NUR	404	Nursing in Global Health
NUR	405	Nurse Practicum
NUR	409	RN Pharmacology
NUR	410	RN Pathophysiology
NUR	411	Transition to Professional Nursing
NUR	413	RN Health Assessment with Lab
NUR	414	Community & the Professional Nurse with Clinical

Students are required to complete 81 precepted clinical hours (1:3-1 credit hour = 3 contact hours x 9 weeks). Students may complete their practicums at their places of employment if they meet the following criteria: Home health care agencies, community outreach programs, public health settings, nurse managed clinics and schools if approved by program Dean/Director of Nursing.

**The program student learning outcomes:**

Upon completion of the RN to BSN degree, an individual will be able to

1. Apply knowledge from the liberal arts, biopsychosocial and natural sciences, informatics, medical technology, and nursing to provide safe and quality care to diverse individuals, families and communities
2. Plan, implement, and evaluate quality nursing care based on evidence from research and nursing practice.
3. Collaborate with the interdisciplinary team to assess, plan, implement and evaluate safe effective, high quality care.
4. Integrate professional standards and principles of ethics in enhancing the art and science of nursing requisite to safe, effective, high quality care.
5. Utilize ethical and transformative leadership to advocate for health care policies that sustain safe, quality, cost-effective, accessible, and culturally sensitive health care delivery systems.
6. Function as a nurse generalist in the promotion of health and prevention and management of disease within the health-illness continuum throughout the lifespan of diverse individuals, families, and communities.
7. Assume accountability for own professional growth and advancement of the nursing profession.

**Program Student Learning Outcomes Assessments:** These outcomes are to be assessed using a locally-developed feedback form provided to the site supervisors participating in NUR 405 Nursing Practicum.

**Graduation Requirements:** In addition to the usual undergraduate graduation requirements, this program has the following graduation requirements:

1. Successfully complete RN to BSN curriculum
2. Successfully complete clinical hours and required skills.
3. Successfully complete RN to BSN curriculum in a timely manner.
4. Maintain a minimal course grade of B (3.00/4).
5. Maintain a minimal overall GPA of B (3.00/4).





## SCHOOL OF THEOLOGY AND MINISTRY

***"Faith and Human Values Are  
Fundamental for Effective Leadership"***

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**Rev. Msgr. Terence E. Hogan, SLD  
Dean, School of Theology & Ministry,  
Associate Professor and Vice President for Mission**

**Faculty:** M. Carter Warren, O. Cortes, B. Froehle, T. Hogan, J. Kryszak, N. Samuel

**Vision:** Rooted in the Catholic tradition, the School of Theology and Ministry at St. Thomas University calls forth the many and diverse gifts from the People of God for proclaiming and promoting the Reign of God on Earth.

**Mission:** Anchored in its Catholic tradition and its commitment to the methods of practical theology and religious studies, the School of Theology and Ministry prepares women and men to engage in experiential reflection, transformative action, and servant leadership required for the flourishing of both civil and ecclesial life.

The School of Theology and Ministry of St. Thomas University offers a major and minor in religious studies as well as a rich collection of undergraduate courses to meet the requirements for the general education curriculum, Catholic identity, as well as elective courses. Programs employ both main campus coursework as well as a blended online delivery format.

## **BACHELOR OF ARTS (BA) IN RELIGIOUS STUDIES**

**Program Coordinator:** Sister Ondina Cortes, rmi, PhD

**Academic Credentials:** PhD, Practical Theology (St. Thomas University); MA, Theology (St. Vincent de Paul Regional Seminary); BA, Religious Studies (Barry University)

**Contact Information:** 305-474-6870; [ocortes@stu.edu](mailto:ocortes@stu.edu)

**Program Description:** The Bachelor of Arts (BA) degree in Religious Studies explores the implications of faith's search for understanding. Open to truth wherever it is found, and grounded in the rich legacy of the Catholic intellectual heritage, the program respects the religious diversity of the St. Thomas University student body. The program is a rigorous and reflective foundation in religious studies that is fundamental to effective leadership in the 21st Century, not only for religious institutions, but for excellent leadership in the wider community and world, as well as preparation for graduate and/or professional education.

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### **BACHELOR OF ARTS IN RELIGIOUS STUDIES** **120 credits**

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

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

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

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

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

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#### **MAJOR REQUIREMENTS** **33 credits**

##### **Biblical** **3 credits**

Take one course from the following:

REL	2210	Survey of the Old Testament
REL	2240	Survey of the New Testament
REL	2295	Bible: Story and Salvation

##### **Historical** **3 credits**

Take one course from the following:

REL	2590	History of Christian Thought I
REL	2591	History of Christian Thought II
REL	4436	Great Religious Themes

##### **Systematic** **3 credits**

Take one course from the following:

REL	2560	Catholicism
REL	2078	Christian Community
REL	2079	Sacraments and Symbol
REL	3021	Prayer and Spirituality
REL	3271	The Experience of Christ

**Moral****3 credits**

Take one course from the following:

REL	2750	Christian Moral Decision Making
REL	3751	Theology of Marriage and Family
REL	3062	Reconciliation and Conflict
PAX	3504	Religious Dimensions of Nonviolent Action

**Contextual****3 credits**

Take one course from the following:

REL	2000	Introduction to Religious Studies
REL	2300	World Religions
REL	3482	Religion in America
REL	3701	Faith and Doubt

**Senior Seminar****3 credits**

REL	4910	Religious Studies Senior Seminar
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**Communication****3 credits**

Take one course from the following:

SPC	1600C	Speech
COM	4108	Critical Communications for the Professional World

**MAJOR ELECTIVES****12 credits**

Take 12 additional credits in Religious Studies. With approval of the adviser, up to three credits may be taken outside of Religious Studies.

**GENERAL ELECTIVES****36-48 credits**

36-48 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students who complete the BA in Religious Studies will:

1. Demonstrate basic religious literacy.
2. Demonstrate knowledge of foundational concepts in Christian thought and practice in the areas of Biblical, Historical, Systematic, Moral and Contextual studies.
3. Acquire research skills in religious studies.

**Program Learning Outcomes Assessment:** These outcomes will be assessed by three means:

1. A test with national standards for religious literacy.
2. Portfolio of one significant assignment or exam for each of the content areas will be developed by the midterm of the semester when student is enrolled in Senior Seminar (REL 4910).
3. Senior Seminar research paper.

**GRADUATION REQUIREMENTS:**

1. A student must successfully complete all required coursework.
2. A student must complete the major requirements with a 2.25 minimum GPA and 2.0 overall GPA.

## **BACHELOR OF ARTS (BA) IN RELIGIOUS STUDIES ONLINE**

**Program Coordinator:** Sister Ondina Cortes, rmi, PhD

**Academic Credentials:** PhD, Practical Theology (St. Thomas University); MA, Theology (St. Vincent de Paul Regional Seminary); BA, Religious Studies (Barry University)

**Contact Information:** 305-474-6870; [ocortes@stu.edu](mailto:ocortes@stu.edu)

**Program Description:** The Bachelor of Arts (BA) Online degree in Religious Studies explores the implications of faith's search for understanding. Open to truth wherever it is found, and grounded in the rich legacy of the Catholic intellectual heritage, the program respects the religious diversity of the St. Thomas University student body. The program is a rigorous and reflective foundation in religious studies that is fundamental to effective leadership in the 21st Century, not only for religious institutions, but for excellent leadership in the wider community and world, as well as preparation for graduate and/or professional education. This online degree is designed for the adult learner who has an Associate's Degree or equivalent coursework, and who is seeking an online format to complete a degree in Religious Studies.

**ADMISSIONS REQUIREMENTS:** In addition to meeting all admissions requirements for undergraduate study at St. Thomas University, students in this program must also comply with the following requirements for admission:

1. An Associate's Degree or 45 transferable credits from a regionally accredited college or university.
2. Have life and work experience that may lead to additional credits through the Life Experience Portfolio program (See Life Experience – Portfolio – Credit).
3. Computer skills adequate to ensure successful online learning.

### **BA IN RELIGIOUS STUDIES**

**120 credits**

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

**42 credits**

#### **CATHOLIC IDENTITY**

**3 credits**

To be taken from courses designated as Catholic Identity courses. This course may satisfy other GER or Major requirements. This course cannot be used to satisfy the Religious Studies requirements.

#### **DIVERSITY**

**3 credits**

To be taken from courses designated as Diversity courses. This course may satisfy other General Education or Major requirements.

### **MAJOR REQUIREMENTS**

**33 credits**

#### **Biblical**

Take one course from the following:

REL	2210	Survey of the Old Testament
REL	2240	Survey of the New Testament
REL	2295	Bible: Story and Salvation

#### **Historical**

Take one course from the following:



REL	2590	History of Christian Thought I
REL	2591	History of Christian Thought II
REL	4436	Great Religious Themes

### **Systematic**

Take one course from the following:

REL	2560	Catholicism
REL	2078	Christian Community
REL	2079	Sacraments and Symbol
REL	3021	Prayer and Spirituality
REL	3271	The Experience of Christ

### **Moral**

Take one course from the following:

REL	2750	Christian Moral Decision Making
REL	3751	Theology of Marriage and Family
REL	3062	Reconciliation and Conflict
PAX	3504	Religious Dimensions of Nonviolent Action

### **Contextual**

Take one course from the following:

REL	2000	Introduction to Religious Studies
REL	2300	World Religions
REL	3482	Religion in America
REL	3701	Faith and Doubt

### **Senior Seminar**

REL	4910	Religious Studies Senior Seminar
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### **Communication**

Take one course from the following:

SPC	1600C	Speech
COM	4108	Critical Communications for the Professional World

### **MAJOR ELECTIVES**

**12 credits**

Take 12 additional credits in Religious Studies. With approval of the adviser, up to three credits may be taken outside of Religious Studies.

### **GENERAL ELECTIVES**

**36-48 credits**

36-48 credits level 100 or above. (Not ENS or ESL)

**Program Student Learning Outcomes:** Students who complete the BA in Religious Studies will:

1. Demonstrate basic religious literacy.
2. Demonstrate knowledge of foundational concepts in Christian thought and practice in the areas of Biblical, Historical, Systematic, Moral and Contextual studies.
3. Acquire research skills in religious studies.

### **Program Learning Outcomes Assessment:**

1. A test with national standards for religious literacy.

- Portfolio of one significant assignment or exam for each of the content areas will be developed by the midterm of the semester when student is enrolled in Senior Seminar (REL 4910).
- Senior Seminar research paper.

### **GRADUATION REQUIREMENTS:**

- A student must successfully complete all required coursework.
- A student must complete the major requirements with a 2.25 minimum GPA and 2.0 overall GPA.

## **MINOR IN RELIGIOUS STUDIES**

**Program Coordinator:** Sister Ondina Cortes, rmi, PhD

**Academic Credentials:** PhD, Practical Theology (St. Thomas University); MA, Theology (St. Vincent de Paul Regional Seminary; BA, Religious Studies (Barry University)

**Contact Information:** 305-474-6870; [ocortes@stu.edu](mailto:ocortes@stu.edu)

**Program Description:** The Minor in Religious Studies introduces students to the methods and content of religious studies and is an excellent complement to many majors, especially when planning for graduate studies.

### **PROGRAM REQUIREMENTS**

**18 credits**

#### **Biblical/ Historical**

**3 credits**

Take one course from the following:

REL	2210	Survey of the Old Testament
REL	2240	Survey of the New Testament
REL	2590	History of Christian Thought I
REL	2591	History of Christian Thought II
REL	2295	Bible: Story and Salvation
REL	4436	Great Religious Themes

#### **Systematic**

**3 credits**

Take one course from the following:

REL	2560	Catholicism
REL	2078	Christian Community
REL	2079	Sacraments and Symbol
REL	3021	Prayer and Spirituality
REL	3271	The Experience of Christ

#### **Moral**

**3 credits**

Take one course from the following:

REL	2750	Christian Moral Decision Making
REL	3751	Theology of Marriage and Family

#### **Internship**

**3 credits**

Take one course from the following:

REL	4940	Internship
REL	2955	Immersion for Justice/Spring Break Experience

## Electives

**6 credits**

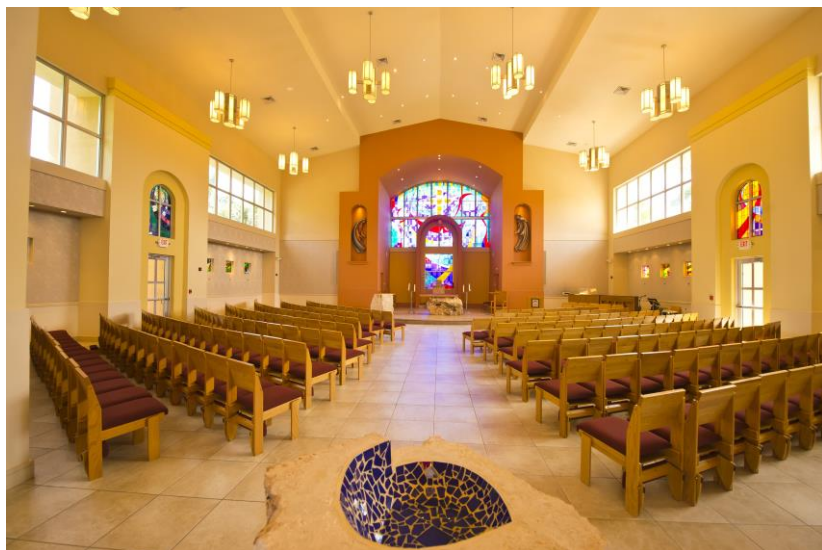
Take at least two courses from among any in Religious Studies that qualify as electives or are approved by the Program Advisor(s).

**Program Learning Outcomes:** Students who complete the minor in Religious Studies will demonstrate basic knowledge in the required content areas of Biblical or Historical, Systematic, and Moral.

**Program Learning Outcomes Assessment:** This outcome is to be assessed in an oral presentation with a power point using a scoring rubric. The presentation is to review the course content of one course taken in each area and is to be presented in the semester the student applies for graduation.

## GRADUATION REQUIREMENTS:

1. A student must complete all requirements for their chosen major.
2. A student must complete the requirements for the minor with a 2.25 minimum GPA in the minor courses.



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## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman  Composition	Freshman  Composition Skills	Freshman  Composition Skills I	No laboratory  Component in this course

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique.

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, Practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### **Courses at Non-regionally Accredited Institutions**

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to (Insert the name of the Statewide Course Numbering System Institution Contact at your institution here) in the (The office where your Institution Contact is located) or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.



# COURSE DESCRIPTIONS

## ACCOUNTING COURSES

(All courses 3 credits unless otherwise specified)

### **ACG 2001 (formerly 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: GEB 1013*

### **ACG 2011 (formerly ACG 202) Principles of Accounting II**

A continuation of ACG 2001, 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: ACG 2001 or equivalent*

### **ACC 204 Principles of Managerial Accounting**

An introductory course in managerial accounting. Emphasis is on uses of accounting information by managers in directing a business organization. Topics include: cost behavior, job order, process, and activity-based costing; cost-volume-profit relationships; budgeting and standard cost systems; control of decentralized operations; pricing of products and services; statement of cash flows; and financial statement analysis. Credit not applicable to accounting or finance majors. *Prerequisite: ACG 2001 or equivalent*

### **ACG 3101 (formerly 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: ACG 2011 or equivalent*

### **ACG 3111 (formerly 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: ACG 3101 or equivalent*

### **ACG 3301 (formerly 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: ACG 2011 or equivalent*

### **ACG 3401 (formerly ACC 304) Accounting Information Systems**

Use of computers in accounting systems, emphasizing "hands on" use of operating systems, word processing, spreadsheet, database management, communications, and other software in accounting. *Prerequisite: ACG 2011 or equivalent*

### **TAX 3001 (formerly ACC 305) Federal Income Tax**

Federal income tax fundamentals under the Internal Revenue Code; taxable income determination; withholding; and tax accounting rules. *Prerequisite: ACG 2011 or equivalent*

**ACG 4201 (formerly 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: ACG 3111 or equivalent*

**ACG 4651 (formerly 402) Auditing**

Basic auditing standards and procedures as applied to both internal and public auditing; professional ethics; and audit programs, working papers, and reports. *Prerequisite: ACG 3101 or equivalent*

**ACG 4501 (formerly 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*

**ACG 4930 (formerly 457) Special Topics in Accounting**

The course will focus on a selected area of accounting. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

**ACG 4900 (formerly ACC 495) Directed Studies****1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisite: Permission of Department Chair*

**AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)**  
**(These courses are in collaboration with the University of Miami)****AIS 101/102 Foundations of the United States Air Force (Lecture 1, Leadership Lab\* 0)**

Aerospace Studies 101/102 is a survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: Air Force heritage, military customs and courtesies, career opportunities, Air Force Core Values, interpersonal communications, and team building. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AIS 201/202 The Evolution of USAF Air and Space Power (Lecture 1, Leadership Lab\* 0)**

Aerospace Studies 201/202 is a survey course designed to examine general aspects of the employment of air and space power through a historical perspective. Historical examples assist in understanding the development of Air Force distinctive capabilities and missions. In addition, the students continue discussing the importance of the Air Force Core Values with the use of operational examples and historical Air Force leaders. Students also continue to develop communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AIS 301/302 Air Force Leadership Studies (Lecture 3, Leadership Lab\* 0)**

Aerospace Studies 301/302 teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills. Case studies are used to examine Air Force leadership and management



situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles.

### **AIS 401/402 National Security Affairs and Preparation for Active Duty (Lecture 3, Leadership Lab\* 0)**

Aerospace Studies 401/402 is a course designed to examine national security process, regional studies, advanced leadership ethics, and Air Force Doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism with a continuing emphasis on the refinement of communication skills. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles.

## **ART COURSES**

**(All courses 3 credits unless otherwise specified)**

### **ARH 2004 (formerly 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.

### **ARH (formerly 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 2300C (formerly ART 244) Introduction to Drawing**

This course is designed to teach students with no prior drawing experience as well as the advanced student. The basic drawing techniques using line, shape, value, perspective, and composition will be explored. Through observation and interpretation of varied subject matter (still life and living forms), learning to “see” is the objective of this class.

### **ART 2500 (formerly ART 245) Introduction to Painting**

The course is designed to provide both aesthetic and practical use of water-based techniques and skills to beginners and advanced students. The precept that art is an essential tool to the student’s emotional growth and stresses the importance of studio courses of art imagery and techniques.

### **ART 2205C (formerly ART 246) Elements of Design: Color and Composition**

A studio-based course that focuses on learning the theory and practice of composition, color, and design. Students will investigate the potential and impact that design elements offer in the creative and communication process. Includes an examination of the history and artists that define color and composition.

### **PGY 2403C (formerly ART 248) Photography**

This course prepares students in the major areas of art photography including its history, basic camera techniques and appreciation of images. Learning activities include lectures, photo critiques, visits to photo galleries and Internet research. Students concentrate on shooting pictures by completing specific thematic assignments and will display their best works at an end of semester exhibit.

### **ART 249 Marketing of the American Artist**

A research-based course that examines the history of marketing works of art. Students will investigate the historical development of artists' works focusing on the distinct marketing strategies used for works of art where the artist and the artistic product are in the foreground and how those strategies have been practiced through different art periods.

### **GRA 2100C (formerly ART 252) Introduction to Graphic Design**

This course introduces the fundamentals of graphic design including visual communication theory and practice: elements and principles of perception and design, typography, symbols, and desktop design. Students will learn definition of graphic design and its purpose as well as basic knowledge in typography, color, grids, and gain a basic proficiency in Adobe In Design, Photoshop and Illustrator software applications as they relate to the profession of Graphic Design.

### **ART 3820 (formerly ART 335) Visual Analysis through Contemporary Art**

A survey of present day art forms, including art making techniques and contemporary art criticism. Students will visit local art venues and dialogue with local artists.  
*Prerequisite: Any ART 200+ or Permission of Instructor*

### **ART 3311C (formerly ART 344) Intermediate Drawing**

This course elaborates on the techniques and tools of the Introduction to Drawing (ART 2300C) course and investigates new dry mediums and papers and how this affects drawing. Students will learn the value of understanding what they observe in nature and learn to translate their observations into a drawing. *Prerequisite: ART 2300C or Permission of Instructor*

### **ART 3505C (formerly ART 345) Intermediate Painting**

The course elaborates on the techniques and tools of the Introduction to Painting (ART 2500) course. Students will investigate personal imagery and techniques and create images from life and other sources, and begin developing a body of work.  
*Prerequisite: ART 2500 or Permission of Instructor*

### **ART 3045C (formerly ART 346) Mixed Media**

This interdisciplinary art studio course provides the student with experimentation in a variety of media: oil or acrylic painting, tempera, wood block printmaking, drawing, collage, clay, mobiles or stabiles, and sculpture construction. *Prerequisite: Any Art course 200+ or Permission of Instructor*

### **ART 352 Computers in the Visual Arts**

This course presents an introductory study of the role of computer technology in the visual arts, featuring a unique combination of studio activities, readings, writings, and discussions focusing on computer graphics issues. No programming experience required. *Prerequisite: Any ART course 200+ or Permission of Instructor*

### **ART 4310C (formerly ART 444) Advanced Drawing**

This course is designed for students to create a body of drawings that reflects both a technical ability and theme. Students will research and experiment with different aspects of communication through the visual language. *Prerequisite: ART 3311C or Permission of Instructor*

### **ART 445 Advanced Painting**

This course is designed for students to create a body of paintings that reflects both a technical ability and theme. Students will research and experiment with different aspects of communication through the visual language. *Prerequisite: ART 345 or Permission of Instructor*

## **BIOLOGY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **BSC 1010 (formerly 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.

*Corequisites: BSC 1010L, MAC 1140, ENC 1101, CHM 1025*

### **BSC 1010L (formerly 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: BSC 1010 - Laboratory Fee*

### **BSC 1011 (formerly BIO 109) Principles of Biology II**

The second course in the two-part sequence of introductory biology for science majors. The organ systems of plants and animals are studied in relation to their form, function, interdependency, and homeostasis. Emphasis is placed on transport and absorption systems, gas exchange mechanisms, hormonal regulation, nervous integration, and innate behavior. The evolutionary history, development and classification of biological diversity are explored. The course concludes with the biology of populations and ecology. *Prerequisite: BSC 1010 - Corequisites: BSC 1011L, MAC 1140, ENC 1101, CHM 1025*

### **BSC 1011L (formerly BIO 109L) Laboratory: Principles of Biology II 1 credit**

This laboratory is designed to complement the course material taught in Biology 109 lecture. Upon completion of this course, students will have a working knowledge of plant and animal diversity including their structure and function. Valuable hands-on experience in the laboratory is acquired through dissections of small animals and the study of ecology. *Corequisite: BSC 1011 - Laboratory Fee*

### **MCB 2010 (formerly BIO 213N) Microbiology for Nursing**

This course provides the basis of microbiological principles, a survey of microorganisms, their environment, metabolism, and activities, and their interaction

with multicellular organisms, especially humans. Students will gain an appreciation of the vast diversity of microbial life, the central roles of microorganisms in nature, and their influence on our lives. This course is intended for students enrolled in the STU/UM Joint Nursing Program. *Prerequisites: BSC 1010 or BIO 1011, and CHM 1030*

### **BSC 2420 (formerly BIO 214) Introduction to Research Methods**

This course is a lecture and laboratory based class to introduce the research-track student to basic methodologies in the laboratory. It includes basic laboratory techniques and methodologies such as calculations, pipetting, measurements, microscopy, statistical analysis, notebook keeping, results presentation, career choice, library/internet database searching, and scientific journal manuscript analysis. This course prepares students for future laboratory courses and independent research courses at the 300 and 400 levels. *Prerequisite: High School Biology or Permission of Instructor*

### **BSC 2083 (formerly BIO 230) Anatomy**

An introduction and survey of gross human anatomy for premedical students and biology majors with a laboratory requirement. Familiarity with the structure of the human body and the way in which it functions is achieved by systematic study of prospected models with accompanying laboratory demonstrations. Hands-on dissecting experience is an included exercise. The major human organ systems are explored including circulatory, digestive, integumentary, lymphatic, muscular, nervous, renal, reproductive, respiratory and skeletal. *Prerequisite: BSC 1011 – Corequisite: BSC 2083L*

### **BSC 2083L (formerly BIO 230L) Laboratory: Anatomy**

**1 credit**

Human Anatomy Lab is designed to complement the anatomy lecture series. Through hands-on practical experience, dissection techniques are illustrated in studying the various anatomical structures. *Corequisite: BSC 2083- Laboratory Fee*

### **BIO 232 Human Anatomy & Physiology I**

**4 credits**

In this course, the molecular, cellular and tissue levels of organization within the human body, the relationship of the body's systems to one another, the physiologic processes responsible for maintaining homeostasis, and the variations from normal that may cause disease will be studied.

### **BIO 233 Human Anatomy & Physiology II**

**4 credits**

The course is a continuation of Human Anatomy and Physiology I. In this course, the structure of the body's various systems and how the structure of organs often determines the functions it can perform will be explored.

### **MTB 1370 (formerly BIO 298) Medication Calculations**

**1 credit**

This course is designed to facilitate the student's development of those skills necessary to properly calculate medication dosages. Emphasis is placed on those cognitive skills necessary to perform the calculations correctly. *Prerequisites: MAC 1140, BSC 1010, and Sophomore Standing*

### **HSC 2531 (formerly BIO 299) Medical Terminology**

This course is designed to familiarize students with the complex terminology and vocabulary used in the medical field. It is designed to provide an understanding of the construction of the medical language including word derivations, prefixes, suffixes

and root words. Students will study each body system in relation to its anatomical, physiological, and pathological expressions. This course includes terms describing diseases, disorders, surgical procedures, and diagnostic and treatment communication. *Corequisites: PCB 3703 and Sophomore Standing*

### **BSC 3910 (formerly 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. *Prerequisites: Biology GPA of 3.0 and Permission of Instructor - Laboratory Fee - BSC 2420 recommended*

### **BSC 3911 (formerly 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. *Prerequisites: BSC 3910 and Permission of Instructor - Laboratory Fee*

### **BOT 3503 (formerly BIO 321) Plant Physiology**

This course is primarily focused on the physiology of flowering plants, covering the fundamentals of how plants live, function, and cope with their environment. The course includes basic concepts of plant anatomy, morphology and development, with the focus on plant-water relations, photosynthesis, mineral nutrition, and carbohydrate metabolism. The basic physiology of non-flowering plants will be covered. *Prerequisite: MCB 3020*

### **MCB 3020 (formerly BIO 325) Microbiology**

A study of the structure, function, and evolution of microorganisms from unicellular Protists (algae, fungi, and protozoa) to bacteria, virus, and viroids, their life cycles and roles in the environment. Special emphasis is placed on the economically significant and human pathogenic species. Human pathogens are described from the standpoint of symptoms, methods of isolation, identification, prescribed antibiotics, and epidemiology. Culture and genetic engineering techniques and industrially beneficial microbes are explored. Laboratory required. *Corequisites: MCB 3020L and CHM 1045*

### **MCB 3020L (formerly BIO 325L) Laboratory: Microbiology**

**1 credit**

Laboratory work involves the isolation, identification, and culture techniques of bacteria. *Corequisite: MCB 3020 - Laboratory Fee*

### **PCB 3103 (formerly 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: MCB 3020 - Corequisite: MCB 3020L*

**PCB 3103L (formerly BIO 330L) Laboratory: Cell Biology** **1 credit**

Certain sophisticated techniques as tissue culture, gene therapy, tissue typing, and tissue transplantations are discussed and practical applications are illustrated in the laboratory. *Corequisite: PCB 3103 - Laboratory Fee*

**PCB 3060 (formerly 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: MCB 3020 - Corequisite: PCB 3060L*

**PCB 3060L (formerly BIO 341L) Laboratory: Genetics** **1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience in conducting genetic investigations. *Corequisite: PCB 3060-Laboratory Fee*

**PCB 3703 (formerly 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 circulatory, digestive, endocrine, immune, muscular, nervous, reproductive, respiratory and urinary systems. *Prerequisite: BSC 1011 - Corequisite: PCB 3703L*

**PCB 3703L (formerly BIO 345L) Laboratory: Physiology** **1 credit**

Human Physiology Laboratory is designed to complement the lecture course, which studies the functions of organs and organ systems of the human body. Hands-on practical experience will be gained through virtual and clinical procedures. *Corequisite: PCB 3703 - Laboratory Fee*

**BCH 3033 (formerly 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: CHM 2210 - Corequisite: BCH 3033L*

**BCH 3033L (formerly BIO 352L) Laboratory: Biochemistry I** **1 credit**

This hands-on course is designed to demonstrate modern applications of fundamental biochemical laboratory methods. Course objectives include learning to perform essential lab skills, to keep a research notebook, and to write a research report. Students should also learn to appreciate that while individual achievement may be rewarded, science is collaborative. *Corequisite: BCH 3033- Laboratory Fee*

### **BCH 3034 (formerly BIO 353) Biochemistry II**

This course is the continuation of BCH 3033 Biochemistry I. Employing a limited scientific approach; this course is descriptive in nature. This lecture course is designed to demonstrate modern applications of fundamental biochemical topics. Course objectives include exploration of the structure and function of DNA, gene expression, immune function, and other aspects of molecular biochemistry. *Prerequisite: BCH 3033 Corequisite: BCH 3034L*

### **BCH 3034L (formerly BIO 353L) Laboratory: Biochemistry II** **1 credit**

This hands-on course is designed to demonstrate modern applications of fundamental biochemical laboratory methods. Course objectives include learning to perform essential lab skills, to keep a research notebook, and to write a research report. Students should also learn to appreciate that while individual achievement may be rewarded, science is collaborative. *Corequisite: BCH 3034- Laboratory Fee*

### **BIO 401 Cell and Molecular Biology**

This course provides a strong background in the cellular and molecular aspects of biology of both prokaryotes and eukaryotes

### **BSC 4481 (formerly BIO 414) Advanced Research** **4 credits**

Participation in a research project under the supervision of a faculty member. Students are expected to utilize the scientific method in devising experiments and analyze results. A written report as well as a laboratory notebook is required at the completion of the sequence. Requires 12 hours/week in the laboratory. *Prerequisites: BSC 3911 and Permission of Instructor - Laboratory Fee*

### **BSC 4482 (formerly BIO 415) Advanced Research II** **4 credits**

Participation in a research project under the supervision of a faculty member. Students are expected to utilize the scientific method in devising experiments and analyze results. A written report as well as a laboratory notebook is required at the completion of the sequence. Requires 12 hours/week in the laboratory. *Prerequisites: BSC 4481 and Permission of Instructor - Laboratory Fee*

### **BSC 4950 (formerly BIO 416) Senior Thesis** **1 credit**

A capstone course for a specialization in research. Students write an original undergraduate thesis about an independent research project(s). The thesis must be based upon research conducted for at least three semesters. *Prerequisites: Completion of a minimum of 3 research courses, including BSC 3910, BSC 3911, BSC 4481 and BSC 4482*

### **PCB 4836 (formerly PSB 434) Cellular and Anatomical Neuroscience**

A study of the cellular processes of neurons including neuroanatomical organization. Topics include membrane biology, neurotransmission, and neuroanatomy. The class is taught by text and journal literature, and analysis of published scientific data. *Prerequisites: 3 biology or 3 psychology courses; SCI 106 or BSC 1010, or equivalent SCI 106 or BSC 1010, or equivalent recommended*

### **PCB 4836L(formerly PSB 434L) Laboratory: Cellular and Anatomical Neuroscience**

This course focuses on the techniques and strategies used to study the anatomy of the nervous system and the cellular biology of neurons and glia. It covers fundamental techniques used in the field of neuroscience, including brain dissections,

histology, electrophysiology, and cellular culturing techniques. Basic concepts and techniques related to neurotransmitters, neuronal circuits, developmental neuroscience, and neural stem cells are also covered. *Prerequisites: 3 Biology or 3 Psychology courses; SCI 106 or BSC 1010, or equivalent recommended. - Corequisite: PSB 434*

### **BSC 4930 (formerly BIO 4930) 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 serve to assess our program learning outcomes. *Prerequisite: Course to be taken in student's final year of program*

### **BSC 4900 (formerly BIO 495) Directed Readings in Biology Variable Credit**

Opportunity for extensive research in an area of special interest to the student. *Prerequisite: Senior Standing and Permission of Instructor*

## **BUSINESS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **GEB 1013 (formerly 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.

