

2008-2010
CATALOG

QUINCY UNIVERSITY

A Catholic Franciscan University founded by
the Franciscan Friars of the Sacred Heart Province



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Academic Calendar 2008-2009

Fall Semester 2008

Aug. 15	Fri	New students arrive. Residence halls open for new students only.
Aug. 15-18	Fri-Mon	New students' orientation and testing.
Aug. 17	Sun	Residence halls open for upperclassmen.
Aug. 18	Mon	Faculty/student conference day. Classes begin at 5:00 pm.
Aug. 26	Tues	Late registration and add/drop period ends at 5:00 pm.
Aug. 27	Wed	Courses dropped beginning this date receive grade of "W".
Sept. 1	Mon	No classes. Labor Day.
Sept. 29-Oct. 3	Mon-Fri	Franciscan Heritage Week (classes in session).
Oct. 8	Wed	Last day of classes for first 8-week courses.
Oct. 9	Thurs	Last day of classes for first Professional Development Programs (PDP) Session.
Oct. 9-10	Thurs-Fri	No classes except PDP.
Oct. 13	Mon	First day of classes for second 8-week courses and second PDP Session. Midterm grades due at 4:00 pm.
Oct. 31	Fri	Last day to withdraw from courses. (Office closes at 4:30 pm.)
Nov. 3	Mon	Registration for Spring Semester begins at 1:00 pm.
Nov. 26-30	Wed-Sun	No classes. Thanksgiving break.
Dec. 1	Mon	Classes resume at 8:00 am.
Dec. 5	Fri	Last day of classes.
Dec. 8-11	Mon-Thurs..	Final examinations.
Dec. 12	Fri	Residence halls close at noon.
Dec. 15	Mon	Grades due at noon.

Spring Semester 2009

Jan. 11	Sun	Residence halls open at noon.
Jan. 12	Mon	Faculty/student conference day. Classes begin at 5:00 pm.
Jan. 19	Mon	No classes. Martin Luther King's Birthday.
Jan. 20	Tues	Late registration and add/drop period ends at 5:00 pm.
Jan. 21	Wed	Courses dropped beginning this date receive grade of "W".
Feb. 16-17	Mon-Tues....	No classes. President's Day.
Mar. 6	Fri	Last day of classes for first 8-week courses and for first PDP Session.
Mar. 7-15	Sat-Sun	No classes. Spring Break.
Mar. 16	Mon	Classes resume at 8:00 am. First day of classes for second 8-week courses and second PDP Session. Midterm grades due at 4:00 pm.
Apr. 3	Fri	Last day to withdraw from courses.
Apr. 10-12	Fri-Sun	No classes. Easter break.
Apr. 13	Mon	Classes resume at 5 pm.
Apr. 15	Wed	Registration for Summer and Fall Semesters begins at 1:00 pm.
Apr. 16	Thurs	Registration for Summer Sessions begins at 1:00 pm.
May 8	Fri	Last day of classes.
May 11-14	Mon-Thurs..	Final examinations.
May 15	Fri	Residence halls close at noon. Senior grades due at noon.
May 16	Sat	Baccalaureate.
May 17	Sun	Commencement.
May 18	Mon	Grades due at 12:00 noon.

ACADEMIC CALENDAR

Academic Calendar 2009-2010

Fall Semester 2009

Aug. 21	Fri	New students arrive. Residence halls open for new students only.
Aug. 21-24	Fri-Mon	New students' orientation and testing.
Aug. 23	Sun	Residence halls open for upperclassmen.
Aug. 24	Mon	Faculty/student conference day. Classes begin at 5:00 pm.
Sept. 1	Tues	Late registration and add/drop period ends at 5:00 pm.
Sept. 2	Wed	Courses dropped beginning this date receive grade of "W".
Sept. 7	Mon	No classes. Labor Day.
Sept. 28-Oct. 2	Mon-Fri	Franciscan Heritage Week (classes in session).
Oct. 14	Wed	Last day of classes for first 8-week courses.
Oct. 15	Thurs	Last day of classes for first Professional Development Programs (PDP) Session.
Oct. 15-16	Thurs-Fri	No classes except PDP.
Oct. 19	Mon	First day of classes for second 8-week courses and second PDP Session. Midterm grades due at 4:00 pm.
Nov. 6	Fri	Last day to withdraw from courses. (Office closes at 4:30 pm.)
Nov. 9	Mon	Registration for Spring Semester begins at 1:00 pm.
Nov. 25-29	Wed-Sun	No classes. Thanksgiving break.
Nov. 30	Mon	Classes resume at 8:00 am.
Dec. 11	Fri	Last day of classes.
Dec. 14-17	Mon-Thurs..	Final examinations.
Dec. 18	Fri	Residence halls close at noon.
Dec. 21	Mon	Grades due at noon.

Spring Semester 2010

Jan. 17	Sun	Residence halls open at noon.
Jan. 18	Mon	Martin Luther King's Birthday.
Jan. 19	Tues	Classes begin at 8:00 am.
Jan. 27	Wed	Late registration and add/drop period ends at 5:00 pm.
Jan. 28	Thur	Courses dropped beginning this date receive grade of "W".
Feb. 15-16	Mon-Tues....	No classes. President's Day.
Mar. 12	Fri	Last day of classes for first 8-week courses and for first PDP Session.
Mar. 13-21	Sat-Sun	No classes. Spring Break.
Mar. 22	Mon	Classes resume at 8:00 am. First day of classes for second 8-week courses and second PDP Session. Midterm grades due at 4:00 pm.
Apr. 2-4	Fri-Sun	No classes. Easter break.
Apr. 5	Mon	Classes resume at 5:00 pm.
Apr. 9	Fri	Last day to withdraw from courses.
Apr. 21	Wed	Registration for Fall Semester begins at 1:00 pm.
Apr. 22	Thurs	Registration for Summer Sessions begins at 1:00 pm.
May 14	Fri	Last day of classes.
May 17-20	Mon-Thurs..	Final examinations.
May 21	Fri	Residence halls close at noon. Senior grades due at noon.
May 22	Sat	Baccalaureate.
May 23	Sun	Commencement.
May 24	Mon	Grades due at 12:00 noon.

Mission and History

Mission Statement

Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace, and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.

History and Heritage

The history and heritage of Quincy University flow from the story of St. Francis and the first friars, St. Clare and her first sisters, and the early Franciscan movement eight centuries ago in Italy. Their call to follow in the footsteps of Jesus Christ marked their movement as truly universal, endearing them for all time to people of good will. Their respect and love for all creation and for every living creature, especially the poor and powerless, remain vital eight hundred years later, in harmony with contemporary commitment to safeguarding justice, peace, and the integrity of creation. Their Franciscan vision channels the power of wisdom in service to others. This vision inspired Franciscan friars from Germany arriving as missionaries to Illinois in 1858.

Among the first initiatives of these friars in the Midwest stands the foundation of a college at Quincy in 1860, a daring move for such recent arrivals. The friars, immediately responsive to the need for education in frontier Illinois, served this need by providing liberal arts education in the Catholic Franciscan tradition. They named the institution that would become the Quincy University of today *St. Francis Solanus College* after one of the Hispanic missionary heroes of the Franciscan outreach in the Western Hemisphere. Their missionary spirit animates the mission of the University down to the present.

Years of growth and development followed. The State of Illinois chartered the college in 1873. In 1917, the college changed its name to *Quincy College and Seminary*. The admission of women in 1932 represented another milestone. After World War II, enrollment surged with a corresponding increase in faculty both friar and lay. The college officially adopted the name *Quincy College* in 1970. Most recently, an historic change in 1993 resulted in a new status and a new name: *Quincy University* – a Catholic, independent, liberal arts institution of higher learning that stands in the centuries old Franciscan, Christian tradition of education.

Recalling the words of one Quincy University friar-educator of yesteryear, Quincy University strives to inspire “an intimate and warm enthusiasm for everything really good and true and beautiful.”

GENERAL INFORMATION

Accreditation and Memberships

Quincy University is accredited as a four-year university by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504 (800.621.7440). It is approved by the Illinois State Teacher Certification Board, 100 N. First Street, Springfield, Illinois 62707-0001 (217.782.4330), to offer education programs for elementary and high school teacher certification. Quincy University is a constituent member of the National Catholic Education Association of American Colleges, and is affiliated with the Catholic University of America.

Quincy University is also a member of the American Council on Education, Council of Independent Colleges, Association of Franciscan Colleges and Universities, the Associated Colleges of Illinois, the Federation of Independent Illinois Colleges and Universities, Association for Supervision and Curriculum Development, Illinois Association of Colleges for Teacher Education, Illinois Association of Teacher Educators, Illinois Association for Teacher Education in Private Colleges, and the Council for Exceptional Children.

The University is approved by the State Approving Agency for educational assistance benefits to veterans and veterans' dependents and by the Immigration and Naturalization Service of the U.S. Department of Justice.

Programs Offered

UNDERGRADUATE PROGRAMS

Bachelor Degree Curricula:

Accounting	Computer Information Systems	Marketing
Art - Graphic Design	Computer Science	Mathematics
Aviation	Criminal Justice	Music
Aviation Management	Elementary Education	Music Education
Biology	English	Nursing
Biological Sciences	Finance	Physical Education
Business Administration	Forensic Science	Political Science
Chemistry	History	Psychology
Clinical Laboratory Science (Medical Technology)	Humanities	Social Work
Communication	Human Services	Special Education
Communication and Music Production	Interpreter Training Management	Sport Management
		Theology and Philosophy

Associate Degree Curricula:

Aviation
By arrangement (See p. 11)

Non-Degree Curricula:

American Sign Language
Bilingual Education Certification
Coaching Specialties
Economics
Entrepreneurship
ESL Education Certification
Forensic Science
Languages - French,
German, Latin, Spanish
International Business
Also see **Contract Major**, p. 20.

Management Information
Systems
Philosophy
Physics
Reading Specialist
Science
Secondary Education
Certification
Sociology
Theatre
Women's and Gender
Studies

Pre-Professional Curricula:

Pre-Actuarial Science
Pre-Engineering
Pre-Law
Pre-Medicine
Pre-Physical Therapy

GRADUATE PROGRAMS

Master of Business Administration
Master of Science in Education
Master of Science in Education -
Alternative Certification

Master of Science in Education in Counseling
Master of Theological Studies

General Information

LOCATION AND CAMPUS

Quincy, the home of Quincy University, sits on limestone bluffs overlooking the Mississippi River in west central Illinois. The county seat of Adams County, Quincy is a city of 45,000 people containing a variety of industries. Not only does it serve the shopping and business needs of a wide area but Quincy also provides excellent medical facilities, social services, recreational activities, and cultural outlets. One of the oldest cities in Illinois, Quincy is recognized as one of the three cities in the state having architecturally and historically significant structures.

The University campus occupies three sites in the north-central section of the city along 18th Street. The Main Campus extends through four city blocks and contains twelve major buildings as well as houses used for upperclassmen residences. It is an urban campus with a variety of small businesses and shops within walking distance. The oldest building, Francis Hall, is preeminent, stamping its character upon the whole campus.

A multimillion dollar Fitness Center opened on campus in Spring 2001. This facility features 3 multipurpose gymnasium courts, 2 racquetball/handball courts, 6-lane intercollegiate swimming pool and whirlpool, elevated running/walking track, a fitness room with 36 Flex and Paramount machines, Iron-Grip plates, and other accessories, an aerobics/dance/karate studio, and cardio area featuring a Cardio Theatre and 17 cardio machines.

The North Campus houses music and science facilities, general classrooms, student lounge and study areas, faculty offices, a gymnasium, auditorium, and the varsity soccer and softball fields. A shuttle bus system transports students from campus to campus. The third site, QU Stadium, lies between the main and north campuses and is used for various sports activities.

THE BRENNER LIBRARY

Brenner Library is the access point for an extensive collection of resources supporting the curricular needs of the Quincy University community. The library provides an environment for group or individual research and study in a space which incorporates the latest technology and an extensive print collection. Access to over 30 research databases is available from within the library and remotely. Numerous computer workstations, wireless connectivity, and computing assistance are provided.

Included in the library's 200,000 volume print collection is an extensive circulating collection, a 4,000 volume rare book collection dating from the 15th century, an Instructional Materials Center of print and non-print materials to support the teacher education programs, and an extensive recorded music collection. Librarians provide research assistance and instruction upon request. The library is a member of the Consortium of Academic and Research Libraries in Illinois.

FACULTY

Excellent teaching is the emphasis at Quincy University. To further this end, faculty members are selected from those who show a preference for teaching in a private, liberal arts university. Although research and publishing are encouraged, promotion and tenure decisions are based primarily upon teaching and academic advising. The University is proud of the commitment to students shown by its faculty and dedicates itself to an ever-improving faculty performance.

STUDENT ADVISEMENT

Because proper guidance is central to a fine education, Quincy University stresses that next to teaching is the academic advisement of students. Each first year student is assigned to an Advisor who participates in the Advising Program. All full-time students are assigned to faculty advisors with whom they plan their degree programs.

UNIVERSITY RADIO STATION - WQUB

Located on the campus, WQUB 90.3FM is the public radio for the Quincy, Hannibal, and Tri-State Area. A full member of NPR and an affiliate of American Public Media, the normal broadcast day

ACADEMIC POLICIES AND PROCEDURES

begins with *Morning Edition* and the evening continues with alternative music shows programmed and hosted by students of Quincy University. At midnight until 6:00 am, World Radio Network is broadcast. WQUB broadcasts 24/7 all-year round. As an HD Radio Station, WQUB offers three digital channels: The regular program on HD1, Jazz on HD2, and Folk Music on HD3. Physically challenged listeners have access to a special channel for a newspaper vending service. QU students actively participate in station activities as student broadcasters, work-study employees, communication interns and volunteers. WQUB 90.3FM 'Radio with a Difference.'

Academic Policies and Procedures

GENERAL EDUCATION PROGRAM

The General Education Program (GEP) at Quincy University provides the foundation for a liberal arts education. The GEP includes a "core" curriculum of 21 hours that is important in giving QU a special identity; the GEP Core courses are those that particularly support our mission – providing students with a clear sense of ethical and spiritual identity, and strong communication skills – so students can work towards the "transformation of the world." Because students will take these Core courses during the years specified, the classes and conversations about them help provide a shared and continuing liberal arts experience. Courses marked by the asterisk are the "Core" and should be taken during the year specified. Because of the foundational nature of the classes, it is recommended that 100-level and 200-level courses in the GEP be completed before the end of the sophomore year, except for the fine arts course, which can be taken at any time during the 4 years. Except for courses in the Core and the physical education requirement, students may take a higher numbered course to fulfill the general education requirement.

Goals of the GEP

1. Students encounter a variety of aesthetic experiences and demonstrate that they have the tools with which to think critically about them;
2. Students demonstrate that the learned skills of each QU student include critical thinking and problem solving;
3. Students demonstrate that their learned skills include effective written and oral communication;
4. Students demonstrate that they meet the standards of information literacy as defined by the Association of College and Research Libraries;
5. Students demonstrate growing leadership capabilities, team working and team building skills that will prepare students for ethical lives of responsible leadership and service in an increasingly complex professional and personal world;
6. Students demonstrate familiarity with cross-cultural studies that make students aware of a global culture marked by racial, ethnic, gender and regional differences;
7. Students demonstrate an awareness and appreciation of the Western religious traditions, especially including Roman Catholic and Franciscan;
8. Students demonstrate basic scientific competency;
9. Students demonstrate basic mathematical competency;
10. Students demonstrate basic technological competency;
11. Students develop the ability to weigh evidence without bias, tolerate ambiguity, and use ethical principles in their academic and personal lives.

Signature Courses in the GEP

The University Signature Courses, hours taken in theology and/or philosophy, are those courses that especially support our Franciscan mission. Two of these courses – Western Religious Traditions and Ethics – are included in the Core curriculum. Six additional hours consisting of Theology and a choice between Theology (TRS) and Philosophy (PHI) are also required.

ACADEMIC POLICIES AND PROCEDURES

Writing Across the Curriculum

Because Quincy University is committed to graduating students who are capable writers, the General Education Program requires four designated “writing-enriched” courses after completion of Composition and Texts I and II. One course in the major is strongly recommended. Students transferring in 48-85 hours need 2 writing-enriched courses (one in the major recommended) and students transferring in 86 hours or more must complete one (preferably in the major).

Technological Literacy in the GEP

The University is committed to graduating technologically literate students. Students will be required to achieve minimum technological competency as defined by the departments, divisions, or schools. These academic units will be responsible for demonstrating that the technology competency requirements have been met.

I. GENERAL REQUIREMENTS FOR DEGREES

A. Cornerstone & Capstone Courses (3 hours)

- * FYE 100 First-Year Experience
- * SYE 400 Senior-Year Experience

B. The Core Curriculum Courses* (18-21 hours)

Year 1

- * English (6 hours): ENG 111 Composition & Texts I and ENG 112 Composition & Texts II
- * Theology (3 hours): TRS 116 Western Religious Traditions

Year 2

- * Literature (200-level) (3 hours): chosen from ENG 230 World Literature I; ENG 231 World Literature II; ENG 210 British Masters I; ENG 211 British Masters II; ENG 220 Major American Writers; ENG 260 Fiction; ENG 261 Poetry; ENG 262 Drama; ENG 263 Comedy in Literature
- * Communication (3 hours): COM 101 Fundamentals of Public Speaking

Year 3 or 4

- * Ethics (3 hours): One 300-400 level ethics course chosen from PHI 321 Ethical Theories; PHI 323 Bioethics; PHI 325 Environmental Ethics; PHI 327 Business Ethics; PHI 329 Ethics and Technology **or** another approved Ethics course
- * Global/Cross-Cultural Studies (3 hours): one class that has been designed to meet the GEP global/cross-cultural studies goal or one full semester of study abroad

C. The Liberal Arts Foundation Courses (24-25 hours)

Social Science (6 hours): 100 or 200 level courses chosen from two different areas: Criminal Justice (CRJ), Economics (ECO), Political Science (POL), Psychology (PSY), Social Work (SWK), or Sociology (SOC)

Sciences (7 or 8 hours consisting of one life science and one physical science and including one lab): BIO 111 Life Sciences, SCI 115 Physical Sciences, or discipline-specific science course

Mathematics (3 hours): MAT 124 Applied College Algebra or MAT 125 College Algebra

Fine Arts (3 hours): one Music, Art, Theater, or Film Appreciation course

History (3 hours): chosen from HIS 101 World History I; HIS 102 World History II; HIS 111 U.S. History I, HIS 112 U.S. History II

Physical Education (2 hours): PED 265 Personal Health & Wellness

D. University Required Signature Courses (6 hours)

Theology (3 hours) - choose any TRS course

Theology/Philosophy (3 hours) - choose any TRS or PHI course

ACADEMIC POLICIES AND PROCEDURES

E. Major Courses:

No later than the end of the sophomore year, each student must select a major program of studies. This may be in one discipline or may combine several, but any major selected must conform to the stipulations set forth in the curricula section of this catalog.

Majors at Quincy University require a minimum of 33 credit hours of coursework at the 100-400 level in a single course code designation (ACC, BIO, etc.), 21 of which must be completed at Quincy University. Twenty-seven (27) hours must be at the 200-400 level. A maximum of 12 hours from "nontraditional" sources may be applied, with the approval of the Chair or Dean (see p. 19). No more than 42 hours of 200-400 coursework taken from a single discipline (excluding courses taken to satisfy the General Education requirements) may count toward the 124 credit-hour minimum required for the bachelor's degree. Students may be required by their department to take additional credit hours above the 42 hours maximum from a single discipline.

Students may complete concurrently two majors by meeting the specific requirements for each major as set forth in the catalog. Each major must have 27 unique hours at the 200-400 level. Both majors will be listed on the student's transcript. If both majors are within the same degree program (e.g., B.A., B.S.), the student will receive only one degree and diploma.

Practicum or internship credit is not allowed in the basic 33-hour major requirement but does apply to the 42-hour maximum.

During their senior year, candidates for the baccalaureate degree participate in a coordinating, comprehensive experience in their major field. Normally this experience is the senior seminar which provides an in-depth study of a topic within the discipline which promotes research, evaluation, and discussion. In some instances, the comprehensive experience is gained through an applied activity such as a practicum, an internship, or student teaching.

Minimum and Maximum for Majors: 33-42 hrs.

F. Electives:

At least 27 elective hours must be taken outside the course code designation(s) of the major.

Minimum for Electives: 27 hrs.

G. Interdisciplinary Majors

Interdisciplinary majors at Quincy University require a minimum of 36 and a maximum of 48 credit hours of coursework at the 100-400 level of which 21 hours must be completed at Quincy University. Twenty-seven hours must be at the 200-400 level. The interdisciplinary major shall consist of 21-27 hours in the primary field, 15-21 hours in the secondary field, and in some cases, 12-15 hours in a tertiary field. Hours earned in an identified tertiary field may be used as elective hours. Students must earn a minimum of 18 upper-level hours in the primary and secondary fields of the major.

The requirements for the interdisciplinary major shall apply to those majors that are part of the regular curriculum and to collaboratively designed interdisciplinary contract majors developed in accordance with the applicable provisions for such majors as stated on page 20 in the University catalog.

II. QUANTITATIVE AND RESIDENCY REQUIREMENTS FOR DEGREES

A. For the **baccalaureate degree**, a student must:

1. Complete satisfactorily a minimum of 124 semester hours of courses as described under graduation requirements below. This should include a minimum of 39 semester hours of upper-level (300-400) courses unless otherwise stated in this catalog.
2. Fulfill the requirements of the major or area of concentration as set forth under each academic program, including a minimum of 27 semester hours of courses at the 200-400 level in the major, 21 of which must be taken at QU.
3. Earn at least 30 semester hours in residency at Quincy University including 21 hours in the major or area of concentration.

ACADEMIC POLICIES AND PROCEDURES

4. Transfer students must earn a minimum of 56 semester hours from a 4-year college or university.
- B. For a **second baccalaureate degree when the first degree was earned from Quincy University**, a student must present a minimum of 27 hours in the second major (or area of concentration) at the 200-400 level, 21 of which must be taken in residency at Quincy University, fulfill any other requirements stated for the major as published in this catalog, **and** present a minimum of 144 credit hours for the combined degrees.
- C. For a **second baccalaureate degree when the first degree was earned elsewhere**, a student must:
 1. Earn 30 semester hours in residency at Quincy University, including 3 hours of theology or 6 credit hours of theology taken elsewhere.
 2. Present a minimum of 27 hours in the second major (or area of concentration) at the 200-400 level, 21 of which must be taken in residency. If previous courses satisfy some of the major requirements, the department will designate other courses that will enhance the major.
 3. Fulfill any other requirements stated for the major as published in this catalog.
- D. For an **associate degree** (A.A. or A.S.), a student must:
 1. Complete satisfactorily a minimum of 64 semester hours including all the general education courses listed on p. 9 except for required 300-400 level courses.
 2. Complete an approved emphasis area of 15 semester hours.
 3. Earn at least 18 hours in residency at Quincy University including the last 15 semester hours.
 4. Declare in writing the intention to earn an associate degree at least one full semester prior to completion.

III. QUALITATIVE REQUIREMENTS FOR DEGREE

To earn any degree at Quincy University, a student must:

- A. Offer a minimum cumulative grade point average of 2.0 (a "C" average).
- B. Achieve a 2.0 cumulative average in the major area of concentration and minor emphasis, if applicable.

Each school or division has the right to accept or reject courses in the major or area of concentration in which "C-" or lower grades have been earned.

IV. CATALOG COVERING GRADUATION REQUIREMENTS

The catalog governing graduation requirements may be the catalog current at the time the student enters the University or any subsequent catalog during the period enrolled. If students interrupt their education for more than one year, they will follow the catalog current at the time they are readmitted. See "Returning Student Readmission," p. 28.

V. APPLICATION FOR GRADUATION

Candidates for degrees should file an **Application for Graduation** with the Office of the Registrar. May and August degree candidates must file no later than midterm of the Fall Semester in the academic year in which they expect to graduate. December degree candidates must file no later than midterm of the prior Spring Semester. A non-refundable application fee will be charged when the application is filed. Failure to file an application on time may result in a later graduation date or late application fee.

Students who do not complete their degree requirements by the date for which they originally applied for graduation must complete a new application indicating their new anticipated graduation date (additional reapplication fees may apply).