### **GEB 1060 (formerly BUS 130) Introduction to Marine Industry Management**

An overview of marine industry management. Various career paths are examined, and particular attention is given to the development of verbal and written communication skills.

### **BUL 2241 (formerly BUS 220) Business Law I**

An introduction to legal procedures from the perspective of business enterprises, including advertising; antitrust; bankruptcy; consumer rights; contracts; corporations; credit; employment; environment, health, and safety; labor; products liability; property; securities; technology; trade; transportation; and other forms of government regulation of business. *Prerequisite: GEB 1013*

### **GEB 3032 (formerly BUS 306) Business Essentials for Non-Accountants**

An introduction to the real world of business with a multidisciplinary approach. This course includes how to manage a business, analysis of the contemporary business environment, understanding basic economics, and financial issues. Elements of marketing and how to make a marketing plan, the need for networking in business, the role of accounting as an information resource, and a common sense approach to managing financial success are discussed.

### **ISM 3011 (formerly 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: ACG 2011 and CGS 1060*



### **MAN 3600 (formerly 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: GEB 1013*

### **BUS 317 Personal Branding**

A comprehensive overview of strategies and tactics involved in building personal brand equity and improving communication and professional skills at work, school, and socially. This course will address the most important issues involved in creating and building a better personal brand.

### **BUS 319 Brand Crises Management**

This course examines modern practices of corporate and brand crisis, reputation management and how companies connect with consumers in the 21<sup>st</sup> Century. In the 24/7 global news era the ability to manage a crisis demands smart decision-making and effective communication strategy. Due to the complexity and the new marketing environment of the 21<sup>st</sup> century, an organization can encounter a crisis that jeopardizes its brands and reputation. This course will provide a comprehensive overview of strategies and tactics involved in understanding crisis strategy options available to managers in response to ever changing market environment. *Prerequisite: MAR 3023*

### **BUS 320 Legal Aspects of the Marine Industry**

An introduction to the basic principles of the law and the application of these principles to Marine Industry Management. A variety of topics will be discussed including contracts, torts, copyrights, discrimination, and harassment. *Prerequisite: GEB 1060*

### **BUL 3247 (formerly BUS 322) Business Law II**

An examination of bailments; commercial paper; security transactions; partnerships and corporations; property and real estate transactions; wills, estates, and trusts; insurance; suretyship; guaranty; and bankruptcy. *Prerequisite: BUL 2241*

### **MAN 3301 (formerly 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: GEB 1013*

### **MAN 3504 (formerly 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: QMB 3600 and FIN 3311*

**QMB 3600 (formerly 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: STA 2023 and GEB 1013, SPB 1000 or HFT 2000*

**MAN 3240 (formerly 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. *Prerequisites: GEB 1013, SPB 1000, or HFT 2000*

**BUS 3322 (formerly BUS 329) Principles of International Law**

An analysis of the international legal environment. Study and research of the interrelationship among laws of different countries as they affect individual, business, and multinational organizations operating in the international field. Study of how legal problems and their solutions can influence the direction of international business. *Prerequisite: BUL 2241*

**MAR 3023 (formerly BUS 332) Foundation of Marketing**

A survey course covering concepts and applications of the marketing function within the global context, including mix-product planning, pricing, promotion, and distribution-consumer behavior; market segmentation; the interrelationship of marketing functions; the relationship to other business functions; and the role of government. *Prerequisite: GEB 1013*

**MAR 3613 (formerly BUS 335) Marketing Research, Writing and Analysis**

An examination and appraisal of the functions of research in managerial decision-making. The uses of marketing research, marketing analysis methods, planning the investigation, securing data, tabulation and analysis interpretation, presenting results, and quantitative and analytical techniques and their application to marketing problems are emphasized. *Prerequisites: MAR 3023 and STA 2023*

**MAR 3326 (formerly BUS 340D) Advertising Management**

A survey of the field of advertising in its social, economic, and management contexts. Consideration is given to advertising research, preparing the advertising campaign, approximation, selection of media, layout, copy, and printing and engraving methods. *Prerequisite: MAR 3023*

**MAR 3503 (formerly BUS 344) Consumer Behavior and Marketing Strategy**

An examination of the application of behavioral science theory to marketing strategy. Product, distribution, pricing, and promotion strategy are examined as a function of motivation, attitudes, personality, reference groups, social class, and culture. *Prerequisite: MAR 3023*

**MAR 3231 (formerly BUS 345) Retail Management**

A study of fundamentals of retailing with an emphasis on policies, trends, and procedures in retail distribution and promotion. *Prerequisite: MAR 3023*

**PUR 3000 (formerly BUS 350) Foundations of Public Relations**

An examination of the historical developments of public relations, showing the principles, methods, and means of influencing public opinion. *Prerequisites: GEB 1013, SPB 1000, or HFT 2000*

**MAN 3802 (formerly BUS 360) Small Business Management**

An integrative course for studying and framing the diverse components of small organization activity. Using case and project study methods, in term and individual investigative modes, students study and experience the management process involved in starting up, developing, and maintaining continuing progress in small businesses. *Prerequisites: ACG 2001, ACG 2011, BUL 2241, MAR 3023 or Permission of Instructor*

**MAN 3593 (formerly BUS 408) Logistics Management**

Emphasized management of the logistics function of firms. The process of planning, implementing, and controlling the efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods, and related information, from point-of-origin to point-of-consumption, in accordance with customer requirements, domestically and globally. *Prerequisite: MAN 3504 or MAR 3023*

**ENT 3503 (formerly BUS 409) Social Entrepreneurship**

An introduction to social, need-driven entrepreneurship focused on undertaking feasible projects that make the world a better place. Synergistic collaboration among various stakeholders is emphasized in order to make the achievement of sustainable social goals the priority while maintaining financial solvency.

**MAN 4583 (formerly BUS 410) Project Management**

A comprehensive overview of the principles and application of project management techniques, with an emphasis on MIS design and implementation projects. The purpose of this capstone course is to integrate the MIS knowledge accumulated in prior coursework. It addresses the general stages of a project in chronological order and describes how the stages are related using project management tools, such as work breakdown structure, scheduling, and risk management. *Prerequisite: MAN 3504*

**ECS 4403 (formerly BUS 414) Economic and Social Problems in Latin America**

A study of the interdependence, mutual influencing, and dynamic paths exhibited by these phenomena in the cultural context of the area. The application of these insights to the understanding of past historical occurrences in these societies. *Prerequisites: BUS 316D, ECO 2013, ECO 2023 or ECP 2300*

**MAR 4831 (formerly BUS 417) Strategic Brand Management: Building, Measuring, and Managing Brands**

A comprehensive overview of strategies and tactics involved in building brand equity and brand analysis. Brands are among the most valuable assets of a company. This course will address the most important issues involved in creating and building strong brands and maximizing the value of existing brands and will provide a framework for understanding brands and when and how consumers perceive, evaluate, and respond to brands. *Prerequisite: MAR 3023*

**MAR 4803 (former BUS 423) Marketing Management**

Management of the marketing function of firms and marketing management accounting are considered. This course examines the fundamental procedures for

decision-making in areas such as promotion, product research, channel selection, and pricing. Emphasis on quantitative techniques and coordination with other major functional areas using the case study approach. *Prerequisite: MAR 3023*

### **MAR 4233 (formerly BUS 429) Social Media Marketing**

A broad overview of available and evolving social media options. Differentiating between traditional media and social media methodologies. Integration of social media into overall marketing strategy. Changing consumer behavior in the disruptive social media environment. Development of creative marketing strategies using state-of-the-art paid and unpaid social media. Determination of return on investment for social media marketing. Development of a comprehensive social media marketing plan. *Prerequisite: MAR 3023*

### **ENT 4004 (formerly BUS 436) Introduction to Entrepreneurship**

An introduction to the fundamentals of entrepreneurship. This course uses a comprehensive approach to generate good ideas that can be nurtured into successful businesses and the development of business plans. Also covered are the relevant legal issues, financing, growth strategies, and management and marketing techniques related to sustaining a venture.

### **MAR 4403 (formerly BUS 440) Sales Management**

A study of the problems of sales management; sales policies; selection and training of salesmen; preparation of manuals; methods of compensation for sales force; various methods of sales stimulation, administration, and budgeting; and measuring the sales managers contribution to profitable operations. *Prerequisite: MAR 3023*

### **MAN 4623 (formerly BUS 447) International Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in international organizations, including learning, perception, personality, attitudes, motivation, groups and inter-group dynamics, leadership, communication, goal setting and rewards, job design, organizational culture, change and development, and international aspects of organizations. This course provides a comprehensive introduction to international organizational behavior and management and is presented from a global, rather than a North American or Western European, viewpoint. This course offers students a unique cultural perspective on the roots of organizational behavior around the world. The book acts as a guide to the changes that are not only reshaping organizations, but the ways they are understood.

### **MAR 4156 (formerly BUS 451) International Market Analysis**

An analysis of the structure of international markets and a study of the environmental factors affecting international marketing opportunities, threats, and strategies. Students apply the principles of marketing and marketing management on an international scale. The impact of environmental factors on management of the elements and functions of marketing international is addressed. Students investigate international market potential of major world areas and examine global changes and their impact on international marketing, including export marketing. This course includes analysis of each of the elements of the marketing mix applicable to international marketing, contrasting these to domestic marketing. *Prerequisites: MAR 3023 and MAN 3600*

### **BUS 457 Special Topics in Marketing, International Business, or Management**

The course will focus on a selected area of Marketing, International Business, or Management. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

### **MAN 4661 (formerly BUS 460) Asian International Business Environment**

A survey of the history of Asian countries with an emphasis on the International Business Environment. This course concentrates on the region as a whole rather than on individual countries. *Prerequisite: MAN 3600*

### **MAN 4673 (formerly 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: MAN 3600*

### **MAN 4720 (formerly BUS 490) Business Policy**

The senior-level, business administration capstone course. An interdisciplinary course designed to provide students with an opportunity to integrate concepts and applications of principles studied throughout the student's undergraduate career, covering both business administration and other disciplines. Topics include complex decision-making, strategic management, and business policy including planning and goal setting in a global context. *Prerequisites: Senior standing and the completion of ISM 3011, QMB 3600, MAN 3240, MAR 3023, and FIN 3311. Last semester of senior year recommended.*

### **BUS 491 Seminar in Marine Industry Management**

The senior-level, marine business administration capstone course. As an interdisciplinary course, it is designed to provide students with the opportunity to integrate concepts and applications of principles studied throughout the student's undergraduate career, covering both marine business administration and other disciplines. Topics include complex decision-making, strategic management, and business policy including planning and goal setting in a global context. *Last semester of senior year is recommended.*

### **BUS 495 Directed Studies**

**1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

### **BUS 497A Internship for Marine Industry Management**

**1-3 credits**

Seniors who have demonstrated the ability and commitment to their major through active volunteer participation and adequate grade point average are encouraged and assisted in arranging internships with professional businesses that operate in some aspect of the recreation marine industry. Credit hours are directly related to the length of the internship and the work week. The course is graded on a pass/no pass basis. *Prerequisite or Corequisite: BUS 491 and Permission of Department Chair*

**BUS 499 Internship in Business****1-6 credits**

A supervised program designed to offer an on-the-job experience to qualified students in the fields of finance, international business, management, and marketing. Each internship is individually prearranged. The course is graded on a pass/no pass basis. *Prerequisite: Permission of Department Chair*

**CAE (BASIC SKILLS COURSES)****(These courses are graded on a PASS/NO-PASS basis)****CAE 099R Reading Skills****1 credit**

A review of the reading skills that are needed for college-level reading comprehension. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements.

**CAE 099W Writing Skills****1 credit**

A review of the writing skills that are assessed in college-level English composition courses. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements.

**CAE 099M Mathematics Skills****1 credit**

A review of mathematics skills needed for college-level mathematics. May be repeated as many times as needed. Individual, computer-assisted instruction. CAE credit cannot be used to satisfy degree requirements.

**CHEMISTRY COURSES****(All courses 3 credits unless otherwise specified)****CHE 214 Introduction to Research Methods in Chemistry**

This course will be a lecture/laboratory based class to introduce the student to basic methodologies and topics pertaining to research. This 6 week course will include basic laboratory techniques, methodologies, and topics such as measurements, statistical analysis, notebook keeping, results presentation, career choices, ethics, library/internet database searching and scientific journal manuscript analysis. This course will prepare the student for future laboratory courses as well as independent research courses at the 300 and 400 levels.

**CHM 1025 (formerly CHE 100) Introduction to Chemistry**

A survey of the fields of chemistry, including basic theories and modern applications. Designed for non-Science majors seeking to fulfill the General Education Requirements in Science, or for Biology majors who have not had a previous course in Chemistry. *Prerequisite: High School Algebra or Corequisite: MAC 1140*

**CHM 1045 (formerly CHE 101) General Chemistry I**

The fundamental laws of Chemistry; states of matter, atomic and molecular structure, the periodic table, stoichiometry, thermochemistry, theories of chemical bonding, and aqueous reactions, are presented. *Prerequisites: MAC 1140 or Equivalent and CHM 1025 or Equivalent - Corequisite: CHM 1045L*

**CHM 1045L (formerly CHE 101L) Laboratory: General Chemistry I 1 credit**

This laboratory course is designed to complement the lecture course in General Chemistry I by allowing the student to verify and complement his or her knowledge of Chemistry through hands-on experimentation. Experiments in matter measurement, stoichiometry, thermochemistry, and molecular structure are performed. Students become acquainted with the basic operations of the chemistry lab that will provide skill in the handling of chemicals and reagents. *Corequisite: CHM 1045 – Laboratory fee*

**CHM 1046 (formerly CHE 102) General Chemistry II**

A continuation of CHM 1045; gas laws, solutions, intermolecular forces, redox reactions, reaction kinetics and equilibria, thermodynamics, electrochemistry, acids and bases, nuclear chemistry, descriptive chemistry. *Prerequisites: CHM 1045 and CHM 1045L - Corequisite: CHM 1046*

**CHM 1046L (formerly CHE 102L) Laboratory: General Chemistry II 1 credit**

This laboratory course is designed to complement the lecture course in General Chemistry II by allowing the student to verify and complement his or her knowledge of Chemistry through hands-on experimentation. Experiments in gas laws, solutions, reaction kinetics, chemical equilibrium, and acid and bases are performed. *Corequisite: CHM 1046 - Laboratory Fee*

**CHM 1033 (formerly CHE133) Chemistry for Health Sciences**

Selected topics from general chemistry, organic chemistry, and biochemistry will be studied. This course is designed specifically for Nursing and Allied Health Technology. *Prerequisites: CHM 1025 or equivalent, MAT 100A or equivalent - Corequisites: MAC 1140 or equivalent and CHM 1033L*

**CHM 1033L (formerly CHE 133L) Chemistry for Health Sci. Lab. 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 twelve experiments, collect data, and analyze the results. *Corequisite: CHM 1033 - Laboratory Fee*

**CHM 2210 (formerly 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: CHM 1046 - Corequisite: CHM 2210L*

**CHM 2210L (formerly CHE 243L) Laboratory: Organic Chemistry I 1 credit**

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. *Corequisite: CHM 2210 - Laboratory Fee*

**CHM 2211 (formerly 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: CHM 2210L - Corequisite: CHM 2211L*

**CHM 2211L (formerly CHE244) Laboratory: Organic Chemistry II 1 credit**

A continuation of the CHM 2210L. Students will identify an unknown from its molecular formula, NMR, IR and mass spectra, the functional group of an organic unknown by performing chemical tests, and will identify an unknown as an aldehyde or ketone. Electrophilic aromatic substitution, aldol condensation and Fisher esterification will be performed, writing the detailed mechanisms for them and similar reactions. Purification and identification using chemical tests and spectroscopy. *Corequisite: CHM 2211 - Laboratory Fee*

**CHM 3120 (formerly 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. *Prerequisites: CHM 1046 and MAC 2311 - Corequisite: CHM 3120L*

**CHM 3120L (formerly CHE 321L) Laboratory: Quantitative Analysis 1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: CHM 3120 - Laboratory Fee*

**CHM 3400 (formerly CHE 355) Basic Physical Chemistry**

A study of the Fundamentals of Physical Chemistry: laws of thermodynamics, thermo chemistry, entropy, chemical kinetics, and electrochemistry. *Prerequisites: CHM 1046 and MAC 2311.*

**CHM 4910 (formerly 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. *Prerequisites: Junior Standing and Permission of Instructor Laboratory Fee*

**CHM 4610 (formerly 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. *Prerequisites: CHM 2211 and CHM 2211L, or Permission of Instructor*

**COMPUTER SCIENCE COURSES**  
**(All courses 3 credits unless otherwise specified)**

**COP 1822 (formerly CIS 103) Introduction to Web Page Design**

An introduction to planning and creating websites. Topics include Dreamweaver, web design techniques, personal versus professional websites, and designing and building websites. It serves as a preparation for higher-level courses on the subject. *Prerequisites: Knowledge of MS Word (or equivalent) & PowerPoint - Laboratory Fee*



### **COP 1332 (formerly CIS 104) Introduction to Computer Programming/Visual Basic**

An introduction to computers: computer structure and organization, algorithms, flowcharts, and programming. Visual Basic programming applications for science and business problems and computer solutions to various numerical and non-numerical problems. This course requires no previous knowledge and may be taken by students in various fields. *Laboratory Fee*

### **COP 1000 (formerly CIS 105) Programming I**

This course is intended to provide students with an understanding of basic programming-in-the-small abilities and concepts including procedural programming (methods, parameters, return, values), basic control structures (sequence, if/else, for loop, while loop), file processing, arrays, and an introduction to defining objects. Intended for students without prior programming experience. *Corequisite: COP 1900L - Laboratory Fee*

### **COP 1006 (formerly CIS 115) Advanced Programming in Basic**

An extension of the material covered in COP 1332 with emphasis on disk files, file access methods, screen and menu generation, error trapping, and advanced string manipulation. Available only to students in the St. Thomas University Dual Enrollment Program. *Prerequisite: COP 1332 - Laboratory Fee*

### **COP 1800 (formerly CIS 140) Introduction to Computer Programming/Java**

This course provides an introduction to computer science using object-oriented techniques for design and implementation. Topics covered include, but are not limited to, objects, classes, class diagrams, inheritance, polymorphism, encapsulation, event-driven programming, variables, operators, sequencing, selection, iteration, and arithmetic, relational and logical expressions. *Prerequisite: CTS 1101 or CIS 2000 - Corequisite: COP 1900L - Laboratory Fee*

### **CTS 1101(formerly CIS 150) Foundation of Computer Systems**

This course provides students with the skills to install and setup new software and hardware, diagnose both hard and software problems, and make security decisions. System management essentials are also presented, including system protection, updates, system errors, as well as recovery. Learners complete laboratory tests and simulations. *Corequisite: COP 1900L - Laboratory Fee*

### **CIS 2000 (formerly CIS 201) Survey of Programming Languages**

This course introduces students to various topics in Information Technology to provide an overview of what is available and used in the technology world today. Topics include Functional, Object Oriented, and Scripting languages (C, C++/Java, C#, Perl/Python, Shell), Database Management Technologies, (SQL, Oracle, MySQL), Web Server deployment options (UNIX, LINUX, Apache, ASP.net) and Web Site Design and Development (JavaScript, AJAX, XML, HTML). Students should have a working knowledge of at least one high-level programming language. *Laboratory Fee*

### **CGS 1060 (formerly 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*

### **COP 2810 (formerly CIS 203) Web Programming**

This course is intended to provide students with an understanding of the basic concepts and comprehensive programming experience in network. In this course, students will learn how to read and write efficient network program, how to debug and test them on server and client computers, and how to configure the server, which will reinforce the theory covered in each chapter.

### **CIS 214 Introduction to Network Programming**

This course will be a lecture/laboratory based class to introduce the research track student to basic methodologies in the computer science. This 6 module course will include basic techniques and methodologies such as research programming, algorithm design, experiment material selection, statistical analysis, result presentation and discussion, ProQuest Central database searching. This course will prepare the student for future courses as well as independent research courses at the 300 and 400 levels. *Prerequisite: COP 1000 Laboratory Fee*

### **COP 2224 (formerly CIS 235) Programming II**

An intensive introduction to programming and problem solving methods. Topics include data abstraction and encapsulation including stacks, queues, linked lists, binary trees, instruction to complexity and use of predefined collection classes. *Laboratory Fee*

### **COP 2400(formerly CIS 241) Programming in Assembly Language**

This course is intended to provide students with fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. In this course, low-level language architecture including assemblers, linkage editors, and loaders will be introduced with examples analysis and explanation. Team projects will be given for the lab exercises. *Prerequisite: COP 1000- Corequisite: COP 1900L - Laboratory Fee*

### **CIS 252 Survey of Programming Languages**

The study of the organization and types of programming languages including analysis of imperative, object-oriented, functional, and declarative language paradigms. Other topics include formal languages and language hierarchies, syntactic and semantic specification, context-free languages, abstraction, modularity, program structure and fundamental programming language concepts.

### **COP 1900L (formerly CIS 280L) Computer Science) Lab**

**1 credit**

This laboratory is a requirement of designated computer science classes to provide an opportunity to put learning concepts and theory into practical application. The student works on programming teams and collaborates on group projects as well as completes directed studies with professors. Course may be repeated for credit. *Corequisites: COP 1000, COP 1800, CTS 1101, CIS 230 or COP 2400*

### **COP 3229 (formerly CIS 302) Advanced C++ Programming**

This course expands the fundamentals course by reinforcing concepts of analysis, design and implementation. A top-down approach to programming is utilized. The course also introduces a teamwork component in addition to individual assignments. Debugging techniques are revisited. *Prerequisite: COP 2224 - Laboratory Fee*

### **CIS 3620 (formerly CIS 303) Introduction to Compilers**

This course is intended to introduce essential theory, algorithms, and tools used in compiler construction. Students will learn the principles of how a compiler works, including lexical, semantic, and contextual analysis of source files, syntax trees, symbol tables, code generation, and optimization techniques. *Prerequisite: COP 2400 -Laboratory Fee*

### **CTS 2406 (formerly CIS 305) Introduction to Database Design**

This course covers topics in database design using Microsoft Access. Topics include relationships, queries, and intro to VBA. *Prerequisite: CGS 1060 or Equivalent Practical Experience - Laboratory Fee*

### **COP 3331 (formerly CIS 310) Advanced Java Programming**

This course expands the fundamental course by focusing on object-oriented analysis, design and implementation. Students will learn advanced techniques for programming graphical user interfaces, programming with files and communication with databases. *Prerequisite: CIS 230 - Corequisite: COP 1900L - Laboratory Fee*

### **CGS 3845 (formerly 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. *Prerequisites: CGS 1060 and MAC 1140 - Laboratory Fee*

### **CGS 2821(formerly CIS340) Multimedia Systems**

This course teaches the student how to plan and create websites. Design fundamentals include: Vector graphics, bitmap graphics, Fireworks, and frame animation. The objective is to produce a fully functional and professional website. *Prerequisite: COP 1822 - Laboratory Fee*

### **CEN 3010 (formerly CIS 351) Software Engineering**

A study of the theory of system analysis and design. The approach adopted is based on dataflow techniques. A system analysis requiring dataflow diagrams, a data dictionary and additional process specifications is developed. *Prerequisites: COP 1800 and MAC 1140 - Laboratory Fee*

### **COP 3530 (formerly CIS 360) Data Structures and Algorithms**

The basic concepts of data composition and organization. Topics include internal and external storage structures; arrays, stacks, and linked lists; file allocations, accessing, searching and sorting; and recursive and non-recursive processing. *Prerequisite: COP 2400 - Laboratory Fee*

### **CIS 4360 (formerly CIS 400) Computer Security**

This course is designed to cover the most important features of computer security, including topics such as cryptography, operating systems security, network security and language-based security. After completing this course, students will be able to analyze, design and build secure systems of moderate complexity. *Prerequisite: MAC 1140 - Laboratory Fee*

### **CDA 4100 (formerly CIS 410) Computer Architecture**

This course is a study of the fundamental concepts of computer architecture. Topics include the representation of information, components of the computer and how they interact, microarchitecture and microprogramming, conventional machine and

assembly language, and advanced architectures. *Prerequisites: CEN 3010 and COP 3530 - Laboratory Fee*

### **CIS 411 Big Data Analytics**

The course introduces methods to efficiently storing, extracting, interpreting, analyzing, visualizing, and learning massive datasets or data-intensive problems with parallel computing paradigms and associated technologies such as distributed file systems, databases, and machine learning methods

### **COP 4764 (formerly CIS 430) Database System Design and Development**

This course introduces fundamental concepts of database processing. A case study includes logical and physical database design. Database models, descriptions and query languages, implementation and administration. *Prerequisite: CEN 3010-Laboratory Fee*

### **COP 4600 (formerly CIS 451) Foundation of Operating Systems**

A study of theoretical principles of operating systems theory and their implementation in actual operating systems. Topics include instruction sets, I/O interrupt structure, addressing schemes, evaluation and recovery procedures. Practical examples are provided from the UNIX operating system. *Prerequisites: COP 3530 and MAC 1140 - Laboratory Fee*

### **CNT 4007 (formerly CIS 460) Computer Networks and Communication**

An Investigation of communication-based systems and equipment. This course includes Network component, LAN components, Link Level Protocols, systems Network Architecture (SNA), and Network Management. *Prerequisite: MAC 1140 - Laboratory Fee*

### **COT 4210 (formerly CIS 470) Introduction to Computation Theory**

An introduction to the theory of computation, including models of computation, such as Turing machines and theory of programming languages, including grammars, parsing, syntax, and semantics. This course will also cover formal languages, computability and complexity, and reducibility among computational problems. *Prerequisite: CDA 4100 - Laboratory Fee*

### **CIS 4940 (formerly CIS 490) Internship in Computer and Information Science** **1 to 6 credits**

Offers the student an opportunity to work on a project or an experience approved by the department. This is usually done off-campus and the student will have a qualified supervisor at the site as well as a faculty advisor. *Prerequisites: Program Coordinator Approval and Senior Standing - Laboratory Fee*

### **COP 4940 (formerly CIS498) Special Topics in Computer and Information Science** *Prerequisites: Program Coordinator Approval - Laboratory Fee*

## **COMMUNICATION ARTS COURSES** **(All courses 3 credits unless otherwise specified)**

### **MMC 2000 (formerly COM 102D) Society and Mass Media**

An acquaintance with mass media, especially as it influences various aspects of American society. A study of how the media perform the functions of information,

entertainment, and persuasion. Outside assignments in media venues, oral and written reports.

### **SPC 1600C (formerly COM 105) Speech**

All aspects of oral communication are studied including vocal and physical delivery, methods of preparation, argumentation, and persuasion.