VI. PARTICIPATION IN COMMENCEMENT CEREMONY

Students with six (6) or fewer credits to complete for their undergraduate baccalaureate degrees may participate in the May commencement ceremony. Students who have completed all

ACADEMIC POLICIES AND PROCEDURES

requirements except the required practicum(s), professional experience, or student teaching and the associated seminar in the teacher education program may also participate. For graduate students, please reference to the appropriate section listed in the back of this catalog for specific graduation requirements by program.

REGISTRATION

Students admitted to the University enroll in classes through the Office of the Registrar or with their advisor on the specific dates listed in the University calendar. All degree-seeking students must consult with their designated faculty advisor prior to registration for written approval to register for courses.

The normal course load for a full-time undergraduate student varies from 15 to 18 credit hours. Approval for more than 18 hours must be sought from the Vice President for Academic Affairs, and \$300 per credit hour is charged for each credit hour over 18.

A late registration fee may be charged to those who fail to register by the end of the add/drop period at the beginning of each semester.

No credit is granted for courses in which the student is not properly registered. Proper registration, including dropping and adding courses, is the personal responsibility of each student.

FULL-TIME STUDENTS

The minimum course load required to maintain full-time undergraduate status during the regular semester is 12 credit hours. Eighteen hours is considered the ordinary maximum; permission to exceed this limit must be sought from the Vice President for Academic Affairs.

PART-TIME STUDENTS

Undergraduate students enrolled for fewer than 12 credit hours during a regular semester are classified as part-time students. Costs are determined on a per credit-hour basis.

CLASS STANDING

Class standing or rank is determined by the number of credit hours completed as shown on the following scale:

Credit Hours	Class Rank
0-23.9	Freshman
24-47.9	Sophomore
48-85.9	Junior
86 or more	Senior

CHANGES IN REGISTRATION

All changes in registration (adding or dropping courses, or changing sections of courses) must be made officially in the Office of the Registrar by completing the proper forms.

DROPPING OR ADDING COURSES AND/OR WITHDRAWAL FROM COURSES

It is a student's responsibility to be properly registered for courses and to adhere to University policies regarding adding and dropping courses:

- No student may add a course after the add/drop period without approval from the Vice President for Academic Affairs.
- Courses officially dropped before the end of the add/drop period will not be recorded on transcripts.
- Courses officially dropped after the end of the add/drop period will be recorded with a grade of "W".

"Official drop or withdrawal" means that a student has submitted to the Registrar the official forms including instructor and advisor signatures. Normally, students may not withdraw from individual courses after the eleventh week of a semester or the 6th week of an 8-week course. If

ACADEMIC POLICIES AND PROCEDURES

extenuating circumstances apply, the student may petition withdrawal through the Vice President for Academic Affairs. **A student who stops attending a class without an official withdrawal will be given an "F" for the course on the transcript.** See Class Attendance Policy, p. 16. See the summer course schedule for summer term add/drop dates.

WITHDRAWAL FOR MILITARY SERVICE

When a student is called to active military service during an academic term, it is the student's responsibility to notify the Registrar and to provide copies of the appropriate military orders.

A student called to active military service will be allowed a reasonable time to complete course requirements missed during his or her military duty. The student will receive a grade of "IN" (incomplete) if the absence extends through the end of the semester. When completion of the course requirements is impractical, the student may choose to withdraw from the course(s).

If no academic credit is received, all tuition and fees paid by the student, minus any financial aid that must be returned to the funding programs, will be applied to the semester during which the student returns. Room and board payments will be credited on a pro-rated basis.

WITHDRAWAL FROM THE UNIVERSITY/LEAVE OF ABSENCE

Students who find it necessary to withdraw from the University must contact the Office of the Registrar to complete an official withdrawal form and/or a Leave of Absence request.

A student who stops attending a course(s) or the University without filing an official withdrawal will be given an "F" for each course on the transcript.

See "Class Attendance Policy," p. 16, and "Refunds: Tuition," p. 32.

Quincy University students can take a Leave of Absence from the University for up to ONE full year. This leave of absence guarantees that the student will not have to reapply to the University when they return, and they will remain under their entry-year level catalog requirements.

EVALUATION/GRADING

Official grade reports are issued to students by the Registrar or made available online at the end of each semester. Midterm grades for lower-division courses are also available to freshman and sophomore advisors for advisement purposes.

Semester grades are determined by the instructor according to the grades earned by the student in all phases of academic work: class discussions, tests, laboratory work, reports, term papers, themes, and semester examinations.

Quincy University uses a letter grading system in all undergraduate and graduate courses and programs. Although other methods of grading such as points or percentages may be used at the discretion of the individual professor throughout and at the conclusion of a course, the official grades of record are letters. Hence, all faculty will be expected to convert those other grading systems to letter grades based on the standards described.

The following is the system of grading used at Quincy University:

A	4.00	Excellent	Indicates the highest level of achievement in the subject and an outstanding level of intellectual initiative.
A-	3.70		
B+	3.30		
B	3.00	Good	Indicates a good level of achievement, intelligent understanding and application of subject matter.
B-	2.70		
C+	2.30		
C	2.00	Satisfactory	Indicates academic work of an acceptable quality and an adequate understanding of the subject matter.
C-	1.70		

ACADEMIC POLICIES AND PROCEDURES

D+ 1.30

D	1.00	Unsatisfactory	Indicates the lowest undergraduate passing grade, and only the minimum understanding of the subject matter and/or academic work of a marginal quality.
F		Failure	Indicates a lack of even minimal understanding of the subject matter and/or unacceptable academic work.
IN		Incomplete	Indicates required work has not been completed. The Incomplete must be removed by the due date set by the instructor. This is not to exceed two full semesters after the one in which it was granted; otherwise it will be converted to an "F".
P		Passing	Indicates a passing grade in courses for which a student has selected the Pass/Fail option or that are graded on a Pass/Fail basis.
W		Withdrawn	Indicates the student has withdrawn from a course in compliance with the policy stated on page 12.
AU		Audit	Indicates that the student has registered for the course on a non-credit basis.
DE		Deferred	Indicates the grade has been deferred.
NC		No Credit	Indicates a course for which no separate credit is given, such as a lab or clinical.

ACADEMIC HONESTY

The educative mission of the University is defeated when community members decide to compromise their integrity for the appearance of academic achievement. Thus, the following are against policy:

1. Cheating by any method on examinations or other academic work.
2. Falsifying grade reports, transcripts, notes, identification cards, letters of authorization and/or other official University documents.
3. Plagiarism is the stealing or using of passages or images, either word for word or in substance, from the writings of another and presenting them as one's own. Plagiarism applies as well to those who allow their work to be copied by others. Further, the stealing of ideas is considered a form of plagiarism punishable by law.

Students found guilty of academic dishonesty are subject to various sanctions depending upon the extent, nature, and frequency of occurrence. These include, but are not restricted to, failure on the particular assignment, failure in the course, and dismissal from a program or from the University. The instructor will determine the grade for the relevant project and for the course. A database of student violations of academic honesty is maintained by the University, and repeated violations will automatically trigger a review process on the University level, which will determine the appropriate additional penalties to be given. Students should familiarize themselves with the procedures associated with academic dishonesty which are described in the *Student Handbook*.

ACADEMIC ASSESSMENT

Assessment at Quincy University facilitates the continuous improvement of teaching and learning in a learner-centered environment. Its purpose is to provide evidence about the extent to which our students are successfully and effectively learning; that our faculty are appropriately guided and supported while engaged in teaching; and that our policies and resources are distributed toward those ends, in keeping with the mission of the University.

Assessment is not intended to be an end unto itself. Rather, it is a vehicle to effect educational improvement, bringing the values and vision of the institution into the reality of our teaching and learning processes. Further, the assessment of academic success is an essential component in the evaluation of overall institutional effectiveness.

ACADEMIC POLICIES AND PROCEDURES

To ensure the greatest possible degree of effectiveness, assessment of student learning at Quincy University will be appropriately integrated at four interconnected levels:

- A. The Student
- B. The Course
- C. The Program
 - a. General Education Program (GEP)
 - b. Degree programs
- D. The Institution

Additionally, the QU assessment program will operate within the following guidelines:

1. It will be an on-going process designed to acquire, analyze and disseminate relevant data over time.
2. It will be a cumulative process that initially builds a body of data to guide curricular improvement, and thereafter, can be utilized with increasing sophistication to enhance overall teaching and learning processes.
3. It will be a multi-faceted process utilizing multiple evaluative measures, at multiple organizational levels, to collect multiple forms of data from both internal and external sources.
4. It will be a pragmatic process in that collected data on past and present practices will be carefully and critically evaluated to help Quincy University improve future experiences for both faculty and students.
5. It will be a comprehensive process integrated throughout the entire institution - reflecting the University's mission statement.

Goals for Academic Assessment

1. To continuously improve the teaching and learning environment at Quincy University.
2. To effectively coordinate the University's institutional assessment efforts, including data collection, analysis, reporting and warehousing.
3. To systematically solicit pertinent assessment data from multiple internal and external sources.
4. To guarantee the transparency of assessment processes and the publication of assessment results to involved constituents.
5. To substantively integrate assessment data into the University's faculty development practices and activities.
6. To make available adequate resources to ensure the long-term success of teaching and learning activities and practices at the University.
7. To make Quincy University an effective and efficient self-assessing institution.

Course Evaluations

Course evaluation has always been strongly emphasized at Quincy University. This confidential process is conducted via QU's Moodle course management system, and all students are expected to complete evaluations for each course in which they are enrolled. Evaluations are available for online completion approximately three weeks before the conclusion of a course.

AUDITING

Auditing classes (attending classes without being required to take written tests and final examination and without being entitled to university credit) is permitted, but requires regular registration and the payment of the auditor's fees. The normal audit fee for undergraduate or graduate courses is \$285 per credit hour. Full-time undergraduate students may audit a course with no additional charge, if their total course load (including audit class) is 18 hours or less. Senior citizens pay only \$100 per credit hour.

Students who audit courses are expected to participate in all course activities other than tests and final examinations to earn the grade **AU**. Students registering for audit may not register later in that same course for credit. Students may change to the conventional grading system only during the official add/drop period. Audited courses do not apply toward degree requirements, financial aid, or athletic eligibility.

ACADEMIC POLICIES AND PROCEDURES

CHANGE OF GRADE

Once a grade is reported, it may be changed only by the faculty member who reported it. If an error is detected, the correction should be made as quickly as possible. **No grade change can be made later than exam week of the next semester.**

CLASS ATTENDANCE POLICY

Quincy University is dedicated to learning and teaching. Because these activities depend for their success on presence and involvement, students are expected to attend all of their classes. Instructors will make their specific attendance policies clear in their syllabi. Students are responsible for making themselves aware of and abiding by the attendance policy of each instructor. Students absent for any reason are still responsible for and expected to complete all required coursework as determined by the instructor. Instructors may require prior notice for foreseeable absences, and may require students to complete work before such absences. Instructors will make reasonable accommodation for such circumstances as serious illness, emergency, or official participation in University-sanctioned events. Students missing more than twice the number of class meetings per week may be given the grade of "F" or withdrawn from the course by the instructor. Instructors will notify a student who will be withdrawn or receive an "F" due to non-attendance.

Financial Aid will be affected by non-attendance. Repayment of all or part of your aid may be required if you receive a grade of "F" or are withdrawn. Required refunds due to withdrawal are returned to the fund from which aid was awarded. This may result in a balance due to the University.

FINAL EXAMINATIONS

Quincy University holds that evaluation of student achievement is required in all courses. Deciding the need and nature of final examinations as a means of evaluation is the responsibility of the instructor in each course. Final examinations for traditional semester courses are scheduled during a **special examination period** after the regular session of classes at the end of each semester.

INCOMPLETES

In cases where a student is unable to complete a course, the instructor may elect to give a grade of "Incomplete."

"Incomplete" grades are intended to allow a student who has been prevented from completing coursework, due to unforeseen circumstances such as an extended illness, to finish the work after the end of the semester; they are not intended to allow a student to resubmit assignments or re-take exams in which they performed poorly.

The "Incomplete" must be removed by the due date set by the instructor, which is not to exceed two full semesters after the one in which it was granted; otherwise, it will be converted to an "F."

PASS/FAIL OPTION

A Pass/Fail option is provided to encourage upper-level students to explore subjects outside their major disciplines.

Junior or senior students may register Pass/Fail for one course from the regular curriculum per semester before the end of the add/drop period. In doing so they agree to the following conditions: 1) once registered they may not revert to the conventional grading system except during the add/drop period; 2) a failing grade will count against the grade point average; 3) the course cannot be used to fulfill any general education requirement; 4) no course in the major or minor discipline may be taken Pass/Fail. Students may not change registration to Pass/Fail after end of add/drop period.

Courses taken Pass/Fail at other institutions normally are not accepted in transfer. However, the student may petition the Vice President for Academic Affairs for acceptance of such courses according to the above policy.

This policy does not apply to activity courses in physical education, which may be taken Pass/Fail by any student.

Warning: students who change majors face repeating any course previously taken Pass/Fail.

ACADEMIC POLICIES AND PROCEDURES

REPEATING COURSES

Students may repeat courses to improve grades and grade-point averages. However, the last grade received following each repetition becomes the grade of record. In all instances, the transcript will continue to show the previous registration(s) and grade(s) received.

Any Quincy University courses repeated to improve a grade must be taken (repeated) at Quincy University. Courses taken elsewhere will not affect the Quincy University grade point average. Repeating courses may affect athletic and financial aid eligibility.

ACADEMIC HONORS

DEAN'S LIST

At the end of each semester, the University publishes a Dean's List which names those undergraduate students whose semester academic averages are 3.5 or higher. Students must be enrolled at QU for at least 12 A-F graded semester hours to be included on the Dean's List for any given semester.

Once each year the Vice President for Academic Affairs selects top ranking students for inclusion in the **National Dean's List**, a register of outstanding students from across the nation. To qualify for nomination, students must have cumulative grade point averages of 3.8 or higher.

GRADUATION WITH HONORS

Students who maintain cumulative grade point averages of at least 3.4 on **all** courses completed for a baccalaureate degree are eligible for graduation with honors as follows:

Cum Laude	cumulative average 3.40-3.54
Magna Cum Laude	cumulative average 3.55-3.74
Summa Cum Laude	cumulative average 3.75-4.00

These honor distinctions will be noted on the student's transcript and the diploma.

Students completing degree requirements after May 2010 must have a minimum Quincy University cumulative GPA of 3.40 to be considered for graduation with honors.

The determination of Graduation with Honors for a student with transferable academic credit will be based on the cumulative grade point average of the total college work at Quincy University and at other colleges attended. To be eligible for Graduation with Honors a transfer student must complete a minimum of 56 semester hours of coursework, graded on A-F scales, from four-year institutions. All graduation requirements must be documented as completed prior to commencement for honors to be announced at commencement.

Students receiving *Summa Cum Laude* honors are awarded the Bonaventure Award for graduating with highest distinction. Students receiving *Cum* and *Magna Cum Laude* honors will receive silver and gold cords, respectively.

Students receiving master or associate degrees are not eligible for graduation with honors.

ACADEMIC STANDING

Academic standing at Quincy University is based on the student's cumulative grade point average in residence. The grade point average (GPA) is obtained by dividing the total number of quality or grade points by the total number of GPA credit hours completed. Four quality points are given for every hour of "A," three for "B," two for "C," one for "D," and none for "F." (See grading scale, p. 13). The chart below shows the minimum requirements for Good Standing. A student who falls below the level of probationary good standing is subject to suspension from the University.

Year of Attendance	After the	Good Standing		Academic Suspension
		Normal Good Standing	Probationary Good Standing	
First Year	1st Sem.	2.00 or above	1.99-1.50	below 1.50
	2nd Sem.	2.00 or above	1.99-1.60	below 1.60

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Second Year	1st Sem.	2.00 or above	1.99-1.70	below 1.70
	2nd Sem.	2.00 or above		below 2.00
Third Year	1st Sem.	2.00 or above		below 2.00
	2nd Sem.	2.00 or above		below 2.00
Fourth Year	1st Sem.	2.00 or above		below 2.00
	2nd Sem.	2.00 or above		below 2.00

- A. Students must maintain a 2.0 cumulative grade point average to be in normal good standing.
- B. Students whose cumulative grade point average falls below a 2.0 will be placed either on probationary good standing or on academic suspension according to their cumulative grade point average as indicated by the chart above.
- C. A student who has been placed on academic suspension has the right to appeal citing extenuating circumstances.
- D. Students receiving financial aid through federally-sponsored student-aid programs must maintain satisfactory progress in the course of study they are pursuing. (See Statement of Satisfactory Academic Progress, p. 36.)
- E. Academic standing for transfer students will be based on the number of semesters a student has been enrolled at all colleges/universities the student has attended.
- F. Athletic eligibility is governed by the academic and general requirements of the National Collegiate Athletic Association Bylaws Article XIV, the National Association of Intercollegiate Athletics, and the Great Lakes Valley Conference.

NEW START POLICY

Under this policy, a student who left the University at least two years prior with less than a satisfactory grade point average may begin a new cumulative grade point average upon reentry. The student must petition to be reinstated. The transcript will note "New Start Policy Invoked; Cumulative GPA Restarted, except for selected courses."

The following restrictions apply:

1. The student may not have attended another institution within the past three years.
2. All previous Quincy University coursework and grades remain on the transcript.
3. "D" and "F" work from the previous period must be repeated if required in the new program; "C-" and better coursework may be carried forward and built into the new GPA.
4. The last grade achieved is used for all repeated courses.
5. Students exercising a "New Start" option must achieve a 2.0 average for all work counted toward the degree and whatever GPA is required in the major.
6. A "New Start" can only be approved once and applies to undergraduate coursework only.
7. There are certain majors that cannot invoke this new start policy, such as education and nursing.

PROBATIONARY GOOD STANDING OR SUSPENSION

Students in probationary good standing may enroll for no more than 16 semester hours of coursework, and may be required to participate in certain academic support programs as a condition for continuance in class.

Students who have been suspended for academic reasons may not apply for admission or readmission to Quincy University for one semester. Suspended students must apply through the Office of Admissions for readmission to Quincy University. The application for readmission will be submitted to the Vice President for Academic Affairs for evaluation. A student's campus citizenship will be a factor in determining whether readmittance will be granted. A successful appeal will result in the student being readmitted on probationary good standing.

ACADEMIC POLICIES AND PROCEDURES

DISCIPLINARY PROBATION OR SUSPENSION

Students who violate university policies and regulations governing conduct and behavior are subject to probation or suspension or dismissal through action of the Vice President for Student Affairs. Policies addressing student behavior and the review procedure are set forth in the *Student Handbook*, which is online at www.quincy.edu/CampusLife/handbook/index.php.

SPECIAL CREDIT OPPORTUNITIES

In addition to the accredited courses listed in this catalog in the section "Curricula and Courses" (p. 40). Quincy University will accept a combined total of 40 semester hours of credit from nontraditional sources. The following credit opportunities are available:

ADVANCED PLACEMENT PROGRAM (AP)

The University participates in the Advanced Placement Program and grants credit for courses in which grades of 4 or 5 have been earned. A grade of 3 is acceptable in some cases. The credit granted varies by department or discipline by score achieved; students should inquire of the Office of the Registrar or Office of Admissions concerning the application of scores to credit hours by subject matter.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The University will grant credit through CLEP in certain general and subject areas to a maximum of 30 semester hours. The University does not accept credit through CLEP for the general examinations in English Composition, Humanities, Mathematics, or Natural Sciences or for subject examinations in any area of English, American, or World Literature. A score in the 50th percentile is the minimum accepted in any discipline but some disciplines require a higher score to receive credit. Students should inquire of the Office of Admissions or the Office of the Registrar regarding what CLEP scores are accepted.

CREDIT BY EXAMINATION

Quincy University grants credit for college-level academic competence as proved by acceptable performance in written examinations. Students may petition through the Vice President for Academic Affairs for faculty-prepared proficiency examinations.

Credit by examination is not permitted for a course when a student already has earned university credit for more advanced courses in the same area nor after a student has begun classes in the course which the examination is designed to evaluate.

CREDIT FOR ACADEMICALLY RELATED EXPERIENCE (CARE)

Quincy University grants credit in certain cases for practical or life experiences which can be related to the academic emphasis of a regular curriculum of the University. These experiences may be off-campus but are evaluated by these criteria:

1. The experience should relate to a regular course or equate with academic experience.
2. The experience must be verified and documented.
3. The experience must be one which has produced a recognizable competence in the applicant.
4. The credit granted for experience is not applicable to residency requirements nor to the 56 hours required at a 4-year institution except for the Professional Degree Programs. See Residency Requirements, p. 10.
5. The credit must be totally separate from any practicum or internship experience for which credit has been granted.
6. The limit for CARE credit ordinarily is 12 hours.

Petitions for CARE credit are submitted to the Academic Affairs Office. They are then reviewed by the CARE Credit Committee and the Vice President for Academic Affairs who determine the amount of credit to be granted (normally no more than 3 credits per experience).

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LANGUAGE PLACEMENT TESTS

Students who test into advanced language courses may petition the Registrar to receive up to 6 hours of lower language course credit after completing the advanced course with a “C” or better.

MILITARY CREDIT

Students who have been on active duty in the military will be granted three hours of elective physical education credit for their service. Students need to submit valid discharge paperwork from the military to the Registrar’s Office to receive this credit.

PRE-COLLEGE CREDIT PROGRAMS

The University awards credit for up to 30 hours of coursework at high schools through pre-college, deferred-credit or escrow programs. The student must submit an official college transcript. A grade of “C” or better is required to receive credit.

SPECIAL STUDY OPPORTUNITIES

BUSINESS CERTIFICATE PROGRAM

In response to the dynamics of today’s market place, and to increase options for students in program selection, Quincy University offers a Business Certificate Program. Through this program a student completes requirements for one of the traditional liberal arts or sciences degrees and concurrently completes coursework in accounting, business, and economics. Both the degree and the certificate are indicated on the student’s transcript. Students interested in the Business Certificate Program should see p. 57 for details.

CONTRACT MAJOR

For the student with special needs or study interests, the Contract Major provides a custom-designed curriculum. In consultation with faculty advisors and the Dean of Academic Support Services, a student may propose a program that combines the offerings of several programs in a pattern which fits the student’s special interests, rather than the definitions of a standard curriculum. The general requirements for graduation remain effective, but major and elective sequences are described in a “contract” approved by the student, chair or dean, and the Vice President for Academic Affairs. This description may utilize courses from the regular curricula, along with private and independent study courses and CARE credits. Accredited courses may also be transferred from other colleges, and credit by examination is applicable, according to the regular rules for such transfers and applications.

Contracts must conform to interdisciplinary major requirements of the University stated on p. 10.

DIRECTED STUDIES

Credit may be earned for study projects designed by the student under the direction of a faculty advisor, provided that the design is approved by the appropriate Chair or Dean and that evidence that the design has been realized is provided, usually by presentation of an acceptable research paper and by passing an examination in the area of study. If the addition of such a course causes a student to exceed the ordinary hour-limit of a full-time student, or if it is taken outside the calendar of a regular semester, additional tuition will be charged. To be eligible for a directed studies course, a student must have completed 30 hours of collegiate-level coursework with a cumulative grade point average of 3.0 or higher. Normally, a student may not take more than two courses or six semester hours through directed studies.

EARLY EXPLORATORY INTERNSHIP PROGRAM

The Early Exploratory Internship Program is a unique Quincy University opportunity for students. Through a combination of state grant funds from the Illinois Cooperative Work Study Program of the Board of Education, and the cooperation of businesses and agencies, students can gain pre-professional experience in fields of interest. The program is designed for first and second year students, and like the Field Experience in Education, offers students the chance to explore

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off-campus business and technical options related to their academic fields. The program allows students a maximum of fifteen hours per week paid employment. A Faculty Advisor coordinates the program, which is open to students with a cumulative grade point average of 3.0 or higher by application. Students must be Illinois residents to participate. See p. 159 for courses. Students may take courses in the INT 180-480 sequence for credit. These courses are designed to make possible better career choices and greater dedication in the classroom as a consequence of an improved sense of direction.

THE HONORS PROGRAM

The Honors Program provides an academically challenging course of study which adds an interdisciplinary dimension to a student's major field. Honors students and faculty pursue the University's mission to heighten students' educational experience, to prepare them for leadership, and to build relationships with faculty and each other. The Honors Program promotes academic excellence through critical thinking, original research, exceptional writing, and public presentation of scholarship. It creates a shared experience in an intellectual community and prepares students for a life of service and leadership.

Admission to the Program. Participation in the University Honors Program is voluntary. Entering freshmen, current students in their first year of study, and transfer students are eligible for the program. The Honors Committee will give priority to entering freshmen who have a composite ACT of 27 and a high school grade point average (GPA) of 3.5. The Honors Committee may also invite qualified first-year students and transfer students to join the program. A student must complete at least 60 hours at Quincy University in order to graduate with the title of Honors Scholar.

Program Requirements. The Honors Program is University-wide rather than departmentally based. Honors courses apply toward graduation in one of three ways: to fulfill a general education requirement, to serve as an elective, or to apply as a major course within a discipline. Honors students may not take more than six hours of Honors coursework in any semester unless they are pursuing Senior Honors and choose to enroll in HON 498, Honors Research. Students must complete 18 hours in the Honors Program to receive Honors Scholar recognition. Honors courses fall into two categories:

General Education Classes

Honors students will take 2 general education classes (normally 6 credit hours) that have special Honors status. First-year students will enter the university curriculum as a group, sharing a common experience in one general education class in the fall and another in the spring.

Honors Electives

Honors faculty offer special, upper-level, limited-enrollment courses that build intellectual skill and promote in-depth or interdisciplinary inquiry. Students will complete 12 credit hours of honors electives over their course of study in the Honors Program.

Students may take one non-Honors course for Honors elective credit. To receive Honors credit the student must acquire and complete a Directed Studies form from the Honors Program Director or Office of the Registrar. Students and the instructor should indicate how the class will meet the standards of the Honors Program. This may include additional readings, presentations, research, writing, lab work, service, and/or performances.

Senior Honors Scholar

Students wishing to earn the distinction of Senior Honors Scholar must complete and make a public presentation of an honors thesis (HON 498).

Students interested in the Honors Program should contact its director and acquire the Honors Handbook, which provides a comprehensive guide to the program.

INDEPENDENT STUDY

Juniors or seniors who are seriously inconvenienced by the established schedule of curriculum offerings may study courses outside the regular class schedule, provided a faculty member agrees to direct this study. The requirements and assignments of the regular syllabus for the course must be fulfilled to the satisfaction of the study director. If the course causes the student to exceed the

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ordinary hour limit of a full-time student, or if it is taken outside the calendar of a regular semester, additional tuition will be charged. Students may not take more than four courses or twelve semester hours through independent study during their university career.

INTERNATIONAL STUDIES

Quincy University encourages qualified students to enrich their education with an international study experience. The Dean of Academic Support Services works with students to select international study programs that meet their interests. International study opportunities are available for all majors. Quincy University has developed several special relationships and opportunities for study abroad. Students who have studied abroad for one full semester will automatically be granted a GCCS (G:) designation, and will not need to take a Global Studies course to complete this requirement.

- ❑ **College Consortium for International Studies** - Through our membership in this consortium, QU students may enroll directly at Quincy University and participate in 90 different academic programs in 29 countries. Students may study in Argentina, Australia, Austria, Belize, Bulgaria, Canada, Chile, China, Costa Rica, Czech Republic, Denmark, Dominican Republic, Ecuador, England, France, Germany, Ghana, Greece, India, Ireland, Italy, Japan, Mexico, Morocco, New Zealand, Russia, Scotland, Spain, and Switzerland. Internships are available in many locations.
- ❑ **Assisi Experience Program** - The University regularly sponsors this program to provide students with an opportunity to deepen their understanding of the University's Franciscan heritage by journeying to the sites of Franciscan origins in Italy: Assisi, La Verna, Greccio, Vatican City, and Rome. Students earn six hours of academic credit for an experience that includes a 15-week preparatory class, independent research, collaborative work with other students, and a 2-week culminating experience in Assisi and Rome.
- ❑ **Regent's College in London** - As a result of a consortial agreement with Regent's College, several Quincy University students study in London each year. Students enroll directly at Quincy University and complete their coursework in London.
- ❑ **Loyola University Rome Center** - Our longstanding relationship with the Rome Center enables students to study in Rome for a semester or a year. Students must be accepted and register with the Loyola Rome Center and transfer credit back to Quincy University upon their return.

MINOR

Although a student does not need a minor to graduate, a student may select a **minor** or secondary area of emphasis. The **minor** is worked out with the appropriate faculty or department and must contain at least 18 semester hours unique from the major courses, 12 of which must be at the 200-400 course level and 12 of which must be taken at Quincy University. A cumulative grade point average of 2.00 must be earned in the minor. Any approved minor is indicated on the student's transcript.

Declaration of a **minor** should be filed with the Office of the Registrar no later than the end of the junior year (or before completion of 86 semester hours).

PRACTICUM / INTERNSHIP

These experiences may take a variety of forms but are designed to provide students with the opportunity to gain practical knowledge about their field of interest in a professional atmosphere. Typically these experiences involve observing and providing assistance to a practicing professional. The work is supervised and evaluated in conjunction with an on-campus coordinator and a designated individual in the agency, institution, or business organization providing the experience.

Practicum experiences are normally performed on or in close proximity to the campus and usually are done on a part-time basis while the student is enrolled full time in coursework. One semester hour of academic credit is granted for each 50 hours of field experience.

Internships normally take place away from the campus involving students full time while taking no or limited coursework. Credit ranges from .5 to 12 hours.

ACADEMIC POLICIES AND PROCEDURES

No more than 9 hours in practicum/internship credit from whatever source(s) may apply toward the basic 124-hour degree program.

Both of these experiences require approval of the appropriate Chair or Dean before they commence. The number of credits that will apply will be determined at that time. All practicum/internship experiences will be graded Pass/Fail unless otherwise determined by the school or division. With the exception of newspaper and radio, these experiences are restricted to students in good academic standing including a grade point average of at least 2.00 in the major.

Students must register for a practicum/internship at the time the experience takes place. A special tuition rate applies for students enrolled in more than 18 hours during the academic year, for part time students, or those enrolled during the summer. (See p. 30.)

See individual discipline policies governing the application of practica and internships in the major program.

See p. 20 for explanation of Early Exploratory Internship Program.

RESEARCH

Many academic disciplines offer the opportunity to do work beyond the regular catalog offerings through special projects and research. Significant responsibility lies with the student to work independently to develop a proposal for study which must be approved by a faculty advisor and Chair or Dean. In general, research opportunities are only available for junior and seniors.

SUMMER SCHOOL

The University offers a range of courses in several summer sessions. Graduate and undergraduate courses are offered and are designed for those who wish to accelerate their course of study, for teachers and other professionals who desire additional training, and for those who may desire to take advantage of the opportunity for cultural and educational advancement during the summer months.

A complete schedule of courses offered during the summer session can be obtained from the Office of the Registrar or online at www.quincy.edu under Registrar.

TEACHER EDUCATION PROGRAM

The University has a long tradition of preparing teachers for elementary and secondary schools. Students seeking certification at the elementary and secondary levels are immersed in the public and parochial school setting beginning with their pre-professional education courses. A professional development school model of instruction onsite in these settings allows prospective teacher candidates to work in K-12 classrooms throughout each semester and gives them the opportunity to observe, mentor, tutor, and provide both small- and large-group instruction in authentic settings. The rich school resources of the entire Quincy Area are available to students for field experience and student teaching assignments. Students seeking certification also have available on campus a reading center which offers excellent clinical experiences for potential teachers. The University offers an Audio-Visual Center and an Instructional Media Center which provide extensive materials and resources.

Teacher candidates are evaluated at benchmarks throughout the teacher education program using outcome-based assessments of both academic and disposition performance. Satisfactory performance on these assessments ensures that all teacher candidates will meet Illinois State Certification Standards.

Candidates in the School of Education may be removed from the program as a result of inappropriate disposition(s) at any point in their program.

THREE-YEAR DEGREE PROGRAM

This program option suggests that a degree can be completed in three years by a student utilizing fast-track options such as escrow and Advanced Placement courses as well as CLEP exams. These in combination with heavier course loads, summer school, and proficiency exams can produce a degree in three years. Students interested in this option should contact their faculty advisor.

ACADEMIC SUPPORT SERVICES

Academic Support Services

The Office of Academic Support Services offers a variety of assistance to enhance the quality of students' undergraduate experience. Together with the Career Services Center, programs in six major areas are provided: Student Advocacy, Academic Advising, Learning Enhancement, Career Development, Disability Services, and International Study.

STUDENT ADVOCACY

Members of the Academic Support Services Staff function as student advocates, providing a place for students to come for assistance in resolving problems and concerns. Any time a student encounters academic or personal difficulty, a staff member is available to listen and help.

LEARNING ENHANCEMENT

A variety of programs are provided to help students develop their abilities to learn and make the most out of the academic opportunities at Quincy University. Some specific programs are:

- ❑ **Study Skills Support** - Students who wish to improve their grades can receive one-on-one study skills assistance. Students work with a counselor to develop individualized time management and study plans. Workshops on test anxiety, essay exams, note taking, time management, and other study topics are also offered. Students conditionally admitted to the University or on academic probation are required to participate in academic success courses. Academic success courses are open to all students.
- ❑ **Tutoring** - Quincy University provides free tutoring services to students for all courses. Tutoring occurs on an individual basis and in special study groups developed for specific courses. The Learning Resource Center, located in Francis Hall, is the central location on campus for all tutoring. Tutors staffing the Center are available to assist in all subject areas and courses. Writing lab tutors can help students with writing assignments in any course subject, in any stage of the writing process. In addition to having computer stations available to all students for academic work, technology is available to assist students with learning and physical disabilities. The Center also contains a Supplemental Instruction classroom for peer-facilitated study sessions in particularly challenging courses and a variety of print and technological resources to aid students in the learning process.
- ❑ **Disability Services** - Students with documented physical or learning disabilities receive assistance in arranging the necessary accommodations for their participation in life at the University. Office staff work with the faculty to provide appropriate learning and testing conditions. A recent diagnosis with needed accommodations specified from a professional in the field is required.
- ❑ **Advising Program** - Each new student is provided a faculty or administrator as an advisor. Advisors receive special training in working with college students on issues such as academic success, selecting a major, and adjusting to college.

CAREER DEVELOPMENT

The Career Services Center provides career assistance from the initial steps of selecting a major to helping find a job after graduation. Counselors provide individualized help to students and alumni.

- ❑ **Career Information** - A career library allows students to explore current information on careers, job outlook, and salaries. "Focus" career guidance software is available to assist students in making career decisions and obtaining a variety of career information.
- ❑ **Placement Services** - During the school year, the Center schedules interviews with recruiters from businesses, school systems, graduate and professional schools, and various governmental agencies. The center also assists students in securing part-time and summer employment. Since assistance in securing employment is also extended to alumni, permanent credentials are kept on file for each senior who completes a placement file. Assistance is also provided in developing resumes, cover letters, and professional portfolios.

- ❑ **Internships** - The Center can help students find practical or job related experiences which will supplement their learning. The Center houses the best information on local and national opportunities. The Quincy area provides many opportunities for students to explore career choices and develop marketable skills. Our local community provides opportunities for all our majors.
- ❑ **Undeclared Majors Program** - Students who have not yet declared a major or who are uncertain about their choice of major may work either individually or in groups with a counselor. Students are guided through a series of activities that allow them to explore their interests and skills and find majors and careers that correspond to them. Two classes, CDE 110 Career Development, and CDE 120 Career Planning, and access to career exploration software, "Focus," are also provided.

Admission

The purpose of the Admissions Office is to shape the community of Quincy University. That starts by identifying students whose academic abilities and preparation suggest they will be successful in a challenging academic program. Because individuals – like the communities they form – are more than test scores and transcripts, we also consider extracurricular participation, leadership experiences, evidence of social and ethical concerns, and personal character, qualities and interests. As a result, you will find a community of peers that is both different and stronger than any you have known.

Nothing a student does in his/her college search is more important than a visit to the campus. Some students come as part of a group during one of several "visit days" held throughout the year. Others prefer an individual schedule that might include sitting in on a class, talking with a professor, spending a night in a residence hall and attending Quincy events. Whichever the student prefers, the Admissions Office is happy to help with the scheduling. We know the value of a campus visit in helping students make an informed decision.

Campus visit scheduling, application materials and counseling assistance are available at:

Office of Admissions
Quincy University
1800 College Ave.
Quincy, IL 62301
217.222.8020
800.688.4295
Email: admissions@quincy.edu
Website: www.quincy.edu

As a Franciscan university, we welcome diversity and subscribe to the equal opportunity mandates of the federal government. Admission is granted without regard to race, religion, age, ethnic or national origin, gender, disability, veteran status, marital status, sexual orientation or political persuasion. We also adhere to the statements of ethical recruiting practices adopted by the National Association of College Admission Counseling.

Admissions Process

Quincy uses a rolling admissions process which means that we accept qualified applicants in the order in which they apply. Admission decisions will generally be made within a week of the time the application has been completed. Accepted students may finalize their admission by submitting a \$150 deposit. This is not an additional cost and will be deducted from the initial billing statement.

Scholarships and financial aid are only awarded to students who have been accepted for admission. There are numerous opportunities for financial assistance at Quincy, and no student should rule out attendance without fully exploring the options available. Campus housing and registration are available only to those who have submitted their deposit.

ADMISSION

Although most new students start at Quincy in the fall semester, a smaller number of students also enroll for the second semester which starts in January and for summer school which starts in May.

FRESHMAN ADMISSION

All applicants must submit the Application for Admission, an official high school transcript and official test scores from either ACT or SAT. (Quincy testing codes are 1120 for ACT and 1645 for SAT. Please use one of these codes in registering for the test.) In some cases, the admission committee may also require references and/or a writing sample.

Like most private universities, Quincy does not set arbitrary minimum levels for test scores, nor do we require a specific pattern of courses. We recognize there can be curriculum limitations, especially in smaller high schools. As we read application files, our primary concern is that every applicant has the ability and preparation to be successful in our academic program.

Students are often unduly concerned about test scores. We consider test scores to be an important but clearly secondary factor in our admission decisions. A student's high school record is a far better indicator of how well he/she will do at Quincy. Our experience shows that the students who do best on our campus have a high school record that includes four years of English and three each in math, sciences and social sciences. Courses in another language, computers and the arts round out a good high school schedule.

For students who have done college-level work in high school, advanced standing (placement) and/or college credit are available through several programs, including Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).

We welcome applications from home-schooled students and recognize the need to consider alternate ways of assessing a student's ability to benefit from the academic program at Quincy. Please contact us directly to discuss the documentation that is most appropriate in your particular situation.

Students who complete the General Educational Development (GED) high school equivalency program must submit a copy of the test scores as well as the Certificate. In addition, students must provide a high school transcript.

Students are accepted for admission contingent on the successful completion of their senior year. Please be sure to have a final high school transcript sent to the Office of Admissions.

TRANSFER STUDENT ADMISSION

DOCUMENTS AND PROCEDURES - Students seeking admission to Quincy University after studying at another institution of college rank must submit the following documents to the Office of Admissions:

1. A completed and signed Quincy University Application for Undergraduate Admission showing all institutions previously attended, a \$25 application fee, and a written essay or personal statement.
2. Official transcripts from all colleges, universities, and similar institutions previously attended. (All transcripts submitted become the property of Quincy University and are not returnable.)
3. Students considering transferring to Quincy may request an evaluation of transferable course credits prior to application by submitting official transcripts to the Office of Admissions and specifically requesting this service. While this evaluation is preliminary, it should be complete enough to be helpful in academic planning.

The final awarding of transfer credit is made by the Office of the Registrar after a \$150 deposit has been submitted. This is not an additional cost and will be deducted from the initial billing statement.

ACADEMIC STANDARDS - Transfer applicants are generally acceptable if they show evidence of good academic standing at the institution last attended, and have achieved a cumulative grade

point average of at least 2.0 (4.0 grading scale) in their previous college-level academic coursework. Students with fewer than 24 semester hours of credit (36 quarter hours) must also submit an official copy of their high school transcript for evaluation and consideration.

Students who have completed six or fewer semester hours (or nine quarter hours) of college/university credit are considered to be entering freshmen and not transfer students.

TRANSFER OF COLLEGE CREDITS - Transfer students must have at least a "C" average in all courses presented for transfer. A maximum of nine semester hours of "C-" or lower credit will transfer to Quincy University, including "C-" or lower grades which are a part of a conferred associate (A.A. or A.S.) degree program. A student must petition for the transfer of "C-" or lower grades not included in an associate degree program. Normally, acceptance of "C-" or lower grades for transfer courses is limited to freshman and sophomore level courses. Courses taken Pass/Fail at other institutions normally are not accepted in transfer. However, the student may petition the Vice President for Academic Affairs for acceptance of such courses subject to the policy stated on p. 16.

Students from a community college may transfer credits to Quincy University as follows:

1. Students who have earned the Associate in Arts or Associate in Science degree in a baccalaureate transfer program from a regionally accredited college will have satisfied all Quincy University freshman and sophomore general education requirements with the exception of six hours in Theology. **Note:** Students must also complete the 300-400 level Ethics and Global/Cross Cultural Studies courses in the Core Curriculum as well as meet the specified Writing-Enriched requirement and SYE 400 Senior Year Experience (see p. 9).
2. Students who have taken general courses at a community college or who have completed a nonbaccalaureate transfer program (such as the Associate in Applied Science degree) and then transfer to Quincy University must fulfill the general education requirements of the University.
3. Courses taken at any other college or university after a student enrolls at Quincy University must have prior approval to assure transfer of credit.
4. The number of credit hours accepted from approved or accredited community colleges is limited only by the requirement that a student must earn at least 56 semester hours or the equivalent from approved four-year colleges or an equivalent in foreign university/college hours. These 56 semester hours include a required minimum of 30 semester hours in residency at Quincy University.

All transfer students must satisfy departmental requirements for baccalaureate degrees including prerequisites.

Grades earned in courses accepted for transfer do not figure into the cumulative grade point average at Quincy University. **However, in determining Graduation with Honors, all college work wherever taken is considered.** (See Graduation with Honors p. 17.)

Quincy University may accept transfer courses from an institution not regionally accredited. If so, such courses will be evaluated on an individual basis; but before transfer of credits is allowed, work from those institutions must be **validated** by the student's performance over two semesters, including at least fifteen (15) semester hours at Quincy University. Evaluation of such transfer credit is made by the Vice President for Academic Affairs or Registrar together with the appropriate faculty. Transfer to Quincy University of such credit is not automatic; students must initiate the transfer request by petition.

ILLINOIS ARTICULATION INITIATIVE - Quincy University is a participant in the Illinois Articulation Initiative (IAI). IAI is a statewide agreement, implemented by the Illinois Board of Higher Education in 1993, to improve the transfer process for students who enter college at one institution and transfer to others prior to degree completion. As a participating institution, QU both offers and accepts certain courses within the IAI's General Education Core Curriculum.

Beyond the scope of IAI, Quincy University does require admitted transfer students to complete prescribed institutional and/or mission related courses prior to graduation. We, therefore, recommend all transfer students contact the University's Transfer Coordinator with their specific questions regarding IAI. Information about IAI can also be found on the internet at www.itransfer.org.

ADMISSION

Applicable IAI codes for approved QU courses can be found at the end of individual course descriptions starting on p. 43.

TRANSFER AND/OR ACCEPTANCE OF “NON-TRADITIONAL” CREDIT - Quincy University will accept a combined total of 40 semester hours of credit from “nontraditional” sources including escrow credit, College Level Examination Program, the Advanced Placement Program, departmental proficiency, examinations, correspondence or extension courses, military service courses, such as the USAFI program, or life experience credit (the Quincy University CARE program). A maximum of 12 hours of such credit may be applied, with departmental approval, to a given major for graduation purposes. See “Special Credit Opportunities,” p. 19.

INTERNATIONAL STUDENT ADMISSION

Quincy University is approved by the Immigration and Naturalization Service of the U. S. Department of Justice to accept and enroll nonimmigrant foreign students.

DOCUMENTS AND PROCEDURES - Applicants from foreign countries must file the following credentials with the Office of Admissions by April 1 for Fall semester and by September 1 for Spring semester:

1. A completed and signed Quincy University Application for Undergraduate Admission, including a \$25 application fee.
2. An official copy of the original transcript(s) of all high school and/or college work (an English translation of the original transcript(s) is required).
3. All applicants from non-English speaking schools must submit the results of the “Test of English as a Foreign Language” (TOEFL). An official copy of the test scores must be sent to Quincy University by the Educational Testing Service, Princeton, NJ 08541 (Quincy University’s institutional code is 1645). Generally, scores of 500 for undergraduate and 550 for graduate are acceptable evidence of a student’s ability to study successfully in an English-speaking environment. If the student has taken either the ACT or SAT, those official scores should also be submitted.
4. A financial statement (certified) attesting to the ability of the student to meet all University costs including books, residential expenses, and health insurance must be notarized and have appropriate signatures.

After the student has been accepted by Quincy University and we have received notarized documentation of financial support, Quincy University will issue the Certificate of Eligibility for Nonimmigrant (F-1) Student Status (I-20), which is necessary to obtain a visa from an American Embassy to enter and study in the United States. A certified check payable in U.S. dollars covering the total semester cost for tuition, fees, room, board, and health insurance must be received in the Office of Admissions by August 1 for Fall semester and December 15 for Spring semester.

The University has a health insurance policy designed specifically for international students. All international students are required to participate in the program.

Upon arrival, international students must understand that because of varying educational standards, they are subject to examination and evaluation at the discretion of University officials to assure proper placement in classes. All entering international students will be required to take the Nelson Denny reading examination and also write a short essay in English before they are allowed to register for classes.

RETURNING STUDENT READMISSION / LEAVE OF ABSENCE

Current Quincy University students may request a Leave of Absence from the University for up to **ONE** full year. This Leave of Absence guarantees that the student will not have to reapply to the University when they return, and they will be guaranteed to remain under the same catalog year requirements as when they first entered the institution. If students interrupt their education for more than one year, they will follow the catalog current at the time they are readmitted and they must apply for readmission through the Office of Admissions in order to resume academic work. An official transcript from any institution attended since leaving the University must be submitted to the Office of Admissions. See “Catalog Covering Graduation Requirements,” p. 11. Leave of

Absence forms are available in the Registrar's Office.

Students wishing to return following an academic or disciplinary suspension from Quincy University must submit both the completed and signed application and a statement describing how circumstances are now favorable and will permit timely completion of their academic program.

PROGRAM ADMISSION

While most undergraduate admissions are general in nature and permit entry into most of the University's academic programs, 4 programs – Music, Nursing, PDP, and Teacher Education – reserve the right to accept or deny students independently. In music, students expecting to earn the B.A. in Music or the B.S. in Music Education must be accepted by the music faculty following completion of an audition before they may become degree candidates. In teacher education, students must be approved as candidates for a teacher certification program prior to the beginning of their junior year. This approval is based upon previous grades, coursework, and clinical experiences. For Nursing program admission requirements, see p. 116.

GRADUATE ADMISSION

All required materials should be submitted to the Office of Graduate Admissions. When they are received, they will be evaluated by the individual Schools. Please refer to the specific program elsewhere in this catalog for more detailed information and requirements.

SPECIAL ADMISSION PROGRAMS

SECOND BACCALAUREATE DEGREE - Candidates who already hold a baccalaureate degree and who seek admission to pursue a second undergraduate degree must file an application for admission and submit official transcripts from each college or university attended.

PART-TIME DEGREE SEEKING STUDENTS - All part-time students interested in earning an undergraduate degree must complete the Quincy University Application for Undergraduate Admission and submit official transcripts from all colleges previously attended to the Office of Admissions. Students who have never attended college must submit official high school transcripts.

NON-DEGREE SEEKING STUDENTS - Students who do not wish to pursue a Quincy University degree may register as nondegree seeking students by completing an application in the Office of the Registrar.

SENIOR CITIZENS - The University welcomes adults 62 years of age or older to attend undergraduate courses as students, either for credit or for audit. A tuition fee of \$100 per credit hour is required, as well as laboratory fees if applicable. Senior citizens need to submit a completed Application for Undergraduate Admission to the Office of Admissions. Those who are candidates for degree-seeking status must also submit an official high school or college transcript. Nondegree seeking students need only complete an application form in the Office of the Registrar.

DUAL-ENROLLED STUDENTS -

- High School Students** - Candidates must submit a completed non-degree seeking application, an official high school transcript and a letter of recommendation from their guidance counselor to the Office of the Registrar.
- College Students** - Candidates must submit a completed Application for Undergraduate Admission and official copies of their transcripts from all colleges/universities attended.