### **COM 1401 (formerly COM 107) Introduction to Creative Processes**

This course is designed to introduce students to the nature of creativity, stimulate their own creative process and highlight how creativity is an integral part of the communications profession. Students will engage in confidence building and risk taking creative exercises. The course will also familiarize students with the dynamics of the communication arts program.

### **MMC 2001 (formerly 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.

### **FIL 2000 (formerly 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.

### **MMC 2204 (formerly 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.

### **RTV 3400 (formerly COM 302) TV Drama: Past, Present, and Future**

In helping students be their own critics of television drama, comparisons and contrasts of past and present productions will be stressed. Original TV scripts will be studied and kinescopes on videotape and teleplays of "live" presentations will be critically viewed.

### **RTV 3101 (formerly COM 303) Writing for TV**

This course focuses on how to write professionally for various aspects of TV, while also learning about the medium itself. Each student will write creative commercials, public service announcements, promos, and TV news copy. Actual professional script models will be utilized as part of the process. *Prerequisite: ENC 1102*

### **RTV 3230 (formerly COM 304) Speaking on Radio and TV**

Professional standards will be used as a means of helping the student reach professional levels in radio and TV speaking. This course will be directed toward those students interested in broadcasting careers or in heightening their awareness of the contrasting oral approaches used in both media. Actual in-studio environs will be utilized. *Prerequisite: COM 105 or Permission of Instructor*

**SPC 3602 (formerly 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.

*Prerequisite: COM 105 or Permission of Instructor*

**MMC 3303 (formerly COM 307D) Global Media**

A critical analysis of the role of media in the era of globalization. This course explores the challenges media practitioners face when embracing global media. Philosophies of media ethics and cultural perspectives are studied. Media practices across the globe are examined.

**RTV 3543 (formerly COM 310) Broadcast Production**

This course allows the student to gain knowledge in the theory of television and studio production. Students also learn the language of television production and gain practical experience with studio equipment through the completion of three team projects. *Prerequisite: COM 304 or Permission of Instructor*

**COM 343 Multi-Platform Journalism Writing**

A comprehensive course in newspaper reporting. Attention will be placed on basic skills in news-gathering, interviewing techniques, 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 student efforts in the university newspaper. Integrated with basic news skills will be techniques of headline writing, copy reading and newspaper design and layout.

*Prerequisite: ENC 1102*

**PUR 3100 (formerly COM 346) Message Design for Public Relations**

Students will learn the underlying fundamental principles, skills, concepts, and methods of designing a message for public relations and how to convey that message in a variety of sectors including information industries, entertainment, and politics. Emphasizes the strategy of crafting and delivering a Public Relations (PR) message with special focus on pre-writing, preparation, and editing. Students will gain professional exposure to writing for a PR career. *Prerequisite: ENC 1102*

**ADV 3100 (formerly COM 347) Message Design for Advertising**

Students will learn the underlying fundamental principles, skills, concepts, and methods of designing a message for advertising and how to convey that message in a variety of sectors including information industries, entertainment, and politics. Emphasizes the strategy of crafting and delivering an advertising message with special emphasis on pre-writing, preparation, and editing. Students will gain professional exposure to writing for an advertising career. *Prerequisite: ENC 1102*

**JOU 3220 (formerly COM 348) Photojournalism**

An exploration of the relationship between written words and visual images, especially as they relate to contemporary news media. *Prerequisite: PGY 2403C or Permission of Instructor*

**ARH 3773 (formerly COM 349) Film Animation Critical Studies**

This course will study the art of animation through an examination of its history, aesthetics, technical practices and cultural impact.

**RTV 3103 (formerly COM 375) Screenwriting**

A writing course that implements the foundation of film and television screenwriting with an emphasis on story, character driven action, and the structure of the standard Hollywood narrative film. *Prerequisite: FIL 2000*

**COM 4108 (formerly COM 400) Critical Communication for the Professional World**

Theories and process of oral and written communication and report writing. The problem and process of communication in all types of organizations will be covered.

*Prerequisite: ENC 1102*

**MMC 4642 (formerly COM 402D) Youth 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.

**ADV 4353 (formerly COM 403) Power of Advertising**

This theoretical course will examine the emergence and history of advertising as a form of communication, its influence on other forms of media, and its impact on culture and society, specifically gender, race, ethnicity and sexual orientation. Students will evaluate the effects of advertising, its place in our consumer culture, and how advertising fits into the structure of most industries from the perspective of communication principles.

**MMC 4704 (formerly 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. *Prerequisite: FIL 2000 or Permission of Instructor*

**MMC 4601 (formerly 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.

**RTV 4661 (formerly COM 410) Advanced Broadcast Production 1-6 credits**

This course provides the opportunity to work in a professional setting in the student-managed campus channel. A one credit course which can be repeated up to six times.

*Prerequisite: RTV 3543 or Permission of Instructor*

**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.

### **JOU 4103 (formerly COM 443) Advanced Multi-Platform 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. *Prerequisite: COM 343*

### **COM 4562 (formerly COM 448) New Media and Blogging**

A comprehensive examination of the design and development of new media such as blogging and podcasting as well as emerging platforms. Includes the study of theoretical constructs underlying the designs, uses, and effects of new media and the different standards for blogging/podcasting and journalism. Based on this understanding, students will produce diverse electronic written and visual content and develop online communities through emerging electronic platforms.

### **FIL 4849 (formerly 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.

### **MMC 4404 (formerly COM 487) Leadership for Communications and Media**

A capstone course that incorporates students' acquired knowledge of critical thinking, written, production, oral, technological, multicultural, ethical, and leadership communication skills. These skills will be demonstrated through the development and execution of an effective communications project designed to assist a socially relevant organization or social problem. *Prerequisite: Senior Standing and Communication Arts Major*

### **COM 495 Special Topics in Communication**

An intensive study of a major issue in Communication Arts. Depending on the topic offered, this course can help to fulfill critical, written, oral or production requirements for the Communication Arts degree. This course should be taken only once.

### **COM 497 Internship in Communications I**

**1-3 credits**

An opportunity for work-study experience in communications.

### **COM 498 Internship in Communications II**

**1-3 credits**

An opportunity for work-study experience in communications.

### **COM 499 Internship in Communications III**

**1-3 credits**

An opportunity for work-study experience in communications.

## **CRIMINAL JUSTICE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **CCJ 1020 (formerly CRI 101) Introduction to Criminal Justice**

A comprehensive overview of the philosophies and history of the three major areas in the criminal justice system: law enforcement, the judiciary and corrections. Included will be an assessment of the extent of crime and an evaluation of career opportunities. *Required of all Criminal Justice majors.*



### **CJE 2140 (formerly CRI 203) Private Security Management**

Addresses the organization and management of security units in industry, business, government, and other institutions; the protection of manpower; facilities and other assets; and administrative, legal, and technical problems. Loss prevention and polygraph are discussed. *Prerequisite: CCJ 1020*

### **CCJ 2930 (formerly CRI 225/SOC 225) Crime in South Florida**

An intensive, critical examination of the crime problem in Miami, Fort Lauderdale, and the surrounding communities. In addition to descriptive materials covering the nature and extent of various types of offenses, offenders, and crime victims, the course focuses on the police, court, and correctional systems as state and local administrative agencies mandated to combat crime specifically in South Florida.

### **CRI 290 (SOC 290) Criminological Theory**

This relevant, thought-provoking criminal justice course will provide learners with a comprehensive understanding of the major theories used to explain, interpret, or specify crime patterns and criminal behavior. It begins with a treatment of the nature of crime theory and why crime theories are important, traces the development of major crime theories, sets forth their central arguments, assets and limitations, and it includes with sections explaining the influence and practical application of various crime theories to crime control policies and programs. *Prerequisite: CCJ 1020 or SYG 2000*

### **CCJ 3700 (formerly CRI 300/SOC 300) Research Methods in Criminology and Criminal Justice**

This course introduces students to the basic methods of research used in criminal justice. Students will learn the major steps researchers use in making and testing hypotheses, the logic of causality, alternatives to causal explanations in criminal justice and social science, as well as various techniques for collecting data including the experimental design, ex post facto experiments, mailed surveys, interviews, direct observation, participant observation, and content analysis. Various strategies for analyzing data including scaling techniques and the application of frequently used statistical procedures will also be addressed. *Prerequisites: CCJ 1020 or SYG 2000; STA 2053*

### **CJE 3110 (formerly CRI 302) Law Enforcement Systems**

A study of the American police system that examines the origins, functions, and operations of policing a modern society. The course focuses on different models of policing and the interrelationship of various components of the system. *Prerequisite: CCJ 1020*

### **CJL 3110 (formerly CRI 304) Criminal Law**

A comprehensive and contemporary look at criminal law and the elements of various major crimes. In addition to more traditional crimes such as murder rape, robbery, assault, arson, and various forms of theft, the course addresses such topical crimes as domestic violence, identity theft, pornography, child abuse, drug trafficking, and various public order crimes. The course uses lectures and the case method approach traditionally found in most law schools. Students will have the opportunity to read and review selected major criminal court cases and discover how the judiciary perceives and interprets criminal law. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CCJ 3653 (formerly CRI 310/SOC 310) Alcohol and Drug Abuse as Social Problems**

An in-depth examination of alcohol and drug abuse as social problems with both national and international dimensions. It covers the nature and extent of drug abuse, the socio-legal history of its emergence as a major social problem, description and analysis of the related supporting culture, and their respective functions and dysfunctions in society. Efforts at their control, including interdiction, legalization, and various rehabilitation programs will also be critically reviewed. *Prerequisites: SYG 2000, HUS 101, CCJ 1020, or Permission of Department Chair*

### **CCJ 3666 (formerly CRI 312/SOC 312) Victimology**

A course focused on the social and psychological characteristics of crime victims, their role in precipitating criminal acts, the difficulties they encounter in the criminal justice systems, alternate social program, and legal policies designed to compensate, protect, and rehabilitate victims. *Prerequisite: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **CJJ 3010 (formerly CRI 319/SOC 319) Crime and Delinquency**

An analysis the underlying causes of juvenile delinquency with an emphasis on ways to prevent its occurrence. The course reviews recent developments in delinquency prevention and rehabilitation. *Prerequisites: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **CJL 3510 (formerly CRI 321) Courts and the Criminal Justice System**

An introduction to courts and administrative procedures, due process, legislative power, regulatory administration, conflict of interest statutes, torts, etc. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CJL 3063 (formerly CRI 322 & POS 322) Constitutional Law**

Covers the organization and jurisdiction of the federal courts and the role of the Supreme Court in American society. The course emphasizes contemporary constitutional issues affecting American public law in the 1960s, 1970s, and 1980s. The landmark decisions will be studied in seminar discussions using the case method..

### **CJE 3312 (formerly CRI 323) Human Resource Management**

Covers modern personnel management as a staff function and analysis of its development and evolution with reference to such challenges as: the impact of automation, increased size and complexity of public agencies, increased professionalism of work forces, development of the civil service system, affirmative action, and other governmental policies and the impact of the behavioral sciences.

### **CCJ 3644 (formerly CRI 330/SOC 330) White Collar Crime**

Examines the nature and dynamics and forms of white collar crime including fraud, price fixing, labor law violations, false advertising, copyright and patent infringements, securities violations, forgery, and embezzlement. The course also addresses public attitudes towards such offenses and problems related to their prosecution and defense. *Prerequisites: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **CRI 336 Ethical and Legal Issues in the Social Sciences**

Examines the ethical and legal issues common to the sub-disciplines in the social sciences. Issues include freedom of information, personal liability, and state and

federal legislation related to the practice of psychology and counseling. Students will explore issues unique to their specific field. *Prerequisite: PHI 3609*

### **CJC 3011(formerly CRI 350) Corrections**

A comprehensive view of American corrections in order to develop an awareness of new approaches and developments in the field of criminal rehabilitation. The course emphasizes the historical, philosophical, social, legal, and professional aspects of correctional administration. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CJE 4444 (formerly CRI 400) Crime Control and Prevention: Theory and Practice**

A course focused on crime control; prevention theories and practice will be the focus of this course. National programs, technological applications, and crime prevention approaches will be examined. *Prerequisite: CCJ 1020 or Permission of Department Chair*

### **CJD 4303 (formerly 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: CCJ 1020 or permission of the instructor*

### **CCJ 4661 (formerly CRI 410) Terrorism and Law Enforcement Procedures**

An introduction to the unique field of terrorism investigation and prosecution. Among the investigative procedures examined and tailored to the demands of dealing with terrorists are surveillance, polygraph, informants, the investigative task force, pre-test telephone calls, and undercover operations. The course also addresses special difficulties encountered when prosecuting terrorist in the courtroom.

### **CJE 4174 (formerly CRI 420D) A Comparative Analysis of International Criminal Justice System**

An in-depth analysis and comparison of law enforcement, court, habilitation, and prison systems throughout the world with special emphasis on differing philosophies and goals. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CJL 4038 (formerly CRI 421/SOC 421) The Sociology of Law and the Legal Profession**

An examination of the emergence of sociological jurisprudence and the scientific study of the relation of law to society. The course also includes a focus upon the practice of law as a business and as a profession. *Prerequisites: SYG 2000, CCJ 1020, or Permission of Instructor*

### **CCJ 4701(formerly CRI 435) Scientific Research and Crime Analysis**

A comprehensive evaluation of current developments in research, instrumentation, and laboratory techniques utilized to detect, identify, analyze, and compare demonstrative evidence. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CJE 4410 (formerly CRI 460D) Community Policing: Theory and Practice**

Examines the social dimensions of law enforcement agencies and their relationship to the total community; the changing police role, conflicting forces affecting law enforcement, and public attitudes toward police; and the conflict between society's demand for law and order and the means granted police for attaining that goal. The course emphasizes the police officer's role in mediating racial conflict in the urban

ghetto. Mass media's relationship with police and the community is also discussed. *Prerequisite: CCJ 1020 or permission of the instructor*

### **CCJ 4663 (formerly CRI 484D) Women, and the Criminal Justice System**

A course focused on women and their role as professionals in the criminal justice system. Topics also include women as criminals and as victims. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CJL 4407 (formerly CRI 485) Criminal Procedures**

A course that deals with the manner in which police detect whether a criminal offense has been committed, the manner in which they gather evidence against the suspect, the manner in which the evidence is presented to and evaluated by the guilt-determining body, and, if guilt is determined, the manner in which punishment is imposed. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CCJ 4641 (formerly CRI 488) Seminar on Organized Crime**

Examines the history, structure, and evolution of organized crime in the United States. Topics discussed include loan-sharking, fencing, pornography, national and international narcotics, police intelligence and undercover operations, and the infiltration of organized crime into government and legitimate business. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CCJ 4934 (formerly CRI 494) Seminar on Contemporary Issues**

An intensive study of a topic in criminal justice not otherwise offered in the curriculum. Topics change based on student/faculty concerns and interest, therefore, this course may be repeated. *Prerequisite: CCJ 1020 or Permission of Instructor*

### **CCJ 4905 (formerly CRI 495 )Directed Study**

**1-6 credits**

An opportunity for extensive research in an area of special interest to the student; a research paper will be required. The course may be repeated for credit in different study area. *Prerequisite: Nine credits in CRI and Permission of Instructor*

### **CCJ 4940 (formerly CRI 498) Field Internship**

**1-6 credits**

An opportunity to relate theory to practice through observation and experience. The internship must be performed in an approved agency. Credits are determined according to the type of internship. This course is graded with a letter grade. *Prerequisites: Twelve credits in CRI and Permission of Instructor*

## **ECONOMICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **ECO 2013 (formerly ECO 201) Principles of Macroeconomics**

A study of aggregate economic behavior including the role of government, monetary and fiscal policy, national income, economic growth, inflation, and full employment.

### **ECO 2023 (formerly ECO 202) Principles of Microeconomics**

A study of the economics of the firm including competition, market pricing, scarce resources, and international trade. *Credit can be obtained for either ECO 2023 or ECP 2300, not both*

### **ECO 3703 (formerly 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 2013, ECO 2023 or ECP 2300*

### **ECO 3101 (formerly ECO 303) Intermediate Microeconomic Analysis**

Economic and mathematical analysis of the equilibrium conditions of the household, the firm and the industry. The role of the price mechanism in resources allocation under conditions of competition, monopoly and imperfect competition; intermediate course in microeconomic theory designed to follow the basic principles course. *Prerequisite: ECO 2013 and ECO 2023*

### **ECO 3703 (formerly ECO 307) Principles of International Economics**

An introduction to international economics concepts. A study of the principles of comparative advantage, international economic policies, and relationship to domestic policies; analysis of tariffs and other forms of protectionism; preferential trade agreements; and analysis of the balance of payments, adjustments to disequilibria under varying conditions. Foreign exchange rates and alternative monetary systems are also discussed. *Prerequisites: ECO 2013, ECO 2023 or ECP 2300*

### **ECO 310 Intermediate Macroeconomic Analysis**

An examination of national income accounting and the determination of the level of income and employment; classical Keynesian and post-Keynesian models; private, government, and foreign sectors; and theories of inflation and economic growth. *Prerequisites: ECO 2013 and ECO 2023*

### **ECO 3303 (formerly 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 2013 and ECO 2023*

### **ECO 4421 (formerly ECO 401) Fundamentals of Econometrics**

Focuses on application of mathematical and statistical methods to estimate the relationship between economic variables. Elementary econometric techniques will be introduced in this course to test and analyze economic models. Topics covered will include basics of probability and statistics, statistical inference, estimation and hypothesis testing, linear and multiple regression models, model adequacy, multicollinearity, heteroscedasticity, autocorrelation, time series analysis, and forecasting techniques. In addition, this course will apply these tools in econometrics to evaluate and understand current economic events and predict future economic phenomena. *Prerequisites: ECO 2013, ECO 2023, STA 2023 and MAC 2233*

### **ECO 402 Economic History of the United States I**

A study of industrial progress from the colonial times to the Civil War, integrating economic and historical forces in influencing the social and political development of the United States. *Prerequisites: ECO 2013, ECO 2023 or ECP 2300.*

### **ECO 403 Seminar in Economics**

This is the capstone course in economics. This is a policy-oriented, writing intensive course required for Economics majors in their senior year. The tools of economic analysis and theory learned in the core courses will be used to analyze and evaluate specific current as well as past economic issues and policies, both at micro and at macro level. Topics covered may vary in order to accommodate current important economic events. *Prerequisites: ECO 3101, ECO 310, ECO 4421*

### **ECO 404 Comparative Economic Systems**

A critical evaluation of selected examples of the world's major economic systems and comparison of these systems on the basis of industrial production, agricultural exchange, credit and banking, income distribution, the status of labor, and international trade. *Prerequisites: ECO 2013, ECO 2023 or ECP 2300*

### **ECO 405, Economic History of the United States II**

A study of industrial progress from the Civil War to the present time, integrating economic and historical forces in influencing the social and political development of the United States. *Prerequisites: ECO 2013, ECO 2023 or ECP 2300.*

### **ECO 413 Money and Banking**

A study of the nature and function of money, credit, commercial banking, central banking, the Federal Reserve System, monetary and fiscal policies, international monetary principles, and problems. *Prerequisites: ECO 2013, ECO 2023 or ECP 2300*

### **ECO 4632 (formerly BUS 456) European International Business Economics Environment**

A survey of the history of European countries with an emphasis on the International Business Economics Environment. This course concentrates on the region as a whole rather than on individual countries.

### **ECO 457 Special Topics in Economics**

The course will focus on a selected area of Economics. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

### **ECO 495 Directed Studies**

**1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

### **ECP 2300 (formerly ECO 203) Principles of Micro and Environmental Economics**

A study of the economics of the firm including competition, market pricing, scarce resources, and responsibilities of the firm in terms of the environment and sustainability. *Credit can be obtained for either ECO 2023 or ECP 2300, not both*

### **ECP 3302 (formerly ECO 308) Environmental Economics**

An introduction to environmental economics. Economic principles and tools will be applied to environmental problems both of market and non-market natures. The goal is to equip the student with the tools necessary to address problems of environmental quality and analyze policy solutions.

**ECP 3213 (formerly ECO 324) Industrial Relations**

A study of the impact of labor unions on industrial relations, management practices in labor-management conflicts, and government role in such conflicts.

**ECS 4403 (formerly BUS 414) Economic and Social Problems in Latin America**

A study of the interdependence, mutual influencing, and dynamic paths exhibited by these phenomena in the cultural context of the area. The application of these insights to the understanding of past historical occurrences in these societies. *Prerequisites: MAN 3600, ECO 2013, ECO 2023 or ECP 2300*

**EDUCATION COURSES**

**(All courses 3 credits unless otherwise specified)**

**EDF 2005 (formerly EDU 201) Introduction to Education**

A basic orientation, with historical and philosophical emphasis, to the whole field of education, including a study of contemporary issues and problems. The course includes an analysis of the school in North America. *Prerequisite: ENC 1102*

**EDU 245 Instructional Technology for Teachers**

This course is designed to introduce pre-service teachers to the expanding use of technology in classroom instruction, including the use of Web 1.0 and Web 2.0 technologies in the classroom.

**DEP 2000 (formerly EDU 260) Human Growth and Development**

An examination of the concepts, methods and problems of human development with consideration of both its psychological and psychosocial aspects; studies of the physical, intellectual, emotional, moral and social aspects of growth of the normal person. Emphasis on the psychology of learning, maturation, nature-nurture, cognition, perception, and personality.

**EDU 265 Computer Technology in Education**

This course is designed to introduce students to computer technologies as teaching and learning tools. First, the course provides students with the foundational and working knowledge necessary for planning and designing meaningful and thoughtful use of technology in education. Second, students are introduced to a variety of computer-based applications and guided to explore effective, efficient, and appealing ways to use and integrate computer technologies in classrooms. This is a hands-on, project-based course where students design and develop real-life projects for teaching and learning in K-12 settings.

**EDU 300 Classroom Management and Methods of Teaching/ESOL Strategies**

A conceptual overview of the field of education. A survey and evaluation of traditional and modern teaching methods and the effective use of instructional materials and media for different learners is presented. Students apply knowledge of classroom management practices and of individual differences to meet the instructional needs of all students. Emphasis is placed on instructional methods and strategies in teaching English Language Learners. *Prerequisite: EDF 2005 or Permission of Instructor*

### **EDE 3302 (formerly EDU 302) Elementary Social Studies in the Multicultural School Setting**

This course includes a variety of materials and techniques for teaching social studies. Students examine the scope and sequence of topics at each elementary grade level, relating contemporary issues to basic social studies disciplines. The student will learn to implement objectives, concepts and generalization, thinking skills, and evaluation tools. Emphasis is placed on selecting methods, materials, and instructional activities appropriate for English Language Learners, which take into account language proficiency levels when teaching specific content areas.

### **EDE 3201 (formerly EDU 303) Mathematics Instruction in the Elementary Multicultural School Setting**

The content and methods for teaching mathematics are presented in this course. The pre-algebra curriculum includes: the four basic computation operations for whole numbers, fractions, and decimals; problem solving; geometry; measurement; graphs and charts; and probability. Emphasis is placed on selecting methods, materials, and instructional activities appropriate for English Language Learners.

### **EDE 3304 (formerly EDU 304) Science Instruction in the Multicultural School Setting**

This course focuses on the teaching of science at the elementary grade level. Special emphasis will be placed on scientific procedures, including hypothesizing, observing, data gathering, and generalizing. Students will learn to clarify problems, design experiments for class presentation, and design stimulating exhibits and discussions based on scientific materials. Consideration will be given to selecting methods, materials, and instructional activities appropriate for English Language Learners, taking into account language proficiency levels when teaching specific content areas.

### **EDE 3220 (formerly EDU) 305 Health and Physical Education in the Elementary School**

A study of procedures and methods for the teaching of health and physical education at the elementary level. A developmentally appropriate curriculum for health and physical education will be implemented with grade level variations.

### **EDE 3230 (formerly EDU 319) Art and Music in the Elementary School**

A study of procedures, materials and methods for teaching art and music in the elementary school. Lesson planning and practical teaching demonstration by students.

### **EDE 3400 (formerly EDU 352C/PSY352C) Educational Psychology**

A study of the psychological principles and research underlying educational practice in the classroom. Areas considered: the child and his/her development; the teaching-learning process; individual differences, measurements, and evaluation; and guidance and adjustment. *Prerequisite: PSY 2012*

### **EDU 404 Instructional Methods for Teaching 6-12 Mathematics and Science**

This course examines content and methods for teaching science and mathematics in middle and secondary school. Students explore a variety of techniques and reflect on approaches most applicable to teaching and learning in the middle school and high school science classroom. "Hands-on" approaches, resources, materials, technology, and ideas drawn from the student's experience will be discussed. In addition, the course includes emphasis on mathematical problem solving, the necessary training for



lifelong learning, use of technology, alternative assessment, and techniques of assertive discipline. There will be a Field experience in a community school.

### **EDU 405 Instructional Methods for Teaching 6-12 English and Social Science**

The purpose of this course is to examine content and methods for teaching English and Social Science in middle and secondary school. This course is a study of content, methodology, program development, appropriate activities, and assessment techniques for middle and secondary school social studies. Students will also implement ESOL strategies in planning and presenting lessons. Students will also become familiar with the Florida Accomplished Practices as appropriate. Students are required to teach a social studies lesson in a classroom during the 10-hour field experience required for this class. Students will implement ESOL strategies in planning and presenting lessons.

### **TSL 4340 (formerly 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.

### **TSL 4441 (formerly EDU 416) Testing and Evaluation of Student Learning/ESOL Strategies**

The course is designed to develop the knowledge and skills necessary in preparing students to select, adapt, and design assessment instruments and testing techniques reflective of both instructional goals and the needs of linguistically and culturally diverse students in the bilingual/ESOL classroom. Students also will become knowledgeable with the entry and exit procedures used to place students appropriately as well as the use of alternative assessments to determine readiness of English Language Learners to make a smooth transition to the regular classroom program.

### **TSL 4240 (formerly EDU 417) Applied Linguistics: Language and Literacy through ESOL**

This course provides an overview of the subsystem of language (phonology, morphology, syntax, semantics) and how it varies from language to language (L1 vs. L2 developmental patterns). In addition, students develop an understanding of how first and second language acquisition principles relate to the instruction of linguistically and culturally diverse participants. The conceptual focus of this course is to provide students with the knowledge to improve and adapt their teaching strategies in order to facilitate learning within diverse populations and environments.

### **TSL 4140 (formerly 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.

### **TSL 4520 (formerly EDU 419) Cross Cultural Communication**

This course is designed to develop awareness and understanding of the major cultures represented by the different language minorities within the state. It provides insights that will enable participants to plan and implement curriculum, instruction,

and assessment activities that will meet the special needs of English Language Learners who are speakers of other languages.

### **EDE 4422 (formerly EDU 422D) Teaching Strategies for Inclusion**

Participants will be able to identify the various types of special needs that students in the classrooms may exhibit and utilize the various types of classroom modifications they may be called upon to make in order to meet the needs of included children. Participants will develop an awareness and understanding of the other risk factors such as limited linguistic proficiency and/or cultural differences. This will enable them to plan and implement curriculum, instruction, and assessment activities that will meet the special needs of English Language Learners. *Prerequisites: EDU 352 and Junior Standing*

### **EDE 4231 (formerly EDU 450) Curriculum and Materials Development**

A critical consideration of the reorganization, construction, and administration of both elementary and secondary schools, in the light of modern educational principles, needs, and objectives; utilization of instructional equipment; appraisal procedures; a view of both elementary and secondary courses of instruction. Students will be exposed to and will learn to evaluate curriculum that is targeted for LEP Students. *Prerequisites: EDF 2013 or Permission of Instructor and Senior Status*

### **EDE 4940 (formerly EDU 484) Final Internship and Seminar      12 credits**

Seniors observe and students teach for one semester in an accredited public or private school in the area. A faculty supervisor meets periodically with the student teacher and cooperating teacher, followed by individual conferences. The final seminar is designed to bring student interns together to share "best practices," refine portfolios, and prepare for teaching careers.

Any student who has completed all course work with an overall GPA of 2.25, except student teaching, completed all Major Requirements with a GPA of 2.5, passed all sections of the GKT at the time of application, and has demonstrated each of the 12 Florida Educator Accomplished Practices, may apply for EDE 4940.

An individual interested in student teaching in Miami Dade County Public Schools or Archdiocese of Miami Schools must turn in a completed Student Teaching Application on or before October 15th for the Spring Semester or on or before April 15th for the Fall Semester. An individual interested in student teaching in Broward County Public Schools must turn in the Student Teaching Application one year before the student teaching semester.