Financial Policies

STUDENT EXPENSES

Listed below are the charges for educational services provided by Quincy University for academic year 2008-2009 tuition and fees. All amounts are subject to change without prior notice as circumstances dictate. Please check the official online Quincy University catalog for the 2009-2010 tuition and fee expenses.

ADMISSIONS FEES

Undergraduate Application Processing Fee (nonrefundable).....	\$ 25.00
Graduate Application Processing Fee (nonrefundable).....	\$ 25.00
Reservation Deposit	\$ 150.00

The Reservation Deposit is a nonrefundable advance payment and is required of all first-time students to reserve a place in the entering class. This is not an additional cost of attendance and will be applied to the initial tuition statement issued by the Business Office.

TUITION (per semester)

Full-time students (12 to 18 undergraduate hours)	\$ 10,050.00
For hours above 18, \$300.00 per each additional hour will be charged.	
Co-curricular courses (band, chorus, student publications, etc.) are not subject to this charge.	
Part-time students per semester hour (undergraduate).....	\$ 480.00
PDP courses, per semester hour	\$ 285.00
Audit courses (undergraduate or graduate), per semester hour.....	\$ 285.00
Audit courses (undergraduate or graduate), senior citizens	\$ 100.00
(62 years of age or older) per semester hour	
Applied Music and Keyboard Harmony, per semester hour	\$ 145.00
Senior citizens (62 years of age or older), per semester hour.....	\$ 100.00
Graduate courses, MBA, per semester hour	\$ 465.00
Graduate courses, Education, per semester hour	\$ 350.00
Graduate courses, MTS, per credit hour	\$ 350.00
Undergraduate Practicum/Internship Credit	\$ 100.00
(for hours over 18 or for part-time students lor during the summer, per credit hour)	

EDUCATIONAL SERVICE FEES

Art Studio, per course, per semester	\$ 10.00 to	\$ 25.00
Aviation Flight Fee	starting at	\$ 3,850.00
Clinical Laboratory Fee, per semester	\$	75.00
Education materials, per course, per semester	\$ 5.00 to	\$ 30.00
Fee for Out-of-Quincy Area Student Teaching Supervision	\$	1,000.00
Photography and Printmaking, per course, per semester	\$20.00 to	\$ 145.00
Sciences, laboratory courses, per semester.....	\$ 15.00 to	\$ 40.00
Physical Education, per course, per semester	\$ 10.00 to	\$ 30.00
TV Production, Laboratory Fee, per semester	\$	20.00
CARE credit, per credit hour.....	\$	100.00
Dual Credit, per credit hour	\$	100.00

(Note: Additional fees may be added as needed.)

FINANCIAL POLICIES

OTHER STUDENT FEES

General Fee (required of all full time students), per semester	\$ 345.00
General Fee (part-time undergraduate, PDP, and graduate) per semester	\$ 15.00
per credit hour	
Graduation Application Fee (non-refundable)	\$ 100.00
Graduation Application Late Fee (non-refundable)	\$ 20.00
Graduation Reapplication Fee (non-refundable).....	\$ 25.00
New Student Orientation Fee	\$ 110.00
Bookstore Charge Fee.....	\$ 5.00

Note: There may be other fees charged for specific academic credits such as proficiency exam, dual credit, etc.

HOUSING FEES

Friars' Hall, per semester.....	\$ 2,790.00
Padua Hall, per semester	\$ 2,620.00
Willer Hall per semester.....	\$ 2,270.00
Garner Hall, Centennial Hall, per semester	\$ 2,120.00
University houses, per semester	\$ 2,770.00
Apartments, per semester	\$ 3,390.00
Guest fee, per night, per person.....	\$ 20.00
Single room charge, (main campus) per semester extra	\$ 750.00

On-Campus housing will be closed during Thanksgiving, Christmas, and spring vacations. Special on-campus housing may be arranged through the Office of Student Affairs during these vacations.

DINING HALL FEES

All students residing in campus housing must purchase a basic meal plan.

Basic Meal Plans	
QU Plan (per semester)	\$ 1,440.00
Hawk Plan (per semester).....	\$ 1,830.00
Tower Plan (per semester)	\$ 2,260.00
Open Plus Plan (declining balance) minimum	\$ 50.00
Additional amounts available in \$10 increments.	

OTHER FEES

Late Payment Fee.....	\$ 200.00
Invalid check service charge (plus suspension of check cashing privilege).....	\$ 25.00
Late registration (for registration after the end of the add/drop period)	\$ 75.00
Parking violation - on-campus	\$ 5.00 to \$ 250.00
Replacement of I.D. card (each)	\$ 10.00
Transcript Fee	\$ 5.00

ESTIMATED EXPENSES FOR AN ACADEMIC YEAR (2 SEMESTERS)

Tuition and Fees	\$20,790.00
Books (estimated average)	\$ 700.00
Room and Board (average)	\$ 7,900.00
Total	\$29,390.00

The above estimate does not include variable personal expenses such as clothing, laundry, recreation, insurance, transportation, etc.

FINANCIAL POLICIES

PAYMENT OF TUITION, FEES, AND EXPENSES

All student accounts must be settled in full at the Business Office on or before August 4, 2008, for Fall 2008 semester and December 19, 2008, for Spring 2009 semester. Payment for all summer sessions is due on or before the first day of class. No student will be permitted to complete registration until their financial obligations with the Business Office are settled. A Late Payment Fee may be assessed to any student account that is not paid by the semester due dates. A student who fails to comply with their financial obligations as specified can be subject to suspension from classes and cancellation of registration. Interest of 1.50% will be charged each month on all outstanding balances not covered by pending financial aid.

Quincy University has contracted with Tuition Management Systems (TMS) to provide an interest-free monthly payment plan option. Annual payments may be spread over eight or ten months. There is a \$60 annual enrollment fee. Contact TMS at 1-800-722-4867 to speak with a representative or contact the Business Office for further details.

Payment of accounts to the University is not contingent upon receiving a statement or invoice from the University. As a matter of courtesy the University will prepare statements to reflect all charges and credits incurred. Students should periodically review their account online at moodle.quincy.edu "My Business Office Account" to keep informed of any additions or changes to their student account.

No transcripts or diplomas issued to any student until all financial accounts have been satisfactorily settled.

The **Quincy University Guaranteed Tuition Plan (GTP)** may be an attractive alternative for the families of students who are about to begin their college experience. This plan, available until August 10 only to incoming freshmen, **guarantees** tuition at a fixed rate for four consecutive years of attendance at Quincy University after payment of a nonrefundable fee. The **Guaranteed Tuition Plan (GTP)** covers **only** full-time tuition; other charges such as room and board, books, fees, or summer sessions are not included.

Please contact the Quincy University Business Office for further information about tuition payment plans.

REFUNDS

TUITION

Any student desiring to withdraw from the University is required to contact the Office of the Registrar. Full tuition is charged unless the student makes a formal withdrawal.

No refund of tuition is given for unapproved withdrawal.

No refund of tuition will be made to a student dismissed for disciplinary reasons.

If a traditional undergraduate student formally withdraws within the first five weeks of the semester, the following charges are made:

During the first week of classes	No Charge
During the second week	25% of tuition is charged
During the third week	50% of tuition is charged
During the fourth week	75% of tuition is charged
During the fifth week	100% of tuition is charged

If a graduate or PDP student formally withdraws, there will be a refund **only** during the first week of classes. Contact the Business Office for more details.

Any student making a partial withdrawal (i.e., change from full-time to part-time status, etc.) will be charged tuition according to the percentage rates stated above.

Tuition refunds for course registrations in the summer sessions will be made according to the drop/refund schedule published in the summer course brochure.

HOUSING

All housing space is obtained only by reservation. Since rooms are reserved for the entire year, no refund of room rent will be made during the term of the housing contract. If the housing contract is broken or cancelled, a \$150 fee is charged.

DINING HALL

With an approved withdrawal, and upon surrender of student's meal ticket identification card, the dining hall charge will be refunded on a pro rata basis for the remaining unused portion of the meal ticket.

OTHER FEES OR CHARGES

Educational service fees, or course fees, are not refundable.

No refunds of the General Fee are made.

Any requests for refunds, after approved withdrawal, are to be submitted in writing to the Business Office. Under normal circumstances, the University will pay or credit refunds within two weeks of the student's withdrawal.

QUINCY UNIVERSITY FINANCIAL AID

If a student withdraws from the University and a refund is due according to the established refund policy, any Quincy University aid awarded may be reduced up to the amount of the refund.

TITLE IV STUDENT FINANCIAL AID

Official withdrawals from the University must originate in the Office of the Registrar following the established policy. Verbal as well as written requests may be originated in that office.

Federal regulations provide a policy regarding students who withdraw from the University and have received or were eligible to receive federal Title IV funds excluding Federal Work Study.

If after withdrawing from the University, a refund is due according to the established refund policies, and the student has received financial aid under any Title IV student financial aid program other than the Federal Work-Study program, federal regulations require that a portion of the refund shall be returned to the Title IV program(s). All refunds of Title IV aid will be calculated according to the appropriate Institutional and Federal Refund Policies.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e. that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the University and the student according to the portion of disbursed aid that could have been used to cover University charges and the portions that could have been disbursed directly to the student once University charges were covered. Quincy University will distribute the unearned aid back to the Title IV programs in the order specified in the regulations. The student will be billed for the amount the student owes to the Title IV programs and any amount due to the University resulting from the return of Title IV funds used to cover University charges.

Financial Aid

Quincy University offers a comprehensive financial aid program of scholarships, grants, loans and campus employment opportunities designed to keep the cost of education within the reach of all qualified students. Aid is awarded on the basis of academic excellence, as well as demonstrated financial need. To receive Federal Student Aid, a student must have submitted all required application materials and be formally accepted in an eligible degree or teaching certification program.

Students wishing to be considered for federal, state, and need-based institutional financial assistance should submit a Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA as soon as federal income tax information is available. New students are asked to file the FAFSA by the priority date of March 1 and returning students by the priority date of April 15 for optimal consideration.

FINANCIAL AID PROGRAMS

Various state and federal financial aid programs are available to eligible degree-seeking Quincy University students. Following are brief descriptions of the major programs.

FEDERAL PELL GRANT

The value of this grant is set by federal regulation for eligible students. The maximum award varies from year to year. Application must be made annually with the Free Application for Federal Student Aid (FAFSA).

Undergraduate students who maintain eligibility according to federal guidelines may continue to receive this award for the period of time required to complete the first baccalaureate degree.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

This grant may be awarded to students who are eligible for a Federal Pell Grant and who applied by the priority date. Grants range from \$500 to \$1,500 depending upon the student's federally-calculated financial need. Eligibility is limited to the first baccalaureate degree.

ACADEMIC COMPETITIVENESS GRANT (ACG)

The Academic Competitiveness Grant (ACG) is for first-year undergraduate students (eligible to receive up to \$750) and second-year undergraduate students (eligible to receive up to \$1,300). The ACG eligibility criteria are listed below:

To be eligible for an ACG, you must;

- Be a U.S. citizen;
- Be Federal Pell Grant eligible;
- Be enrolled full-time in a degree program;
- Be enrolled in the first or second academic year of your program of study at a two-year or four-year degree-granting institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student);
- Not have been previously enrolled in an undergraduate program (if you are a first-year student); and
- Have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year (if you are a second-year student).

FAFSA on the Web will predetermine if you are eligible to answer the ACG questions.

NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT (National SMART Grant)

This grant program is for third-and fourth-year undergraduate students who are eligible to receive up to \$ 4,000 each year.

To be eligible for a National SMART Grant you must:

- Be a U.S. citizen;
- Be Federal Pell Grant eligible;
- Be enrolled full-time pursuing a major in physical, life or computer sciences, mathematics, technology, engineering, or a critical foreign language; and
- Have at least a cumulative 3.0 grade point average on a 4.0 scale.

THE TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT

This Program provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, grant recipients must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. **IMPORTANT:** If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. This grant will only be awarded to eligible students who have declared education as their major.

ILLINOIS MONETARY AWARD PROGRAM (MAP) GRANT

The Illinois Student Assistance Commission (ISAC) offers a need-based grant to eligible Illinois residents. The maximum amount is established by the state government and may change on an annual basis. Application for the MAP Grant is made by properly completing the FAFSA.

ILLINOIS INCENTIVE FOR ACCESS PROGRAM

Funded through the Illinois Student Assistance Commission, this program offers grants for one year to all eligible Illinois residents with first year standing and the lowest federally calculated estimated family contributions.

FEDERAL WORK-STUDY PROGRAM (FWS)

This program provides part-time, on-campus employment for students with established need who applied by the priority date. The Office of Financial Aid will post information about available job opportunities. Most students find employment at the annual job fair that is held at the beginning of fall semester.

FEDERAL PERKINS LOAN

This loan may be awarded to students with high need who applied by the priority date. The annual loan limit is \$4,000, (although the typical award will be lower) with a fixed interest rate of 5 percent. Repayment of interest and principal begins nine months after the borrower ceases to be enrolled at least half time.

FEDERAL STAFFORD SUBSIDIZED AND UNSUBSIDIZED LOAN PROGRAM

This program generally enables undergraduate students to borrow annual amounts of \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 each for juniors and seniors. The current interest rate is fixed at 6.8 percent as determined by Congress. Repayment of interest and principal for subsidized Stafford Loans begins after the borrower ceases to be enrolled at least half-time. Students with an unsubsidized Stafford Loan are responsible for paying the interest while they are in school; however, the student has the option of capitalizing the interest.

Students meeting the federal criteria for independent status may borrow additional amounts through the unsubsidized Federal Stafford Loan Program with interest rates remaining the same as the subsidized program. First and second-year independent students may borrow an additional \$6,000 through the unsubsidized Federal Stafford Loan Program while students who have completed two years of undergraduate study may borrow up to an additional \$7,000 per academic year.

FINANCIAL AID

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Parents (or stepparents) who need additional funds to assist students with educational expenses may borrow up to the cost of education minus any financial aid. Parents may obtain a "Plus Pre-Approval" and application from the lender. PLUS applications may also be obtained from Quincy University. After the parent has been approved by the lender, a PLUS application and PLUS Loan Request Form must be submitted to the Quincy University Office of Financial Aid.

V. A. BENEFITS

Quincy University is approved by the State Approving Agency for educational assistance benefits to veterans and veterans' dependents and by the Immigration and Naturalization Service of the U.S. Department of Justice.

VOCATIONAL REHABILITATION SERVICES

Students having disabilities which limit them vocationally may be eligible for the services of their state's department of rehabilitation. These services include vocational counseling and training, payment of tuition, fees, books, and job placement. Contact your local department of rehabilitation office for details.

ENROLLMENT STATUS FOR FINANCIAL AID ELIGIBILITY

Undergraduate students in the traditional program and the Professional Degree Programs (PDP) are considered full time when they are enrolled and attending 12 credit hours or more each semester. Graduate students in the Master of Science in Education (MSE) and Master of Business Administration (MBA), and Master of Theological Studies programs must be enrolled and attending 9 credit hours each term to be considered full time.

Three quarters time attendance is applied to undergraduate students who are enrolled and attending 9 to 11 credit hours.

Half-time students in the undergraduate program are enrolled and attending 6 to 8 credit hours.

Audited Courses

Audited courses do not qualify for financial aid.

Classes Repeated

Course repeats may only be counted toward enrollment status if the student is receiving credit for the course. If the student is taking a class to improve a previous passing grade (D or better) that class cannot be counted in determining enrollment status.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

In order to remain eligible for financial aid, Quincy University students must adhere to the following standards. These requirements include a minimum cumulative grade point average, completing a minimum number of credits each academic year, and completing the degree within a specified time limit.

Qualitative Measurement (Cumulative Grade Point Average)

A minimum cumulative grade point average, consistent with good standing, must be maintained as outlined in the Academic Standing section of this catalog (p. 17). Undergraduate students that have attended for two years (four semesters) must have a 2.00 or higher cumulative grade point average. Graduate students, regardless of length of attendance, must have a 3.00 or higher cumulative grade point average.

Quantitative Measurement (Credit Hours)

Full-time undergraduate students must complete a minimum of 24 credit hours each full time academic year (fall and spring semesters). PDP, graduate and less than full time students must successfully complete 75% of credit hours attempted each year by earning a pass or a grade of D or higher. Students must complete 75% of summer term hours attempted. Withdraws, repeated

classes previously passed, and incompletes will not be counted as credit hours completed. Students not completing 24 credit hours due to a grade of incomplete (IN) should notify the Financial Aid Office as soon as the course is successfully completed with a passing grade.

Maximum Time Frame

Students may attempt no more than 150% of the credit hours required for their degree program and retain financial aid eligibility. For example, a student in a 124-hour bachelor's program could attempt no more than 186 hours and remain eligible for aid. Students in a 30-hour master's program have a limit of 45 attempted hours. Transfer credits accepted by the Office of the Registrar as well as courses with incompletes, audits, withdrawals and/or grades of "F" are included as attempted hours. Undergraduate students in programs requiring more than 124 credit hours may appeal for an extension of their aid eligibility if necessary.

Monitoring

Normally, academic records will be formally evaluated after the completion of the spring term on an annual basis. If students do not meet the required minimum cumulative grade point average or have not completed the minimum number of credit hours, they will be placed on financial aid probation. This probationary status will last through the following academic year.

- Students placed on academic suspension will automatically be placed on financial aid termination. Students that successfully appeal academic suspension must also appeal financial aid termination status.
- At the end of the probation period an undergraduate student must have the cumulative grade point average specified in the Academic Standing section of the catalog (p. 17) (or 3.00 for graduate students) and must also have earned the required credit hours. If these requirements have been met, probation status will be lifted. If these standards are not met, the student will be placed on termination status, ending aid eligibility.
- Students who have exceeded the maximum enrollment time frame (150%) will be placed on financial aid termination status and will not be eligible for additional funding.
- Termination of aid eligibility status may be appealed. Students may appeal for reinstatement of aid based on mitigating circumstances, such as personal injury, illness, accidents, death of a family member or other hardship circumstances. Appeals must be made in writing to the Financial Aid Appeal Committee and delivered to the Office of Financial Aid.

To have aid eligibility reinstated after it has been terminated, the student must maintain satisfactory academic progress for one regular academic term as a full-time student at Quincy University and make payment from personal funds. At the conclusion of that term, the student may petition the Financial Aid Committee for reinstatement of aid eligibility.

SCHOLARSHIPS AND GRANTS

Quincy University endeavors to acknowledge and reward excellence in academic performance, athletic achievement, and other special areas through generous institutional scholarships and grants. Athletic awards are given based on guidelines set forth by the NCAA Division II and Quincy University. Academic and special talent awards are renewable as long as the student continues to achieve or exceed the standards established by Quincy University for the award. **Quincy University reserves the right to adjust institutional awards based on funds received from outside awards.**

Through the generosity of many individuals and organizations, Quincy University awards many endowed scholarships. The criteria for receipt of these awards are established by the donors and are administered by the Office of Financial Aid.

Student Life

STUDENT AFFAIRS

The educational process for a student is complicated. Learning takes place in many settings: the classroom, the residence halls, the library, the Student Center, the intramural field—wherever students may gather with others.

The Student Affairs staff is dedicated to providing an environment that enhances the optimum growth and development of the students attending Quincy University. The staff operates on the premise that it is essential for all members of the community to be as responsive as possible to student needs and concerns. The Student Affairs staff serves as liaison conveying the students' needs to the administration and faculty of the University and the interests of the University to the students.

University life is exciting and full of challenges and experiences, provided a student is alert to opportunities and becomes involved in the community. A student is expected to make a commitment when he/she becomes a student at Quincy University: to be a member of the University community and to live within the policies and philosophy of the University. Policies affecting a student's life at Quincy University can be found in the University catalog, the *Student Handbook*, or in other publications from the Office of Student Affairs. Each member of the University community has various rights and responsibilities. These rights and responsibilities are reciprocal.

High standards of personal behavior and acceptance and practice of Christian ideals are expected of each student. The Student Affairs staff, through its many different functions, tries to develop such ideals and behavior within each student.

HOUSING

Living in a residence hall provides educational, cultural, social and recreational opportunities. A variety of living styles is available: traditional residence halls, suites, apartments, and houses (for seniors). Each residence hall is staffed with a Residence Director and student Resident Assistants.

All full-time students are required to live on campus unless they: a) are living locally with family, b) have earned 60 credit hours or more, c) are 21 years old, or d) have received permission from the Vice President for Student Affairs to live off campus. The Quincy University Contract for Student Housing is for the ENTIRE ACADEMIC YEAR. An approved meal plan is required of all on-campus students. Consult the Contract for specific terms.

Application for housing should be directed to the Office of Student Affairs.

UNIVERSITY E-MAIL

Quincy University e-mail is one of the University's official means of communication with students. All QU students are expected to maintain a QU e-mail account and are responsible for any deadlines or action communicated through electronic mail. All students are automatically given a QU e-mail account. Students must go to the Computer Center to pick up their password needed to access their account.

HEALTH SERVICES

The city of Quincy offers several excellent medical facilities, including a hospital within minutes of campus. The University provides limited health services in Friars' Hall. A campus nurse is available in the Wellness Center four days per week and a physician assistant one day a week. Students may visit the campus nurse at no charge. Specific hours of operation will be posted at the beginning of the school year.

CAMPUS MINISTRY

An important dimension for all individuals is their spiritual and moral character. As a Franciscan Catholic liberal arts institution, the University provides campus ministers to assist students in the development of their faith, life and religious values. Liturgical, educational, volunteer and social concern programs are available for student participation. Student committees and volunteers are the spirit and life of the Campus Ministry community. The Campus Ministry House is located in the heart of the residential section of the campus.

FINE ARTS

A liberal education implicitly includes experiences in the arts. Quincy University offers a variety of opportunities in the arts and encourages students to participate. The music program sponsors singing groups, jazz ensemble, and a symphonic band, and presents a number of programs and recitals each year. Student theatre at QU includes a musical, dramatic productions, and an improv group. The art program not only offers studio courses in painting, ceramics, photography, jewelry and sculpture, but also stages art exhibits both on campus and in the community. The Student Programming Board brings guest speakers and artists to the campus and supports student/faculty travel to attend cultural events not available in Quincy. In addition, the English program publishes annually its literary magazine, *riverrun*.

The Quincy Area is rich in arts opportunities, including a symphony, an opera company, a community theatre, and the Civic Music Association series.

CHECK CASHING

The Business Office provides a check cashing service for members of the University community. Current student identification cards are required for this service.

QUALIFICATIONS FOR STUDENT OFFICES, HONORS, AND PRIVILEGES

Students must be enrolled for at least 12 semester hours to serve as Student Senate officers, editors, managers, or officers in any campus organization. They also must not be on academic or disciplinary probation.

STUDENT SENATE

The student government provides students with the opportunity for a more meaningful learning experience. Members of this organization have a responsibility to present student opinions and attitudes to members of the Quincy University community. The Student Senate also provides a context through which students become exposed to the mechanics and principles of program development and administration in such areas as student activities, University policies, and curricula.

RADIO, TELEVISION AND NEWSPAPER

For a small school, Quincy University has made an unusual investment in extra services. The university-owned and operated FM radio station, WQUB, serves not only the campus but also the entire Quincy community. The station, an affiliate of National Public Radio and Public Radio International, carries music for all tastes; public interest programs; and campus, local, and national news. *The Falcon*, the student newspaper, is published periodically providing both a journalistic training ground and a creative outlet for interested students. *The Falcon* is completely student-run and offers news, information, and entertainment to the campus as well as the community. The Media Studies Lab serves students interested in video production and operates with state-of-the-art digital-video equipment.

ATHLETICS

Quincy University is affiliated with the NCAA and the NAIA. The University has a national reputation in both men's and women's sports. The men's program includes baseball, basketball, football, soccer, tennis, golf and volleyball. The women's program includes basketball, soccer, softball, tennis, golf and volleyball.

INTRAMURALS AND RECREATION

Consistently cited as a campus highlight by students, the intramural program is popular and comprehensive. Competition in a wide variety of sports – soccer, touch football, basketball, volleyball, softball, tennis, and bowling to name just a few – involves hundreds of students, men and women, every week. Because faculty teams also participate, with varying success, the intramural program is an area wherein a true “community spirit” is felt.

AUTOMOBILES

Students of the University are permitted to have automobiles on campus. Refer to the *Student Handbook for the campus parking regulations*. *Parking permits are required*.

CURRICULA AND COURSES

STUDENT CLUBS AND ORGANIZATIONS

Social & Service:

Bro. Sun/Sr. Moon Theatre Group	Greek Life:	Padua Hall Standards Board
Brothers of Unity	Alpha Omicron Pi Sorority	Peers-2-Peers
Centennial Hall Standards Board	Delta Tau Delta Fraternity	Student Programming Board
Circle K	Panhellenic Association	Student Senate
<i>The Falcon</i> (Student Newspaper)	Phi Sigma Sigma Sorority	Ultimate Frisbee Club
Friars' Hall Standards Board	Intramurals	Willer Hall Standards Board
Garner Hall Standards Board	Minority Student Association	

Professional & Departmental:

Aviation Club	Kappa Kappa Psi (Band)	Science Pre-Professionals
Collegiate Entrepreneur Organization	Lambda Pi Eta (Communication)	Sigma Beta Delta (Business Honor Society)
English Club	Mock Trial Team	Sigma Tau Delta (English)
Environmental Club	Phi Alpha Theta (History)	Student Nurse Association
Institute of Management Accountants (IMA)	Phi Eta Sigma (Freshman Honors)	Students in Free Enterprise (SIFE)
Kappa Delta Pi (Education)	Political Science Club	
	Psi Chi (Psychology)	
	Quincy University Interpreters Association	

Curricula and Courses

The various curricula (programs of courses which lead to a degree) listed in the following pages are designed to give a broad liberal education with a specialization in some particular area.

Each curriculum embodies the general education and other requirements for graduation as well as the courses needed to constitute a major field of study. Thus each gives a comprehensive view of the studies which will be pursued during the student's academic career.

Credit courses numbered less than 100 are college-preparatory courses and do not count toward a degree. Credit courses applicable to degrees are numbered from 100 to 599. Those numbered from 100 to 299, considered in general as introductory, are mainly for freshmen or sophomores, and for students who are not degree candidates. Those numbered 300 and above are primarily for juniors and seniors and 500s are graduate courses. Because of their content and instructional procedures, the latter ordinarily presuppose the proper introductory courses or background.

The unit of credit for a course is the semester hour. It represents one lecture or recitation period of 50 minutes per week, or one laboratory period of 2 or 3 hours per week, for one semester (16 weeks including examinations).

Some courses are limited to one semester of instruction; others continue over two semesters but are listed separately.

Most courses are offered every year but some are given only in alternating years. Courses at the upper-level in a major program, e.g., are commonly offered in a two-year sequence. Well before the opening of a semester, a Course List is printed which shows the specific courses to be offered in that semester with the time of the class meeting. However, the University reserves the right to change or cancel without notice any course or program mentioned in this Catalog or on the Course Schedule for any semester.

Note: University and departmental programs or the availability, dates, and descriptions of courses may change after the publication of this Catalog. The official Course Schedule is published by the Registrar before each semester's registration. The official course catalog can be found on the Quincy University website.

Undergraduate Programs and Courses



Art
Aviation
Biology
Business
 Accounting
 Entrepreneurship
 Finance
 International Business
 Management
 Marketing
Chemistry
Clinical Lab Science
Communication
Communication and Music
 Production
Computer Science
Criminal Justice
Economics
Education
Elementary Education
English
Forensic Science
History
Humanities
International Business
Interpreter Training
Languages
Management Information Systems
Mathematics
Music
Nursing
Philosophy and Ethics
Physical Education
Physics
Political Science
Pre-Professional
 Pre-Actuarial Science
 Pre-Engineering
 Pre-Law
 Pre-Medical
 Pre-Physical Therapy
Psychology
Science
Social Work
Sociology
Special Education
Sport Management
Theatre
Theology
University Courses
 Academic Success Skills
 Career Planning
 Early Exploratory Internships
 First-Year/Senior-Year Experience
Women's and Gender Studies

ART

ART

Degree Offered: **Bachelor of Fine Arts**

Portfolio Art Scholarships:

Applicants may compete for a number of portfolio scholarships awarded each year on the basis of portfolio excellence. The competition is open to all high school graduates and transfer students. An applicant may be considered for the scholarships once all application requirements are met: transcript, financial aid package, letter of recommendation, and portfolio (either slide, CD, or actual work).

To be considered for an art scholarship the applicant must declare or intend to declare a major in art.

Program Requirements - Graphic Design Major

1. General requirements for baccalaureate degree, p. 9. Students in the BFA program must complete 15 elective hours outside the major in addition to the general education requirements. These 15 hours may apply to a minor in the following areas: Entrepreneurship, Communication, and/or Computer Science. Students in this program also must complete at least 36 hours at the upper (300-400) level.
2. The technological literacy requirement will be fulfilled by ART 290 Introduction to Computer Graphics and ART 395 Graphic Design for Desktop Publishing.
3. Forty-two semester hours of art studio beyond the foundation studio courses of ART 111, 121, 131. Required courses include: ART 161, 221, 241, 251, 256, 265 **or** 323, 290, 312, 380, 390, 395, 480, 490, and three hours upper-level Art.
4. Art History (12 semester hours): AHI 381 and 9 hours chosen from AHI 281, 283, 285, and 383.
5. Support courses: PHI 391 Aesthetics (can fulfill a general education requirement) and COM 101 Fundamentals of Public Speaking.
6. A portfolio of collegiate coursework (ART 397), a digital slide portfolio/PowerPoint on a CD with a hard-copy collegiate summary in a documentation binder and a comprehensive (ART 497) senior exhibition of professional quality framed work, with an accompanying catalog, must be presented to and accepted by the art faculty. This exhibition will be displayed in the Gray Gallery during April-May of the Spring Semester of the senior year. This constitutes the required comprehensive experience.
7. **The Process Portfolio:** All art/graphic design majors are required to maintain a continuous portfolio from year to year. In addition to an actual portfolio with representative work from every art class taken, a digital portfolio of the same work must be submitted to the art program every year. Relevant art history papers will be submitted along with the digital portfolio.

Requirements for a Minor in Art Studio: 21 credit hours including ART 111, 121, and 131 **or** 161. The remaining 12 hours must be at the 200-400 level and include one Art History course. Twelve of the required 21 credit hours must be taken at Quincy University. Declaration of minor must be filed no later than the end of the junior year (or completion of 85 semester hours).

Requirements for a Minor in Art History: 21 credit hours including ART 111, 121, 131 **or** 161; AHI 381 and 9 hours chosen from 281, 283, 285, and 383. Twelve of the required 21 credit hours must be taken at Quincy University. Declaration of minor must be filed no later than the end of the junior year (or completion of 85 semester hours).

Requirements for a Minor in Graphic Design: 21 credit hours including ART 111 and 121. The remaining 15 hours must be chosen from ART 241, 256, 290, 390, 395, and 490. Twelve of the required 21 hours must be taken at the 200-400 level and 12 of the hours must be taken at Quincy University. Declaration of the minor must be filed no later than the end of the junior year (or completion of 85 semester hours).

Minor in 3-Dimensional or 2-Dimensional Art may be arranged.**Program Policies:**

1. The University reserves the right to reproduce student work, and to retain for teaching and exhibition purposes, students' works submitted for credit.
2. The University will not be liable for lost, stolen, unclaimed, or damaged art work.
3. Initial student expenses for art supplies may be substantial. Furnished materials vary from course to course, so prudent financial planning should account for this variance.
4. A portfolio review is suggested for all transfer students.
5. Students are expected to spend a minimum of 6 hours per week outside class for each studio course selected.
6. Art majors are required to keep an ongoing portfolio from each art course for assessment purposes and their Senior Exhibition.
7. Art scholarship majors must participate in the Annual Juried Student Exhibition and in local/regional exhibitions in order to maintain their scholarships.

Special Programs:

The Gray Gallery, located in Brenner Library, provides a professional exhibition schedule each academic year which includes exhibitions by nationally noted and regional artists. Gallery space is allocated for the annual art faculty, student and senior exhibitions. Periodically visiting artists are brought to the campus for critiques, lectures and workshops. The gallery program contributes both to the education of University and community students and to the cultural richness of the University and the broader community.

Course Descriptions

Art History Courses**AHI 281 Ancient Through Medieval Art (3)**

This course consists of slide-lectures on the artistic achievements in painting, sculpture, and architecture during the ancient and medieval periods. The art is examined in view of its historical and social context. [F2 901]

AHI 283 Renaissance & Baroque Art (3)

This illustrated slide-lecture course dwells at length on the art of Europe during the Renaissance, Mannerist, Baroque, and Rococo periods. The art is evaluated in context of the culture, religious and social systems.

AHI 285 19th & 20th Century Art (3)

A slide-lecture survey of European and American art from 1800 to 1940. Art and artists are reviewed in relation to patronage, shifting social systems and settlement of North America.

AHI 381 Contemporary Art Seminar (3)

A course designed to develop a better understanding of recent trends in contemporary art movements with emphasis on American art since 1945 through an examination-exploration-discussion of painting, sculpture, and related art forms. [F2 903N]

AHI 383 History of Graphic Design (3)

Using a problem-solving approach, students will explore the global fusion of art, commerce and culture that makes Graphic Design a dynamic worldwide phenomenon. This course will also look at the historical, social and technological events that gave rise to Graphic Design both as a craft and an art.

ART 385 Non-Western Art (3)

A slide-lecture course covering the art traditions of Islam, India, Southeast Asia, China, and Japan, including Pre-Columbian and Black African art [F2 903N]

Studio Courses

ART 111 Introduction to Drawing (3)

A foundation course in various attitudes and methods in drawing, exploring several media, and acquisition of a breadth of skills and aesthetic awareness.

ART 121 2-D Design (3)

An exploration of the role of the visual process and how it affects what we see, how we see, and how that relates to unified 2-dimensional media structures. Emphasis will be placed on the creative use of the formal design elements (line, shape, value, color, form, space, texture) and design principles through studio problem-solving experiences.

ART 131 3-D Design (3)

An introduction to sculptural thought and methods. Students' labors focus on creative solutions to problems in space/volumes, internal/external relationships, tectonics, and contemporary as well as traditional attitudes and media.

ART 161 Introduction to Ceramics (3)

Investigations of contemporary thought, methods and problems in clay as an expressive medium. Students focus on handbuilding techniques. Experiences with the potter's wheel are optional.

ART 221 Introduction to Watercolor (3)

An introductory course directed toward the technical/structural and philosophic basis of watercolor painting as a self-expressive activity. Traditional as well as experimental techniques will be discussed and demonstrated. A broad range of subject matter and attitudes will be touched upon. Personal expression and creativity will be stressed.

ART 223 Introduction to Oil Painting (3)

A basic course in oil painting as a medium of expression, within the framework of good design. Prerequisite: ART 111, 121.

ART 232 Introduction to Sculpture (3)

An introduction to casting and fabrication in metals and other media on an intimate scale. Prerequisite: ART 131.

ART 241 Introduction to Photography (3)

No art form has redefined current society like Photography. Discover the dynamics of this art, the physics of image making and the design components that govern our sense of interest. Also learn the fundamentals of digital camera operation and electronic image editing. Pre-

requisite: the use of a digital camera for the semester that has manual settings. Although not required, ART 121 is recommended.

ART 251 Introduction to Printmaking (3)

A survey of the basic printmaking media. The course introduces woodcut, drypoint, embossment, collagraphy and papermaking techniques; with a number of projects designed to give a broad experience with the media. Topics pertinent to all the media include matting, print storage, documentation, and actual examples.

ART 256 Commercial Illustration (3)

An emphasis on visual communication, design, and production. Application in various commercial areas such as illustrating methods for books, magazines, packaging, etc. Prerequisites: ART 111, 121, or permission of instructor.

ART 265 Introduction to Fiber Arts (3)

This course explores the design possibilities achieved through the interaction of fiber, form and structure. The primary concentration will be off-loom weaving techniques with emphasis on using fibers in the creation of visual (2-D, 3-D) statement. Experimentation with various fibers and techniques will be encouraged.

ART 270-9 Special Topics (1-3)

Special topics or projects in art depending upon demand and staff.

ART 290 Introduction to Computer Graphics (3)

Instruction and practical exercises in the use of bitmapped (pixel based) software currently used to create and generate black and white and color graphics. Student learns necessary computer commands to use software and to produce assigned graphics/commercial art layouts using assorted printing options. Methods of merging text with graphics as well as design concepts that feature capabilities of computer graphics will be studied. *Adobe Photoshop* will be explored. Recommended: ART 121.

ART 312 Intermediate Drawing (3)

A course directed toward the development of the student's abilities, understanding, and interests— with emphasis on drawing media and relationships using historical references and current trends. Prerequisite: ART 111.

ART 322 Intermediate Watercolor (3)

A course for the student who is well versed in the rudiments of transparent watercolor technique and has competent drawing skills. Experimentation is encouraged. Emphasis will be placed on the development of a student's individual point of view. Prerequisite: ART 221.

ART 323 Mixed Media Painting (3)

This course will be concerned with the production of work that explores the creative aspects of combining different art media. Students will experiment with ideas and techniques, using various drawing, painting and printmaking materials/methods, as well as investigate the vast possibilities of collage, construction and deconstruction. Emphasis will be on the student to effectively assimilate the unexpected results obtained by mixing media and to develop new images, in a personal and expressive way. Prerequisites: ART 121 and ART 221 or ART 223.

ART 332 Intermediate Sculpture (3)

Explorations in mixed media (wood, metal, plastic, etc.), found objects, and multi-media constructions (light, sound, kinetics, etc.). Prerequisite: ART 232.

ART 342 Intermediate Photography (3)

This course will explore the fine art aspects of film-based photography. Students will learn to work in a darkroom, develop film and prints, make photograms and further extend their knowledge of the photographic process. Emphasis will be placed on design centric image making. Students should have access to a film-based camera for the semester. Prerequisites: ART 121, 241.

ART 352 Intermediate Printmaking (3)

Students will explore both relief and intaglio printmaking as a medium of creative expression in greater depth. A special focus will be on collagraphy, tonalgraph, assemblagraph, and various other platemaking/printing methods. Prerequisite: ART 251.

ART 358 Painterly Monotype (3)

This course explores aspects of the monotype as a 3-way bridge connecting drawing, painting, and printmaking. Monotype is a flexible, direct medium involving the transfer of drawn/painted images from a nonporous surface to paper. One-of-a-kind print is produced from each plate.

ART 362 Intermediate Ceramics (3)

An investigation into personalized aesthetic and technical approaches with clay. Students are

especially encouraged to develop competency on the potter's wheel and to expand prior experiences with clay. Students will be introduced to clay and glaze chemistry and kiln physics. Prerequisite: ART 161.

ART 370-9 Special Topics (1-3)

Special topics or projects in art depending upon demand and staff.

ART 380 Electronic Imagemaking (3)

A hands-on course in which the student will explore the potential of computer technology to create vector and bit mapped animations. Students will be introduced to the basics of audio editing, as well as the fundamentals of creating animations for the web. Adobe Flash will be the primary software used with other Adobe CS3 software applications used in supporting roles. Prerequisites: ART 121, 290.

ART 390 Computer Illustration (3)

An introduction to computer illustration using graphic vector-based software. Students will be introduced to the Pentium platform, operating system, Adobe Illustrator software, scanning and printing. Prerequisites: ART 121, 290.

ART 395 Graphic Design for Desktop Publishing (3)

This course will focus on the creative and practical use of high-end graphic design software. Students will learn design fundamentals, including composition, layout, typography, pagination, style, format and project planning. Quark Xpress is the major software used as well as Adobe Illustrator and Photoshop. Prerequisites: ART 121 and 290 or 390.

ART 397 Junior Portfolio (0)

In the spring of the junior year, each prospective graduate, in collaboration with the academic advisor, prepares a portfolio of exhibits demonstrating achievement of the art department learning outcomes. After a successful review of their portfolio with the art faculty, the students will proceed to senior seminar.

ART 400 Methods of Teaching Art (3)

A laboratory experience with media relevant to secondary education, the development of model curricula using a multimedia approach, and creative realistic solutions to limitations which may exist at that level. Prerequisite: acceptance into the teacher education program.

ART

ART 451 Printmaking: Etching (3)

The basic processes of intaglio printmaking. These include etching (line, soft-ground, aqua-tint), engraving, drypoint, collagraphy, as well as a variety of experimental approaches to plate making and printing. Emphasis will be on black and white printing within the context of technique and concept. Prerequisites: ART 111, 121, and 251.

ART 470-9 Special Topics (1-3)

Special topics or projects in art depending upon demand and staff (e.g., Advanced Watercolor, Advanced Ceramics, Advanced Sculpture, Advanced Printmaking).

ART 480-1 Practicum in Art-Business (1-3)

An experiential/academic opportunity in a museum, gallery, community cultural center, small business or related facility. Practica are arranged individually to suit the skills and career goals of the student and the needs of the host institution. Open to upper-division art majors. The work is supervised and evaluated in conjunction with an on-campus coordinator and a designated individual in the organization providing the experience. One semester hour of academic credit is granted for each 50 hours of field experience.

ART 490 Web Design (3)

An exploration into design for the Web from concept to structure, preparation, and production. This course will revolve around the use of *Dreamweaver*. Prerequisite: ART 290.

ART 495 Senior Seminar (Fall only) (3)

In the fall of the senior year, students will be given the opportunity to produce a self-directed, mature body of work. Seniors are encouraged to work on the concept for the seminar over the summer, submitting a completed proposal within the first week of the fall semester. Weekly meetings will be held with the advisor to ensure regular progress in accomplishing the goals established in the student proposal.

ART 497 Baccalaureate: Senior Retrospective (Spring only) (1)

Preparation for and experience in mounting the comprehensive senior portfolio exhibit, including professional preparation of framed quality work for display, preparing publicity, designing a show catalog and mailing, arranging the opening reception, providing an exhibit checklist, installing the exhibition with labels, obtaining donations, and taking down the show. This exhibition will be displayed in the Gray Gallery during April-May of the Spring Semester. This constitutes the required department comprehensive experience. Graded P/F.

AVIATION – A Partnership with Great River Aviation, LLC

Degrees Offered: **Associate of Science**
Bachelor of Science

Quincy University offers degrees in Aviation in partnership with Great River Aviation Services, LLC, a full-service learning center located at Quincy Regional Airport about 10 miles from Quincy University. Lab fees are substantial and cover flight rental and individual flight instruction.

Quincy Regional Airport provides students with the opportunity to train at an actual working airport. Aviation students utilize the Cessna Pilot Multimedia Interactive CD Training System for Private, Instrument, Commercial Pilots and flight simulators supervised by FAA certified staff. Great River Aviation is an FAA 141 School.

The Aviation program provides flight training for students in a liberal arts context. The program provides professional preparation for a variety of careers in the Aviation field, including commercial, corporate, and military.

Admission Requirements:

Applicants to the Flight Training program at Great River Aviation must complete a Second Class Medical examination before being allowed to enter the program. Students applying for admission to the university should file all required materials with the Office of Admissions prior to the term of enrollment.

Program Requirements:

Associate of Science in Aviation

1. General requirements for associate degree, p. 11.
2. Required support courses: ART 290, MAT 124 or above, PSY 100, and SCI 230.
3. Required Aviation courses: AVI 110, 110L1, 110L2, 120, 210, 210L1, 210L2, 220, 380.
4. Recommended Aviation courses AVI 310, 310L1, 310L2, and 340.

Bachelor of Science in Aviation

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by ART 290 Introduction to Computer Graphics and BUS 219 Personal Finance.
3. Required support courses: ART 290, MAT 124 or above, BUS 219, PSY 100, and SCI 230.
4. Required Aviation courses: AVI 110, 110L1, 110L2, 120, 210, 210L1, 210L2, 220, 300, 310, 310L1, 310L2, 320, 340, 380, 420, 498.
5. Recommended Aviation course: AVI 480.

Bachelor of Science in Aviation Management

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by ART 290 Introduction to Computer Graphics and BUS 219 Personal Finance.
3. Required support courses: ART 290, COM 101, ENG 382, MAT 124 or above, PSY 100, and SCI 230; and a computer applications course.
4. Required Business courses: ACC 121, 221; BUS 215, and 219; MGT 300; FIN 315; and MKT 331; ECO 222, 223, and 225.
5. Required Aviation courses: AVI 110, 110L1, 110L2, 120, 210, 210L1, 210L2, 220, 300, 310, 310L1, 310L2, 340, 360, 380, 420, 498.
6. Recommended Aviation course: AVI 480.

Course Descriptions

AVI 110 Private Pilot Ground School (4)

This course is designed to develop the student's entry level knowledge and skill of aeronautical principles of flight as well as the Federal Aviation Administration rules and requirements for the Private Pilot Certificate. This class is the foundation for the student's subsequent flight training. The student is also introduced to aviation weather, flight operations, aircraft performance, navigation, and related human factors. Students enrolled in this course along with AVI 110L will be prepared for the FAA knowledge exam (flight test), a requirement for the Private Pilot Certificate.

AVI 110L1 Private Pilot Flight Lab I (2)

The flight lab is incorporated into the Private Pilot course sequence. Students enrolled in this course along with AVI 110 will be prepared to obtain the fundamental skills and be able to perform safe solo flight. This lab requires approximately 25 hours of flight time. **Student must pass an FAA approved flight physical prior to enrolling in this course.**

AVI 110L2 Private Pilot Flight Lab II (2)

This flight lab is a continuation of AVI 110L1. Students enrolled in this course will plan and conduct cross-country flights, perform night flight training, and prepare for the FAA practical test to earn the Private Pilot Certificate. This lab requires approximately 30 hours of flight time.

AVI 120 Introduction to Aviation (3)

This course provides a broad understanding of all aspects of the air transportation industry, with emphasis on present and future developments in air transportation. The course will include the impact the airline industry is making on airports and other segments of aviation.

AVI 210 Instrument Pilot Ground School (4)

This course is designed to develop the student's knowledge of and skill in flying solely through the use of instruments on-board the aircraft. The course covers a variety of subject areas including: theoretical aspects of instrument flight, basic principles of instrument flying, aviation meteorology, radio navigation, federal aviation regulations and instrument flying procedures.

This course also prepares the student for the basic altitude instrument flying, VOR and NBD tracking, partial panel operation, DME arcs, and holding entries and patterns. Successful completion of this course along with the associated flight labs are required for Commercial Pilot Certification. Prerequisites: AVI 110, AVI 110L1 and AVI 110L2.

AVI 210L1 Instrument Pilot Flight Lab I (2)

This flight lab is incorporated into the course sequence to obtain an FAA Instrument Flight Rating. This flight lab covers instrument flying techniques and procedures in conjunction with modern ILS, VOR, ADF and radar facilities, basic altitude instrument, holding, precision and non-precision approaches, macro and micro meteorology analysis. This lab requires approximately 40 hours of flight time. Successful completion of this flight lab is required for Commercial Pilot Certification. Prerequisite: AVI 110 and AVI 110L2.

AVI 210L2 Instrument Pilot Flight Lab II (2)

This flight lab is a continuation of AVI210L1. This flight lab requires approximately 40 hours of flight time. Students will gain the knowledge and proficiency necessary to acquire an FAA instrument rating and thereafter exercise the privileges of having the rating. Prerequisite: AVI 210L1.

AVI 220 Aviation Safety (3)

This course is an in-depth study of aviation safety, including the causes and investigation practices of aircraft accidents, safety awareness in aviation systems management, and the development of aircraft accident prevention programs. The focus of this course is on the various human, mechanical, and environmental factors that impact aviation safety.

AVI 300 Principles of Air Transportation (3)

This course provides a history of developments of air transportation systems covering facilities, impact of regulations, problems encountered in commercial transportation, role of governments in air transportation and future implications (economic, social, political) of air transportation.

**AVI 310 Commercial Pilot (3)
Ground School**

This course integrates concepts learned in the Private Pilot Ground School course (AVI 110) along with those needed for instrument and commercial flying. This course assists the student in preparing for the FAA Commercial Pilot written exam and includes information on advanced in-flight maneuvers, Federal Aviation Regulations, aerodynamics, weather and safe operation of aircraft. The student is also introduced to advanced commercial maneuvers and complex aircraft operations. Successful completion of this course is required for the FAA Commercial Pilot Certification. Prerequisites: AVI 210 and AVI 210L1 .

**AVI 310L1 Commercial Pilot (2)
Flight Lab**

Students will receive the flight instruction necessary to gain the knowledge, skills and proficiency required to acquire the necessary cross-country experience and introduction to complex aircraft transitions. The flight fees cover both the aircraft rental and individual flight instruction. This lab requires approximately 45 hours of flight time. Prerequisites: AVI 210L1 and 210L2 required for Commercial Pilot Certification.