## **ENC (ENGLISH PROFESSIONAL WRITING COURSES)** **(All courses 3 credits unless otherwise specified)**

### **ENC 303 Multigenre Research and Writing**

An in-depth study and practice of various forms of primary and secondary research, such as text-based and library research, interviews, surveys, and observations. Students analyze collected data and present information via various forms of media, print and electronic. *Prerequisite: ENC 1102*

### **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 workshopping techniques to improve their own writing and critiquing skills. Each writer will produce a revised portfolio of creative work. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENC 403 Professional and Technical Writing and Editing**

A study of professional and technical writing and editing strategies central to the work of career writers. Students learn rhetorical devices common to professional and technical writing, etiquette within electronic media, and editing techniques including the review or style, grammar, and mechanics. *Prerequisite: ENC 1102*

### **ENC 495 Special Topics in English Professional Writing**

An intensive study of a major topic in English, American, or World Literature. A topic might focus on a particular ethnic or religious heritage, regional specialty, or author's theme. This course may be taken more than once for different topics. *Prerequisite: ENC 1102*

### **ENC 497 Internship in Professional Writing I**

**1-3 credits**

An opportunity for work-study experience in professional writing. This course is graded with a letter grade. *Prerequisite: ENC 1102*

### **ENC 498 Internship in Professional Writing II**

**1-3 credits**

An opportunity for work-study experience in professional writing. *This course is graded with a letter grade. Prerequisite: ENC 1102*

### **ENC 499 Internship in Professional Writing III**

**1-3 credits**

An opportunity for work-study experience in professional writing. This course is graded with a letter grade. *Prerequisite: ENC 1102*

## **ENGLISH COURSES**

**(All courses 3 credits unless otherwise specified)**

### **ENG 100 Developmental Writing**

An intensive writing course emphasizing the process of writing and the related process of critical and analytical thinking, which enhances the ability to write freely, succinctly, and correctly. Students are taught basic formation of ideas, sentence and paragraph composition, essay construction, and patterns usage in composition. Computer instruction assists students in grammar mastery, spelling, and sentence and paragraph development. Oral communications skills development is an integral part of the course. *This course is graded on a PASS/NO-PASS basis and does not fulfill the general education English or Humanities requirement. English 100 may be taken as an elective.*

### **ENC 1101 (formerly ENG 101) Composition**

Oral and written communication of impressions and judgments upon assigned readings in the essay and allied genres. The course emphasizes the building of an active vocabulary and on correct sentence and paragraph structure. Writing a research paper is required. This course meets the requirements of the State of Florida "Gordon Rule."

### **ENC 1102 (formerly ENG 102) Composition and Literature**

Readings in poetry, prose fiction, and dramatic forms. The course enhances written skills developed in ENC 1101 through papers and examinations on assigned readings and substantial in-class writing experiences. This course meets the requirements of the State of Florida "Gordon Rule." *Prerequisite: ENC 1101*

### **ENG 200 Scientific Writing**

A course focused on scientific writing that builds upon skills developed in ENC 1101. Students will read a variety of science texts and learn to write in the basic modes of scientific writing, using APA-style documentation. This is a Gordon Rule course and will have a minimum of 6000 words of writing assigned and assessed. This course does not fulfill the *ENC 1102* or ENG 200+ component of the General Education Requirements. *Prerequisite: ENC 1101*

### **ENL 1212 (formerly ENG 201) Survey of English Literature I**

A study of English Literature in the Middle Ages, Renaissance, and Neoclassical Era through readings selected to represent great writers, various literary forms, and significant currents of thought. This course provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. *Prerequisite: ENC 1102*

### **ENL 1222 (formerly ENG 202) Survey of English Literature II**

A study of English Literature in the Romantic, Victorian, and Modern periods through readings selected to represent great writers, various literary forms, and significant currents of thought. This course provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. *Prerequisite: ENC 1102*

### **ENG 322C Forms of Drama**

A study of the development of dramatic form, based on the reading of selected plays from the classic to modern theatre. Detailed attention will be given to the growth of the English theatre from early forms. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENG 331 Introduction to Shakespeare**

A detailed study of representative plays by Shakespeare with an emphasis upon his development as a dramatist. Five or more plays are analyzed each semester. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENG 341 The Victorian Era**

A critical and historical study of the prose and poetry of 19th-century England. Tennyson, Carlyle, Mill, Arnold, Rossetti, and Swineburne will be studied since they reflect the lines and tendencies of the period. *Prerequisite: ENC 1102*

### **ENG 346 Crime and Punishment**

A survey of world literature that focuses on crime as rebellion against universal and social laws. The Bible, Homer, Dante, Machiavelli, Dostoevsky, and others will be studied. *Prerequisite: ENC 1102*

### **ENG 351 The Novel**

A study of major novelists from the 17th Century to present. *Prerequisite: ENC 1102*

### **ENG 355 Modern Aspects in Poetry: Contemporary Enhancements**

A study of the best writing by British and American poets since before the turn of the century. Detailed consideration will be given to Yeats, Hopkins, Housman, Robinson, Frost, Stevens, Eliot, and MacLeish. *Prerequisite: ENC 1102*

### **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 will be studied from biographical, historical, literary, sociological, and philosophical points of view. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENG 365 Literature of the Irish**

A study of Irish literature: myths, stories, poems, novels, plays, including translations from Gaelic and works in English. Discussions will include the background of this literature, history, sociological conditions, and traditional variations in national character. *Prerequisite: ENC 1102*

### **ENG 366 Introduction to Horror Studies**

An introduction to Horror Studies offers students an opportunity to explore the literature and film of one of the most maligned of all literary and cinematic genres. As popular artifacts, horror texts have been usually removed from the discussion of relevant art despite the fact that its presence has been felt, arguably, for over two centuries in America and Europe. This course attempts to underscore the historical, political, social, and psychological relevance of horror narratives and reconfigures them as symbolic systems that help uncover traumas about identity, class, gender, and race in the popular imagination. *Prerequisite: ENC 1102*

### **ENG 368 Mark Twain and the World of Humor**

A study of Twain's writings as well as British and American humor of "serious" intent. Modern and ancient writers from Aristophanes to Moliere will be read and discussed, with special emphasis on some lesser known works of Mark Twain. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENG 375 Introduction to Caribbean Literature**

Using the perspectives of nationalism and (post)colonialism, this course introduces students to the creative work of several Caribbean nations throughout the 20th and 21st centuries. By exploring the fiction, cinema, and music from Cuba, Puerto Rico, Haiti, Jamaica, Trinidad, Antigua, and many other island nations, this course offer students a varied introduction to the culture, politics, and history of the contemporary Caribbean. *Prerequisite: ENC 1102*

### **ENG 385 America: Past**

A multi-disciplinary approach to delineate America's contributions and crises in such fields as history, literature, art history, political science, sociology, theology, law, science, economics, business, education, and ecology. This course concentrates on America before 1940. This course may also be used to fulfill a major requirement in Sociology. *Prerequisite: ENC 1102*

### **ENG 386 Multicultural America: Present**

A multi-disciplinary approach to America's contributions and crises in such fields as history, literature, art history, political science, sociology, theology, law, science, economics, business, education, and ecology. This course concentrates on the period from 1940 to the present, and explores American feelings and experiences of each decade. This course may also be used to fulfill a major requirement in Sociology. *Prerequisite: ENC 1102*

### **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: ENC 1102*

### **ENG 412C Renaissance and the 17th Century**

A study of poetic writing styles of English literature in the 16th and 17th centuries and their sources in the Italian Renaissance. These styles exemplify the constant struggle between aristocracy and the middle class, the practical, and the need for grandeur. Selected works of the metaphysical poets, *Paradise Lost*, and such plays as "The Tragedy of Dr. Faustus" will be studied. There are similarities in the skillful use of language, but in less than a century, three highly polished and disparate writing styles were brought to fruition. *Prerequisite: ENC 1102*

### **ENG 475 Studies in Popular Culture**

Following the tenets of postmodern theory's belief that all conceivable forms of text are worthy of critique and analysis, this course attempts to help students understand

the contemporary world of signs that they presently inhabit. By widening the focus from the traditionally textual, this course takes into consideration how narratives previously labeled “ephemeral”—paperbacks, self-published poetry, online fan fiction, blogs—can be read and interpreted as apt moments in the ongoing search for both an individual and a cultural identity. *Prerequisite: ENC 1102*

### **ENG 485 American Studies Seminar**

An inter-disciplinary study of various American topics, such as “Violence in America.” *Prerequisite: ENC 1102*

### **ENG 490C Multicultural Literary Criticism**

A study of major critics of the western literary world from Aristotle to the 20th Century with discussions and papers on critical theory as it relates to specific achievements by literary artists. *Prerequisite: ENC 1102*

### **ENG 492 Contemporary Literary Criticism**

Given the proliferation of literary and cultural theories that have helped shape literature studies in the last several decades, this course serves to augment academic understanding of the theories that offer a clearer understanding not only of literature but also of the evolution of culture during late capitalism. As an extension of Multicultural Literary Criticism, a course that aims to follow literary theory from the Ancient World until the advent of modernism, this course completes that conversation by presenting the work of contemporary critics (Freud, Anderson, Jameson, Bhabha, Spivak, Appiah) who have attempted to explain culture and identity during the 20th and into the 21st Century. *Prerequisite: ENC 1102*

### **ENG 495 Special Topics in English**

An intensive study of a major topic in English, American, or World Literature. A topic might focus on a particular ethnic or religious heritage, regional specialty, or author’s theme. This course may be taken more than once for different topics. *Prerequisite: ENC 1102*

## **English for Academic Purposes (All courses 3 credits unless otherwise specified)**

### **EAP 1640 Advanced Writing for Academic Purposes with Lab**

Designed to emphasize the mastery of university level writing skills through writing assignments that stress North American academic rhetorical organization in pieces such as essay examinations and academic papers utilizing the citation style promulgated by the American Psychological Association.

### **EAP 1660 Advanced English Grammar for Academic Purposes**

Designed to emphasize the mastery of communicative grammatical structures used in academic writing and speaking assignments. It underscores the elements of North American academic rhetorical organization in a variety of written pieces and oral presentations.

**ENGLISH LANGUAGE TRAINING**  
**ESOL (ENGLISH AS A SECOND OR OTHER LANGUAGE)**  
(All courses 3 credits unless otherwise specified)

**ESL courses are either 3 or 6 non academic credits as specified. Credit cannot be used to satisfy degree requirements. All ESL designated courses are graded PASS/ NO-PASS**

**ESL 096R**

**6 non degree credits**

Designed as a review for students who have been exposed to formal instruction in English reading skills. Students will be engaged in identifying main ideas, locating facts, developing vocabulary by recalling sight vocabulary, and understanding words used in context. Speech and listening comprehension skills will be developed by learning basic idiomatic expressions and engaging in functional exchanges and extended conversations within a carefully structured grammatical framework. Credit cannot be used to satisfy degree requirements.

**ESL 096W**

**6 non degree credits**

Designed as a review for students who have been exposed to formal instruction in grammar and writing skills. Present, past, and future tenses; pronoun forms; modal auxiliaries; asking questions; comparison; and parts of speech will be taught. Simple and compound sentences, function sentences, narration, and descriptive paragraphs will be developed. Credit cannot be used to satisfy degree requirements.

**ESL 097R**

**6 non degree credits**

Designed for the intermediate student to emphasize reading skills such as isolating details, drawing reasonable conclusions, following instructions, and using simple context clues to develop vocabulary. Students will be encouraged to read newspaper articles, brochures, biographical sketches, and short stories. Speech and listening comprehension skills will be developed by recalling facts from oral selections, identifying time and place sequences, and paraphrasing from dialogues. Credit cannot be used to satisfy degree requirements.

**ESL 097W**

**6 non degree credits**

Designed for the intermediate student to emphasize the application of the fundamentals of English language structures in grammar. Present, past, and future tenses will be reviewed. Present perfect and past perfect tenses, additional modal auxiliaries, count/non-count nouns and articles, conjunctions, auxiliary verbs, and comparisons will be developed. Compound and complex sentences, dependent and independent clauses, and imperative and declarative sentences will be introduced along with paragraph development, brainstorming, and outlining. Credit cannot be used to satisfy degree requirements.

**ESL 098R**

**6 non degree credits**

Designed for the high intermediate student to develop more advanced reading and vocabulary skills by using newspaper and magazine articles as well as the textbook. Speech and listening comprehension skills will be developed by practicing dialogue in a variety of social situations and by distinguishing styles of communicative tasks: narratives, descriptions, explanations, and instructions. Students also deliver classroom presentations. Credit cannot be used to satisfy degree requirements.



**ESL 098W****6 non degree credits**

Designed for the high intermediate student to emphasize the application of more complex English language structures in grammar. Perfect and conditional tenses, gerunds and infinitives, passive sentences, adjective and noun clauses, and comparisons are developed. Sentence combining will be reviewed while comparison/contrast and cause/effect paragraphs are taught. Credit cannot be used to satisfy degree requirements.

**ESL 100R****6 non degree credits**

Designed for the low advanced student to develop academic reading skills: to differentiate among the different styles of writing, to define words from context clues, and to infer meaning from a passage. Vocabulary will be developed by recognizing the meaning of prefixes, suffixes, and root words. Speech and listening comprehension skills will be taught by taking notes from academic lectures, and participating in conversation using a variety of rhetorical patterns. Credit cannot be used to satisfy degree requirements.

**ESL 100W****6 non academic credits**

Designed for low advanced students to emphasize the mastery of complex grammatical structures and development of academic writing skills beginning with paragraphs... Brainstorming and editing skills will be taught while narrative, descriptive, and expository paragraphs are being developed. Credit cannot be used to satisfy degree requirements.

**ESL 111G Communicative Grammar****3 non academic credits**

Designed to emphasize the mastery of grammatical structures found on the TOEFL exam. Writing assignments emphasize North American academic rhetorical organization for short pieces such as essay examinations. Credit cannot be used to satisfy degree requirements. Credit cannot be used to satisfy degree requirements.

**ESL 111W Writing****3 non academic credits**

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. Credit cannot be used to satisfy degree requirements.

## **ENVIRONMENTAL JUSTICE COURSES**

**(All courses 3 credits unless otherwise specified)**

**ENJ 401 Environmental Justice Capstone I**

As the first part of a one-year integrating sequence in environmental justice, Capstone I uses case studies and materials focused specifically on environmental justice issues to introduce students to the major theoretical approaches in the field of environmental law and policy.

**ENJ 402 Environmental Justice Capstone II****4 credits**

As the second part of a one-year integrating sequence in environmental justice, Capstone II surveys environmental law, policy, and regulation, with an emphasis on problems and exercises for law-related skills development. Topics include environmental compliance, environmental ethics, environmental enforcement, environmental justice, and the lawyer's role in policymaking. The course includes a substantial writing component and an opportunity for public research presentation.

## **FINANCE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **FIN 2100 (formerly FIN 212) Personal Financial Management**

An examination of managing cash incomes and expenses, home ownership, taxes, learning to invest, owning a business, protection of assets by insurance, providing retirement income, and estate planning. *Prerequisite: Sophomore Standing*

### **FIN 3311 (formerly FIN 311) Financial Administration I**

A study of the goals and functions of finance, the operating environment, analysis of financial statements, cash flow, pro-forma statements, leverage, break-even analysis, working capital management, short-term financing, time value of money, lease financing, and applications for problem solving. *Prerequisites: ACG 2011, STA 2023*

### **FIN 315 Investments and Portfolio Management**

An examination of the principles of investments, and the stock market and the role of the Securities and Exchange Commission. This course covers modern portfolio theory, security analysis, and investment timing and an understanding of investment needs, goals, and constraints, including capital market theory. *Prerequisite: FIN 3311*

### **FIN 4604 (formerly FIN 318) Principles of International Corporate Finance**

A review of international economic concepts, national balance of payment problems, and adjustments, impact, and influence on the corporation's international financial management function. Concepts include forecasting foreign exchange rate changes; analysis of various forms of foreign exchange risks and exposures; methods financial managers use to reduce or eliminate such risks including hedging and arbitrage; assets management; sourcing international capital investment; and study of international trade financing and establishing international trade credit policy; and examination of instruments of international trade financing. *Prerequisite: ECO 3703 or BUS 316D*

### **FIN 4402 (formerly FIN 412) Financial Administration II**

A study of the role of the financial manager as part of top management, decision planning, the investment decision, capital budgeting and risk, financing and dividend policies, long-term financing, expansion and contraction, and the financial life cycle. *Prerequisites: ACG 2011 and FIN 3311*

### **FIN 413 Financial Analysis**

A study of the techniques of financial analysis and their application to realistic problems concerned with financing current operations, long-term financing and investment decisions, and mergers and acquisitions. *Prerequisite: FIN 3311*

### **FIN 418 Financial Planning Seminar**

Personal financial management approach to estate creation, maintenance, and transfer, using financial analysis techniques and portfolio approaches, cash management and budgeting, role of insurance in income and asset protection, retirement, tax and estate planning.

### **FIN 4930 (formerly FIN 457) Special Topics in Finance**

The course will focus on a selected area of Finance. Areas of study may include current issues/events or may be determined at the discretion of the instructor. *Prerequisite: Permission of Instructor*

**FIN 4901 (formerly FIN 495) Directed Studies****1-3 credits**

Individual specialty studies under faculty guidance. *Prerequisites: Permission of Instructor and Department Chair*

**FRS (FORENSIC SCIENCE) COURSES**  
**(All courses 3 credits unless otherwise specified)****CHS 1510 (formerly FRS 101) Survey of Forensic Science** **1 credit**

This course is a survey of forensic science, employing a limited scientific approach. This course is descriptive in nature. Students evaluate and explain various careers in forensic science, and survey various jobs and their responsibilities.

**CHS 2500 (formerly FRS 201) Introduction to Forensic Science**

An introduction to Forensic Science. Students employ a limited scientific approach. This course is descriptive in nature. Course content includes the interdisciplinary nature of forensic science, discussions on evidence, instrumentation and scientific methods used to evaluate crime scenes and evidence. The course indicates new developments in forensic science and essential needs for future improvements in evidence analysis. Students evaluate and explain various career options and educational preparations in forensic science, chemistry, law enforcement and court-related professions. *CHS 1510 recommended but not required.*

**CHS 3524 (formerly FRS 301) Advanced Topics in Forensic Science**

This course builds upon the basic concepts learned in the CHS 2500 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: CHS 2500 or equivalent - Laboratory Fee*

**FSM (FIRE SCIENCE MANAGEMENT) COURSES**  
**(All courses 3 credits unless otherwise specified)****FFP 2750 (formerly FSM 204) Fire and Emergency Services Budgeting and Finance**

Covers the preparation, adoption, and filing of public law, and management of a fire district budget. Includes district budget analysis methods, use of levies, budget management, and appropriation of expenditures.

**FES 2700 (formerly 225) Report Writing for Emergency Services**

Designed to develop oral and written communication skills specific to public emergency service sector needs. Students will design, develop, and present information using a variety of media appropriate for the intended audience. This course will focus on the technical aspects involved in supporting public initiatives operating within the legal system and learning the specific requirements for submitting documentation to various technical committees.

**FES 2930 (formerly FSM 257) Special Topics in Fire Protection Services**

Special topics of interest to fire protection services are discussed. Topics focus on a variety of issues including trends or research in fire science management, the use of technology in fire modeling and prevention, human behavior in fire, fire safety systems, fire toxicity, risk analysis, performance based fire safety codes, and fire

investigation. Students can draw on topics of interest in other courses related to fire science prevention and management.

### **FES 3153 (formerly FSM 300) Fire and Emergency Services Technology**

Focuses on assessment of communications systems used in fire and emergency services such as high frequency voice/data, Internets and Intranets, satellite communications, GPS, and GIS. Several systems will be examined with emphasis on equipment utilization, implementation of programs, and maintenance management.

### **FES 3884 (formerly FSM 301) Terrorism Incident Management & Emergency Procedures**

Examines the philosophies and tactics of terrorist groups, and discusses emerging terrorism trends and strategies employed to minimize its occurrences. This course prepares students to understand terrorism methodology, respond to terrorist incidents, and manage the consequences of terrorist events.

### **FFP 3515 Fire (formerly FSM 302) Inspection Practice Management**

Introduces the organization of the fire prevention agency; inspections, surveying, mapping, and company inspections; recognition of fire hazards; engineering a solution to the hazard and enforcement of the solution; and public relations as affected by fire prevention.

### **FES 3033 (formerly FSM 303) Labor Issues and Labor Relations in the Fire Services**

Examines the effects of skill, job amenities, and discrimination on wage differentials, the demand for labor and labor supply, and the impact of labor market equilibrium and changes on unionization, public policies, and the use and implementation of technology. A review of PERC, FSLA, and the roles of unions in fire services will be included.

### **FES 3015 (formerly FSM 312) Principles of Fire and Emergency Services Management**

Explores the fundamentals of management underlying the solution of problems of organization and operation of fire and emergency services agencies.

### **FFP 3395 (formerly FSM 314) Principles of Fire Protection Fluid Mechanics**

This course focuses on the basic principles of fluid flow, properties, velocity field and flow patterns of a fluid. It also examines the pressure distribution in a fluid, hydrostatic and hydrodynamic problems, integral relations for control volumes, differential relations, dimensional analysis and similarity and internal and external flow problems associated with fire protection systems and fire scenarios.

### **FFP 3005 (formerly FSM 315) Advanced Principles of Fire Science Technology**

An introduction to Fire Science. Review of the role, history, and philosophy of fire protection in the United States. Particular emphasis will be placed on identifying fire hazards and finding appropriate methods of protecting life and property from fire. Includes career orientation and discussion of current and future organizational issues.

### **FFP 3545 (formerly FSM 317) Fire Risk Assessment Management**

Appraisal and measurement of fire safety systems is studied as well as application of systems analysis, probability theory, engineering economy, and risk management in

the identification and synthesis of components of fire protection engineering. Methods for the development of criteria for the design, evaluation and assessment of fire safety or component hazards will be studied.

### **FES 3004 (formerly FSM 320) Political and Legal Foundation of Fire and Emergency Services**

Examines federal and state laws, codes and ordinances, legal responsibilities of fire service agencies, liabilities, and civil law enforcement procedures and police powers. Students will discuss court cases that have impacted department operations and their effects upon such operations; discuss fire department compliance with hazardous materials right-to-know legislation; and identify five current legal issues that could impact fire department operations (such as sexual discrimination and privacy issues).

### **FFP 3725 (formerly FSM 321) Leadership and Management in Service Organizations**

Emphasizes the role of fire service leaders in managing the daily operations of service and first responder organizations. This course covers leadership concepts including types of supervisors, attitudes, cooperation, individual differences, motivation patterns, communications, and counseling as part of the management cycle. Also covers modern management and planning techniques and funding and operation strategies that apply to organizational first responder roles in local government.

### **FES 3045 (formerly FSM 323) Fire Services Personnel Management**

Describes specific personnel functions and issues including manpower planning, recruitment, selection, and development; job analysis description, classification, and compensation; employee and labor relations; and the legal issues associated with personnel management.

### **FFP 3735 (formerly FSM 327D) Organizational Behavior in Service organizations**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in fire-related organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of fire-related organizations.

### **FES 3714 (formerly FSM 329) Managing Operations and Training**

This course focus on organizing and deploying fire service resources, staffing and personnel training and development, fire and rescue operations, fire service water supply and equipment, evaluating and managing local risk, capital resources and communication. Emphasizes will be placed on performance management, emergency management and homeland security, and health, safety and survival of fire service personnel.

### **FFP 3815 (formerly FSM 330) Fire Fighting Tactics and Strategy**

This is a basic study of firefighting strategies and tactics including the use of firefighting personnel, placement of apparatus and equipment, pre-firefighting fundamentals and behavior, principles of extinguishment and proper utilization of various techniques. The course emphasizes the changing nature of an emergency situation, and the ways in which the fire officer can evaluate the effectiveness of his or her proposed incident action plan.

### **FFP 3605 (formerly FSM 334) Managing Fire Investigations**

Designed to enhance the fire investigators' ability to manage a fire investigation as well as to evaluate the origins and causes of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns, and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, and RV, boat, and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

### **FFP 3306 (formerly FSM 335) Management Issues in Fire Protection Hydraulics and Water Supply**

The course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

### **FFP 3108 (formerly FSM 336) Occupational Safety and Health for the Fire Services**

This course introduces the basic concepts of occupational health and safety as it relates to emergency services 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.

### **FFP 3516 (formerly FSM 360) International Fire Codes**

Interprets the International Building Codes, International Fire Code, State Fire Marshal Fire Safety Regulations, and related state, province, or country specific statutes; N.F.P.A.; and other codes relating to fire prevention and life safety.

### **FES 3023 (formerly FSM 369) Ethical Practices and Leadership in Fire Services**

Examines the role of agency leadership and its impact on the continuing professionalization of fire and emergency services. This course will examine traditional and evolving definitions, practices, and skills in leadership behavior. The topics of power, influence, ethics, and organizational behavior will be addressed.

### **FFP 3603 (formerly FSM 370) Management of Fire Protection and Advanced Investigations**

Examines the management of fire spread and fire behavior, including the combustion process, heat transfer, limits of flammability, flames and fire plumes, burning of fuels, flaming combustion, spread of flame, flash-over, and production and movement of smoke.

### **FES 4803 (formerly FSM 380) Managing and Commanding Multi-Agency Incident**

Utilizes the Incident Management System, among other tools, to examine the management of complex incidents that may require response from fire-rescue, emergency medical services, law enforcement, and other public safety sectors.

### **FES 3003 (formerly FSM 401) Public Policy and Administration in Fire Services**

Examines the role of administrative agencies in the formulation and implementation of public policy with an emphasis on the politics of administration and the challenges in management as they apply to fire services. Strategies for developing public policies will be included in this course.

### **FFP 4125 (formerly FSM 403) Building Construction for Fire Protection Management**

An overview of building construction, building types, designs of structures, and related terms. Students gain an understanding of how buildings are built, the forces that are applied to them, how fire behaves with building material, and a knowledge of building construction in relation to firefighting. Effects of elevated temperatures on structural materials—steel, concrete, wood, gypsum, glass, and reinforced plastics are also examined.

### **FFP 4855 (formerly FSM 405) Public Relations in the Fire Services**

Focuses on the role of political leadership, and the principles and methods in advocating factual claims and policy proposals in fire services. Topics include fiscal proposals, public speaking and presentations, defense of projects, and the use of media for information dissemination, which includes employing the use of technology.

### **FES 4223 (formerly FSM 407) Managing Emergency Medical Services**

This course focus on the role of emergency medical services in the continuum of patient care, the fundamental infrastructure needs in an emergency medical service delivery agency, deployment models, impact of national, state and regional level rules and regulations and the importance of relationship with other health care system providers.

### **FES 4722 (formerly FSM 409) Development of Fire Service Master Plan**

Covers the processes and steps used to develop a cost-effective delivery system of public services, related to fire prevention and management. This delivery system is designed to provide the level of service/protection that a community desires and is based upon acceptable risks and costs.

### **FES 4545 (formerly 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.

### **FES 4723 (formerly FSM 455) Fire Prevention Organizations and Management**

Focuses on the planning, promotion, and execution of fire prevention functions, stressing legal responsibilities, needs assessments, negotiation, and planning activities.

### **FFP 4930 (formerly FSM 457)Current Topics in Fire Protection Management**

Current issues of importance to fire protection management are discussed. Topics focus on issues such as advances in basic fire science, computerized fire modeling, human behavior in fire, fire safety systems, fire toxicity, risk analysis, performance based fire safety codes, fire investigation. An overview of fire protection engineering

professionals is provided through a series of activities, both by department faculty and industry representatives.

### **FES 4802 (formerly FSM 470) Fire and Emergency Services Incident Management (NIMS)**

Focuses on the commanding officer's responsibility while conducting major operations involving multi-alarm units and man-made disasters that may require interagency or jurisdictional coordination. Earthquakes, hurricanes, terrorism, hazardous materials releases, tornadoes, and floods are some of the topics covered. Emphasis is placed on rapid fire ground decision making, advanced incident command, command and control, safety, personnel accountability, hazard preparedness, mitigation, response, recovery, evacuation, sheltering, and communications. It includes initial evaluation of the problems confronting first responding units. Outline of particular problems encountered in various types of occupancies, buildings, and situations.

### **FFP 4485 (formerly FSM 477) Managing Hazardous Material Incidents**

This course examines the management of hazardous Materials escalated by an incident or emergency event. It explains the basic fundamental concepts common to organic and inorganic chemistry and focuses on how key elements, compounds and mixtures are inherently dangerous and how to use that knowledge to manage fire, emergency medical and other emergencies.

### **FES 4715 (formerly FSM 490) Advanced Fire and Emergency Services Administration**

A study of managerial and administrative concepts and principles as they pertain to and affect the daily operation of a fire department. The course explores the organization and management of a fire department and the relationship of government agencies to fire service. Emphasis is on fire service leadership from the perspective of the Company Officer. The course also examines organizational change and ethics, and identifies the roles and responsibilities of leaders in organizations.

### **FES 4783 (formerly FSM 498) Applied Research**

Designed to enhance knowledge in selected statistical procedures and provide research skills to assist effective decision-making. The course culminates with a final research report to include learning in: 1) new knowledge gained from an understanding of central tendency, normal distribution and variation, estimating, hypothesis testing, and some basic statistical tests; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

## **FRENCH COURSES**

**(All courses 3 credits unless otherwise specified)**

### **FRE 101 Introduction to French I**

French for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition.

### **FRE 102 Introduction to French II**

A second course in French for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition. *Prerequisite: FRE 101 or Permission of Instructor*



### **FRE 121 Intermediate French I**

Includes exercises designed to achieve a greater command of the written and spoken language. *Prerequisite: FRE 102 or Permission of Instructor*

### **FRE 122 Intermediate French II**

A second course with exercises designed to achieve a greater command of the written and spoken language. *Prerequisite: FRE 121 or Permission of Instructor*

### **FRE 201 Advanced French I**

Intensive training in French language with special attention to the comprehension of spoken French and the development in the student of an ability to express himself/herself orally in French. *Prerequisite: FRE 122 or Permission of Instructor*

### **FRE 202 Advanced French II**

A second course with intensive training in French language with special attention to the comprehension of spoke French and the development in the student of an ability to express himself/herself orally in French. *Prerequisite: FRE 202 or Permission of Instructor*

## **GLOBAL STUDIES COURSES**

**(All courses 3 credits unless otherwise specified)**

### **GLS 150 Introduction to Global Studies**

An inter-disciplinary course that introduces the students to the study of the processes of globalization from an economic, historical, political, sociological and philosophical perspectives. This course presents the main theories of globalization from each of the disciplines involved, but it also covers specific global topics (environment, terrorism, migration and others) with an emphasis on the relationship between people, institutions, and the global community in an attempt to find solutions to some of the issues presented.

### **GLS 450 Senior Seminar in Global Studies**

The course will review and deepen the students' understanding of the main aspects globalization--i.e., the technical, economic, political, and cultural aspects of globalization, as well as key ethical concerns of globalization. Students will present a portfolio, prepare for a comprehensive written exam, and complete a capstone research paper on their chosen topic of specialization for the major. As a capstone course, this should be taken in the student's senior year.

## **HCS (HEALTH RECORDS INFORMATION MANAGEMENT)**

**(All courses 3 credits unless otherwise specified)**

### **HCS 200 Communication in Organizations**

Focuses on the theory and application of various forms of communication within an organization.

### **HCS 215 Leading People in Organizations**

Focuses on the application of principles and concepts relevant to managing and leading people in dynamic organizations.

## **HCS 257 Special Topics**

Offers an introduction to topics and issues related to the healthcare industry.

## **HCS 260 Training Methods for Healthcare Managers**

Focuses on applying instructional design and training principles in work situations to solve performance problems. Instructional design and delivery is viewed from the perspective of a first-level manager or team leader. This course will demonstrate the systematic process of training assessment, training program design, development of training materials, and training evaluation.

## **HIM 3303(formerly HCS 300) Health Care Systems**

**4 Credits**

A comprehensive overview of the United States health services delivery system from the perspective of the health services administrator/manager.

## **HIM 3305 (formerly HCS 303) Science of Medical Terminology**

Students learn comprehensive understanding of medical terminology, basic disease systems, pharmacology, anatomy, physiology, and pathology of the human body and the mechanism of medical coding common to health administration activities. Normal, pathological, clinical, and laboratory considerations are examined in order to best prepare students for entrance into the health care professions.

## **HCS 305 Epidemiology**

Focuses on the study of the distribution and determination of diseases and injuries in human population.

## **HCS 310 Principles of Managed Care**

Focuses on the theories and techniques of managed care.

## **HIM 3311 (formerly HCS 315) Technology in Health Care Organizations**

Explores basic concepts of data composition and organization; internal and external storage structures; arrays, stacks, and linked lists; file allocations, accessing, searching and sorting; and recursive and non-recursive processing. An introduction to the myriad uses of information technology and information systems in the health care industry. Main subtopics are history, basic technical aspects, patient information, organizational management systems, care delivery systems, technical challenges, confidentiality and other practical challenges, and evaluation strategies.

## **HCS 320 Health Service Law for Managers**

Introduces students to legal principles and laws regulating health services activities. Legal aspects of business organizations are considered. Health care topics include right of access to care, patient/client consent, confidentiality, and liability issues.

## **HCS 321 Health Care Database Design and Management**

Designed to give students a foundation in practical database design and implementation. Topics related to data modeling, database design, database inquiry/manipulation, database implementation, security, and management will be covered with an emphasis on relational database systems for health care records.

## **HSC 323 Staffing and Employee Development**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is

given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

### **HCS 327 Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in fire-related organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of fire-related organizations.

### **HCS 330 Change Management for Health Care Organizations**

Investigates reengineering, re-strategizing, mergers, acquisitions, downsizing, quality management, and cultural change in health care organizations. This course helps the individual become a more effective manager and leader.

### **HCS 400 Internship**

**5 credits**

Combines experience working in a health services project and writing a senior level thesis. Students will demonstrate critical, analytical, and interpretive skills in their project and thesis.

### **HCS 405 Advanced Health Informatics**

An overview of the interdisciplinary nature of health/medical informatics. An emphasis is on real world interaction between medicine and technology. This course provides practical and up-to-date examples of issues and interesting emerging technologies for the student. Students learn the newest technologies and concepts such as electronic health records, e-prescribing, and health information exchange.

### **HCS 411 Management of Health Information Systems**

Examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services, and programming languages.

### **HCS 425 Administration in Health Care Services**

Emphasis is on the organization and administration of health services organizations. It includes consideration of mission statements, formulation of goals and objectives, and the planning process.

### **HCS 430 Health Care Finance**

Introduces concepts and techniques of managerial accounting and financial management for health services managers. Topics covered include fiscal management and performance; cost, revenue, and risk; fiscal planning and forecasting, budgeting, control, and reporting.

### **HCS 435 Critical Analysis and Research Writing**

Uses an emphasis on reasoning and critical thinking skills within an experiential learning theory framework to analyze learning outcomes and support this analysis with appropriate research. Expository, narrative, and analytical writing are all taught as tools in the process of demonstrating experiential learning for college-level credit.

### **HCS 440 Public Health and Community Services**

Introduces the history and philosophy of public health; the interface of governmental, voluntary, and private health service agencies; current community health problems, issues, and needs; and social and economic factors.

### **HCS 445 Health Care Quality, Statistics, and Database Management**

Emphasizes how to develop, deploy, and evaluate new tools to analyze clinical data resources. Special attention is given to improving health care quality and decision-making to address the needs of a clinical practice or administration. Case studies involving the development and assessment of databases for disease management and drug utilization will be covered. Students will learn how to collect, summarize, statistically analyze, present, and interpret data. Students will be trained in the fundamentals of database design and information retrieval as they develop a working tool to address health care quality improvement. Finally, legal and ethical issues involving training, documentation, security, confidentiality, the use of informed consent, and regulatory requirements will be addressed.

### **HCS 457 Selected Topics**

Offers advanced study of a current topic/issue in health services or management.

### **HCS 490 Quality, Leadership and Management for Health Care Organizations**

**6 credits**

This two-part (A & B) course focuses on building the context for leadership and values as the threads for organization and individual success. Action research and critical analysis will be the primary tools for applied learning within the framework of broad-based models and tools.

### **HCS 498 Applied Research in Health Records & Information Management**

A major research effort designed to enhance knowledge in an area related to one's work, improve writing skills, improve presentation skills, and providing research skills to assist in effective decision-making. The research project culminates with a final reporting by the student to include learning in: 1) new knowledge gained from the research and synthesis on the chosen topic; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

## **HISTORY COURSES**

**(All courses 3 credits unless otherwise specified)**

### **EUH 1000 (formerly 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.

### **EUH 1001 (formerly 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.

### **WOH 1012 (formerly HIS 105D) World Civilization I**

A balanced picture of the history of the world as a complex process in which many branches of the human community have participated in the creation of a rich and diverse tapestry of human experience. This class will cover the major civilizations of Asia, Africa, the Middle East, and Europe up to the 15th Century. Emphasis will be placed on the distinctive character of the various cultures emerging from these areas.

### **WOH 1022 (formerly HIS 106d) World Civilization II**

This course covers the 15th Century to the present, including the rise of the West; the growing global interdependence; the rise of internecine conflicts in areas as diverse as Africa, India, the Middle East, and Eastern Europe; and the rise in recent years of regional organizations such as The Arab League, Organization of African Unity, and the European Economic Community.

### **AMH 1113 (formerly HIS 108) Atlantic History**

A history of the interconnections between American, European, and African history from 1400 until the present. This course will pay special attention to the formation of the Americas as a product of Atlantic crosscurrents.

### **AMH 2010 (formerly HIS 201) United States History I**

A consideration of the development of the United States from its colonial origins to the Civil War with an emphasis on the ideas, institutions, economic, social, and political forces that have contributed to this development.

### **AMH 2020 (formerly HIS 202) United States History II**

A consideration of the development of the United States from the Civil War through the present, with an emphasis on the ideas, institutions, economic, social, and political forces that have contributed to this development.

### **HIS 209: Environmental History**

An introduction to the history of human interactions with the environment. Each offering of this course will consider a different regional, thematic, or intellectual approach to environmental history (e.g. American Environmental History, Oceans, Ecological Thought, Pre-modern Environmental History). Students will apply what they learn to contemporary questions regarding humans' place in the natural world.

### **HIS 211C The Middle Ages**

A study of medieval Europe with particular emphasis on the rise of the Church as the dominant social and intellectual force of the era.

### **HIS 222 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 224C (formerly HIS 324C (ENG 324C) Introduction to Florida Studies I**

A study of south Florida, based on the multicultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history will provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. *Prerequisite: ENC 1102*

**HIS 225D (formerly HIS 325D (ENG 325D) Introduction to Florida Studies II**

A second course focused on South Florida, based on the multicultural relationships that have developed on this peninsula over the centuries. Literature, folk art, folk culture, and history provide the basis of study for this course, which often includes field trips to places of historic and/or ecological significance. Local culture, history, and literature are emphasized in this course. *Prerequisite: ENC 1102*

**HIS 231 History of Social Protests in the United States**

A history of social protest in the United States from the colonial era to the end of the 20th Century.

**HIS 250 Selected Topics**

A Special course that may be offered from time to time on topics of particular significance in history.

**HIS 251D History of Africa**

This class aims to help students to make sense of Africa's recent events, predicaments, and accomplishments in relation to Africa's past. Students will learn how colonialism, anti-colonial resistance, nationalism, independence, modernization, post-colonialism, and neo-colonialism impacted Africa thereby placing themselves in the unique position to understand what Americans too often consider another world.

**HIS 252 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 254D History and the Cinema**

A survey of the major events of western civilization from the perspective of film. Students will explore cinematic interpretations of life, dress, dialogue, and architecture, and compare them with prevailing historical theories and interpretations of the various eras.

**HIS 271 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 272 The Progressive Era**

An investigation of the collective response of the United States to the forces of industrialization that had come to dominate the country by the end of the 19th century.

**HIS 279C History of Spain**

A survey of Spanish history from the Celto-Iberian era to the present.

**HIS 283 Spanish Civil War**

An in-depth study of the Spanish Civil War and the rise of General Francisco Franco.

**HIS 309 The 20th Century: A History**

A history of the 20th-century world designed to provide a historical perspective to contemporary social, political, environmental, and economic problems.

**HIS 317D (ENG 317D) Key West: History, Literature, and Environment**

A study of the history, literature, and ecology of Key West.

### **HIS 318D The African Experience in Florida**

An in-depth study of the African experience in Florida beginning with the transportation of African slaves in the 16th century and concluding with contemporary African American life in Florida.

### **HIS 343 History of the United States in the 20th Century I**

An in-depth treatment of the history of the United States in the first half of the 20th Century.

### **HIS 344 History of the United States in the 20th Century II**

An in-depth treatment of the history of the United States in the second half of the 20th Century.

### **HIS 345D Florida's Spanish Heritage**

In an attempt to put current migration patterns of Hispanic people in Florida into a historical perspective, this course investigates the rich heritage bequeathed to Florida by Hispanic people during their two previous eras in Florida—1512 to 1763 and 1783 to 1821. This course concentrates on local history.

### **HIS 373C European Roots of Social Justice**

Using Literature as a mirror into the 19th Century, this course studies the intellectual reaction in Europe to the social injustices brought about by the industrial revolution. This course centers on the leading social critics of England, France, Russia, and the papacy.

### **HIS 395, 396 Directed Study**

An opportunity for extensive research in an area of special interest to the student.

*Prerequisite: Program Coordinator Approval*

### **HIS 490 History Seminar**

An intensive study and analysis of selected topics in various areas of history; topics vary from year to year. A one-semester history seminar is required for all history majors; history seminars require a major paper that demonstrates reading and research skills in history.

### **HIS 498 Internship I**

An opportunity to work on an approved project. This will be done off-campus with a qualified on-site supervisor as well as a faculty advisor. *Prerequisite: Program Coordinator Approval*

## **HONORS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HON 301 The Honors Lecture Series**

**1 credit**

This course meets once weekly and features a guest speaker speaking on their area of expertise. *This course is open to Honors students only, or by permission from the Honors Program Coordinator.*

### **HON 401 Honors Seminar**

A seminar on a pre-selected topic that can be studied from an interdisciplinary approach. The course includes lectures by guest speakers as well as a seminar paper.

This is a "Gordon Rule" course, which means students will write more than 6,000 words. This course is restricted to Honors students and must be taken as part of the Honors Program requirements.

## **HUMAN SERVICES COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HUS 1101 (formerly HUS 101) Introduction to Human Services**

This course seeks to orient the student to the field of human services, the multifaceted role of the human service professional, and the place of human services within the community. The course includes the history of human services, the structure and operation of human services in different community settings, and related administrative, social, political, and economic dimensions of providing for human service needs.

### **HUS 3305 (formerly HUS 336) Ethical and Legal Issues in the Social Sciences**

An examination of the ethical and legal issues common to the sub-disciplines in the social sciences. Issues include freedom of information, personal liability, and state and federal legislation related to the practice of psychology and counseling. Students will explore issues unique to their specific field. *Prerequisite: PHI 332C*

### **HUS 3350 (formerly HUS 350) Policies, Programs, and Services for Children**

This course is designed to deepen student learning in the specialized field of child welfare programs and services. Topics include: child abuse and neglect, risk assessment, foster care, adoption, supportive services, attachment/loss/grief, interviewing children, parenting skills, juvenile justice, and the mental health process.

### **HUS 3352 (formerly HUS 352) Policies, Programs, and Services for Aging**

A required course to provide students with an understanding of the major social issues, trends, policies, and services affecting older people and their families. Topics include: social and demographics needs, theories of old age, physiological changes and health status of the elderly, aging and family life, economics of aging, death and dying, and case management and community services.

### **HUS 497 Internship in the Human Services**

An opportunity to work in a governmental or private agency dedicated to providing public service. Theories and information acquired throughout the major will be put into practice in an approved and supervised setting. This course is graded with a letter grade. *Prerequisites: Senior Standing, overall 2.5 GPA, 2.75 major GPA, Permission of Department Chair*

## **HUMANITIES COURSES**

**(All courses 3 credits unless otherwise specified)**

### **HUM 101 An Introduction to the Humanities**

A general introduction to the humanities including imaginative literature, history, philosophy, religious studies, music, and the arts. Individual course sections will explore one major humanities discipline as a basis for appreciating selected masterpieces of global culture.



**LIT 2110 (formerly HUM 209C/ENG 209C) Western Literary Masterpieces I**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Ancient World to the Renaissance. *Prerequisite: ENC 1102 or Permission of Instructor*

**LIT 2120 (formerly HUM 210C/ENG 210C) Western Literary Masterpieces II**

A course designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Medieval World and Renaissance to the Modern Era. *Prerequisite: ENC 1102 or Permission of Instructor*

**LIT 2123 (formerly HUM 211/ENG 211) Western Literary Masterpieces III**

A course is designed to acquaint students with the rich cultural heritage of the West, literary themes, and the continuity of literary traditions from the Modern and Contemporary Eras. *Prerequisite: ENC 1102 or Permission of Instructor*

**INFORMATION, COMMUNICATION, LIBRARY STUDIES**

**(All courses 3 credits unless otherwise specified)**

**ICL 101 Research Communication Skills for the College Undergraduate**

A basic introduction to library research and its incorporation within report writing and oral presentations. Emphasis is placed on ACRL (Association of College and Research Library) learning outcomes and the fundamentals of electronic formatting for oral presentations.

**ITALIAN COURSES**

**(All courses 3 credits unless otherwise specified)**

**ITT 1570 (formerly ITA 100) Cultural Immersion: Italy**

**1 credit**

A foundational discussion of the literature, art, history, politics, and socio-economic issues of Italy from its origins to the present. This course includes a mandatory visit to Rome, Florence, and other Italian centers under the direction of the instructor. Additional fees and Permission of Instructor required

**ITA 1110 (formerly ITA 101) Introduction to Italian I**

Italian for beginners. The course includes basic vocabulary, pronunciation, and grammar through oral and written exercise.

**ITA 1111 (formerly ITA 102) Introduction to Italian II**

A second course in Italian for beginners. The course includes basic vocabulary, pronunciation, and grammar through oral and written exercise. *Prerequisite: ITA 1110*

**ITA 2200 (formerly 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 2200 or Permission of Instructor*

**ITA 2201(formerly 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 2200 or Permission of Instructor*

### **ITT 2112 (formerly ITA 205) Italian Literature in Translation I**

A study of Italian literature and civilization based on a critical examination of seminal texts. Complete works will be read in translation with frequent reference to the original language. The course emphasizes Medieval and Renaissance Literature.

### **ITT 2113 (formerly ITA 206) Italian Literature in Translation II**

A second course that examines Italian literature and civilization based on a critical examination of seminal texts. Complete works will be read in translation with frequent reference to the original language. The course emphasizes 19th and 20th Century Literature.

## **LEISURE ACTIVITIES**

**(A maximum of three 1-credit sports/leisure courses can be taken for credit).**

### **LAE 101 Sport/Leisure**

**1 credit**

An introduction to the fundamentals, rules, and benefits of a lifelong activity; i.e. tennis, guitar, weightlifting, et. al.

## **LIFE EXPERIENCE**

**(All courses 3 credits unless otherwise specified)**

### **POR 300 Adult Development & Life Assessment**

Adult learners examine motivational theory and its application to individuals and groups functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice with an analysis of the effect on productivity.

### **POR 400 Integrating Project Seminar**

A capstone project to enhance knowledge and critical thinking skills. Adult learners work on a specific problem-solving project in the workplace. The project will be facilitated by the use of computer technology to ensure reinforcement of technology skills and technology transfer for the adult learner.

## **LIBERAL STUDIES COURSES**

**(All courses 3 credits unless otherwise specified)**

### **LST 321 Global Leadership Study Tour I**

An internationally oriented study tour on issues of global leadership in global ethics, in relation to Catholic Social Teaching, as seen through the experience of the United Nations, its agencies, national missions, and non-governmental organizations (NGOs) working with the UN, including the Permanent Observer Mission of the Holy See. The study tour entails preparatory readings, visits to UN offices, member missions, and NGO offices, with briefings by UN officials, diplomats, and NGO activists. Students keep a journal and write a final report. Currently, students visit the United Nations Headquarters in New York City.

### **LST 322 Global Leadership Study-Tour II**

An ecologically oriented study-tour on issues of global leadership in global ethics, especially as seen in the Earth Charter, and in relation to sustainable community that

includes active and passive solar energy, organic horticulture, green building, etc. The study-tour entails preparatory readings, and an extended visit to a model ecological community. Students keep a journal and write a final report. Currently, students visit the Narrow Ridge Earth Literacy Center in the Appalachian Mountains of Eastern Tennessee.

### **LST 401 Senior Colloquium I**

An interdisciplinary course that integrates multiple topics in liberal studies and serves as an integrative course for the student. A final project identifying major course work, thoroughly discussing a relevant topic, and assessing the major will be required of each student.

### **LST 402 Senior Colloquium II**

This colloquium presents a multidisciplinary examination of contemporary life through the participation of guest lecturers who are experts in their fields. Students will present a final written project as a part to the requirements of the colloquium.

### **LST 498 Internship**

An opportunity to work on an approved project. This may be done off-campus with a qualified on-site supervisor in addition to a faculty mentor. This course is graded Pass/No Pass. *Prerequisite: Approval of the Liberal Studies Coordinator*

## **MATHEMATICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **MAT 098 Arithmetic Review**

Operations with whole numbers, integers, fractions, decimals, percents, ratios, and proportions. Emphasis on problem solving, reasoning, connections (relations of math concepts to other disciplines), communications (the reading and writing of mathematical concepts), and number and operations sense. *Credit cannot be used to satisfy degree requirements.*

### **MAT 099 Introduction to Algebra**

Concepts of variables, expressions, linear and quadratic equations, inequalities, and algebraic manipulations. Students use graphs to represent and analyze relationships. *Credit cannot be used to satisfy degree requirements. Prerequisite: Passing score on the placement examination or Corequisite CAE 099M*

### **MAT 100A Intermediate College Algebra**

Linear and quadratic equations and inequalities, absolute value equations, systems of equations and inequalities, exponents and radicals, progressions, variation, scientific notation, complex numbers, and applications. *The course does not fulfill the general education science and Math requirement. It can be taken as a general elective course. Prerequisite: Passing score on the placement examination*

### **MGF 1106 (formerly 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 for Educators**

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.*

### **MAC 1140 (formerly MAT 181) Pre-calculus: Algebra**

Functions, graphs, and equations: linear, quadratic, polynomial, logarithmic, and exponential. The algebra of functions, complex numbers, absolute value, radical equations, systems of linear equations, Cramer's Rule, introduction to matrix operations, nonlinear systems, polynomial and radical inequalities with applications of above topics. *Prerequisite: MAT 100A or SAT quantitative score of 500 or placement test score of 85.*

### **MAC 1157 (formerly 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: MAC 1140*

### **STA 2023 (formerly 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.*

### **MAC 2233 (formerly MAT212) 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: MAC 1140 or equivalent.*

### **MAD 2104 (formerly 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: MAC 1140 or equivalent.*

### **MAC 2311 (formerly MAT 323) 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. *Prerequisites: MAC 1140 and MAC 1157, or equivalent.*

### **MAC 2312 (formerly 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: MAC 2311.*

### **MAC 2313 (formerly MAT2313) Calculus III**

**4 credits**

Functions of two or more variables. Limits and Continuity. Partial Derivatives. Gradients. Maxima and Minima of Functions of Two Variables. Multiples Integrals. Theorems of Green, Gauss, and Stokes. *Prerequisite: MAC 2312*

### **MAP 2302 (formerly MAT 306) Ordinary Differential Equations**

An introductory course in differential equations aimed at developing solving and modeling skills. Different methods of solution of first and second order differential homogeneous and non-homogenous equations are discussed as well as systems of linear ordinary differential equations. Applications in biology, physics, earth science, and engineering. *Prerequisite: MAC 2311 - Corequisite: MAC 2312*

### **MAP 3314 Dynamical Systems and Chaos**

Designed to learn about dynamical systems both linear and nonlinear. Topics include: Qualitative analysis, local and global bifurcations, phase plane, flows on the line and on the circle, limit cycles and attractors, different models of nonlinear differential equations (Lorenz, Rossler model, Brusselator, Van der Pool Oscillator, Chemical Oscillators, Belousov – Zhabotinski chemical reaction model, Gene Oscillators, Lotka – Volterra, Logistic Map and others), Chaos and Fractals, Chaos control and Synchronization and introduction to Neural Networks. Applications in areas of Physics, Chemistry, Bio-Medical sciences and Technology will be discussed. Students will be engaged in computational laboratory exercises.

*Prerequisite: MAT 234, MAT 306*

### **MAP 4341 Partial Differential Equations**

Designed to learn about main types (elliptical, hyperbolic, and parabolic) of partial differential equations and the methods of their solution (Fourier expansion, method of characteristics, Green functions, Laplace transform, and numerical integration). Topics include: separation of variables, Fourier series, special functions (Bessel, Legendre polynomials, Hyper-Geometric series function, Laguerre and Hermite polynomials), and solving boundary and initial value problems, as well as applications in areas of Physics, Bio-Medical sciences, engineering and technology.

*Prerequisites: MAT 234, MAT 306*

### **MAP 4481 Biomathematics**

Oriented to study and learn about the application of mathematical and computational methods in the biological sciences. The course includes topics from population dynamics, epidemics, statistical and population genetics, bioinformatics, computational neuroscience, computational drug design, enzymatic reactions modeling, and systems integration. Students will be introduced to techniques of mathematical modeling and computer programming, including Calculus, Ordinary Differential Equations (ODE) and Dynamical Systems, Statistics, Combinatorial

analysis, and programming in Python. Overall, it intends to introduce students to quantitative methods in Systems Biology.

*Prerequisites: STA 2053, MAC 2311*

### **MAT 310 Advanced Statistics**

This course introduces students to more advanced techniques and procedures used in statistics. Topics include descriptive statistics, hypothesis testing, regression and correlation, chi-square and F-distributions, multiple regression analysis, ANOVA, nonlinear regression methods, and an introduction to time series analysis. This course focuses also on applications to business, life and physical sciences, and engineering. *Prerequisites: MAC 2312, STA 2023*

### **MAS 3105 (formerly 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: MAC 2311*

### **MAA 3402 (formerly 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: MAC 2311 - Corequisite: MAC 2312*

### **MAA 4905 (formerly MAT492) Directed Study**

Determined by the needs and interest of the student. *Prerequisite: Approval of Department Chairperson*

### **MAD 3300 (formerly 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: MAS 3105*

### **MAP 3181 (formerly 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: MAC 2233 or MAC 2311*

### **MAP 4103 (formerly 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. *Prerequisites: MAP 2302, MAS 3105*

### **MAD 4401 (formerly 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. *Prerequisites: MAP 2302, MAS 3105*

### **MAD 3511 (formerly 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: MAD 2104*

## **NURSING COURSES**

**(All courses 3 credits unless otherwise specified)**

### **NUR 300 Pathophysiology**

The course focuses on the pathophysiology of common disease conditions across the lifespan. It builds on basic anatomy and physiology, microbiology, and chemistry content. *Prerequisite for all nursing courses and co-requisite for Pharmacology.*

### **NUR 301 Pharmacology**

Covers basic drug classification, concepts and pharmacology with emphasis on the role of nurses in developing a comprehensive approach to the application of drug therapy in the nursing process. *Prerequisites: BSC 2083, BSC 2083L, PCB 3703 & PCB 3703L*

### **NUR 302 Foundations of Nursing**

This course serves as introduction to the development of the essential nursing skills required to manage acute and chronic care of individuals in a multicultural environment. *Clinical practice required.* *Prerequisites: BSC 2083, BSC 2083L, PCB 3703, PCB 3703L, NUR 300 & NUR 301*

### **NUR 303 Health Assessment and Promotion**

This course focuses on the theory and practice of health assessment of individuals and families across the lifespan. This course has a lab simulation component. *Prerequisite: NUR 302 Foundations of Nursing*

### **NUR 304 Nursing and the Adult Systems I**

The course serves to introduce students to the use of nursing processes in care of adults with chronic or complex illness. Discussion of effects of illness on the individual and the family. It also examines the disruption of growth and development

of patterns across the lifespan from young adult to senior year. The course includes clinical experience to allow the student the opportunity to apply theoretical concepts to clinical practice in diverse adult populations. *Prerequisites: Foundations of Nursing, and Health Assessment and Promotions.*

### **NUR 305 Nursing and the Adult Systems II**

This course prepares students to develop critical thinking, problem-solving strategies and clinical skills for care of adults with acute or complex illness and/or injury, and during emergency and surgical interventions. The effects of acute illness are examined in relation to developmental stages, culture and gender. The course includes clinical to integrate theoretical concept in diverse populations. *Prerequisite: Nursing and the Adult Systems I*

### **NUR 306 Evidence based nursing research**

The course addresses the role of research in professional nursing. Research conduct, procedures, and dissemination are covered. Principles and models of evidence based practice are discussed.

### **NUR 307 Psychiatric and mental health nursing**

Focusing on mental health and the care of person with mental illnesses. Medication and non-medication interventions as well as group interventions and therapeutic environments are discussed. *Clinical practice required. Prerequisites: NUR 302, and NUR 303*

### **NUR 308 Nursing Leadership and Management**

The course examines leadership and management concepts in healthcare organizations. Communication skills and collaboration with inter-professional teams are emphasized. *Clinical practice required.*

### **NUR 312 Nursing Informatics**

This course is structured to provide foundational concepts of information management with emerging technologies in healthcare, practice, administration and research. Students will be introduced to concepts of privacy, safety and confidentiality issues in healthcare. *Prerequisites: active unencumbered RN license*

### **NUR 400 Nursing Care of Families: Childbearing Nursing and Women's Health**

Focus on nursing care of childbearing using nursing and developmental theories. The course includes an overview of the biopsychosocial factors, cultural and educational elements as well as legal and ethical issues related to pregnancy, birth and the newborn. A clinical practice in providing nursing care to families during each phase of the childbearing cycle is included. *Prerequisites: NUR 302, and NUR 303*

### **NUR 401 Nursing Care of Families: The Parent and Child Nursing**

The course focuses on the needs of individuals related to childbearing and children. Students will learn preventive and therapeutic care of obstetrical patients, the newborn, as well as children and adolescents. The course incorporates clinical experiences at different healthcare settings. *Prerequisites: NUR 302, and NUR 303*

### **NUR 402 Nursing Situations with Older Adults**

The concepts and theories to support wholeness of older adults with acute health problems are examined. Concepts related to creating caring environments with multi



professional teams to support quality and safety are explored. Emphasis is placed on the use of best evidence to facilitate achievement of outcomes in different settings.

*Prerequisites: NUR 304 & NUR 305*

### **NUR 403 Community and Public Health**

The course provides a general overview of the behavioral and social science theories applied to the implementation of public health programs and interventions. Constructs and concepts that explain how health behavior is shaped by intrapersonal factors, interpersonal relationships, cultural and community factors, and to society as a whole are explored. *Prerequisite: NUR 302*

### **NUR 404 Nursing in Global Healthcare**

The course introduces students to the topic of global health care systems and explores models and their influences on health disparities and the different approaches to the delivery of healthcare. Comparison of the U.S. healthcare system to other countries and efforts to address disparities.

### **NUR 405 Nursing Practicum**

The course assesses the BSN competencies in the practice setting. It integrates concepts and knowledge of all required courses in the BSN program as well as completion of capstone project. *Prerequisites: All NUR courses*

### **NUR 409 RN Pharmacology**

This course is designed to provide nurses with an understanding of the effects of therapeutic pharmacology in the treatment of selected diseases with a focus on promoting, maintaining, and restoring wellness. Special emphasis on cultural beliefs and complementary alternative medicine is included within this course.

### **NUR 410 RN Pathophysiology**

The course focuses on the pathophysiology of common disease conditions across the lifespan. It builds on nurses' knowledge of anatomy and physiology, microbiology, and chemistry content.