**AVI 310L2 Commercial Pilot (2)
Flight Lab II**

This flight lab is a continuation of AVI 301L1. Students will perform commercial flight maneuvers including maximum performance takeoffs and landings, steep turns and chandelles, and other complex aircraft maneuvers, along with instrument commercial maneuvers, complex and commercial review/practice, and final commercial stage check. Advanced safety procedures are also incorporated into this flight lab. This lab requires approximately 45 hours of flight time. Prerequisite: AVI 310L1.

AVI 320 Multi-Engine Rating (2)

This course is designed to help the student obtain a FAA Multi-Engine Rating (ME). This course consists of approximately 15 hours of flight time as well as on-ground instructional time required to obtain a Multi-Engine license. Prerequisites: AVI 310, AVI 310L1, AVI 310L2.

AVI 340 Human Factors in Aviation (3)

Human factors in Aviation presents an overview of the importance of the human role in all aspects of the aviation environment. This course will study the human limitations in the aspects of human factors, human reliability,

stress, medical standards, drug abuse, and the human physiology. Basic principles of physical and cognitive human performance are covered along with a detailed analysis of human error, situational awareness, and Crew Resource Management (CRM).

**AVI 360 Airport Management (3)
Operations**

This course introduces managerial functions, roles, and techniques as they apply to the aviation industry. This includes strategic management, organizational theory and operation, airline management, aviation manufacturing management, fixed base operation management and aviation consulting.

AVI 370-9 Special Topics in Aviation (1-3)

Seminar-style course available to juniors and seniors affording them opportunity to explore specialized areas of aviation. May also include opportunities for students to obtain advanced FAA flight certifications. Prerequisite: permission of instructor.

AVI 380 Internship I (3-6)

AVI 410 Certified Flight Instructor (3)

This course is intended to provide the advanced aviation student with both instruction and flight training in preparation for the FAA examination for Certified Flight Instructor (CFI) – Airplane rating. This course also includes instruction on the development of course syllabi and lesson plans, current teaching methodologies applicable to flight training programs, strategies for student performance evaluation, as well as other responsibilities associated with CFI positions. Prerequisites: Commercial Pilot Certificate and Instrument Rating, and permission of the instructor.

**AVI 410L1 Certified Flight Instructor (2)
Flight Lab**

AVI 410L1 is a mandatory flight lab for the Certified Flight Instructor (CFI) rating. The flight lab would consist of a minimum of 25 hours of flight time.

AVI 420 Aviation Law (3)

This course provides a comprehensive study of aviation law including regulatory statutes and federal aviation regulations. Students will also be introduced to civil and criminal law as applied to aviation including such aspects as operation, contracts, insurance, liability, litigation and case law.

AVIATION

AVI 470-9 Special Topics in Aviation (1-3)

Opportunity for advanced research in an area of special interest to the student, conducted under faculty supervision. Prerequisites: permission of instructor, junior/senior standing.

AVI 480 Internship II (3-6)

AVI 498 Issues in Aviation Seminar (3)

This course provides an analysis of contemporary issues in aviation including problems and trends facing various segments of the industry (manufacturers, airlines, general aviation and government).

BIOLOGY

Degrees Offered: **Bachelor of Science**
Bachelor of Arts

Advanced Placement Opportunity:

CLEP General Biology Exam may yield 3 semester hours of credit for BIO 150.

CLEP Microbiology Exam may yield 3 semester hours of credit for BIO 232.

Program Requirements:

Bachelor of Arts in Biology

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through conducting computerized labs and learning how to use the computer for scientific research in all laboratory courses.
3. Core classes: BIO 150, 151, 497 (senior year).
4. 30 hours of Biology electives at the 200+ level.
5. CHE 125; two semesters of Physics (PHY 211-212).
6. One semester of mathematics at the highest level for which the student is prepared with college algebra as a minimum.
7. One semester of a statistics course.
8. The student needs a minimum GPA of 2.0 in all BIO(logy) courses to receive a degree.
9. The student needs a minimum of 39 semester hours at the 300-400 level (**all courses**) to receive a degree.

Bachelor of Science in Biological Sciences

(Environmental Concentration)

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through conducting computerized labs and learning how to use the computer for scientific research in all laboratory courses.
3. Core classes: BIO 150, 151, 232, 250, 282, 327, 350, and 497 (senior year).
4. Environmental requirements: BIO 221, 357, 358, 435, 436, 480 (3 credit hours).
5. Required Science classes: CHE 150-151, CHE 302-303, PHY 211-212, CHE 321 (**highly recommended**).
6. Required Math classes: MAT 242 and a statistics course.
7. The student needs a minimum GPA of 2.0 in all BIO(logy) courses to receive a degree.
8. The student needs a minimum of 39 semester hours at the 300-400 level (**all courses**) to receive a degree.
9. PHI 325 Environmental Ethics is strongly recommended.

Bachelor of Science in Biological Sciences

(Pre-professional)

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through conducting computerized labs and learning how to use the computer for scientific research in all laboratory courses.
3. Core classes: BIO 150, 151, 250, 282, 327, 350, 497 (senior year).
4. Medical requirements: BIO 232, 283, 330, 360, 410, and 433.
5. Required Science classes: CHE 150-151, CHE 302-303, PHY 211-212, (CHE 321 **highly recommended**).
6. Required Math classes: MAT 242 and a statistics course.
7. The student needs a minimum GPA of 2.0 in all BIO(logy) courses to receive a degree.

BIOLOGY

- The student needs a minimum of 39 semester hours at the 300-400 level (**all courses**) to receive a degree.
- PHI 323 Bioethics is strongly recommended.

Bachelor of Science in Biological Sciences

(Pre-Physical Therapy Concentration)

- General requirements for baccalaureate degree, p. 9.
- The technological literacy requirement will be fulfilled through conducting computerized labs and through computerized scientific research.
- Core classes: BIO 150, 151, 232, 250, 282, 283, 327, 350, 354, 360, 410 or 433, 497, and topics in A&P.
- Pre-Physical Therapy support requirements requirements: PED 106, 152, 236, 301, 344, 345, 444, 454.
- Required Science classes: CHE 150-151, PHY 211-212.
- Required Math classes: MAT 150 and 242.
- The student needs a minimum GPA of 2.0 in all BIO(logy) courses to receive a degree.
- The student needs a minimum of 39 semester hours at the 300-400 level (**all courses**) to receive a degree.
- PHI 323 Bioethics is strongly recommended.
- Internships with local physical therapists are strongly recommended.

Teacher Certification

- General requirements for baccalaureate degree (p. 9) including POL 200, PSY 246, HIS 111 or HIS 112, and PED 265.
- Required Biology courses: BIO 150, 151, 221, 232, 250, 282 **or** 283, 327, 340, 350, 357 **or** 358, and 497 (Senior year).
- Required support courses: CHE 150, 151, 302 and 303; PHY 211 and 212; MAT 242, and a statistics course.
- Requirements for teacher certification listed on p. 80 and BIO 400.
- A minimum cumulative GPA of 2.600 is required for acceptance into the Teacher Education Program.

Requirements for a Minor:

The Biology Program offers various programs of study for a Minor (see p. 22). The student should consult with one of the biology faculty members early in order to prepare for such a program. Coursework for a minor includes 18 hours of BIO(logy) credit, only 4 hours of which may be at the 100 level.

Course Descriptions

BIO 103 Problems in the Environment

(3)

A study of ecological principles and current environmental problems including air, water, and noise pollution, population, energy, solid waste disposal, radiation hazards, inorganic contaminants, pesticides, soil conservation. Two lecture periods, two hours laboratory.

BIO 105 Human Biology

(3)

A nonmajor course to introduce the student to an understanding of the human body. Two lecture periods and two hours of laboratory.

BIO 111 Life Sciences

(4)

This course is designed to fulfill the science component of the general education requirements for non-science majors. The course is a combination of various introductory life-science courses and the integration of their contents, including: general biology, ecology, evolution, botany, zoology, and human biology. Three lecture periods, two hours laboratory.

BIO 150 Principles of Biology I (4)

A study of the fundamental principles of biology for the biology major. Cell structure and function, genetics and evolution are discussed, with exposure to biological literature and experience in scientific writing skills. Three lecture periods, three hours laboratory. Strongly recommended: high school biology and chemistry.

BIO 151 Principles of Biology II (4)

An introduction to the kingdoms of life (Monerans, Protists, Fungi, and Plants), evolution, natural selection, plant structure and plant physiology. Three lecture periods, three hours laboratory.

BIO 221 Invertebrate Zoology (3)

Morphology, physiology, life cycles and phylogeny of animal groups from poriferans through echinoderms. Two lecture periods, three hours laboratory. Prerequisite: BIO 111 or BIO 150.

BIO 232 Microbiology (3)

This course acquaints the students with microorganisms and their activities. Topics include cell structure and function, metabolism, growth, the role of microorganisms in disease immunity, and other selected areas. The laboratory will stress aseptic technique, culturing methods, control of microbial growth and unknown identification. Two lecture periods, three hours laboratory. Prerequisites: BIO 150 and 151.

BIO 250 Genetics (3)

An in-depth study of the principles of both classical and molecular genetics. Two lecture periods and three hours laboratory. Prerequisites: BIO 150, 151.

BIO 270-9 Special Topics (1-3)

Special topics in biology in depth, depending on demand and staff.

BIO 282-283 Anatomy and Physiology I & II (4)(4)

Two-semester course sequence with a two-hour lab and three lecture periods. First semester, the lab covers anatomy; lectures include cells, tissues, skin, muscle, nerves, and circulatory system. Second semester, the lab covers physiology; lectures include respiratory, digestive, urinary, endocrine, acid-base balance, and reproductive systems.

BIO 308 Medical Technology Orientation (1)

An orientation to the hospital laboratory. Taken with consent of biology and hospital staff. Minimum of one week of hospital with a written report required. Graded P/F only.

BIO 327 Ecology (3)

Basic ecological principles with emphasis on the interrelationships between organisms and their environment, populations, communities, and ecosystems. Two lecture periods, three hours laboratory and field work. Prerequisite: BIO 151.

BIO 328 Advanced Topics in Anatomy and Physiology (3)

This course focuses on advanced topics in Anatomy and Physiology for majors. Three lecture period. Prerequisites: BIO 282 and 283.

BIO 330 Developmental Biology (3)

A study of the maturation of gametes, fertilization, the differentiation of germ layers, and the formation of fetal organ systems in selected vertebrate and some invertebrate types. Laboratory consists of an intensive, descriptive study of whole mounts and serial sections of starfish, amphioxus, frog, chick and pig. Two lecture periods, three hours laboratory. Strongly recommended: BIO 222 or 282-283. Prerequisite: Junior standing.

BIO 340 Organic Evolution (3)

Principles of the neodarwinian process, the central theory of biology.

BIO 350 Molecular Biology (3)

An in-depth study of the fundamental concepts of structure and function of plants, animals, and microbial cells. Two lecture periods, three hours laboratory. Prerequisite: BIO 250 and Junior standing.

BIO 354 Pathophysiology (3)

A study of the disease process along with the normal physiology of the body systems and the clinical relationships which are appropriate. Three lecture periods. Prerequisites: BIO 282-283.

BIO 357 Environmental Science I (3)

A study of ecological, economic, and social aspects of current environmental problems. Topics include the history of environmental problems, human population issues, global problems, soil conservation, and food resources. Two lecture periods, three hours laboratory.

BIOLOGY

BIO 358 Environmental Science II (3)

A continuation of BIO 357. Topics include water resources, biodiversity, wildlife resources, renewable and nonrenewable energy resources, mineral resources, solid waste, air pollution, water pollution, pesticides, environmental economics, and environmental politics. Two lecture periods, three hours laboratory. Prerequisite: BIO 357.

BIO 360 Neurobiology (3)

This course introduces students to the biology of the nervous system and its relationship to behavior and disease. The course covers topics ranging from neuronal structure and function, communication, the synapse, membrane receptors, and intra- and intercellular signaling systems, to the gross organization of the brain and spinal cord, the processing of sensory information, the programming of motor response, and higher functions, such as hearing, memory, cognition, and speech. While the course is introductory in nature, the level of instruction is rigorous and treats many of the topics in some depth. While this course will have a great degree of serious content, it will also be highly interactive both in the classroom and lab setting. Two lecture periods, three hours laboratory. Prerequisites: BIO 150, 151, 232, 350 and Junior standing.

BIO 370-9 Special Topics (1-3)

Special topics in biology in depth, depending on demand and staff.

BIO 400 Methods of Teaching Biology (3)

Designed to acquaint students with instructional strategies for teaching of biological sciences in the secondary school. Required for those seeking state certification. Prerequisite: Acceptance into the teacher education program.

BIO 410 Immunology (3)

Survey of the immunological system including both humoral and cellular immunological phenomena, immunochemistry, antibody production, immunogenetics, hypersensitivity, tolerance, and immunological reactions. Three hours of lecture. Prerequisite: BIO 232.

BIO 433 Endocrinology (3)

A study of structure and function of the glands of internal secretion. Two lecture periods, three hours laboratory.

BIO 435 Plant Field Biology (3)

Taxonomy, development and ecology of plants especially those of the region. Two lecture periods, three hours laboratory. Prerequisite: BIO 151.

BIO 436 Vertebrate Field Biology (3)

Survey of resources and methods for studying North American vertebrates including fish, amphibians, reptiles, birds, and mammals. Two lecture periods, three hours laboratory.

BIO 440 Bioinformatics/Genomics (2)

In our lifetime Bioinformatics and Genomics will be a defining turn in our comprehension of how organisms work from the molecular level to organism level. These fields of study are at the cutting edge of science, especially for understanding human disease in the 21st century. Bioinformatics, an interdisciplinary field of biology and computer science, is based on garnering information from large biological databases using algorithms to mine data for relevant and meaningful genetic information. It especially relies on DNA, RNA, and protein sequence databases of organisms. Bioinformatics intersects with genomics, the genetic material of an organism, by utilizing genomic databases. In genomics, the genetic material of an organism is sequenced and patterns that dictate regulation, organizational patterns of gene expression, and how the genome functions as a whole, rather than at the discrete level of genes, is covered.

BIO 470-9 Special Topics (3)

Special topics in biology in depth, depending on demand and staff.

BIO 480 Independent Research (1-3)

Individual research performed in consultation with a biology teacher. Primarily for seniors majoring in Biological Sciences.

BIO 497 Coordinating Seminar (1)

Pertinent topics discussed by students. Required for all biology majors. One lecture period during which students present both written and oral papers.

BUSINESS

Degree Offered: **Bachelor of Science**

Historically, business studies have been an integral part of the academic program of Quincy University since 1867. This predates the introduction of Business Studies at many of our nation's major colleges and universities. It is particularly significant in light of Quincy University's long-standing liberal arts tradition.

From the rudimentary courses first offered in 1867, the School of Business program has evolved into a rigorous and challenging academic discipline, attracting a significant share of Quincy University students, both men and women.

The stated purpose of the School of Business program today is to deliver an educational experience that, while academically excellent, also prepares the student for a successful career in the practical world of business.

Advanced Placement Opportunities:

CLEP subject examinations in topics related to School of Business offerings may yield credit. For more information contact the Academic Support Services Office.

Program Requirements:

All students pursuing a degree in business must complete the following:

1. **General Requirements for Baccalaureate Degrees**, p. 9. The general requirements for degrees must include MAT 124 Applied College Algebra or MAT 125 College Algebra or higher Math, and PSY 100 Introduction to Psychology.
2. The students of the School of Business utilize various forms of technology including word processing, presentation software, spreadsheets, and some course specific software throughout their major program of study. Students are therefore exposed to the technology applied to problem solving and decision making in the business world.
3. **The Language of Business.** In order to function in the business world it is necessary to understand the language of business which includes accounting, business law, and economics. Required courses: ACC 121 Principles of Financial Accounting, ACC 221 Management Accounting; BUS 215 Business Law; ECO 222 Principles of Macro-Economics and ECO 223 Principles of Micro-Economics.
3. **The Tools of Business.** Communicating quantitatively and qualitatively is essential in business. To ensure each student obtains these skills, courses are taken in oral and written communications, computer applications, and quantitative methods. Required courses: COM 101 Fundamentals of Public Speaking, ENG 382 Business Communications, ECO 225 Business Statistics, ECO 226 Quantitative Methods, and BUS 219 Personal Finance.
4. **Major.**
Common Body of Knowledge. There is a common body of knowledge that all business students must experience in order to more fully understand the way businesses operate. The courses offering this exposure include management, marketing, finance, and strategic management and are considered part of the major area of study. Required courses: MGT 300 Principles of Management, MKT 331 Principles of Marketing, FIN 315 Business Finance, and BUS 497 Strategic Management. **A grade of "C-" or better is required in BUS 497.**

Specialized Body of Knowledge. Each student will select a major field of specialization in either Accounting, Finance, Management, or Marketing. Required major courses are delineated in each program. **A cumulative 2.00 grade point average is required in the major courses. The student can receive a grade lower than "C-" in only two of the major courses.**

BUSINESS

ACCOUNTING

ACC 311, 312, 413	Intermediate Accounting I, II, and III
ACC 313	Government Accounting
ACC 321	Cost Accounting
ACC 415	Advanced Accounting
ACC 417, 418	Federal Tax Law I and II
ACC 419	Auditing Theory
ECO/INB 423	International Economics and Business (recommended)

Two courses from:

BUS 316	Advanced Business Law
ECO 321	Managerial Economics
FIN 325	Intermediate Finance
FIN 415	Financial Statement Analysis
MIS 305	Intro to Management Information Systems

FINANCE

ACC 311, 312	Intermediate Accounting I and II
ECO 321	Managerial Economics
ECO/INB 423	International Economics and Business (recommended)
FIN 325	Intermediate Finance
FIN 367	Money and Banking
FIN 415	Financial Statement Analysis
FIN 435	Investment Principles: Planning & Strategy
FIN 436	Portfolio Management
MGT 342	Theory of Organizational Behavior

MANAGEMENT

ECO 321	Managerial Economics
ECO/INB 423	International Economics & Business
MGT 301	Small Business Management
MGT 342	Theory of Organizational Behavior
MGT 345	Leadership in Free Enterprise
MGT 352	Fundamentals of Human Resource Management
MGT 364	Operations Management
MIS 305	Management Information Systems

MARKETING

ECO 321	Managerial Economics
ECO/INB 423	International Economics & Business
MGT 342	Theory of Organizational Behavior
MKT 335	Sales Management
MKT 338	Advertising
MKT 362	Consumer Market Behavior
MKT 432	Market Research
MKT 452	Marketing Management

5. **Educational Testing Service Major Field Test (ETS).** Prior to graduation, each student is required to take the Educational Testing Service Major Field test in Business. This is a national test used to measure each student's level of achievement and to evaluate the business curriculum. Testing is administered in BUS 497.

Double Majors

Students may be interested in obtaining two majors within the School of Business. This may be one means for Accounting majors who wish to sit for the CPA Exam to fulfill the minimum education requirements of 150 credit hours.

Students interested in majoring in two areas of business must fulfill the catalog requirements for double majors including 33 hours in each major (excluding internships and practica) and 27 unique hours in the second major. No more than 6 practicum and internship hours may be counted toward the 27 unique hours in the second major. These practicum and internship hours must be in the designated major field and approved by the Dean of the School of Business as fulfilling the requirement. Students may not obtain a double major in programs in which they are not able to fulfill the 27 unique credit hour requirement.

Business Certificate Program:

The Business Certificate Program offers the opportunity for nonbusiness majors to enhance their personal and professional life decisions by obtaining basic business knowledge. In addition to fulfilling the requirements of their major, students will complete 30 semester hours of specific business courses. Both the degree and the Business Certificate are indicated on the student’s transcript.

Required courses: ACC 121 and 221; BUS 215 and 219; MGT 300, FIN 315 and MKT 331; ECO 222, 223, and 225. **A cumulative 2.00 grade point average must be earned in these courses.**

Requirements for a Minor:

Minors in Accounting, Entrepreneurship, Finance, Management, and Marketing are available to business majors or students with non-business majors. A minor requires 18 semester hours in the specific discipline, not including practica, internships, or courses taken to fulfill major requirements. The School of Business also offers a minor in International Business to students with Business majors (see p. 101 for requirements.)

- **Accounting:** ACC 121 Financial Accounting and ACC 221 Managerial Accounting plus 12 hours of Accounting coursework at the 300 level or above.
- **Entrepreneurship:** Requirements for the minor in Entrepreneurship are listed on p. 93.
- **Finance:** ACC 121 Financial Accounting and BUS 219 Personal Finance plus 12 hours of Finance coursework at the 300 level or above.
- **Management:** BUS 215 Business Law and MGT 300 Principles of Management plus 12 hours of Management coursework at the 300 level or above.
- **Marketing:** MKT 331 Principles of Marketing plus 15 hours of Marketing coursework at the 300 level or above.

Course Descriptions for Accounting

ACC 121 Principles of Financial Accounting (3)

An introduction to financial accounting; generally accepted accounting principles and concepts; corporate financial statements; detailed discussion of current and noncurrent assets and liabilities, stockholders’ equity.

ACC 221 Management Accounting (3)

An introduction to the role that accounting plays in assisting management in planning, evaluating performance and decision making. Topics include cost-volume-profit analysis, cost behavior, cost estimation, relevant costs for decision making, operational budgeting, and performance evaluation techniques. Prerequisite: ACC 121.

ACC 311 Intermediate Accounting I (3)

Discussions of accounting environment, process, concepts and theory. General survey of

financial statements. Specific topics covered in more detail include accounting changes, cash, investments, receivables, inventories, and time value concepts. Prerequisite: ACC 121.

ACC 312 Intermediate Accounting II (3)

Continuation of ACC 311. Specific topics include plant and equipment, intangible assets, current and contingent liabilities, bonds, earning per share, contributed capital, and retained earnings. Prerequisite: ACC 311.

ACC 313 Government Accounting (3)

An introduction to the accounting principles and reporting for governmental units. Includes budgetary and financial reporting requirements of these organizations. Prerequisite: ACC 121.

ACC 321 Cost Accounting (3)

An introduction to cost accounting concepts and fundamentals, emphasizing the flow of cost information through an internal account-

BUSINESS

ing system. Topics include the nature of cost accounting, its terminology, job and process cost systems, allocation of cost, decision making tools, and performance evaluations techniques. Prerequisite: ACC 221.

ACC 370-9 Special Topics (1-3) **In Accounting**

Individual problems and research work. Prerequisite: permission of instructor and Dean of Business.

ACC 413 Intermediate Accounting III (3)

Continuation of ACC 312. Topics include: revenue recognition and accounting for income taxes, pensions, post-retirement benefits, and leases. In addition, accounting changes, the statement of cash flow and full disclosure concept will be covered. Prerequisite: ACC 312.

ACC 415 Advanced Accounting (3)

Discussion of advanced financial accounting and reporting. Topics include business combinations, consolidated financial statements, foreign currency transactions, segment reporting, interim reporting, and partnerships. Prerequisite: ACC 312.

ACC 417 Federal Tax Law I (3)

Discussion of currently existing Internal Revenue Code together with regulations and rulings concerning income taxation for individuals. Brief introduction to State Income Taxes. Prerequisite: ACC 121 or permission of instructor.

ACC 418 Federal Tax Law II (3)

Continuation of ACC 417. Discussion of existing Internal Revenue Code together with regulations and rulings concerning partnerships and corporate taxation. Introduction to estate and gift taxes. Prerequisite: ACC 417.

ACC 419 Auditing Theory (3)

Discussion of principles and techniques of auditing; internal control, independent audit functions, auditor's opinion, standards of reporting and professional ethics. Prerequisite: ACC 312.

ACC 470-9 Special Topics (1-3) **In Accounting**

Individual problems and research work. Prerequisite: permission of instructor and Dean of Business.

ACC 480-1 Practicum in Accounting (1-6)

An assignment involving practical applications of accounting theory. Students will normally work with an accounting or business firm or with a not-for-profit institution within the nearby tri-state area, easily accessible to students and faculty supervisors. Offered on demand only as opportunities are available. See Dean of Business.

ACC 497 Seminar in Accounting (3)

Discussion of contemporary accounting problems from the theoretical and pragmatic viewpoints. Report writing and oral presentations required. Prerequisite: Senior Accounting Majors.

Course Descriptions for Business

BUS 215 Business Law (3)

Origin, nature and growth of law and the role that law plays in modern business. Contacts, sales, personal property, real property and tort liability; wills, insurance and landlord/tenant.

BUS 219 Personal Finance (3)

An introduction to both personal financial planning and computer software. Financial topics include: careers, budgeting, insurance, credit, and investments. Microsoft Office products (Excel, Word, and Power Point) are applied to these areas to aid in managing information and to provide information to the decision-making process.