### **NUR 411 Transition to Professional Nursing**

The focus of this course is to introduce concepts related to the role of the professional nurse as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Review of trends and issues impacting nursing and health care today and in the future.

### **NUR 412 Community and the Professional Nurse with Clinical**

The focus of this course is to facilitate the conceptualizing of family, population groups, and community as units of care. Emphasis is placed on promoting the well-being of populations across the lifespan. The precepted component provides an opportunity for exposure to core public health functions, principles of epidemiology, theoretical models of cultural competency, and determinants of health, health promotion and disease prevention are explored.

### **NUR 413 RN Health Assessment with Lab**

The focus of this course of study is integration of knowledge related to biological, psychological, social, and spiritual dimensions of health, including cultural and developmental determinants. Emphasis is placed on identifying health risk factors and development of clinical reasoning. The lab component of this course focuses on study

of concepts and principles necessary to competently perform technological and therapeutic interventions needed for professional nursing practice.

## **ORGANIZATIONAL LEADERSHIP**

**(All courses 3 credits unless otherwise specified)**

### **ORG 114 Writing and Photography**

Visual imaging is an increasingly powerful means of communication, and writing, a traditional means of communication, is decreasing in use and popularity, primarily because of the growing influence of visual imaging. This course is designed for individuals who wish to take better pictures and improve their written expression, as well as to learn to appreciate the aesthetic qualities of visual art as exhibited in museums and art galleries.

### **LDR 1361 (formerly ORG 120) Managing Projects in Organizations**

An introduction to the operation, coordination, and management of various projects. This course is designed to help students learn the leadership and management skills needed to plan projects including delegating tasks, developing publicity, coordinating a team, managing group dynamics, leading meetings, handling emergencies, and evaluating projects.

### **ORG 121 Special Event Management**

The purpose of this course is to acquire an in-depth knowledge about the specialized field of "event management" and to become familiar with management techniques and strategies required for successful planning, promotion, implementation, and evaluation of special events.

### **ORG 204 Fiscal Accountability for Organizational Leadership**

An introductory course in organizational stewardship. Emphasis is on uses of stewardship information by managers in directing an organization. Topics include expenditure behavior, direct and indirect expenditures, budgeting expenditures and planning, control of decentralized operations of an organization, determining charges for organization output, analysis of cash charges and expenditures, and analysis of stewardship results and position.

### **ORG 205 Selected Statistical Procedures**

Designed for students in the Organizational Leadership degree program. Topics include central tendency and variation, normal distributions, estimation, hypothesis testing, correlation and regression, chi-square, and F distributions.

### **ORG 225 Managing Performance & Change in the Workplace**

A comprehensive overview on concepts and practices for managing performance and change in the workplace. Students explore the phases of change, how to develop supportive infrastructure, professional development, and measuring performance.

### **ORG 257 Select Topics in Organizational Leadership**

The course will focus on a selected area of Organizational Leadership. The area of study may include current issues/events or may be determined at the discretion of the instructor.

### **ORG 300 Issues in Management**

Examines management control functions, strategic planning, and organizational structure and design. Also examined are motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and studied and contrasted with Management by Objectives (MBO).

### **ORG 305 Socio-Economic Resources for Organizational Leadership**

A study of the socio-economic resources for organizations, including competition, charging for output, effects of scarce resources, and global exchange; as well as consideration of the government's role in respect to socio-economic resources.

### **ORG 311 Organizational Fiscal Resource Administration**

Goals and functions of organizational fiscal accountability analysis of stewardship statements for operations and cash flow, pro-forma statements, leverage, working capital management, short-term financing, time value of money, leasing, and applications in the form of case-problem solving.

### **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.

### **LDR 3180 (formerly ORG 327D) Organizational Behavior**

A survey course covering theory, research, and practical application in analyzing and understanding human beings in organizational situations including learning, perception, personality, attitudes, and motivation; groups and inter-group dynamics; leadership, communication, goal setting, and rewards; job design, organizational climate, change, and development; and international aspects of organizations.

### **ORG 332 Organizational Promotion**

Principles of promotion that need to be understood by organizational leaders to develop and utilize effective promotional practices are examined. Concepts of the global economy, including major social, psychological, and political influences, will be explored and their promotional implications considered from an organizational leadership perspective.

### **ORG 400 Organizational Communication**

An introduction to relevant principles and practices of organizational communication – the human communication processes in organizations through which the organizational reality is constructed, maintained, reproduced, and changed. Recognizing that contemporary organizations operate in the “communications era,”

shaped by such forces as globalization, technological advancement, social networking, and the mass production of information, key concepts and theories of organizational communication are presented in this context. Students are encouraged to develop communication competencies necessary for successfully navigating organizational life.

### **ORG 457 Special Topics in Leadership, Research, Communication, Marketing or Management**

The course will focus on a selected area of Leadership, Research, Communication, Marketing or Management. The area of study may include current issues/events or may be determined at the discretion of the instructor.

### **ORG 490 Strategic Policy and Planning**

Introduces adult learners to various organizational planning models and techniques and applies these to hypothetical cases. It stresses the concepts of strategic planning and strategic administration.

### **ORG 499A Action Research Project A**

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**

The research project culminates with a final report by the student to include: 1) new knowledge gained from the research and synthesis on the chosen topic; 2) higher-level skills in presentation on findings and conclusions; 3) writing skills as evidenced by the written report due at this time; and 4) improved research skills by which the student can gather data and synthesize that data toward usable conclusions

## **PAC (PUBLIC ADMINISTRATION) COURSES** (All courses 3 credits unless otherwise specified)

### **PAC 402 Planning, Budgeting and Financing for Public Agencies**

An examination of the manner in which public agencies determine program priorities, allocate resources to carry out these programs, and obtain public funds through such mechanisms as taxation and bond issues.

## **PHILOSOPHY COURSES** (All courses 3 credits unless otherwise specified)

### **PHI 2010 (formerly PHI 150D) Introduction to Philosophy**

An historical introduction to philosophy that covers metaphysics, epistemology, aesthetics as well as some basic ethics and political philosophy. The course is developed with the intent of facilitating students' own inquiries into questions of knowledge, meaning, and value.

### **PHI 152 Logic**

This course introduces students to the formal analysis of concepts, sentences and arguments; students will learn formal and informal fallacies, rules of deductive and

inductive reasoning, and an understanding of basic mathematical expressions of logic. A focus of the course is on the skills of logic as expressed in the argumentative essay and in debate.

### **PHI 321 Contemporary Philosophy**

After a brief survey of Kant and Hegel, this course will focus on the development and main trends of contemporary Western philosophy since the mid-19<sup>th</sup> century in areas from metaphysics, epistemology, and aesthetics, to ethics and political philosophy.

### **PHI 340 Survey of Political Philosophy**

This course provides an historical introduction to the discipline of philosophy particularly as relevant to questions of politics and governance. It explores a set of interrelated questions about political philosophy such as: What legitimizes the exercise of state power? How much state power is legitimate? What are the rightful aims of the state? What does justice require of individuals and of states?

### **PHI 345C Social Ethics**

This course provides an overview of the ethics, with a focus not on what makes an individual just or good but on what makes a society just or good. This and other related questions are explored particularly as related to the current process of globalization, thus the course explores issues relevant to global justice. While the course examines such issues from a wide range of perspectives, one of its main focal points is Catholic Social Teaching. This is a writing intensive course which meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENC 1102

### **PHI 3609 (formerly PHI 332C) Ethics**

This course offers an exploration of the moral life, including a study of various philosophical traditions of ethics and of contemporary ethical issues in regard to self, society, and the natural world. This is a writing intensive course which meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENC 1102

### **PHI 3633 (formerly PHI 353C) Biomedical Ethics**

This course provides an exploration of ethical issues currently arising in the practice of medicine and its allied sciences, which incorporates the perspective of Catholic Bioethics. Topics to be covered include informed consent, euthanasia, research on human subjects, genetic engineering, public policy, and health care. This is a writing intensive course which meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENC 1102

### **PHI 3640 (formerly PHI 362C) Environmental Ethics**

This course offers an exploration of the area of environmental ethics, with a focus on Catholic thought in this area, including an exploration of integral and social ecology. This is a writing intensive course which meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENC 1102

### **PHI 3641 (formerly PHI 369C) Business Ethics**

This course examines major issues in business ethics, among other things, employing the study method to analyze problems in distributive justice, personal rights, labor and capital, employment and wages and government intervention in economic life. This is a writing intensive course which meets the requirements of the State of Florida "Gordon Rule." Prerequisite: ENC 1102

### **PHI 4930 (formerly PHI 457) Selected Studies in the History of Philosophy**

This course provides a concentrated study of selected philosophical ideas and individual philosophers. The course may explore issues in diverse areas of philosophy, from epistemology, metaphysics, aesthetics to ethics, political philosophy and other subareas of philosophy.

## **PHYSICS COURSES**

**(All courses 3 credits unless otherwise specified)**

### **PHY 1055 (formerly PHY 100) Introduction to Physics**

This course is for students needing preparation for PHY 2053 and PHY 2054 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: MAC 1140 - Corequisite: MAC 1157*

### **PHY 2053 (formerly PHY 101) College Physics I**

College algebra-based physics. This is the first part of a one-year physics sequence. It provides an introduction to classical mechanics, including the motion of particles and rigid bodies, fluids, the general description of waves, kinetic theory of gases, temperature, heat, and elementary thermodynamics. Must be taken concurrently with PHY 2053L. *Prerequisites: PHY 1055 and MAC 1157 - Corequisite: PHY 2053L*

### **PHY 2053L (formerly PHY 101L) College Physics I Laboratory 1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 2053 - Laboratory Fee*

### **PHY 2054 (formerly PHY 102) College Physics II**

This course is the second part of a one-year physics sequence. It covers the basic phenomena of electricity and magnetism, elements of circuits, electromagnetic waves, optics, and a preview of modern physics. Must be taken concurrently with PHY 2054L. *Prerequisites: PHY 2053 and PHY 2053L - Corequisite: PHY 2054L*

### **PHY 2054L (formerly PHY 102L) College Physics II Laboratory 1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 2054 - Laboratory Fee*

### **PHY 2048 (formerly PHY 207) University Physics I 4 credits**

The first part of a one-year, calculus-based physics sequence. Topics include mechanics (units, physical quantities, motion, kinematics, force, dynamics, Newton's Laws, work and energy, collisions, and rotation of a rigid body), equilibrium, simple harmonic motion, fluid mechanics (density, pressure, buoyancy, flow, Bernoulli's Equation), heat (temperature and thermal expansion), and the laws of thermodynamics. *Prerequisite: MAC 2312 - Corequisite: PHY 2048L*

### **PHY 2048L (formerly PHY 207L) Laboratory: University Physics I 1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 2048 - Laboratory Fee*

**PHY 2049 (formerly PHY 208) University Physics II****4 credits**

The second part of the calculus-based physics sequence. Topics include electric charge, Coulomb's Law, electric field, conductors and insulators, Gauss' Law, electric potential, current and resistance, electromotive force and circuits, magnetic field, magnetic force, induction, electromagnetic waves, and optics (lights, mirrors, lenses, optical instruments, interference and diffraction). *Prerequisites: PHY 2048 and MAC 2313 - Corequisite: PHY 2049L*

**PHY 2049L Laboratory: University Physics II****1 credit**

Laboratories are designed to complement lecture materials and provide the students with hands-on experience. *Corequisite: PHY 2049 - Laboratory Fee*

**PHY 3101C Modern Physics (formerly PHY 301)  
(with integrated lab)****4 credits**

This course provides an understanding of concepts and general principles in modern physics. It integrates concepts of calculus into modern physics. Topics include foundations of special and general relativity, introductory quantum mechanics and atomic structures, principles of nanotechnology and material sciences, nuclear physics, particle physics, and cosmology. *Prerequisites: PHY 2049 and MAC 2312 Corequisite: MAT 2313*

**PHY 3523 (formerly PHY 302) Statistical Physics**

This course provides an understanding of concepts and general principles of statistical physics, and its connection with thermodynamics for classical and quantum systems. It integrates concepts of calculus into calculations. Topics include the Laws of Thermodynamics, thermodynamic potentials, the chemical potential and open systems, classical and quantum statistics, foundations of the kinetic theory of gases, heat capacity, the thermodynamics of magnetism and superconductivity, and information theory. *Prerequisites: PHY 3101C and MAC 2313*

**PHY 3424C (formerly PHY 310) Principles of Physical Optics (with integrated lab)****4 credits**

This course provides an introduction to optical science with engineering applications. Physical principles are used to develop a firm fundamental understanding of optics and imaging. Topics include geometrical optics: ray-tracing, aberrations, lenses, radiometry and photometry; wave optics: basic electrodynamics, polarization, interference, Fresnel and Fraunhofer diffraction, image formation, resolution, and holography. Laboratory work is embedded in the course. *Prerequisite: PHY 2049 - Laboratory Fee*

**PHY 4411 (formerly PHY 401) Solid State Physics**

This course provides an understanding of concepts and general principles of solid state physics, and its connection with nanotechnology and material science. It integrates concepts of calculus, modern physics and statistical physics into calculations. Topics include principles of crystallography, band structures in metals, crystal lattice oscillations, electronic correlations, and magnetism of solids, superconductivity, optical properties of solids, and nanostructures and their applications. *Prerequisites: PHY 3101C and MAC 2313*

**MET 3712 (formerly PHY 402) Atmospheric Physics**

This course provides an understanding of meteorological concepts in a mathematical fashion, appealing to concepts acquired in University Physics courses. It integrates

concepts of calculus into atmospheric physics. Topics include the Earth system, atmospheric thermodynamics, radiative transfer, atmospheric chemistry, cloud microphysics, atmospheric dynamics, weather systems, atmospheric boundary layer, and climate dynamics. The course also develops computational skills through research projects oriented toward the impact of urban meteorology on human health. *Prerequisites: PHY 3101C and MAC 2313*

### **AST 4211 (formerly PHY 403) Modern Astrophysics**

This course provides applications of physics (Newtonian, statistical, and quantum mechanics) to fundamental processes that occur in celestial objects. Topics include main-sequence stars, collapsed stars (white dwarfs, neutron stars, and black holes), pulsars, supernovae, the interstellar medium, galaxies, active galaxies, quasars, and cosmology. Observational data discussed. No prior knowledge of astronomy is required. *Prerequisites: PHY 3101C and MAC 2313*

## **POLITICAL SCIENCE COURSES**

**(All courses 3 credits unless otherwise specified)**

### **POS 1001 (formerly POS 101) Introduction to Political Science**

An introduction to the study of government and politics, which surveys the discipline, including its scope, the issues involved, and a comparison of political behaviors and systems. This course also includes a brief introduction to political theory.

### **INR 3792 (formerly POS 102) Geopolitics**

A survey of how human interaction with natural phenomena produces political outcomes and how these outcomes affect the global physical environment and vice-versa. Special attention is made to how modern society, particularly the consequences of the behavior of political units such as nation-states, impacts the quality of life of the global community as a whole. The influence that geographic factors have on human behavior ranging from governmental decision making to individual-level phenomenon such as population and migration are also examined.

### **POS 2041 (formerly POS 201) Introduction to American Government**

A study of the national and state governments of the American constitutional system. Particular attention will be devoted to Congress, the Presidency, and the courts.

### **CPO 2001 (formerly 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 by studying the systems of the United Kingdom, the Russian Federation, and Iraq.

### **INR 2001 (formerly 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 2112 (formerly POS 302) State and Local Government**

A study of the government and politics of the state and local governments and their relationships to each other and to the federal government are studied. *Prerequisite: POS 1001 or permission of instructor*



### **POS 3024 (formerly POS 303) Immigration Law Politics**

An introductory course covering U.S. immigration law and policy from a Political Science perspective. Some topics include: the constitutional powers of the federal government over immigration matters, admission and exclusion of immigrants, e-verify, entry, deportation, undocumented immigrants, human-rights of migrant workers and immigrants, international students, immigration reform and political asylum. This course is useful for students interested in law and human rights advocacy. It may be also taken to satisfy a similar requirement for Criminal Justice.

*Prerequisite: POS 1001 or Permission of Instructor*

### **POS 3443 (formerly POS 304) American Political Parties**

A history and analysis of the American political parties—origins, electoral processes, examination of suffrage, interest groups, nomination devices, campaign procedures, and the conduct of elections. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 4408 (formerly POS 305) International Human Rights Law**

An introductory course covering international human rights law and procedures, including global, regional, and national institutions to protect human rights. The course traces the development of contemporary concepts of human rights, including issues of universality vs. cultural determinism, whether or not certain categories of rights have priority over others, and the means of creating and enforcing human rights law. Issues such as torture, discrimination, genocide, starvation, human rights of women and children, and violation of human rights will also be addressed. This course is useful for students interested in law and human rights advocacy.

*Prerequisite: POS 1001 or Permission of Instructor*

### **POS 3072 (formerly 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 1001 or Permission of Instructor*

### **POS 3142 (formerly 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 1001 or Permission of Instructor*

### **POS 3413 (formerly POS 310) The American Presidency**

A study of the constitutional framework, historical background, campaigns for the office, growth and development of all aspects of the office, its relation to Congress, and its leadership function in today's government will be studied. *Prerequisite: POS 1001 or Permission of Instructor*

### **PAD 3003 (formerly POS 311) Public Administration**

A discussion of supervision and management with an emphasis on the differing philosophies and problems confronting public agencies that are primarily service oriented, the role of the public administrator vis-à-vis his/her organization, the public, and other government agencies. Some historical perspectives on the development of the bureaucratic model are discussed. *Prerequisite: POS 1001 or Permission of Instructor*

**POS 3609 (formerly POS 320) Law and Politics**

An examination of the functions of the judicial branch in Western industrial-style democracies with special attention being paid to the United States Supreme Court. *Prerequisite: POS 1001 or Permission of Instructor*

**CPO 3143 (formerly 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. Some countries are studied with more detail such as Germany, Spain, Greece, Italy, France and the United Kingdom. *Prerequisite: POS 1001 or Permission of Instructor*

**CJL 3063 (formerly POS 322/CRI 322) American Constitutional Law**

A study of the organization and jurisdiction of the federal courts and the role of the Supreme Court in American society. Emphasis will be placed on contemporary constitutional issues affecting American public law. The landmark decisions will be studied in seminar discussions using the case method. *Prerequisite: POS 1001 or Permission of Instructor*

**POS 3434 (formerly 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 1001 or Permission of Instructor*

**POT 3302 (formerly 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 1001 or Permission of Instructor*

**INR 3246 (formerly POS 336) United Nations and Global Security**

An examination of international organizations in terms of both global governance and international law. This course explores a variety of international actors with special attention paid to the United Nations and its role in the post 09/11 world. Students are given an opportunity to participate in a model United Nations simulation. *Prerequisite: POS 1001 or Permission of Instructor*

**CPO 3034 (formerly POS 356D) Politics of The Developing Nations**

An examination of the problems of political and economic development, the socio-economic and cultural factors affecting it, and the influence of conflicting ideologies. Special consideration is given to issues of poverty, women, the environment, the impact of globalization, and the challenges to political governance faced by the poorest countries of the world. *Prerequisite: POS 1001 or Permission of Instructor*

**INR 3246 (formerly 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, Jamaica, and the Dominican Republic but also covers the smaller islands. *Prerequisite: POS 1001 or Permission of Instructor*

### **PUP 4004 (formerly 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 1001 or Permission of Instructor*

### **INR 4350 (formerly POS 390) Environmental Politics**

A study of problems and processes in the public management of the natural environment the public interest, natural resources policy, the planning process, allocation conflicts, and grass-roots participation. Topics include global warming, overpopulation, GMO food, natural resources, politics of water and oil, and alternative sources of energy among other controversial ones. *Prerequisite: POS 1001 or Permission of Instructor*

### **CPO 4541 (formerly POS 402) China Politics**

An overview of the development of China into a major international actor in the 20th century. Topics are examined from multiple perspectives including those of prominent individual leaders, the Communist Party, and domestic pressure groups. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 3100 (formerly POS 407) United States Foreign Policy I**

A study of the development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. This course considers problems before 1945. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 3101 (formerly POS 408) United States Foreign Policy II**

A study of the development of American foreign policy, with special emphasis on the 20th century and United States emergence as a world power. This course considers problems since 1945. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 4084 (formerly POS 410D) Political and Military Dimensions of Terrorism**

Focuses on specific major terrorist organizations worldwide such as Hamas, Hizbollah, Abu Nidal, The Tupamaros, Al Qaeda, and the Argentinian Death Squads. This course offers a clear understanding of their origins, supporting ideologies, objectives, modus operandi, resources, training operations, and consequences. This course concludes with examination of national and international counterterrorist strategies, their assets, and limitations. *Prerequisite: POS 1001 or Permission of Instructor*

### **CPO 3055 (formerly POS 422) Dictators and Revolutions**

This course examines the cycles of revolutions, guerilla warfare, grass roots movements, and dictatorships experienced by countries in the 20th and 21st centuries. Cases from Nicaragua, El Salvador, Guatemala, Egypt, Syria, Libya and other revolutions during the Arab Spring will be explored. *Prerequisite: POS 1001 or Permission of Instructor*

### **CPO 4361 (formerly 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 1001 or Permission of Instructor*

### **POS 426D Minority Group Politics**

An examination of the socio-political experience of racial, ethnic, religious, and gender groups in the US with special focus on the struggle for legal and political equality. *Prerequisite: POS 1001 or Permission of Instructor*

### **POS 430D Politics and Religion**

This course focuses on the issues regarding the current role of religion in public life in the United States, comparing the experiences of other nations and using an historical perspective as well. The course examines the constitutional implications involved in the separation of church and state and the goals and activities relative to government of various religious interest groups. *Prerequisite: POS 1001 or Permission of Instructor*

### **POT 4025 (formerly POS 450) Early Political Theory**

A survey course on the theories of the major political philosophers from ancient to early modern times. *Prerequisite: POS 1001 or Permission of Instructor*

### **POT 4054 (formerly POS 451) Modern Political Theory**

An analysis of the thought of the great political theorists since the Age of Reason. Contemporary political thought will be considered in some detail. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 3016 (formerly POS 459) Global Issues**

A study of global politics provides students with a working knowledge of the complexities surrounding contemporary and controversial global policy issues such as threats to the world environment, terrorism, international health issues, overpopulation, drug trafficking, and human trafficking. This course examines the institutions, actors, and processes that comprise critical political problem-solving at the global level. The goal of this course is to thoroughly acquaint students with the preeminent world-wide policy problems of the 21st Century, encourage them to analyze these problems from a political perspective and to formulate potential solutions. *Prerequisite: POS 1001 or Permission of Instructor*

### **INR 4243 (formerly POS 480D) Inter-American Relations**

An examination of the relations between and among the Western Hemisphere with particular emphasis upon those of the United States and Latin America. An Organization of American States (OAS) simulation is part of this class. *Prerequisite: POS 1001 or Permission of Instructor*

### **CPO 4302 (formerly 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 1001 or Permission of Instructor*

### **POS 4930 (formerly POS 490) Seminar In Political Analysis and Methodology**

Subjects for this course will vary according to the desires of both students and faculty. *Prerequisite: POS 1001 or Permission of Instructor*

**POS 4900 (formerly POS 495)****1-6 credits****Directed Readings Or Projects I**

An opportunity for extensive research in an area of special interest to the student. This course is required of all graduating seniors. *Prerequisite: Program Coordinator Approval*

**POS 497 Internship in Political Science I & II****1-6 credits**

An opportunity for work-study experience in government or politics. Students may take up to six credits in internships, which may be earned in governmental or political experience. This course is graded with a letter grade. *Prerequisites: For Political Science majors only—junior or senior standing and Program Coordinator Approval.*

**PSYCHOLOGY COURSES****(All courses 3 credits unless otherwise specified)****PSY 2012 (formerly PSY 201) Introduction to Psychology**

This course is designed to be an overview of the field of psychology, including topics such as memory and intelligence processes, interpersonal relations, motivation, psychological disorders and treatment, the effects of the media, and more.

**PSY 2201 (formerly 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: STA 2023*

**CLP 2000 (formerly 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.

**DEP 3103 (formerly 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 2012*

**EXP 3604 (formerly PSY 301) Cognitive Psychology**

An examination of current research and theory on human thinking process. This course includes decision-making, memory, attention and capacity, concept formation, organization, and language comprehension. *Prerequisite: PSY 2012*

**PSY 3213 (formerly PSY 304) Psychological Methods of Research**

An introduction to experimental methods of behavioral research with discussion of techniques, experimental, quasi-experimental and non-experimental designs and tools for data analysis including a variety of inferential statistics. Students will design a psychology based research proposal. Emphasis will be given to ethical considerations in research of human participants. *Prerequisites: PSY 2012 and PSY 2201*

**SOP 4732 (formerly PSY 307D) 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 2012*

**SOP 3530 (formerly PSY 310) Group Dynamics**

This course is designed to give students an overview of group dynamics in general. The stages of groups, types of groups, the importance of ethics, group leadership skills, diversity related to group leadership and empirical findings regarding groups is discussed. *Prerequisite: Psychology 2012*

**SOP 3004 (formerly PSY 320/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 SOP 3004 or SOP 3004, but not both.*

**EXP 3404 (formerly PSY 335) Psychology of Learning**

A study of the principles and theories of learning, including verbal learning. *Prerequisite: PSY 2012*

**CLP 3302 (formerly PSY 351) Clinical and Counseling Psychology**

An introduction to the theoretical and pragmatic aspects of clinical and counseling psychology. This course emphasizes the practical applications of theory-based clinical skills. *Prerequisite: PSY 2012*

**EDE 3400 (formerly PSY 352C/EDU 352C) Educational Psychology**

A study of the psychological principles and research underlying educational practice in the classroom. Areas considered: the child and his/her development; the teaching-learning process; individual differences, measurements, and evaluation; and guidance and adjustment. *Prerequisite: PSY 2012*

**PSY 3302 (formerly PSY 355) Tests and Measurements**

A consideration of the origins, functions, and uses of psychological tests including intelligence and achievement testing and measurement of personality traits. Reliability, validity, norms, and ethical considerations are also addressed. *Prerequisites: PSY 2012 and STA 2023 or PSY 2201*

**EXP 3202 (formerly PSY 365) Sensation and Perception**

A study of how the senses work and how humans perceive the world around them. This course includes a detailed examination of anatomical, physiological, and behavioral aspects of the major senses, and includes review of theories and experimental methods of study in this field. Topics include each of the sensory systems—perception of color, motion, form, depth, and illusions, as well as clinical deficits in sensation/perception. *Prerequisite: PSY 2012*

**DEP 4305 (formerly 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 2012*

**SOP 3702 (formerly 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 2012*

**DEP 4404 (formerly 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 2012*

**SOP 3405 (formerly PSY 416) Psychology of Persuasion**

A study of the reciprocal relationships between humans and their physical environment: how the individual perceives, conceptualizes, assesses, and responds to the environment. Topics include noise and air pollution, environmental hazards, climate and behavior, architectural design, and impact of the environment on individual work and leisure relations. *Prerequisite: PSY 2012*

**PPE 4003 (formerly 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 2012*

**PSY 426 Introduction to Marriage and Family Therapy**

This course provides an overview of the profession of marriage and family therapy/couple and family counseling. Course content includes the history of the profession, current research finding, ethical procedures, the family life cycle, the process of therapy, assessment procedures, common problems brought to therapy, system theory, and family therapy techniques. *Prerequisite: PSY 2012*

**PSY 427 Grief Loss & Healing**

This course offers students the opportunity to explore grief and loss, including anticipatory grief, unresolved grief, different types of death, etc. Personal values, beliefs, and attitudes about death are examined. Various techniques and interventions for working with the bereaved in counseling will be resented. *Prerequisite: PSY 2012*

**PSB 4002 (formerly PSY 435) Physiological Psychology**

A study of the physiological basis of behavior. This course emphasizes on the neural and endocrine mechanisms involved in learning, emotion, perception, and other physiological processes. *Prerequisite: PSY 2012*

**CLP 4143 (formerly 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 2012*

**CLP 4314 (formerly PSY 446) Health Psychology**

An examination of the relation between psychology and physical health. The course covers basic theory, research, and application of psychological principles to physical health. This includes examining the role of personality type, emotional reactions, social support, and other factors as they affect the immune system and other health-defense mechanisms. Special focus will also be given to the role of Eastern and Western cultural philosophies on health and well-being. *Prerequisite: PSY 2012*

**INP 4105 (formerly PSY 450) Psychology of Work**

A study of behavior in the work environment, with emphasis on motivation, performance, and leadership and particular methods of selection, training and job analysis. *Prerequisite: PSY 2012*

### **SOP 4751 (formerly PSY 470) Psychology of Law**

An overview of the role of psychological research in the legal system. Students will be asked to consider how psychology is intertwined with legal decisions of guilt, a defendant's competency to stand trial, eyewitness behavior, jury selection, jury decision making, capital punishment, the insanity defense, and other relevant topics.

*Prerequisite: PSY 2012*

### **PSY 491 Senior Psychology Seminar**

Students design a psychology-based research project, implement the project, and analyze the results. Students will present the completed research project during a formal presentation. Students are required to take the psychology content exam as a part of the course. *Prerequisites: Psychology major, PSY 2023, PSY 2201, PSY 3213, and Senior Standing or Permission of Instructor*

### **PSY 491L Senior Psychology Seminar Lab**

**1 credit**

This course is designed as a required lab to accompany the Senior Psychology Seminar. In this course you will begin to create a survey instrument, learn the appropriate format for data collection, enter and analyze data utilizing SPSS software, and prepare a manuscript and research poster presentation for an undergraduate research symposium. *Prerequisites: STA 2023, PSY 3213, and PSY 2201*

### **PSY 495 Directed Reading**

**1-6 credits**

The student completes a psychological research paper, study, experiment, or project under the supervision of a psychology faculty member. *Prerequisites: Psychology Major, Junior or Senior Standing, and Permission of Instructor*

### **PSY 496 Directed Reading II**

**1-6 credits**

The student completes a psychological research paper, study, experiment, or project under the supervision of a psychology faculty member. *Prerequisites: Psychology Major, Junior or Senior Standing, and Permission of Instructor*

### **PSY 497 Internship**

**1-6 credits**

This course provides a supervised fieldwork experience in a school, social service agency, or similar local directly related to the field of psychology. This course is for a letter grade. *Prerequisites: Psychology Major, Junior or Senior Standing, and Permission of Instructor*

## **READING COURSES**

**(All courses 3 credits unless otherwise specified)**

### **RDG 100 Basic Skills Reading and Study Skills**

Designed to help students apply critical reading and thinking skills in content areas. Emphasis is on the learning theory behind reading strategies. *This course is graded on a PASS/NO-PASS basis and does not fulfill the general education English or Humanities requirement.*

### **RED 3042 (formerly 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 3111 (formerly RED 309) Reading Methods for Elementary Multicultural Schools**

Offers the student a broad perspective of the reading process, including: (1) a historical overview, (2) current approaches to the teaching of reading, (3) the importance of developing reading readiness, recognition skills and comprehension skills in children, (4) the diagnosis of reading abilities, (5) the assessment of reading, and (6) the use of computers to teach reading. The teaching of reading as a first language versus as a second language is discussed. *Prerequisite: RED 3042*

### **RED 3512 (formerly RED 310) Diagnosis and Remediation of Reading Problems**

Students will learn to identify, diagnose, and remediate reading problems of Elementary age children, formal and informal reading inventories, and diagnostic tests will be used. *Prerequisite: RED 3042*

### **RED 3641 (formerly RED 311) Children's Literature with a Multicultural Perspective**

An overview of children's books from various content areas (math, science, social studies, etc.). The course will present students with a range of books written for children from a variety of purposes (from classical literature to contemporary), including authentic literature and books written for a multilingual/multicultural population. The course will also provide students with experiential activities, enabling them to appreciate the educational potential inherent in children's literature. Students will develop an understanding of the historical background of children's literature, and design and create their own stories. *Prerequisite: RED 3042*

### **RED 4940 (formerly RED 412) Reading Practicum**

The purpose of the course is to enable students to acquire, integrate, apply, and reflect on basic knowledge, skills, and attitudes acquired in prerequisite courses, essential for the preparation and delivery of reading instruction in a clinical/field setting. *Prerequisites: RED 3111, 3512, and 3641*

## **SCI (GENERAL SCIENCE) COURSES** **(All courses 3 credits unless otherwise specified)**

### **ESC 1000 (formerly 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.

### **MET 1010 (formerly SCI 112) Introduction to Meteorology**

A study of the Earth-Atmosphere connection and the environment it sustains. Attention is paid to the hydrologic cycle, storms, weather conditions and forecasts, climate, pollution, and possible global climate changes. It provides a basic understanding of meteorological concepts in non-mathematical fashion while maintaining scientific integrity. The course stimulates curiosity and answers questions about the weather that arise in day-to-day life by providing insight into the working of the atmosphere. This course is intended for non-science majors and includes a laboratory component. *Prerequisite: MAT 100A or equivalent*

### **AST 1002 (formerly SCI 114) Astronomy**

This course is an introductory course in astrophysics and provides a brief and descriptive treatment of the Universe and its contents. The course includes some history of astronomy, and basic physical laws are presented along with explanations of basic astronomical events. The emphasis is on our present understanding of energy and matter in space. This is an introductory science course with no university level prerequisites and is intended for non-science majors. This course includes a laboratory component. *Prerequisite: MAT 100A or equivalent*

### **PSC 1515 (formerly 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: MGF 1106 or equivalent*

### **OCB 2000 (formerly SCI 200) Marine Biology**

Covers major issues of oceanography, dealing with the physical geography and chemistry, as well as the biology of the world's oceans. Students study the morphology, taxonomic, and life-history characteristics of marine organisms in subtropical Florida waters. Ecologically important issues are covered, such as extinction, genetic biodiversity, and habitats preservation of environments of special interest: coral reefs, sea grass beds, mangroves, pelagic, benthic and intertidal communities.

### **BSC 2064 (formerly SCI 222) Bioregions**

Focuses on the environment of Florida in teaching the basic concepts of ecology. Topics include the study of energy, water and nutrient flows in ecosystems; the physical, chemical and biological processes that influence populations and communities; and the varied effects of the human population on the natural environment. Field experience in the Everglades and other local ecosystems provide participants with the opportunity to explore local habitats, and gain first-hand knowledge about vegetation and wildlife. *This course is well suited for non-science majors. Field trip fees not included.*

### **BSC 2250 (formerly SCI 242) Ecology**

The study of the dynamic interactions of biological organisms with their edaphic and atmospheric environments. All levels of trophic interdependence are studied, from populations, communities and ecosystems, to the biosphere, covering both the plant and animal dimensions. Modern methods of quantifying ecologically significant impacts in determining the vitality and stability of ecosystems are explored. Special communities of local interest are studied, including coral reef, coastal savanna, lentic,

lotic, hammock, everglades, temperate, and intertidal communities. Subjects of particular concern to South Florida are covered, including: introduced species, species extinction, aquifer, wildlife and game fish legislation, state protected species, acid rain, ozone, and the greenhouse effect.

### **HUN 3221 (formerly 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)**

### **SYG 2000 (formerly SOC 201D) Principles of Sociology**

An introduction to the sociological perspective and its systematic analyses of society, culture, social groups, social acts, and social change.

### **SOC 203D Collective Behavior**

A study of interactional episodes, which may be distinguished as relatively spontaneous and transitory: revolutions, rebellions, riots, strikes, panics, fads, mobs, crowds, publics, cults, etc. The preconditions of social movements, their organization, life cycle, and impact on social change are systematically analyzed along with a focus upon characteristics of leaders and followers. *Prerequisite: SYG 2000 or Permission of Instructor*

### **SYG 2010 (formerly 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: SYG 2000 or Permission of Instructor*

### **SOP 3004 (formerly SOC 220/PSY 320) Social Psychology**

A study of the social factors which influence such areas as conformity, leadership, attitudes, conflicts, and perception.

### **CCJ 2930 (formerly SOC 225/CRI 225) Crime in South Florida**

An intensive, critical examination of the crime problem in Miami, Fort Lauderdale, and the surrounding communities. In addition to descriptive materials covering the nature and extent of various types of offenses, offenders, and crime victims, the course focuses on the police, court, and correctional systems as state and local administrative agencies mandated to combat crime specifically in South Florida.

### **CCJ 2017 (formerly SOC 290 /CRI 290) Criminological Theory**

This relevant, thought-provoking criminal justice course will provide learners with a comprehensive understanding of the major theories used to explain, interpret, or specify crime patterns and criminal behavior. It begins with a treatment of the nature of crime theory and why crime theories are important, traces the development of major crime theories, sets forth their central arguments, assets and limitations, and it includes with sections explaining the influence and practical application of various crime theories to crime control policies and programs. *Prerequisites: CCJ 1020, SOC 201D*

### **CCJ 3700 (formerly SOC 300/CRI 300) Research Methods in Criminology and Criminal Justice**

This course introduces students to the basic methods of research used in criminal justice. Students will learn the major steps researchers use in making and testing hypotheses, the logic of causality, alternatives to causal explanations in criminal justice and social science, as well as various techniques for collecting data including the experimental design, ex post facto experiments, mailed surveys, interviews, direct observation, participant observation, and content analysis. Various strategies for analyzing data including scaling techniques and the application of frequently used statistical procedures will also be addressed. *Prerequisites: CCJ 2012 or SYG 2000; STA 2053*

### **SYD 3700 (formerly 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: SYG 2000 or Permission of Instructor*

### **SYA 3010 (formerly SOC 302) Contemporary Social Thought**

A discussion of contemporary, mainstream sociological theory where the historical development of several major social theories will be systematically traced, analyzed, and evaluated for internal and external validity and applied to practical social situations. *Prerequisite: SYG 2000 or Permission of Instructor*

### **SYD 3410 (formerly SOC 306) Urban Sociology**

A sociological study of the city with special attention directed to the social, economic, political, and technological conditions attending the development and proliferation of American cities. The rise of urbanism, ecological patterns of urban growth, and problems confronting the urban and suburban resident are discussed along with projections regarding the city of the future. *Prerequisite: SYG 2000 or Permission of Instructor*

### **SYO 3100 (formerly SOC 307D) Marriage and Family Relationships**

A sociological analysis of the basis of the family as a social institution, its varied structural arrangements, its functional integration with other societal institutions, and changes in family role relationships over time. Significant problems confronting the contemporary family are profiled as social phenomena including trends in divorce, dilemmas of widowhood, role-conflicts of the single-working parent, and social correlates of child abuse. *Prerequisite: SYG 2000 or Permission of Instructor*

### **POS 3142 (formerly SOC 308/POS 308) Metro Politics: Modern Urban Government**

An examination of the politics and processes involved in running a modern metropolis. Special attention is given to the major political actors in large cities and their confronting of key sociopolitical urban issues such as poverty, housing, and crime. *Prerequisite: POS 1001 or Permission of Instructor*

### **CCJ 3653 (formerly SOC 310/CRI 310) Alcohol and Drug Abuse as Social Problems**

An in-depth examination of alcohol and drug abuse as social problems with both national and international dimensions. It covers the nature and extent of drug abuse, the socio-legal history of its emergence as a major social problem, description and analysis of the related supporting culture, and their respective functions and dysfunctions in society. Efforts at their control, including interdiction, legalization, and various rehabilitation programs will also be critically reviewed. *Prerequisites: SYG 2000, HUS 1101, CCJ 1020, or Permission of Department Chair*

### **CCJ 3666 (formerly SOC 312/CRI 312) Victimology**

A course focused on the social and psychological characteristics of crime victims, their role in precipitating criminal acts, the difficulties they encounter in the criminal justice systems, alternate social program, and legal policies designed to compensate, protect, and rehabilitate victims. *Prerequisite: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **CJJ 3010 (formerly SOC 319/CRI 319) Crime and Delinquency**

An analysis the underlying causes of juvenile delinquency with an emphasis on ways to prevent its occurrence. The course reviews recent developments in delinquency prevention and rehabilitation. *Prerequisite: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **SYP 3520 (formerly SOC 321D) Criminology**

An analysis of the incidence, distribution, and etiology of crime. The criminal as a social type is profiled. Changing philosophies of correction and variations in criminal behavior are explored theoretically and empirically. *Prerequisites: SYG 2000, or CCJ 1020, or Permission of Instructor*

### **CCJ 3644 (formerly SOC 330 /CRI 330) White Collar Crime**

Examines the nature and dynamics and forms of white collar crime including fraud, price fixing, labor law violations, false advertising, copyright and patent infringements, securities violations, forgery, and embezzlement. The course also addresses public attitudes towards such offenses and problems related to their prosecution and defense. *Prerequisite: CCJ 1020, SYG 2000, or Permission of Department Chair*

### **SYA 3631 (formerly 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 1101 or Permission of Instructor*

### **SYO 3030 (formerly 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: SYG 2000 or Permission of Instructor*

**SYP 3730 (formerly SOC 360) Sociology of Aging**

An examination of the socio-demographic characteristic of the elderly in the United States. The emergence of an elderly subculture and related socio-political problems will also be examined.

**SYP 4640 (formerly SOC 401) Sociology of Leisure**

An examination of the growth of leisure time in socio-cultural perspective. This course addresses the work-leisure relationship, the leisure locale, and the role of play, hobbies, pastimes, and sport in American society. *Prerequisite: SYG 2000 or Permission of Instructor*

**SOC 410D The Sociology of Terrorism**

Examines the general nature, structure, and operations of different types of terrorism as social organizations and forces for socio-political changes. An analysis of alternative leadership styles, recruitment activities, finances, and division of labor within terrorist organizations is also provided. This course concludes by examining efforts to control terrorism, reduce public fears of terrorism, and projections about the future of terrorism. *Prerequisite: SYG 2000 or Permission of Instructor*

**SYP 4741 (formerly SOC 411) Death and Dying**

An examination of the needs, fears, and concerns of the terminally ill, their families, and their friends. Societal attitudes toward death and dying and the institutionalized system in places to deal with it, including hospitals, nursing homes, the funeral industry, terminal care centers, and the church are described and analyzed. *Prerequisite: SYG 2000 or Permission of Instructor*

**CJL 4038 (formerly SOC 421/CRI 421) The Sociology of Law and the Legal Profession**

An examination of the emergence of sociological juris prudence and the scientific study of the relation of law to society. The course also includes a focus upon the practice of law as a business and as a profession. *Prerequisites: SYG 2000, CCJ 1020, or Permission of Instructor*

**SOC 460D Conflict and Conflict Resolution**

An examination of the conduct, causes, and consequences of conflicts between individuals, groups, organizations, communities, and total societies. This exploration of the organization and function of conflicts includes as analysis of resolution, techniques which utilize violence, mediation, and arbitration. *Prerequisite: SYG 2000 or Permission of Instructor*

**SYG 4900 (formerly SOC 495)****1-6 credits****Directed Reading or Projects in Sociology I**

An advanced individual study of selected topics in the area of sociology under the supervision of the sociology faculty. *Prerequisites: SYG 2000, Junior Standing, and Permission of Instructor*

**SOC 497 Internship****3-6 credits**

Internship at a local social service agency or social program. This course is graded with a letter grade. *Prerequisites: SYG 2000, Junior Standing, and Permission of Instructor*

## **SPANISH COURSES**

**(All courses 3 credits unless otherwise specified)**

### **SPA 101 Introduction to Spanish I**

Spanish for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition.

### **SPA 102 Introduction to Spanish II**

A second course of Spanish for beginners. This course covers syntax, vocabulary, pronunciation, elementary reading, and composition. *Prerequisite: SPA 101 or Permission of Instructor*

### **SPA 201 Intermediate Grammar, Composition, and Reading**

Intensive review of grammar, syntax, structure, and orthography, with special attention given to the use of the subjunctive; translation and paraphrasing of selected reading materials. *Prerequisite: SPA 102 or Permission of Instructor*

### **SPA 202 Intermediate Reading, Composition, and Conversation**

Selected readings of intermediate level Spanish and Spanish-American works from which practice and perfection of speaking, reading, writing, and translation skills are also derived. *Prerequisite: SPA 201 or Permission of Instructor*

### **SPA 203 Spanish Language and Grammar for Spanish Speakers I**

This course includes correct use of vocabulary, pronunciation, sentence structure, orthography, and vocabulary expansion. Emphasis is placed on subtleties and idiomatic turns of the language to achieve greater proficiency in spoken and written Spanish. *Prerequisite: Oral Ability to Communicate in Spanish*

### **SPA 204 Spanish Language and Grammar for Spanish Speakers II**

A second course on the correct use of vocabulary, pronunciation, sentence structure, orthography, and vocabulary expansion. Emphasis is placed on subtleties and idiomatic turns of the language to achieve greater proficiency in spoken and written Spanish. *Prerequisite: Oral Ability to Communicate in Spanish*

### **SPA 205 The Span-American Short Story**

An introduction to the short story genre in modern Spanish American Literature, with selected readings by masters of the genre, this course explores the varied nature of the Spanish American short story, from the beginning of its literary form in the early 19th century to the 20th century boom authors.

### **SPA 206 Peninsular Literature 20th Century**

An introduction to all genres of Spain's literature from the generation of 1898 to the present. Emphasis is placed on individual authors as well as the main trends of style and literary movements and criticism.

### **SPA 453 (HIS 453) History of Latin American Civilization I**

A survey of Latin American civilization from the pre-Colombian era to the present, with an emphasis upon the development of Latin American society through 1810. *Prerequisite: SPA 202 or Permission of Instructor*

### **SPA 455 Selected Studies**

An in-depth, intensive study of selected topics in Spanish and Spanish-American language, literature, and linguistics. If different topics are studied, this course may be taken twice. *Prerequisite: SPA 202 or Permission of Instructor*

## **SPORTS ADMINISTRATION COURSES** **(All courses 3 credits unless otherwise specified)**

### **SPB 1000 (formerly SPO 104) Introduction to Sports Administration**

This introductory course is intended as an overview of sports administration with an emphasis on management principles, including personnel management, fiscal management, marketing and promotion, fundraising, media relations, facility management, and legal aspects. Various career paths are examined, and particular attention is given to the development of verbal and written communication skills.

### **PET 2302 (formerly SPO 212) Applied Sports Science**

This course provides a sound basic knowledge of the human body and its functions, the care and prevention of injuries, and the responsibilities and relationships of those who administer sports programs. Practical experience is provided in injury management, athletic equipment, and the safety evaluation of facilities. There also will be discussions on pertinent issues such as drugs, liability, and record keeping. *Prerequisite: SPB 1000*

### **HFT 1800 (formerly SPO/THM 234) Food and Beverage Management**

A study of the size and scope of food and beverage operations in commercial and institutional settings are studied including special events and facilities, among others. The organization of operations, the role and responsibilities of management (supervision, training, control, preparation, and merchandising), and the functional systems of Food and Beverage operations are examined including purchasing, receiving, storing, issuing, preparation service, sanitation, and safety. *Prerequisite: HFT 2000 or SPB 1000*

### **SPB 3740 (formerly SPO 303) Sports Information and Public Relations**

A comprehensive study of the sports information profession on the collegiate, professional, and recreational levels. Included within the course are 1) the field of public relations, its history, and evolution, and 2) the skills and methods involved in the duties of the Sports Information Director (SID), public relations specialist, or media relations specialist, and current attitudes and concerns in media relations between athletes, coaches, administrators, and owners. Students are exposed to professionals in the field, as well as athletic events in which the SID is involved. *Prerequisites: SPB 1000 and Junior standing*

### **SPB 3813 (formerly SPO 306D) 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: SPB 1000 and Junior standing, ACG 2001, CGS 1060, MAC 1140, 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: SPB 1000 and Junior standing*

### **SPB 3404 (formerly SPO 309) Legal Aspects of Sports Administration**

This course provides the student with a background and understanding of the legal system in America and how law is used by, and applied to, athletes and athletics. Some of the major legal problems and issues confronting the sports administrator are actions against professional, college, secondary school, and community programs; actions involving safety procedures; anti-trust; collective bargaining and arbitration; and risk management. *Prerequisite: SPB 1000*

### **LEI 3500 (formerly SPO/THM 310) Principles of Leisure Services Management**

An examination of all areas of the leisure service field, ranging from non-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks, and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management. *Prerequisites: SPB 1000 and Junior standing*

### **PET 3218 (formerly 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). *Prerequisites: SPB 1000 and Junior standing*

### **LEI 3323 (formerly SPO/THM 314) Sports Tourism**

An introduction to Sports Tourism from a political, economic, and business perspective. This course incorporates sociological and psychological theory and methods. Students will acquire the necessary background for the industry. *Prerequisite: HFT 2000 or SPB 1000*

### **SPB 3105 (formerly SPO 320) Governance of Intercollegiate Athletics**

An introduction to the history, structure, rules, and responsibilities of organizations that govern intercollegiate athletics. Current governance issues and trends are examined through a study of the literature, the insight of guest speakers, and actual case studies. Students are exposed to the complexities of the growing field of compliance. *Prerequisite: SPB 1000*

### **SPM 4304 (formerly SPO 407) Sports Marketing and Promotions**

An introduction to the principles of sports marketing and the application of these principles to sports and sports-related organizations. The primary focus of the course is on planning, with additional emphasis on promotions management. *Prerequisites: SPB 1000, MAR 3023, and Junior standing*

## **HFT 4753 (formerly SPO/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. *Prerequisites: SPB 1000 and Senior standing*

## **SPB 4004 (formerly SPO 490) Seminar in Sports Administration**

Students are exposed to the current issues facing sports administrators and actively participate in discussions concerning solutions to current problems in sports. This course also provides students with opportunities to identify areas for potential internships and develop job/internship-seeking skills. The seminar includes student presentations and discussion, with the addition of guest and instructor lectures. *Prerequisites: SPB 1000 and Senior standing*

## **SPO 495 Directed Study in Sports Administration 1-3 credits**

This independent study course is reserved for students who have already demonstrated excellence in their chosen area of study. This course allows flexibility for those who are pursuing specialized objectives on an intensive basis or for those wishing to develop into an area of management, which is not attainable through the normal course offerings. *Prerequisites: SPB 1000 and Permission of Instructor and Dean or Dean's Designee*

## **SPO 496 Seminar: Special Topics**

Special seminar courses may be offered from time to time on topics of particular significance in sports administration. *Prerequisites: SPB 1000 and Junior standing*

## **SPO 497 Internship in Sports Administration 1-12 credits**

Seniors who have demonstrated ability and commitment to their major through active volunteer participation and adequate grade point average are encouraged and assisted in arranging internships with professional, college, and school programs; public and private recreational programs; sports facilities, or other sport related organizations. Credit hours are directly related to the length of the internship and the work week. Internship is Pass/No Pass only. *Prerequisites or Corequisites: SPB 1000, SPB 4004, and Permission of Instructor and Dean or Dean's Designee*

## **STM (RELIGIOUS STUDIES COURSES)** **(All courses 3 credits unless otherwise specified)**

### **STM 106 Catholic Social Teaching**

An introduction to the history and fundamental principles of Catholic Social Teaching as developed with particular reference to the documentary history since *Rerum Novarum*. The course will analyze and discuss key principles such as the dignity of the human person, subsidiarity, solidarity, God's care for creation, and the preferential option for the poor.

### **STM 107 Christian Living**

This course helps students to develop the Christian practice of discernment in ways that can be applied to their personal, professional and spiritual lives. It examines the

concept of a vocation in its historical and spiritual dimensions and applies insights drawn from this material to the practice of living God's will in our lives.

### **REL 2000 (formerly 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.

### **REL 2560 (formerly STM 200C) Catholicism**

An examination the foundations of Catholicism, including its theology, spirituality, art, and architecture, from historical and contemporary perspectives.

### **REL 2300 (formerly 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.

### **REL 2955 (formerly STM 212) Immersion for Justice with Spring Break Experience**

Service-learning opportunity built around an immersion experience related to themes in Catholic social teaching and its implications for Church and world today. This course runs for the entire semester and students will be required to attend course meetings throughout time of Spring Break.

### **REL 2210 (formerly 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.

### **REL 2240 (formerly 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.

### **REL 2750 (formerly STM 232C) Christian Moral Decision Making**

An analysis of the ways in which Christian moral decisions can be made. This course involves experience in resolving difficult issues by use of case studies and development of skills in approaching ethical questions and in helping others to do so.

### **REL 2590 (formerly 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.

### **REL 2591 (formerly 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.

**REL 2295 (formerly 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.

**REL 2078 (formerly STM 272C) Christian Community**

Addresses major theological and social questions in light of creation, grace, incarnation, sacramentality, ecumenism, and community. This course explores the interface between religion and culture, using the rich tradition of the Church's social teaching as a guide.

**REL 3221 (formerly STM 300), REL 3224 (formerly STM 301), REL 3234 (formerly STM 302) Topics in Old Testament Literature**

An in-depth study of a specific Old Testament book or theme chosen by the instructor. *Prerequisite: ENC 1102*

**REL 3937 (formerly 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: ENC 1102*

**REL 3751 (formerly 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: ENC 1102*

**REL 3117 (formerly STM 309) Sports and Religion**

An exploration of the ways in which religion and sports interact, intersect, and influence each other in contemporary North American culture. The role/s of myth, ritual, symbol, narrative, and the hero's journey in all religious experience will be set in juxtaposition with the experience of sports for the athlete, staff, and spectator.

**LDR 3102 (formerly STM 312) Servant Leadership**

An exploration of the key issues of effective leadership in the 21st century, especially as articulated by the literature on servant leadership. Leadership styles will be examined using case study methodology. The contributions of religious traditions to the understanding of servant leadership will be considered.

**REL 2079 (formerly REL 3190/formerly STM 322C) Sacrament and Symbol**

An exploration of the many ways a community of faith expresses itself in public and private worship. This course considers the historical and anthropological understandings of ritual and symbol, as well as the historical development of sacramental practice in the Catholic Church. *Prerequisite: ENC 1102*

**REL 3021 (formerly STM 323C) Prayer and Spirituality**

A focus on prayer and developing one's own spirituality from a number of perspectives. The approach of the course is experiential as well as theoretical. *Prerequisite: ENC 1102*

**PAX 3504 (formerly STM 325) Religious Dimensions of Nonviolent Action**

An examination of the role of religion in nurturing leaders of nonviolent movements, and the implications of that role. This course examines the differences between

pacifism, passivism, and nonviolent action and also the historical and religious contexts in which nonviolent action has been used. *Prerequisite: ENC 1102*

### **REL 3061 (formerly STM 330) Religious/Social Analysis of Conflict**

Religious reflection and imagination are used to study the root causes of conflict and violence within ourselves and between others. The tools of religious and social analysis are used to examine conflicting situations and recommend religious strategies for future action. *Prerequisite: ENC 1102*

### **REL 3062 (formerly 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: ENC 1102*

### **REL 3271 (formerly 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: ENC 1102*

### **REL 3931 (formerly STM 360) Contemporary Religious Issues**

A selected topics course with an emphasis on Christian thought and its implications for Church and society. *Prerequisite: ENC 1102*

### **REL 3701 (formerly STM 371C) Faith and Doubt**

This course focuses on faith development theory, critiques and challenges to the universality of faith development theory, how commitment interacts with faith, and how commitment is foundational in one's relationship to God and others. *Prerequisite: ENC 1102*

### **REL 3835 (formerly 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: ENC 1102*

### **REL 3482 (formerly STM 392D) Religion in America**

An overview of the history, growth, and development of religion in America from Native Americans to the present. *Prerequisite: ENC 1102*

### **REL 4910 (formerly STM 405) Religious Studies Senior Seminar**

Serves as a capstone course for Religious Studies majors. This course prepares students for work and/or graduate study through extensive reading, interviews, research, writing, and computer-assisted presentations in a specialized area of theological inquiry. *Prerequisites: ENC 1102 and Senior STM major or minor, or Program Coordinator Approval*

### **REL 4436 (formerly 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: ENC 1102*

**REL 4903 (formerly 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. *Prerequisites: ENC 1102, Junior or Senior status and Permission of instructor.*

**REL 4940 (formerly STM 498) Internship**

Students are assisted in arranging placement in professional, Church, or community organizations or institutions. The instructor and students confer regularly concerning ministerial application. Evaluation patterns include oral and written reports. *Prerequisite: ENC 1102*

**REL 4904(formerly 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: ENC 1102*

## **TOURISM AND HOSPITALITY COURSES** **(All courses 3 credits unless otherwise specified)**

**HFT 2000 (formerly 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.

**HFT 2313 (formerly THM 231) Hospitality Operations and Facilities Management**

A study of the organization and operations of lodging facilities, including their various departments and their integrated functions. Information flows within and between departments and current trends in hospitality management are examined. *Prerequisite: HFT 2000*

**HFT 1800 (formerly THM/SPO 234) Food and Beverage Management**

A study of the size and scope of food and beverage operations in commercial and institutional settings are studied, including special events and facilities, among others. The organization of operations, the role and responsibilities of management (supervision, training, control, preparation, and merchandising), and the functional systems of Food and Beverage operations are examined including purchasing, receiving, storing, issuing, preparation service, sanitation, and safety. *Prerequisite: HFT 2000 or SPB 1000*

**LEI 3500 (formerly SPO/THM 310) Principles of Leisure Services Management**

An examination of all areas of the leisure service field, ranging from non-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks, and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management. *Prerequisites: SPB 1000and Junior standing*

### **LEI 3323 (formerly SPO/THM 314) Sports Tourism**

An introduction to Sports Tourism from a political, economic, and business perspective. This course incorporates sociological and psychological theory and methods. Students will acquire the necessary background for the industry. *Prerequisite: HFT 2000 or SPB 1000*

### **HFT 3603 (formerly THM 321) Tourism and Hospitality Law**

A study of the legal responsibilities in the administration of the hospitality industry. Studies include hotel-guest relationships and subsequent liabilities, with special attention to new liquor law liability, and case histories and their impact on the industry. *Prerequisite: Junior standing*

### **HFT 3053 (formerly THM 323) Wholesale and Group Travel Management**

An examination of the many forms of group travel movements including tours, meetings and conventions, incentive groups, and those entities that develop, assemble and market group packages such as wholesalers, tour operators, meeting planners, incentive houses, and brokers. *Prerequisite: HFT 2000 or SPB 1000*

### **HFT 3503 (formerly THM 333) Tourism and Hospitality Sales and Marketing**

Students are exposed to the marketing functions as they specifically relate to the hospitality industries. Techniques such as direct sales, direct mail, telemarketing, advertising, public relations, promotion, market research, internal promotion, and merchandising are explored. Students will prepare a market plan that includes forecasting, budgeting, and yield management. Case studies examine lodging, food and beverage establishments, attractions, convention and visitor's bureaus, and convention centers. *Prerequisites: HFT 2000 and MAR 3023*

### **THM 398 Internship in Tourism and Hospitality Management I 1-3 credits**

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: HFT 2000, Junior standing, and permission of the Program Coordinator and Department Chair*

### **HFT 4753 (SPO/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*

### **HFT 4701 (formerly THM 456) Tourism Economic Resources and Sustainable Development**

A detailed study of the tourist industry and its various component parts. Tourist attractions and resources are analyzed and their economic and developmental impacts studied, as well as their part in overall destination development. Emphasis will be placed on analyzing tourism in relation to its environmental impacts and sustainable development. Various outdoor recreation and tourist region systems will be considered by studying specific tourist destinations. *Prerequisites: HFT 2000*

### **HFT 4930 (formerly 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*

### **HFT 4900 (formerly 495) Directed Study in Tourism and Hospitality Management** **1-3 credits**

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. *Prerequisite: Recommendation of the Program Coordinator*

### **HFT 3940 (formerly THM 498) Internship in Tourism and Hospitality Management II** **1-3 credits**

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: HFT 2000, THM 398, Senior standing, Permission of Program Coordinator.*

## **UNIVERSITY COURSE**

### **UNI 101 First-Year Experience** **1 credit**

University 101 integrates students to campus, assists them in adjusting to the academic environment, and introduces them to the values of St. Thomas. Key areas include self and group assessment, oral communication, critical thinking, research and information processing, conflict resolution and teamwork, and organization and self-management.