BUS 316 Advanced Business Law (3)

Policy and rationale of the law of negotiable instruments, agency, partnership, corporations,

accountant's liability, employment laws, federal securities regulation and bankruptcy. Prerequisite: BUS 215.

BUS 370-9 Special Topics (1-3)

Individual problems and research work. Prerequisite: permission of instructor.

BUS 470-9 Special Topics (1-3)

Individual problem and research work. Prerequisite: permission of instructor.

BUS 497 Strategic Management (4)

This course combines issues in strategic management with a virtual reality simulation designed to learn both the theory and application of strategic decision making and the resulting complex business tradeoffs and risk taking. For all final semester business seniors.

Course Descriptions for Finance

FIN 315 Business Finance (3)

An introduction to the principles of financial management. The course emphasizes the three major components of the financial manager's function: financial planning and control, management of working capital, and long term financial opportunities. Prerequisites: ACC 121, ECO 225 and BUS 219.

FIN 325 Intermediate Finance (3)

An advanced course in financial management of private and public corporations. Topics covered are valuation techniques, cost of capital, capital budgeting, capital structure, long term financing, working capital management. Prerequisite: FIN 315.

FIN 365 Risk Management & Insurance (3)

The nature and orientation of nonspeculative risk in business management and methods of treating them. Major emphasis is on insurance.

FIN 367 Money and Banking (3)

A study of the types and functions of financial institutions and operation of financial markets. Major emphasis is on their function as suppliers of credit to the financial system. Role of government regulatory agencies such as the Federal Reserve, FDIC and others. Prerequisites: ECO 222 and 223; FIN 315.

FIN 415 Financial Statement Analysis (3)

This course covers the interpretation, analysis, and evaluation of financial reports from viewpoints of creditors, owners, and investment

firms. The impact of general business and specific industry situations, behavior of financial markets, credit or lending criteria, equity investment standards as related to financial statements to determine present and future financial conditions. Prerequisite: FIN 315.

FIN 435 Investment Principles Planning and Strategy (3)

Alternative investment instruments, risks, return, and the investment process. Investment environments, analysis and valuation techniques, principles of portfolio management. Prerequisite: FIN 315.

FIN 436 Portfolio Management (3)

Further studies in principles and methods of investing in fixed income, equity and derivative securities. Types of investment, analysis of securities market and the mechanics of trading will be covered, as well as principles of diversification and portfolio analysis. Other topics include security analysis and equity valuation, including economy, industry, and company analysis. Prerequisites: FIN 315 and 435.

FIN 484 Practicum in Finance (1-6)

An assignment involving practical application of Financial Management. Students will normally work with a business or nonprofit organization in the nearby area, easily accessible to students and faculty supervisors. Offered on demand, subject to availability of practicum opportunity. Approximately 50 hours of practicum are required per credit hour.

Course Descriptions for Management

MGT 300 Principles of Management (3)

This course is a treatment of fundamental principles which apply to all management, regardless of the type, size or purpose of the enterprise. The course seeks to integrate the findings of behavioral science with traditional concepts of organizing, planning, leading and controlling. Prerequisites: ACC 121, ECO 222 and 223.

MGT 301 Small Business Management (3)

Tools for the entrepreneur, dangers of business ventures, planning, budgeting, forecasting,

retail store management, employee relations and legal aspects, geared to small business operation.

MGT 342 Theory of Organizational Behavior (3)

A study of the principles and application of organizational theory, including individual motivation, group dynamics, interpersonal communication, leadership, organizational design, conflicts, and job satisfaction. Prerequisite: MGT 300.

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MGT 345 Leadership in Free Enterprise System (3)

This course will provide the student with the opportunity to develop leadership skills through learning and practicing the principles of free enterprise. Students will partake in community activities and ventures with local businesses to enhance their understanding of the role of leadership and free enterprise in the business world.

MGT 346 Leadership in Practice (1)

Students will demonstrate leadership skills through special projects and group work as assigned and monitored by a faculty mentor. Students may earn a total of four credit hours, one credit hour per semester. Graded P/F.

MGT 352 Fundamentals of Human Resource Management (3)

This course will introduce students to the area of human resource management and its increasing importance in the business community. Strategic implications and competitive arguments will be

presented for maintaining a high quality human resource department within an organization. It will be shown that a highly functional human resource department contributes to the smooth operations of any organization (service or manufacturing).

MGT 364 Operations Management (3)

A study of operations management with emphasis on Manufacturing Resource Planning (MRP II) and an overview of the principles of manufacturing: quality control, capacity planning, and production standards setting. Prerequisites: MGT 300, ECO 225 and BUS 219.

MGT 480 Practicum in Management (1-6)

An assignment involving practical application of management or marketing theory. Students will normally work with a business firm or a nonprofit institution within the nearby tri-state area, easily accessible to students and faculty supervisors. Offered on demand only as opportunities are available. Approximately 50 hours of practicum are required per credit hour.

Course Descriptions for Marketing

MKT 331 Principles of Marketing (3)

Primarily concerned with micromarketing: seeing marketing from a manager's viewpoint. The marketing concept is stressed with emphasis on strategy, planning, determining the marketing mix and behavior of target markets. Recommended: MGT 300.

MKT 335 Sales Management (3)

The course is broken down into two parts. Lecture and case studies explore the basic fundamentals of salesmanship. The second part deals with managing the sales force, territorial section, methods of compensation and sales forecasting. Prerequisite: MKT 331.

MKT 338 Advertising (3)

Provides a broad perspective and penetrating understanding of advertising—its social and economic function, its role in business, how it works, and its challenges and opportunities. Prerequisite: MKT 331.

MKT 362 Consumer Market Behavior (3)

An analysis of consumer motivation, buying behavior, market adjustment and product innovation, including a survey of explanatory theories of consumer market behavior and producer reactions. This course covers behavioral aspects of the marketing process from the

producer to ultimate user or consumer. Prerequisite: MKT 331.

MKT 432 Market Research (3)

This course covers the use of behavioral sciences research methods, social processes and structure influences upon marketing activities, demographic variables, studies of promotional activity, and strategy formulation models which provide an analytical structure for the solution of marketing problems. Prerequisites: ECO 225 and MKT 331.

MKT 452 Marketing Management (3)

Course focuses on contemporary thought and theory in marketing management. Exploring new ideas and perspectives in appraising, diagnosing and formulating marketing strategies. Prerequisite: MKT 331.

MKT 482 Practicum in Marketing (1-6)

An assignment involving practical application of management or marketing theory. Students will normally work with a business firm or a nonprofit institution within the nearby tri-state area, easily accessible to students and faculty supervisors. Offered on demand only as opportunities are available. Approximately 50 hours of practicum are required per credit hour.

CHEMISTRY

Degree Offered: **Bachelor of Science**

Advanced Placement Opportunity:

Consult with the Chair of Science and Technology.

Program Requirements:

1. General requirements for Chemistry Major baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through conducting computerized labs and learning how to use the computer for scientific research in all laboratory courses.
3. CHE 150, 151, 205, 302, 303, 309, 311, 321, 349, 401, and 497
4. PHY 211-212 **or** PHY 223-224
5. MAT 150, 242, 243, and 244
6. BIO 150

Forensic Science Concentration:

1. General requirements for baccalaureate degree, p. 9.
2. CHE 150, 151, 205, 302, 303, 309, 311, 321, 349, 401 & 497
3. BIO 150, 250, 350
4. MAT 150 & 242
5. PHY 211, 212 **or** PHY 223, 224
6. CRJ 101, 150, 242, 340, 343, 347 & 450

Pre-professional Concentration: (Pre-medical, pre-pharmacy, pre-dental, and pre-physical therapy)

1. General requirements for baccalaureate degree, p. 9.
2. CHE 150, 151, 205, 302, 303, 309, 311, 321, 349, 401 and 497
3. PHY 211, 212 **or** PHY 223-224
4. MAT 150, 242
5. BIO 150 plus two 3-hour BIO electives at the 200-400 level.

Requirements for a Minor:

- **Chemistry:** 24 semester hours consisting of CHE 150, 151, 302, 303, and at least one elective at the 200-400 level.
- **Forensic Science:** 26 semester hours consisting of CHE 150, 151, 205; BIO 150, 250 plus 2 hours Biology electives at the 200-400 level; and CRJ 450.

Course Descriptions

CHE 100 Introduction to Chemical Principles

(3)

A one-semester survey of the fundamental principles of chemistry. Topics include atomic and molecular structure, inorganic nomenclature, quantitative relationships involving chemical substances and chemical reactions, aqueous ionic and molecular solution theory, and acid-base theory. Two lecture periods and one 2-hour lab per week.

CHE 125 General, Organic, and Biochemistry

(4)

A study of general, organic, and biochemistry emphasizing applications to health sciences. Three lecture periods per week and a 3-hour lab per week. Prerequisites: high school algebra and chemistry.

CHEMISTRY

CHE 150 General Chemistry I (5)

A first year course for science majors. Includes measurement, atoms and molecules, chemical reactions, gas laws, thermochemistry, quantum theory, electron configurations, ionic and covalent bonding, molecular geometry, states of matter and solutions. Four hours lecture and a 3-hour lab per week.

CHE 151 General Chemistry II (5)

A continuation of CHE 150. Includes topics in kinetics, chemical equilibrium, acids and bases, solubility, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds, intro to organic chemistry and biochemistry. Four hours lectures and a 3-hour lab per week. Prerequisite: CHE 150.

CHE 205 Forensic/Quantitative Chemistry (4)

This course will cover types of samples and how they are prepared, solubility, presumptive testing, detailed discussion on microscopy, extensive coverage of drug analysis and broad coverage of chemical analysis of physical evidence. Prerequisite: CHE 151.

CHE 302 Organic Chemistry I (5)

A comprehensive coverage of the basic principles of organic chemistry. Topics include nomenclature, structure, stereochemistry, chemical reaction mechanisms, nucleophilic substitution and elimination, structure, synthesis, and reactions of alkanes, alkenes, alcohols, and alkyl halides. Also IR, mass spectrometry, and NMR. Four hours lecture and a 3-hour lab per week. Prerequisite: CHE 151.

CHE 303 Organic Chemistry II (5)

A continuation of CHE 302. Topics include structure, synthesis, and reactions of ethers, epoxides, alkynes, aromatic compounds, ketones, aldehydes, amines, carboxylic acids, enols and enolates. Also UV spectroscopy. Four hours lecture and a 3-hour lab per week. Prerequisite: CHE 302.

CHE 309 Laboratory Safety (1)

Topics include flammable and explosive hazards, gas cylinders, oxygen balance, toxicity, carcinogens, handling hazardous substances, waste disposal, and electrical hazards. One lecture per week. Prerequisite: CHE 302.

CHE 311 Organic Mechanisms & Spectroscopy (4)

Mechanisms: study of electron flow and writing arrow pushing mechanisms for organic reactions. Spectroscopy: study of IR, NMR, UN-Vi and Mass spectroscopy. Three lecture periods and one 3-hour laboratory per week. Prerequisite: CHE 303.

CHE 321 Biochemistry (4)

The basic concepts of biochemistry. Chemistry and metabolism of proteins, carbohydrates, and lipids. Chemistry of respiration; bioenergetics. Three lecture periods per week and one 3-hour laboratory per week. Prerequisite: CHE 302.

CHE 349 Inorganic/Organometallic Chemistry (4)

First half of the semester topics include VSEPR, symmetry, HSAB, CFT, and CFSE. Second half of semester topics include the eighteen electron rule, survey of ligands, geometry, Pi back bonding, metal-metal bonds, and catalytic cycles. Three lecture periods and one 3 hour laboratory per week. Prerequisite: CHE 303.

CHE 401 Physical Chemistry I (4)

Topics include properties of gases, thermodynamics, equilibrium, electrochemistry, and chemical kinetics. Three lecture periods and one 3-hour laboratory period per week. Prerequisites: CHE 151 and MAT 242.

CHE 402 Physical Chemistry II (4)

Continuation of CHE 401. Modern chemistry: quantum mechanical treatment of atomic and molecular structure and statistical thermodynamics. Three lecture periods and one 3-hour laboratory period per week. Prerequisite: CHE 401.

CHE 470-9 Special Topics (1-4)

Special topics in chemistry depending upon demand and staff.

CHE 497 Seminar (1)

Required of all Chemistry majors. Prerequisite: Senior standing and faculty approval.

CLINICAL LABORATORY SCIENCE

Degree Offered: **Bachelor of Science**

A student interested in Clinical Laboratory Science (Medical Technology) should contact the University's clinical laboratory science coordinator early in the undergraduate program to acquire information about each hospital's med tech program. In every case, enrollment is limited by the size of the class, and completion of coursework including clinical experience is required for eligibility to take the certifying examination. Courses taken during the fourth or clinical year are added to the student's official Quincy University transcript according to credit hours and letter grades earned.

Affiliations

Quincy University is academically affiliated with:

- St. John's Hospital School of Clinical Laboratory Science, Springfield, Illinois
- St. John's Mercy Medical Center School of Clinical Laboratory Science, St. Louis, Missouri
- OSF Saint Francis Medical Center, Peoria, Illinois

Program Requirements:

The first three years of this curriculum are fulfilled in residence at Quincy University. The fourth year is a 12-month period of clinical instruction (the length may vary in some schools) taken from an affiliated school of clinical laboratory science approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Quincy University cannot guarantee placement in any clinical program. Students should try to attain at least a 3.0 to aid their chances of being accepted.

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through conducting computerized labs and learning how to use the computer for scientific research in all laboratory courses.
3. Core classes: BIO 150, 151, 232, 250, 282, 283, 332, and 410.
4. Required Science classes: CHE 150-151; 302-303; PHY 211-212; (CHE 321 **highly recommended**).
5. One semester of Mathematics at the highest level for which the student is prepared with college algebra as a minimum.
6. One semester each of computer science and statistics.
7. The student needs a minimum GPA of 2.0 in all clinical courses to receive a degree.
8. The student needs a minimum of 36 semester hours at the 300-400 level (**all courses**) to receive a degree.
9. Major courses are considered those taken at the clinical institution.
10. PHI 323 Bioethics is highly recommended.

CLINICAL LABORATORY SCIENCE

Course Descriptions

The following courses are those taught at affiliated hospitals to complete the fourth year of the program for a B.S. in Clinical Laboratory Science. These courses have been defined, structured, and approved by the affiliated hospitals and Quincy University. Majors in CLS should understand that the program is a cooperative program and that Quincy University is not in sole control of courses or course content. Because of varying hospital schedules, diplomas for CLS majors will be dated in August following the fourth year clinical lab program in hospital.

BIO 413 Clinical Microbiology I (4-8)

Theory and practice of the isolation and identification of pathogenic bacteria through culturing morphology, biochemical and/or serological tests and their antibiotic susceptibility.

BIO 414 Clinical Microbiology II (1-3)

Theory and practice of the isolation and identification of fungi, rickettsia, and viruses using various clinical techniques.

BIO 418 Clinical Hematology (4-8)

Theory and practice of the origin, development, physiology, and diseases of the formed elements of the blood/bone marrow. Clinical methods in counting, differentiation, and etiology are included.

BIO 419 Clinical Hemostasis (1-2)

A study of the platelet, vascular, coagulation, and fibrinolytic systems. The relation of blood clotting to the disease state is included.

BIO 421 Clinical Immunology (2-3)

A study of the principles of the protective and adverse aspects of the cellular and humoral immune responses. Antigen-antibody reactions of clinical significance are included.

BIO 422 Clinical Immuno-hematology (3-8)

A study of the red cell antigen-antibody systems, antibody screening and identification, compatibility testing, cross-matching, blood component preparation, and transfusion therapy.

BIO 425 Special Topics in Clinical Laboratory Science (1)

Involves medical ethics, patent approach, phlebotomy techniques, lab safety, lab computer systems and lab instrumentation.

BIO 426 Clinical Management and Education (1)

A basic introduction to the principles and theory of management and education in the clinical lab. Legal aspects of the lab are discussed.

CHE 420 Clinical Chemistry I (4-6)

Theory and practice of analytical biochemistry as applied to the pathological state. Quality control and statistics are involved.

CHE 421 Clinical Chemistry II (4-6)

Theory and practice of chemistry as applied to tests for drugs, hormones, urine, and body fluid analysis.

COMMUNICATION

Degree Offered: **Bachelor of Arts**

Communication integrates scholarly analysis of communication with the development of professional skills in electronic media, public relations, news editorial and professional communication. The curriculum is designed to develop sensitivity to marginalized social groups and limited environmental resources in a dynamic global and technological environment. The faculty challenge students in all areas of emphasis to think critically and communicate clearly in both written and oral forms. Learning outcomes include specific objectives in writing, oral communication, scholarly research and working knowledge of the psychological/social/political environment of verbal and non-verbal communication.

Communication offers professional competence sequences in broadcasting, journalism, public relations, sports communication, and professional communication. An interdisciplinary major in Communication and Music Production is described on p. 70.

Advanced Placement Opportunity:

Credit for prior learning or life experience may be granted, at the discretion of program area faculty, upon review of a portfolio.

Special Program:

Membership in the National Communication Honor Society, Lambda Pi Eta (Kappa Lambda Rho chapter), is available to qualifying students with a major or minor in Communication.

Program Requirements:

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by ART 395 Desktop Publishing.
3. Professional competence sequence (student must choose one of the following sequences):
 - a. **Broadcasting:**
 - 1) COM 200, 205, 210, 330, 361, 363, 384, 385, 387, 390, 497.
 - 2) Two of the following: COM 320, 340, 350, 351, 352, 353, 354, 355, 380, 386.
 - 3) Three hours of newspaper practicum.
 - 4) Support courses: ART 395; one of the following: ENG 382, a foreign language course, a computer science course, or an MIS course.
 - b. **Journalism:**
 - 1) COM 200, 205, 210, 330, 363, 380, 390, 395, 497.
 - 2) Two of the following: COM 320, 340, 350, 351, 352, 353, 354, 355, 361, 385, 386.
 - 3) Three hours of COM electives and 3 hours of newspaper practicum.
 - 4) Support courses: ART 395; one of the following: ENG 382, a foreign language course, a computer science course, or an MIS course.
 - 5) Complete a minor (or equivalent credit hours) in another field.
 - c. **Public Relations:**
 - 1) COM 200, 205, 210, 330, 363, 381, 383, 390, 497.
 - 2) Two of the following: COM 320, 340, 350, 351, 352, 353, 354, 355, 361, 385, 386.
 - 3) Three hours of COM electives and 3 hours of newspaper practicum.
 - 4) Support courses: ART 395; one of the following: ENG 382, a foreign language course, a computer science course, or an MIS course.
 - d. **Sports Communication:**
 - 1) COM 200, 205, 210, 330, 346, 361, 363, 381, 383, 384, 385, 395, and 497.
 - 2) Three hours chosen from COM 350, 351, 352, 353, 354 or 355.

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- 3) Three hours of newspaper practicum.
- 4) SPM 263 **or** 264 and 430.
- 5) Support courses: ART 395; ENG 382; SPM 351 and 364.

e. Professional Communication:

- 1) COM 200, 205, 210, 330, 350 or 351, 363, 382, 395, 480 and 497.
 - 2) Three hours of newspaper practicum.
 - 3) MKT 331, 338, and 362; ART 395, 490.
 - 4) Support courses: a foreign language course, a computer science or a CIS course.
4. A grade of "C" or better is required in all Communication courses applicable to the major.
5. Successful completion of all components of the assessment program as outlined in the handbook for Communication majors.

Requirements for a Minor:

- 1. Core courses (nine hours): COM 200, 205, and 210.
- 2. Professional competence sequence (choose one of the following sequences).
Broadcasting - COM 330, 384, and 385; *Journalism* - COM 330, 380, and 395; *Public Relations* - COM 330, 381, and 383.
- 3. A grade of "C-" or better is required in all courses applicable to the minor.

Course Descriptions

COM 101 Fundamentals of Public Speaking (3)

Preparation and delivery of effective oral communication with emphasis on research, organization and delivery. [C2 900]

COM 200 Understanding Media (3)

Overview of newspaper, magazine, motion picture, radio, television and developing media. Includes history, role in social change, media processes and resultant biases.

COM 201 Film Appreciation (3)

Overview of the historical and technological development of film and its relationship to society. Introduction to film theory and criticism, including formal aspects of cinema, tools for stylistic analysis and ideological implications of film. Weekly screenings. Prerequisite: COM 200 or consent of instructor.

COM 205 Communication and Human Behavior (3)

A study of human communication and language process; speaking and listening; semantics and meaning.

COM 210 Media Writing: News (3)

This course establishes a foundation for journalistic and public relations writing with a focus on the various types of news media, including print, broadcast, and online outlets. The course stresses proficiency in reporting, interviewing, and writing, with attention to standard usage

and formats as well as professional norms and style. Prerequisite: ENG 111 and 112 or consent of instructor.

COM 256-7 Practicum: Newspaper Reporting (1)

Students work on a student newspaper, *The Falcon*, as reporters and writers.

COM 258-9 Practicum: Newspaper Editing (2)

Students work on the student newspaper, *The Falcon*, as editors.

COM 320 Comparative Media Systems (3)

Compares how media of other countries function with those of the United States along political, economic and cultural lines. Systems to be studied include the British BBC, communist (the former Soviet Union and China), and developing media in sub-Saharan Africa. Concludes with a look at how these systems interact internationally.

COM 330 Media Writing: Electronic and Commercial (3)

This course focuses on writing for magazines and advertising as well as for broadcast and new media outlets. Students will develop fluency and flexibility in writing for diverse audiences and across multiple media platforms. Prerequisites: ENG 111 and 112 or consent of instructor.

COM 340 Small Group Communication (3)

Examination of communication principles in the small group setting. Includes consideration of task and interpersonal dimensions, cohesiveness, conformity and approaches to leadership.

COM 346 Fundamentals of Sports for Broadcasting (3)

The goal of this course is to prepare the sport communication professional to understand the rudiments of eight major sports in order to provide print and electronic media coverage. The course will include information, theory, and broadcast application of the rules, procedures, and common strategies of each sport.

COM 350 Interpersonal Communication (3)

Introduces the complex interaction of social and psychological forces operating in human communication. Theories considered in the context of real communication situations in industry, education, medical and legal practice, as well as in empirical research. Recent research results will be discussed.

COM 351 Intercultural Communication (3)

Overview of the study of cross-cultural communication. Includes a survey of non-Western culture, communication concepts, intercultural communication problems and approaches to their resolution.

COM 352 Women, Minorities and Media (3)

Seminar in language and media use by dominant versus minority culture. Quantitative and qualitative presence of minority cultures in media history, industry and content. How the media function as social forces to engender inequality; media role in protest and reform in women's rights and civil rights agitation.

COM 353 Politics and the Press (3)

Uses lectures, discussions and audio-visual materials to examine the role of communication in American politics. Begins with communicative aspects of the campaign and then considers the part communication plays for a politician. Specific topics include persuasive, intrapersonal, interpersonal, small group, public (debates and speeches) and mass communication (political advertising, televised performances) aspects of politics. Attention paid to how an elected official governs through the use of the various channels and types of communication.

COM 354 Gender and Film (3)

Examines roles and portrayals of masculinity and femininity in film and places these terms in a cultural context. Weekly screenings. Prerequisite: COM 201 or consent of instructor.

COM 355 Communication and Social Change (3)

Role of communication in technology and information diffusion systems on local, regional, national and international level; change agents, product life cycles, stages of adoption, etc.

COM 356-7 Practicum: Newspaper Reporting (1)

Students work on the student newspaper, *The Falcon*, as editors. A portfolio must also be prepared.

COM 358-9 Practicum: Newspaper Editing (2)

Students work on the student newspaper, *The Falcon*, as editors. A portfolio must also be prepared.

COM 361 Principles of Performance (3)

The course emphasizes development and performance of scripts before microphone and camera. It is designed to help students develop and present professional and broadcast quality script productions and to provide an understanding of the relationship between performer and production.

COM 363 Technical Communication & Research Methods (3)

This course provides the student with a working knowledge of various types of technical and scientific communication, basic methods of statistical analysis in the field of communication, and basic research methods in communication. Prerequisite: ENG 111 and 112.

COM 364 Public and Media Relations in Sport (3)

An analysis of the role of the media and public relations in sport organizations. The appropriate methods and theories will be presented as well as their application in the professional, intercollegiate and commercial sport industries. The relationship between sport organizations and the print and electronic media will be explored and how that relationship is vital to the success of the sport organization will be emphasized. Same as SPM 364.