### **UNI 201 Pre-Internship Seminar** **1 credit**

The Internship Preparation Course is a new initiative of the Career Services Office under the Student Success Center that prepares students to successfully complete an internship application. This course is designed to build skills needed for success not only at internship assignments, but also in the professional arena post-graduation. Pedagogy encompasses 80% of on-campus classes and 20% of online assignments through Ember.





# **ADMINISTRATION**

## **Office of the President**

Rev. Msgr. Franklyn M. Casale, MDiv, Immaculate Conception Seminary, STB, Catholic University, BA, Seton Hall University, Professor of Theology, President.

Gregory S. Chan, EdD, Seattle University, MA, Portland State University; BA, National Taiwan University, Provost Emeritus, Distinguished Chair Professor of Global Development, Sr. VP, Global Development.

Claudia Herrera-Montero, MA, St. Thomas University, BA, Universidad del Rosario, Director, Campus Ministry.

## **Office of the Provost**

Irma Becerra, PhD, Florida International University, M.S., B.S., University of Miami, Provost and Chief Academic Officer.

Susan B. Angulo, EdD, Nova Southeastern University, MA, BA, Florida State University, Associate Professor of Education, Associate Provost for Academic Affairs.

Somnath Bhattacharya, PhD, University of South Florida, MBA, Northern Arizona University, BA, Jadavpur University, Professor, Dean, School of Business.

Pamela Ann Cingel, PhD, MEd, BA, University of Toledo, Full Professor of Education, Counselor Education/Student Counseling and Guidance Service, Interim Dean, Biscayne College.

Rev. Msgr. Terence E. Hogan, SLD, Pontifical Athenaeum of Sant' Anselmo, Rome, Italy, MDiv, Bachelor of Philosophy, St. Vincent De Paul Seminary, Visiting Associate Professor of Theology, Vice President for Mission and Dean, School of Theology and Ministry.

Gloria M. Pelaez, EdD, Florida Atlantic University, MS, University of Miami, BS, The Pennsylvania State University, Dean, School of Arts and Education.

Sandra M. Secord, MS, BA, St. Thomas University, Director, Office of the Provost.

John Vassiliou, PhD, Florida Atlantic University, MS, St. Thomas University, BS, Excelsior College, AA, Miami-Dade College, Associate Provost for Student Success.

Adrienne L. Vynne, EdD, Nova Southeastern University, MS, University of Miami, BS, Cornell University, BA, University of North Carolina, Full Professor of Computer and Information Sciences, Interim Dean, School of Science, Technology & Engineering Management.

## **Academic Administration**

Maria Abdel, MS, St. Thomas University, BPS, Barry University, Registrar.

Richard Bair, PhD, Capella University, MEd, Grand Canyon University, BA, Salisbury University, Director of Online Instructional Design.

Wencheng Chang, MBA, St. Thomas University, BS, Florida International University, Manager, Academic Technology.

Carlos de Yarza, BA, St. Thomas University, Manager, Digital Media Services.

Susan Donoff, PhD, University of Nevada, MA, BA, University of South Florida, Director of Institutional Research and Effectiveness.

Gretell Garcia, MS, BA, St. Thomas University, MS, University of Florida, AS, Florida National College, Project Director, 21st Century CCLC Grant.

Anthony Guilarte, BA, Florida International University, Director, 21<sup>st</sup> Century Grant.

Rudy Ibarra, MS, BS, Florida International University, Vice President and Chief Information Officer.

Gary Jackson, MEM, BA, St. Thomas University, Administrative Technology Manager.

Arnol Lopez, Network Services Administrator.

Cristina Lopez, MBA, BBA, St. Thomas University, Associate Director, Career Services.

Lester Lopez, MBA, St. Thomas University, BA, Florida International University, Manager, Enterprise Software Development.

Patricia A. Murray, MS, St. Thomas University, MA, University of South Florida, M of International Management, Thunderbird School of Global Management, BS, The University of the State of New York, Director, University Language Center.

Santiago Padron, MEM, BA, St. Thomas University, Manager, Technical Services.

Maritza Rivera, MA, BA, Interamerican University of Puerto Rico, Director, Academic Enhancement and Dual Enrollment Program.

Angela Rodriguez, MS, Florida International University, BA, Barry University, Director, Quality Enhancement Plan, Chief of Staff for New Initiatives.

Lawrence Treadwell IV, MALIS, University of South Florida, BA, Florida Atlantic University, Associate Professor of Library Science, QEP, SACSCOC.

### **Office of Administrative Affairs**

Terrence O'Connor, CPA, BS, DePaul University, Vice President for Administration and Chief Financial Officer.

Diana Aliko, MAC, St. Thomas University, BS, University of Tirana, Associate Controller.

Margaret Allen, BA, St. Thomas University, Accounts Payable Supervisor.

Carlos Chaves, MBA, MAC, St. Thomas University, BBA, Florida International University, Business Office Manager.

Laura Courtley-Todd, MS, St. Thomas University, BS, Ohio State University, Director, Athletics.

Monique Cunningham-Brijbasi, DLP, Northeastern University, MBA, Nova Southeastern University, BS, Barry University, Associate Director, Risk Management, Environmental Compliance and Emergency Management.

Isaura Mariota, Payroll Manager/HRIS Specialist.

Crystal Morvant, MEd, BS, University of New Orleans, AS, Nicholls State University, Manager, Fernandez Center.

Lenore Prado, PHR, SHRM-CP, MS, BA, St. Thomas University, Associate Director, Human Resources.

Sylvia Rodriguez, MBA, BBA, Loyola Marymount University, Director of Administration.

Mileidys Sierra, MS, BA, St. Thomas University, Associate Payroll Manager.

Maribel Smith, BS, Lehman College, Controller.

Juan Zamora, BS, California State University, AA, State University of New York, Director, Physical Plant.

### **Office of University Advancement**

Hilda M. Fernandez, BA, University of Miami, Vice President, University Advancement.

DeAnna Arana, MPA, Long Island University, BA, University at Albany, Director of Annual Giving.

Lorena Hidalgo, BBA, Florida International University, Director of Alumni Relations.

Janine Laudisio, BA, BS, University of Miami, Development Director.

Dorit Matthews, MBA, Columbia University, BA, Northeastern University, Major Gifts Officer.

Marlen Mursuli, BS, University of Florida, Director of University Communications.

Ignacio Tamayo, BS, Louisiana Tech University, Major Gifts Officer.

Carla Valeriani, BA, St. Thomas University, Director, Advancement Services and Data Analytics.

### **Office of Enrollment and Student Services**

Carmen A. Brown, MS, BA, Florida International University, Vice President for Enrollment, Marketing and Student Affairs.

Luis Betancourt, MBA, Florida International University, BA, University of Florida, Assistant Vice President for Enrollment/Director of Financial Aid.

Richard McNab, MS, BBA, St. Thomas University, Associate Vice President for Student Affairs.

Anthony Noriega, BA, St. Mary's University, Associate Director of Admissions.

Josefina Oramas, EdD, Nova Southeastern University, MS, BS, Carlos Albizu University, Director, Student Health Center.

# FACULTY

John Abdirkin, MD, University of Bologna, BS, Syracuse University, Professor of Biology, 1996.

Ted Abernethy, PhD, Ohio University, MS, St. Thomas University, BA, University of Pittsburgh, Professor of Business Management, 1995.

Susan B. Angulo, EdD, Nova Southeastern University, MA, BA, Florida State University, Associate Professor of Educational Administration, Associate Provost for Academic Affairs, 1998.

Darrell P. Arnold, PhD, University of Bielefeld, MA, Saint Louis University, BA, Bellarmine University, Full Professor of Philosophy, College, 2010.

Judith Bachay, PhD, MS, Barry University, BA, St. Thomas University, Professor of Education, Counselor Education/Student Counseling and Guidance Service, 1996.

Somnath Bhattacharya, Ph.D., University of South Florida, MBA, Northern Arizona University, BA, Jadavpur University, Professor of Accounting, Dean, Gus Machado School of Business Administration, 2014.

Jennifer Jo Booker, EdD, Nova Southeastern University, MS, Florida Agricultural & Mechanical University, BA, University of Florida, Associate Professor of Multi/Interdisciplinary Studies for the Organizational Leadership Program, 2005.

Thomas F. Brezenski, PhD, MS, Florida State University, BA, Penn State University, Associate Professor, Political Science and Government, 2002.

Katsia M. Cadeau, EdD, MS, Nova Southeastern University; BBA, St. Thomas University, Associate Professor, Education, General, 2006.

Andrea Ann Campbell, PhD, Brigham Young University, MS, Boston University, BA Loyola University, Associate Professor, Communications, 2002.

Raul J. Carrillo, DA, MA, BBA, University of Miami, Full Professor of Business and Management, 1972.

Mary Carter Waren, DMin, Barry University, MA, St. Thomas University, BA, University of Wisconsin-Oshkosh, Associate Professor of Theology, 1992.

Rev. Msgr. Franklyn M. Casale, MDiv, Immaculate Conception Seminary, STB, Catholic University, BA, Seton Hall University, Professor of Theology, President, 1994.

Olivier L. Casse, MFA, Ai Miami International University of Art & Design, BFA, Maryland Institute College of Art, Assistant Professor of Fine and Studio Art, 2011.

Walter J. Cegielka, Jr., EdD, MS, Syracuse University, BS, University of Scranton, Professor of Special Education, 2001.

Gregory S. Chan, EdD, Seattle University, MA, Portland State University; BA, National Taiwan University, Provost Emeritus, Distinguished Chair Professor of Global Development, Sr. VP, Global Development, 2001.

Pamela Ann Cingel, PhD, MEd, BA, University of Toledo, Full Professor of Education, Counselor Education/Student Counseling and Guidance Service, Interim Dean, Biscayne College, 1996.

Rev. Alfred Cioffi, SThD, Pontifical Gregorian University, Rome, Italy, PhD, Purdue University, MDiv, Saint Vincent De Paul Regional Seminary, BS, Florida International University, Blue Cross Blue Shield Endowed Chair in Bioethics in STEM, Assistant Professor of Biological Sciences, 2011.

James W. Conley, PhD, University of Wisconsin, MA, Middlebury College, BA, Georgetown University, Full Professor of English Language and Literature/Letters, 1976.

Sister Ondina Cortes, rmi, Ph.D., St. Thomas University, MA, St. Vincent de Paul Regional Seminary, BA, Barry University, Assistant Professor of Theology and Ministerial Studies, 2009.

Steven Diaz, MS, Nova Southeastern University, BS, University of Puerto Rico, Lecturer, Academic Enhancement, Applied Mathematics, 2006.

Maria Dolores Espino, PhD, MS, BS, Florida State University, Professor of Economics, 1999.

Robert Epling, Ph.D. University of Tennessee, Knoxville, MEd, BS, University of Georgia, Associate Professor, Administration, Management & Operations, 2016.

Gary Feinberg, PhD, The Union Institute, MA, BA, Brooklyn College, Chairperson, Department of Social Sciences, Counseling and Economics, Full Professor of Sociology, 1980.

Luis C. Fernandez-Torres, PhD, University of Houston, MS, University of Puerto Rico, BS, Pennsylvania State University, Assistant Professor of Chemistry, 2012.

Elisabeth M. Ferrero, PhD, Rutgers University, MA, St. Thomas University, BA, Hunter College, Full Professor of Theological Studies and Religious Vocations, 1987.

Eugenia Ferrero, PhD, Georgia State University, JD, University of Georgia School of Law, MA, American University, BA, St. Thomas University, Assistant Professor, Communications, 2015.

Bryan T. Froehle, PhD, AM, University of Michigan, BS, Georgetown University, Full Professor of Practical Theology, 2008.

Scott E. Gillig, PhD, MEd, BA, University of Toledo, Full Professor of Student Counseling and Personnel Services, 2006.

Debbie J. Goodman, MS, Florida International University, BS, Florida State University, Assistant Professor of Criminology, 2010.

Jodi L. Grace, PhD, University of Florida, MA, Middle Tennessee State University, BA, Rhodes College, Associate Professor of Psychology, 2006.

Hagai Gringarten, Ph.D., Lynn University, MBA, University of Miami, BBA, University of Miami, AA, Miami-Dade Community College, Associate Professor of Business Administration, Management, and Operations, 2005.

Sraban Gupta, PhD, MA, University of Florida, MA, Jawaharlal Nehru University, BSc, St. Xavier's College, Calcutta University, Calcutta, Associate Professor of Economics, 2007.

Steve O. Hernandez, PhD, MS, BS Nova Southeastern University, Assistant Professor of Computer Science, 2015.

Leslee N. Higgins, Ph.D., University of Cincinnati, MBA, University of Louisville, BA University of California, Associate Professor, Accounting and Related Services, 2015

Rev. Msgr. Terence E. Hogan, SLD, Pontifical Athenaeum of Sant' Anselmo, Rome, Italy, MDiv, Bachelor of Philosophy, St. Vincent De Paul Seminary, Associate Professor of Theological Studies and Religious Vocations, Dean, School of Theology and Ministry, 2013.

Arthur L. Holmes, Sr., Ed.D, MS, St. Thomas University, BS Barry University, AA, AS, Miami Dade College, Instructor of Multi/Interdisciplinary Studies, 2012.

Giselle D. Jamison, PhD, MA, Florida International University, Licenciada, Universidad Catolica de Cordoba, Argentina, Associate Professor of International Relations and Affairs, 2006.

Abolrahim (Abdy) Javadzadeh, PhD, Florida International University, MA, BA, Florida Atlantic University, Assistant Professor of Criminology, 2013.

Xuan Jiang, PhD, Florida International University, MA Soochow University, MS Queensland University of Technology (Australia), BA Southwest University, Assistant Professor of Teach English, French as Second/Foreign Language, 2015.

Paul-Michael Klein, MPS, Cornell University, BA, Hofstra University, Associate Professor of Tourism and Hospitality Management, 1984.

Lisa J. Knowles, PhD, Lynn University, MEd, BA, Northeastern University, Associate Professor of Business Administration, Management, and Operations, 2007.

Jennifer Ellen Kryszak, PhD, Duke University, MA, Graduate Theological Union, AB, Augustana College, Assistant Professor, Theological and Ministerial Studies, 2015.

Robin L. Lovett, JD, Howard University School of Law, BA, Bethune-Cookman College, Associate Professor of Social Sciences, Sociology (Criminal Justice), 1999.

Susan Massey, PhD, MS, University of Miami, BS, Nova Southeastern University, Associate Professor of Teacher Education and Professional Development, 2009.

Dora Pilar Maul, PhD, Florida Institute of Technology, MS, Louisiana State University, BS, National Agrarian University (Lima, Peru), Associate Professor of Biology, 2007.

Stephanie Maynard-Patrick, PhD, New Mexico State University, Masters, University of Illinois, BS, University of West Florida, Assistant Professor of Administration, Management and Operations, 2014.

Lloyd A. Mitchell, MBA, University of Miami, CPA, BBA, Florida International University, Associate Professor of Accounting, Associate Dean, Gus Machado School of Business, 1984.

Rafael Miguel Montes, PhD, University of Miami, MA, University of Miami, BA, Oberlin College, Full Professor of English Language and Literature/Letters, 1999.

Michael Joseph Mulvey, PhD, MA, University of North Carolina, BA, University of Vermont, Assistant Professor of History,

Zuvarashe Judith Mushipe, PhD, University of Zimbabwe, MBA, BBA, North Carolina Central University, Associate Professor of Multi/Interdisciplinary Studies, 2010.

Justin Peart, PhD, MBA, Florida International University, BS, University of the West Indies, Associate Professor of Business Management and Administrative Services, Director for global Entrepreneurship, 2001.

Jeffrey N. Pickens, PhD, Florida International University, MS, BS, University of Florida, Full Professor of Psychology, 2001.

Maria Del Carmen Pina, PhD, State University of Moscow, MS, BS, Havana University, Assistant Professor of Chemistry, 2014.

Gloria M. Pelaez, EdD, Florida Atlantic University, MS, University of Miami, BS, Pennsylvania State University, Associate Professor of Education, Dean, School of Arts and Education, 2016.

Jeffery Alan Plunkett, PhD, Georgia State University, BA, Miami University, Oxford, Ohio, Full Professor of Biology, 2002.

David Quesada, PhD, University of Havana, BS, Moscow State University, Associate Professor of Physics, 2002.

Richard Raleigh, MA, BA, University of Detroit, Full Professor of English Language and Literature/Letters, 1966.

Philip J. Reckford, PhD, MA, University of North Carolina, BA, Harvard University. Full Professor of English Language and Literature/Letters, 1974.

Craig E. Reese, PhD, University of Texas at Austin, BBA, University of Texas, MBA, St. Mary's University, Chairperson, Department of Accounting, Business Administration and Finance, Full Professor of Accounting, 1992.

José Rocha, PhD, Florida International University, MS, University of Miami, MBA, State University of New York at Buffalo, BS, Tec de Monterrey, Mexico, Assistant Professor of Business Administration, Management, and Operations, 2012.

Lawrence C. Rubin, PhD, Nova Southeastern University, MA, Wayne State University, BA, Brooklyn College, Full Professor of Education, Counselor Education/Student Counseling, and Guidance Service, 1992.

Gloria P. Ruiz, PhD, Stanford University, MA, Education, MA, Communications, Stanford University, BA, San Francisco State University, Full Professor of Communications, 1996.

Nathaniel Girard Samuel, PhD, MA, Boston College, MSc, University College London, BSc, University of the West Indies, Assistant Professor of Theological and Ministerial Studies, 2013.

Reinaldo Sanchez-Arias, PhD, MS, The University of Texas at El Paso, BS Universidad del Valle, Colombia, Assistant Professor, Applied Mathematics, 2016.

Francis J. Sicius, PhD, Loyola University, MA, BA, Florida State University, Full Professor of History, 1979.

Cindy Silitsky, PhD, Nova Southeastern University, MSW, Barry University, BA, Florida Atlantic University, Associate Professor of Education, Counselor Education/Student Counseling, and Guidance Service, 2002.

Seok-Ho Song, PhD, University of New Mexico, MS, Southern Illinois University, BA, University of Incheon, South Korea, Full Professor of Business Administration and Management, Chairperson, Department of Management, Marketing, and Sports Administration & Tourism/Hospitality, 2002.

Alexis Tapanes-Castillo, PhD, Weill Cornell Graduate School of Medical Sciences, BS, University of Miami, Assistant Professor of Biology, 2016.

Gurvirender P. S. Tejay, PhD, Virginia commonwealth University, MS, University of Chicago, MA, BA, University of Wisconsin at Milwaukee, Associate Professor, Gary Goldbloom Endowed Distinguished Chair, Cyber Security Management, 2016.

Hilroy Thomas, EdD, EdM, Harvard University, BS, Boston State College, Associate Professor Educational Administration and Supervision, 2003.



Lawrence Treadwell, IV, MALIS, University of South Florida, BA, Florida Atlantic University, Associate Professor of Library Science, QEP, SACSCOC, Interim University Library Director, 2001.

Alberto J. Varela-Vargas, PhD, Complutense University of Madrid, BS, University of Havana, Associate Professor of Physical Science, Physics, General, 1999.

Adrienne L. Vynne, EdD, Nova Southeastern University, MS, University of Miami, BS, Cornell University, BA, University of North Carolina, Full Professor of Computer and Information Sciences, Interim Dean, School of Science, Technology & Engineering Management, 1983.



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# ACADEMIC CALENDARS

## Fall 2016

FALL 2016 SEMESTER (16 weeks)			
A6 - Residence Hall Check-in	Aug. 12	FL - Term Residence Hall Check-in Returning Students	Aug. 20-21
FL - Term Residence Hall Check-in New/Transfer Students	Aug. 19	Academic Advising & Student Planning for Spring Terms - A1, A2 & SP Terms	Sep. 19-Oct. 21
The St. Thomas University Experience Fall Semester	August 20	Registration for A1, A2 & SP Terms Begins	Oct. 24
<b>A6 - 2016 (1<sup>st</sup> FALL 9 weeks) August 13 - October 14</b>	<b>August 14</b>	<b>A7 - 2016 (2nd FALL 9 weeks) October 15 - December 16</b>	
Last day to Add A6 course - Instructor signature required for graduate classes	Aug. 13	Term A7 Begins	Oct. 15
Withdrawal Deadline 100% refund / A6 & FL - UG and GR	Aug. 19	Last day to Add A7 course - Instructor signature required for graduate classes	Oct. 21
Labor Day / St. Thomas Closed	Aug. 31	Graduate Comprehensive Exam	Oct. 1
Graduate Comprehensive Exam Application Deadline	Sep. 5	Course Withdrawal Deadline w/ 100% refund (if registered for A7 only Undergraduate) and for all A7 Graduate students	Oct. 26
A6 withdrawal with "W" grade Deadline - All Students	Sep. 23	Life Experience Portfolio Deadline	Nov. 7
Term A6 Ends	Sep. 30	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 23-25
A6 - Deadline for Faculty submission of Grades	Oct. 14	A7 withdrawal - "W" grade Deadline	Nov. 29
	Oct. 17	Term A7 Ends	Dec. 16
		A7- Deadline for Faculty submission of Grades	Dec. 19
FL - 2016 August 22 - December 9 (16 weeks)			
<b>FL - 2016 August 22 - December 11</b>		<b>FL - 2016 continued</b>	
FL - Fall Term Begins - First day of classes	Aug. 22	FL - Fall term withdrawal deadline "W" grade - All Students	Nov. 3
Last day to Add w/out both Depart. Chair & Instructor Sig./ FL Course Withdrawal Deadline w/100% refund FL - GR and UG	Aug. 26	Life Experience Portfolio Deadline	Nov. 7
Labor Day / St. Thomas University Closed	Aug. 31	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 23-25
Graduate Comprehensive Exam Application Deadline	Sep. 5	Final Exams - FL - Fall term	Dec. 5-9
Midterm-Last day to submit SP Incompletes, and Dissertation/Thesis to library	Sep. 23	FL - Fall term ends	Dec. 9
Graduate Comprehensive Exam	Oct. 7	FL Term - Deadline for Faculty submission of Grades	Dec. 12
	Oct. 1		
Fall 2016 BRIDGE SEMESTER			
<b>B6- 2016 August 22 - September 16 (4 weeks)</b>		<b>B7 - 2016 Sept 19 - December 9 (12 weeks)</b>	
Course Withdrawal Deadline w/ 100% refund	Aug. 25	Course Withdrawal Deadline w/ 100% refund	Sep. 28
B6 withdrawal - "W" grade Deadline	Sep. 9	B7 Withdrawal - "W" grade Deadline	Nov. 18
Course Withdrawal Deadline w/ 100% refund	Dec. 15	Winter Fall Withdrawal - "W" grade Deadline	Jan. 3, 2017
GRADUATION APPLICATION DEADLINES			
Application Deadline for December (Degree/Certificate) Graduation		September 30	
Graduation Expo for December Graduation: September 10, 2016, September 12, 2016, and September 13, 2016			
Application Deadline for May (Degree/Certificate) Commencement & Ceremony		February 1	
<b>Baccalaureate Mass - December 16, 2016</b>		<b>December Commencement - December 17, 2016</b>	

Law School Only: Emergency Make -Up Days (September 17, 2016, October 8, 2016, November 12, 2016)

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# ACADEMIC CALENDARS

## Spring 2017

SPRING 2017 SEMESTER (16 weeks)					
SP - Term Residence Hall Check-in New/Transfer Students	Jan. 6	Academic Advising & Student Planning for Summer and Fall Terms: A3, S1, S3 & S6 & Fall A6, A7 & FL Registration for A3, S1, S3, S6, A6, A7 & FL Terms Begins			
The St. Thomas University Experience Spring Semester	Jan. 7				
SP & A1 - Term Residence Hall Check-in Returning Students	Jan. 7-8				
<b>A1 - 2017 (1<sup>st</sup> SPRING 9 weeks) January 7 - March 10</b>					
Term A1 Begins	Jan. 7	Term A2 Begins			
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			
Martin Luther King, Jr. / St. Thomas Closed	Jan. 16	Graduate Comprehensive Exam			
Withdrawal Deadline 100% refund/A1 & SP - UG and GR	Jan. 19				
Graduate Comprehensive Exam Application Deadline	Feb. 17	Course Withdrawal Deadline w/ 100% refund if registered for A2 only Undergraduate and for all A2 Graduate students			
A1 withdrawal with "W" grade Deadline - GR & UG	Feb. 24	Easter Break - St. Thomas Closed			
Term A1 Ends	March 10	Life Experience Portfolio Deadline			
A1 - Deadline for Faculty submission of Grades	March 13	A2 withdrawal - "W" grade Deadline			
		Term A2 Ends			
		A3 - Deadline for Faculty submission of Grades			
SP - 2017 January 9 - May 5 (16 weeks)					
SP - 2017 January 9 - May 5					
Spring Term Begins - First day of classes	Jan. 9	Graduate Comprehensive Exam			
Last day to Add Undergraduate and Graduate SP courses	Jan. 13	SP - Spring term withdrawal deadline "W" grade			
Martin Luther King, Jr. / St. Thomas Closed	Jan. 16	Easter Break - St. Thomas Closed			
Withdrawal Deadline w/ 100% refund/A1 & SP - GR & UG	Jan. 19	Life Experience Portfolio Deadline			
Graduate Comprehensive Exam Application Deadline	Feb. 17	Final Exams - SP Term			
President's Day - No SP Term Classes	Feb. 20	SP - Spring term ends			
Midterm-Last day to submit Fall Incompletes, and Dissertation/Thesis to the library	Feb. 17	SP Term - Deadline for Faculty submission of Grades			
Spring Break - SP Term only - Not A1 or A2 Term	Feb. 27 - March 3				
Spring 2017 BRIDGE SEMESTER					
B1- 2017 January 9 - February 3 (4 weeks)					
Course Withdrawal Deadline w/ 100% refund	Jan. 19	B2 - February 6 - May 5 (12 weeks)			
B1 withdrawal - "W" grade Deadline	Feb. 3	Course Withdrawal Deadline w/ 100% refund			
		B2 withdrawal - "W" grade Deadline			
GRADUATION APPLICATION DEADLINES					
Application Deadline for May (Degree/Certificate) Commencement & Ceremony February 1					
Application Deadline for August Degree/Certificate June 15					
Baccalaureate Mass - May 12, 2017					
May Commencement - May 13, 2017					

# ACADEMIC CALENDARS

## Summer 2017

SUMMER 2017 (12 weeks)			
A6 - Residence Hall Check-in	Aug. 11	FL-Term Residence Hall Check-in Returning Students	Aug. 19-20
FL-Term Residence Hall Check-in New/Transfer Students	Aug. 18		
<b>A3 - 2017 (Summer 9 weeks) May 15 – July 14</b>		<b>S1 – May 15 – June 23 (1<sup>st</sup> Summer 6 weeks) / S3 – May 15 – Aug. 4 (Summer 12 weeks)</b>	
Term A3 Begins – First day of classes	May 15	S1 & S3 – First day of classes	May 15
Last day to add A3 courses - GR & UG	May 19	Last day to add S1& S3 courses - GR & UG	May 19
Withdrawal Deadline 100% refund / S1, S3, & A3	May 24	Withdrawal Deadline w/100% refund / S1, S3, & A3 - GR & UG	May 24
Memorial Day - St. Thomas Closed	May 29	Memorial Day - St. Thomas Closed	May 29
Graduate Comprehensive Exam Application Deadline	June 2	Graduate Comprehensive Exam Application Deadline	June 2
Graduate Comprehensive Exam	June 17	S1 withdrawal with "W" grade Deadline - GR & UG	June 9
A3 withdrawal with "W" grade Deadline - GR & UG	July 3	Graduate Comprehensive Exam	June 17
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 26
A3 - Deadline for Faculty submission of Grades	July 17	S3 withdrawal with "W" grade Deadline - GR & UG	July 14
		S3 Ends	Aug. 4
		<b>S6 - June 26 - August 4 (2<sup>nd</sup> Summer 6 weeks)</b>	
		Term S6 Begins – First day of classes	June 26
		Last day to Add S6 courses - GR & UG	June 30
		Independence Day - St. Thomas Closed	July 4
		Withdrawal Deadline 100% refund / S6 - GR & UG	July 6
		S6 withdrawal with "W" grade Deadline - GR & UG	July 21
		Terms S3, S6 End	Aug. 4
		S3 & S6 - Deadline for Faculty submission of Grades	Aug. 7
GRADUATION APPLICATION DEADLINES			
Application Deadline for August (Degree/Certificate) Posting June 15			
Application Deadline for December (Degree/Certificate) Graduation September 30			
<b>Baccalaureate Mass - December 15, 2017 December Commencement – December 16, 2017</b>			

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