COMMUNICATION

COM 365 Electronic Technologies and Society (3)

Emphasis on computer interfaces with radio, video, and new media. Explores the nature of electronic technologies and their impact on everyday life. Prerequisite: COM 384 or consent of instructor.

COM 370-9 Special Topics (3)

Special topics in communication and writing depending upon demand and staff. Topics may include popular culture, feature, sports, and editorial writing, and writing for publication.

COM 380 Principles of Journalism (3)

Combines journalistic reporting and writing skills with journalism concepts. The skills portion may include writing investigative articles, entertainment reviews, business and science articles, columns and editorials. Concepts covered include beat reporting, the First Amendment, journalism's role in a democratic society, influences of ownership and work routines, and interacting with sources.

COM 381 Principles of Public Relations (3)

Study of and practice in the tools of effective and ethical communication between an organization and its publics. Introduces public relations management techniques of polling, PR and PERT planning, creation and analysis of messages to address internal, media, and community publics. Prerequisite: COM 210.

COM 382 Business Communication (3)

This course will provide the opportunity for students to learn the skills and strategies necessary to become effective business communicators. This course counts toward a minor in writing but does not fulfill the general education requirement in literature or count toward the English major. Same as ENG 382. Prerequisite: ENG 111 & 112,

COM 383 Public Relations Campaigns (3)

Planning and execution of public relations programs and projects. Practice in research, planning, selection of audiences, messages and media, and evaluation of effects. Simulated agency setting. Creative project in service to community client. Prerequisite: COM 381.

COM 384 Principles of Audio Production and Performance (3)

Overview of audio production for radio, television, and multimedia projects. An introduction to the basic techniques and aesthetics of audio

production including voice and articulation activities. Lab time and assigned projects provide "hands on" experience with the ideas and techniques discussed in class.

COM 385 Principles of Television Production (3)

Techniques and aesthetics of video production. Provides working knowledge of producing, directing, scripting, creating sequences, aesthetics and professional production attitude. Production assignments and observation of working professionals.

COM 386 Communication in Culture (3)

This course is a broad introduction to key topics in communication and culture, including different theoretical perspectives and approaches within communication and culture studies. The areas studied include: structuralism and semiotics, folk and popular culture, and tools for the analysis of communication in culture.

COM 387 Advanced Field Production (3)

Advanced field production involving scripting, field shoots, remote shoots, and editing. Advanced technologies in the area of post-production editing will be introduced in the Media Lab, and students will be responsible for development of script ideas, scheduling, and project completion.

COM 390 Communication Law and Ethics (3)

Provides understanding of historical, legal and ethical issues involved in freedom of expression. Principles and case studies in communication law, constitutional guarantees, libel, privacy, contempt, privilege, copyright, regulatory agencies, public policy. Discussion of major court decisions in each area of communication law and historical/political climate out of which the cases emerged provide the framework for the course. Prerequisite: junior/ senior standing.

COM 391 Writing for Electronic Media (3)

This course provides extensive practice in writing for radio and television broadcast as well as for a variety of online outlets. Prerequisite: COM 330 or consent of the instructor.

COM 392 Feature and Editorial Writing (3)

This course provides extensive guided practice in writing extended features, columns, and other non-fiction genres for magazines, newspapers and online outlets. Prerequisite: COM 330 or consent of instructor.

COM 393 Writing for Advertising and Commercial Communication (3)

This course provides in-depth exploration and opportunities for practice in copywriting for advertising and other commercial purposes. Projects will reflect an understanding of the role of market research and an emphasis on development of comprehensive campaigns and portfolios. Previous courses in marketing and media writing suggested but not required.

COM 395 Publication Workshop (3)

Audience analysis, article selection, editing, illustration and layout, sales, circulation, production and publishing. Production of lab publication from idea to printed word. Prerequisite: ART 395 and COM 330 or consent of instructor.

COM 480/481 Practicum (1-3)

On-the-job training in the media professions, preferably in the area of the student's major interest – reporting, editing, photography, ad-

vertising, public relations, electronic communication – at a newspaper, radio station, television station, news bureau, public relations agency, advertising agency or other communication operation. At the same time, it is a university course carrying academic credit and culminating in a letter grade. Approval of the internship coordinator should be obtained before applying for an internship. Prerequisites: 9 hours of COM courses.

COM 497 Senior Seminar (3)

Theory, literature and research methodologies of interpersonal, print, persuasive and electronic communication. Includes content analysis, survey research, historiography and focus groups. Theory-based applied project or senior thesis. Prerequisite: senior standing.

COMMUNICATION AND MUSIC PRODUCTION

COMMUNICATION AND MUSIC PRODUCTION

Degree Offered: **Bachelor of Arts**

This interdisciplinary curriculum is designed to combine, develop, and render a variety of skills and competencies in the fields of communication and music production. This degree offers a fresh, alternative approach to understanding and addressing the challenges of a rapidly advancing technological world. As in other professional communication degrees, learning outcomes include specific objectives in writing, oral communication, scholarly research and working knowledge of the psychological/social/political environment of verbal and non-verbal communication. Additionally, students experience extensive hands-on training with audio/video and music software as well as applied music training and music ensemble performance experience.

Expertise is gained in the areas of recording studio production, music performance and composition, film and video production, radio and television production, field recording production, and other areas of the music business.

Advanced Placement Opportunity:

Credit for prior learning or life experience may be granted, at the discretion of program area faculty, upon review of a portfolio.

Program Requirements for Communication and Music Production Major:

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement is fulfilled by completion of COM 384 Principles of Audio Production and Performance and COM 385 Principles of Television Production.
3. MUS 117 Music Appreciation (fulfills general education requirement in Fine Arts).
4. Communication courses (21 hours).
 - COM 210, 384, 385, and 480
 - Three of the following: COM 330, 361, 365, or 387
5. Music courses (26/28 hours).
 - MUS 113, 114, 115, 116, and 310
 - Two of the following: MUS 107, 213, 214, 218, 311, or 312
 - Applied Music and/or Music Ensembles (7-8 hours)
6. INT 480 Internship - Music Production (3 hours).
7. 27 semester hours of Electives outside Music and Communication (9 hours must be 300-400 level).
8. A grade of "C" or better is required in all Communication and Music courses applicable to the major.
9. Successful completion of all components of the assessment program as outlined in the handbook for Communication majors.

The following courses are recommended as electives for those students interested in understanding and developing entrepreneurship: ENT 301, 315, 331, and 497. Also recommended is ENG 382.

COMPUTER SCIENCE

Degree Offered: **Bachelor of Science**

The major in Computer Science is based on the curriculum recommendations of the Association of Computing Machinery (ACM). It offers a broad range of computing concepts with a strong foundation in programming skills. The curriculum is intended for the preparation of a computer science professional who will be working in business, industry, or government service. For those students who desire graduate studies in Computer Science the curriculum offers the courses that are recommended by graduate departments of Computer Science. The major in Computer Information Systems is a multidisciplinary degree that includes Computer Science and Business. It is aimed at those students who will go into careers with an emphasis on the information management aspects of business. It contains a strong Computer Science component along with a background in Business.

Program Requirements:

Computer Science Major

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by 36 hours of computer science courses in the major.
3. Required courses toward major: CSC 150, 160, 250, 300, 310, 330, 340, 360, 390, 410, 420, and 496.
4. Required courses outside the major: MAT 124 or MAT 125 or 4 years of high school mathematics, **and** MAT 252
5. A minor as described by any department at Quincy University or a Certificate of Business as described by the School of Business.
6. A cumulative 2.0 grade point average is required in the major. No more than two courses below the grade of "C-" within the major will be accepted.

Computer Information Systems Major

1. General requirements for baccalaureate degree p. 9.
2. The technological literacy requirement will be fulfilled by MIS 305 plus 27 hours of computer science courses in the major.
3. Required courses toward major: CSC 150, 160, 250, 300, 360, 390, 410, 420, 496, and MIS 305.
4. Required business support courses: ACC 121 and 221; ECO 222, 223, 225; BUS 215, 219; MGT 300; FIN 315, and MKT 331 or MGT 364.
5. Required courses outside the major: ENG 382, MAT 124 or MAT 125 (or 4 years of high school mathematics), MAT 252, COM 101, PSY 100.
6. A cumulative 2.0 grade point average is required in the major. No more than two courses below the grade of "C-" within the major will be accepted.

Requirements for a Minor:

For a minor in Computer Science, a student must complete 18 hours in Computer Science. This will include CSC 150, 160, and 300. Six of the nine additional hours must be at the 300 or 400 level.

Course Descriptions

CIS 101 Introduction to Information Technology (3)

This course is primarily aimed at exposing students to important areas of information technology: computing concepts and definitions, application software, computer networks, and an overview of computer science topics. Various aspects of choosing, evaluating and configuring a computer system will also be discussed. In addition, students will learn about various social issues and the impact of information technology on society. The course will also cover aspects of web page design.

CSC 150 Computer Programming I (3)

The first course for Computer Science majors and for any student wishing a strong course in problem solving using a computer. An introduction to computer programming and program design. Basic statement structures of assignment, looping, and selection will be covered. The use of record, string, and array structures within programs will be discussed. The use of subprograms in program design will be covered. Elementary algorithms such as binary search and insert sort will be used. This course will meet for two lecture and two lab hours per week.

CSC 160 Computer Programming II (3)

A continuation of CSC 150. Pointers, memory allocation, and deallocation will be covered. Recursive techniques will be introduced. File handling techniques will be introduced. Program design using abstract data types and object oriented concepts will be emphasized. This course will meet for two lecture and two lab hours per week. Prerequisite: CSC 150.

CSC 250 Software Systems (3)

An exploration of the Linux operating system with emphasis on software development aspects. Specific topics may include file manipulation, shell programming, file system structure and security, file processing, redirection and piping, processes, and high level languages in the Linux environment. Prerequisite: CSC 160.

CSC 300 Program Design Using Data Structures (3)

Methods for designing program using algorithms and data structures. Design of algorithms for efficient implementation and manipulation of data structures. Data structures such as stacks, queues, and trees will be studied. Hashing func-

tions and other file handling algorithms will be covered. An emphasis on program design using objects and abstract data types will be continued. Prerequisites: CSC 160 and either MAT 125 or 4 years of high school mathematics.

CSC 310 Analysis of Algorithms (3)

An extensive treatment of the design, analysis, and complexity of algorithms. Searching and sorting algorithms, polynomial and matrix algorithms, graph theoretic algorithms. Introduction to complexity theory. Prerequisites: CSC 250 and 300 and MAT 252.

CSC 330 Operating Systems (3)

An introduction to the basic concepts of modern computer operating systems. Coverage of operating system functions and structure, process scheduling and synchronization, deadlock memory management, virtual memory, and file systems. Prerequisites: CSC 250 and 300.

CSC 340 Computer Architecture (3)

Computer organization and design, from gate-level logic through instruction set architectures. Review of digital logic. Machine instructions. RISC architectures. Computer arithmetic. Processor data path and control. Memory hierarchies. Input and output interfacing. Prerequisites: CSC 250 and 300.

CSC 360 Visual Programming (3)

An introduction to Visual Programming using several Visual Programming Languages. The student will learn the design techniques of event-driven languages; learn to use the visual interface of these languages; and complete several programming projects in each language. Prerequisite: CSC 160.

CSC 390 Web Programming (3)

A study of various web programming tools and methods as currently used on the Internet. Topics such as HTML, XHTML, JavaScript, XML, Perl, CGI and PHP will be covered. Prerequisites: CSC 250 and 300.

CSC 410 Computer Networks (3)

Basic principles involved in the design of computer networks. Topics include network standards, analog and digital transmission, framing, error, and flow control, routing, and internet-working. Prerequisites: MAT 252, CSC 250 and 310, or senior standing as a CIS major.

CSC 420 Database Principles (3)

File structures and access methods. Database modeling, design and user interface. Emphasis on relational database models. Information storage and retrieval, query languages, and high level language interface with database systems. The students will develop a nontrivial database system using a language designed for databases. Prerequisite: CSC 300 and 360.

CSC 470-9 Special Topics (1-3)

Special topics in Computer Science depending upon demand and staff. Prerequisite: consent of instructor.

CSC 480 Practicum (1-3)

Qualified students are assigned to host organizations for practical experience under the supervision of a company administrator and the guidance of the instructor. Normally the student will submit a paper describing his experiences in academic terms. Prerequisite: Senior standing and consent of instructor.

CSC 496 System Analysis and Design (3)

This course is the senior comprehensive experience, focusing on the field of software engineering. Development of approaches for the design and implementation of computer systems. Topics include the system life cycle, design methodologies, and CASE tools. Students will take part in the design and development of a significant systems project. Prerequisites: Senior standing as a Computer Science or CIS major.

CRIMINAL JUSTICE

CRIMINAL JUSTICE

Degree Offered: **Bachelor of Science**

Program Requirements for Criminal Justice Major:

1. General requirements for the baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by CIS 101 Introduction to Information Technology. An alternative computer course may be used with the permission of the Criminal Justice Department if an alternative course meets the student's needs.
3. 36 hours of coursework in Criminal Justice at the 200-400 level.
4. Required courses: CRJ 101, 210, 242, 245, 246, 340, 343, 344, and 6 credit hours of practicum (CRJ 480/481); CRJ 347 (strongly recommended) **or** POL 364.
5. Required support courses: SWK 200; SOC 330 **or** POL 231; POL 200 and 260; MAT 150 or SOC 230; PSY 100 and 312 and CIS 101.
6. The comprehensive experience calls for the completion of 6 credit hours of practicum experience and a written report based upon the practicum experience.
7. A grade of "C-" or higher is required in all major courses.

Requirements for a Minor:

18 hours of Criminal Justice coursework including CRJ 101 and 343, plus 12 hours at the 200 to 400 level (excluding CRJ 480/481).

For a minor in Forensic Science, see Chemistry, p. 61.

Course Descriptions

CRJ 101 Introduction to Criminal Justice (3)

An introduction to the history, structure, and functions of the various elements of the American criminal justice system.

CRJ 150 Basic Alcohol and Drug Information (3)

An overview of the various chemicals of abuse, this course is designed to acquaint the student with the basic abuse processes of the various chemicals. Primarily for general student interest, the course focuses upon the properties, risk for abuse, and prevalent understanding of various drugs.

CRJ 242 Law Enforcement Procedures (3)

Procedures and techniques for gathering and analyzing information, conducting interrogations, and preparing criminal cases for trial. Prerequisite: CRJ 101.

CRJ 245 Juvenile Delinquency (3)

Various conceptions of the nature of juvenile delinquency and its causes; the juvenile court movement; juvenile detention; treatment of juvenile offenders; delinquency control programs. (Same as SWK 245)

CRJ 246 Foundations of Criminal Law (3)

The development of law as a means of social control from the earliest times up to the present constitutional, statutory, and case law in the United States. Prerequisites: SWK 200 and CRJ 101. (Formerly CRJ 346)

CRJ 310 Criminal Behavior (3)

An overview of the major etiological theories relating to criminal behavior in contemporary society. Special emphasis will be given to applying those theories in the practical world of the criminal justice system. Course will also deal with the motivations and psychopathology of disturbing behaviors such as rape, robbery, violent assaults, fire starting, animal cruelty, homicide, etc. (Formerly CRJ 210)

CRJ 330 Organized and White Collar Crime (3)

An historical overview of organized and white-collar criminal activity is provided in this course, along with analyses of contemporary illegal practices. Analyses will focus on the occupational, economic, political and social implications of corporate and organized crime.

CRJ 331 Crime Analysis and Criminological Research (3)

An introduction to basic methods for the quantitative analysis of data on criminal activity and other criminal justice statistics. Research methodologies for data collection, evaluation, interpretation and presentation are introduced and examined as well. Techniques for information management and dissemination are also reviewed.

CRJ 340 Police and Society (3)

Police work as a career. The nature and functions of police work, and the role of police work in a democratic society. Prerequisite: CRJ 101.

CRJ 341 Loss Prevention Strategies (3)

Offers a systemic overview of the operational principles and practices utilized in public and private protective services. In addition to detailed analyses of internal and external loss prevention strategies, this course will also explore relevant legal, ethical, and regulatory issues in loss prevention and risk management.

CRJ 343 Criminology (3)

Recent trends in delinquency and crime; the nature of criminal behavior; personal and social factors in crime causation; critical evaluation of criminological theories. Lecture based. (Same as SWK 343)

CRJ 344 Crime and Corrections (3)

Treatment of crime and delinquency; probation; penal and reformatory institutions; parole; recidivism; the problems of the prevention of crime. (Same as SWK 344)

CRJ 347 Contemporary Criminal Law and Procedures (3)

The study of criminal proceedings. Legal issues associated with investigation of crimes, acquisition of evidence, securing of confessions, the foundations and operations of the exclusionary rule, utilization of counsel. Constitutional rights regarding criminal defendants and associated matters. Emphasis on current case law and trends in criminal justice. Prerequisites: SWK 200 and either CRJ 101 or POL 200.

CRJ 370-9 Special Topics (1-3)

Special topics in criminal justice depending upon demands and staff. Offered in seminars or by independent study.

CRJ 430 Ethics, Justice and Diversity (3)

This course examines the influence of personal and professional ethics as well as social and cultural diversity on the American criminal justice system. Factors such as race, ethnicity, gender

and class are examined within the framework of police, judicial and correctional operations. Specific issues that are problematic within the system are discussed along with possible solutions.

CRJ 431 Victimology (3)

Victimology is the "study of victims." This course will study the historical, cultural and social aspects of victims of crime. Analyses of trends and patterns in criminal violence and victimization are undertaken in addition to discussions on strategies for prevention, remediation and intervention. This course is of practical use for students in the following fields: sociology, psychology, social work, political science, pre-law, pre-med, and theology, as well as victim's rights advocates or volunteers.

CRJ 432 Comparative Criminal Justice (3)

A comparative study of modern criminal justice systems in the world. The formal structure and informal operation of the various criminal justice models are examined, along with the cultural and historical environment in which they have developed and exist. Opportunities will be presented to analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution. Students will be challenged to analyze their own attitudes, behaviors, concepts, and beliefs regarding diversity and bigotry.

CRJ 441 Administrative Practices in Protective Services (3)

Designed to provide students with an administrative perspective on the technical and operational components of the protective services industry. The focus will be on developing, implementing and evaluating policies and procedures applicable to specific organizational environments in both the public and private sectors. Legal, fiscal and personnel practices will also be discussed.

CRJ 442 Current Problems in Protective Services (3)

Emphasis is on critical assessments of operational and administrative problems in public and private protective services. Students will be expected to examine specific problems within various contexts, including criminal and civil law; ethical and moral values; cost versus benefit; and global culture.

CRIMINAL JUSTICE

CRJ 450 Criminalistics and Forensics (3)

This course deals with forensic investigative techniques and their relationship to successful criminal investigations and prosecutions. Current forensic technologies pertaining to the examination of questioned documents, fingerprint techniques, polygraph examination, ballistics, pathology, toxicology, and other chemical/laboratory tests will be considered. The evidentiary value of various technologies will also be explored.

CRJ 470-9 Special Topics (1-3)

See CRJ 370-9 above.

CRJ 480/481 Practicum in Criminal Justice (1-6)

Practical application of criminal justice knowledge. Students will work in one of several agencies located within the Quincy service area. A written report on the practicum is required as part of the comprehensive experience. Fifty (50) hours of practicum required per credit hour. Graded on A/F scale.

ECONOMICS

Economics courses support the general education program and specific degree program requirements.

Course Descriptions

ECO 222 Principles of Macro-Economics (3)

The modeling of the economy according to the Keynesian approach serves as the basic framework. Alternative approaches such as the classical model, are also introduced. Topics included are fiscal and monetary policy, theories of inflation and unemployment, and the international economy. Whenever possible, the economic models are applied to problems of current economic policy. [S3 901]

ECO 223 Principles of Micro-Economics (3)

This course is designed to acquaint students with the modeling of economic behavior of individuals and firms. Topics included are supply and demand, price controls, analysis of costs, market structures (perfect and imperfect competition), and input-price determination. [S3 902]

ECO 225 Business Statistics (3)

The development and use of statistics in business-related situations. Measures of central tendency and dispersion, probability, correlation and regression, time series, and other statistical techniques to understand present and past behavior and future planning. Emphasis is on application of statistical tools. Prerequisites: College Algebra or equivalent and BUS 219.

ECO 226 Quantitative Methods (3)

This course uses quantitative tools as an aid in decision-making. Major areas covered are decision trees, risk profiles, multistake-multiobjective decision-making, forecasting and linear programming. Cases are used to apply quantitative techniques. Decision theory is used as a foundation for this class. Prerequisites: ECO 225 and BUS 219.

ECO 321 Managerial Economics (3)

Managerial economics deals with how a firm should apply economic principles and methodologies to the decision-making process. Topics included are consumer choice behavior using indifference curves, profit maximizing decisions of the firm, perfect competition, monopoly, oligopoly, and monopolistic competition. Prerequisites: ECO 223 and 225.

ECO 370 Special Topics (1-3)

Individual problems and research work. Prerequisite: permission of instructor.

ECO 423 International Economics and Business (3)

The course focuses on the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism, foreign exchange, and the role of international institutions and international arrangements such as the International Monetary Fund, economic unions, and cartels. Prerequisites: ECO 222 and 223. Recommended: ECO 321. (Same as INB 423)

ECO 470-9 Special Topics (1-3)

Individual problems and research work. Prerequisite: permission of instructor.

EDUCATION

EDUCATION

Degrees Offered: **Bachelor of Science**

Quincy University is approved by the Illinois State Teacher Certification Board to offer teacher certification programs in the fields or disciplines listed below. These areas are shown by level.

Elementary Education (K-9)

Secondary Programs (6-12)

Biological Sciences

English

Social Science

Mathematics

Physical Education

Special Programs (K-12)

Music Education

Physical Education

Special Education

The School of Education offers undergraduate degree programs in Elementary Education, Physical Education, Special Education, Sport Management, Sign Language Interpreting, and Secondary Education.

Admission to the Teacher Education Program

Students wishing to gain Illinois state certification in teaching through Quincy University must apply for admission into a certification program through the School of Education. Such application should be made no later than the end of the sophomore year and following the completion of one of the pre-professional courses (EDU 213, EDU 214, SPE 229, or ELE 240).

To gain acceptance into the Teacher Education Program, a student must:

1. Submit an application for the Teacher Education Program, bearing the student's and his/her advisor's signatures, to the School of Education.
2. Complete one of the pre-professional courses (EDU 213, EDU 214, SPE 229, and ELE 240 or their graduate-level equivalents) with a grade of "C" or above.
3. Complete ENG 111 Composition & Texts I and ENG 112 Composition & Texts II with grades of "C" or above.
4. Satisfactorily complete EDU 290 Field Experience I.
5. Complete a speech course with a grade of "C" or above.
6. Complete a developmental electronic portfolio including: a) a personal philosophy of education; b) a personal mission statement; and c) a lesson plan.
7. Show evidence of passing the Illinois Certification Basic Skills Test.
8. Complete and submit for approval the Illinois State Police Name Based Criminal History Check.
9. Demonstrate professional disposition in coursework and field experiences.
10. Submit a letter of recommendation from advisor and one other faculty member.
11. Interview (if required).
12. Have a cumulative GPA of 2.6.

Acceptance into the program is required before a student is allowed to take Elementary, Special, and Physical Education teaching methods courses.

Continuation in the Teacher Education Program

A student who has been admitted to the Teacher Education Program but fails to maintain a 2.6 cumulative grade point average will be placed on one-semester probation. Those students who fail to obtain the required 2.6 at the end of the probationary semester will be dismissed from the Teacher Education Program. This one-semester probationary option may be exercised only once. Candidates may be removed at any point in the program due to inappropriate disposition(s).

Final certification requires passing of the state of Illinois Assessment of Professional Teaching Test (APT), as well as the content area test.

The School of Education normally does not accept “D” in any course, but the student has the right to appeal to the Admissions and Retention Committee for the acceptance of a “D” grade.

Since the University takes seriously its responsibilities to prepare outstanding teachers for America’s schools, it reserves the right to remove from the Teacher Education Program any student it judges lacking in training, knowledge, character, personality, disposition, or stability to teach young people.

Since certification requirements change from time to time, all candidates for teacher certification should consult regularly with advisors in both their major field and the School of Education.

Acceptance for Student Teaching

After being accepted into the Teacher Education Program, students must have completed the following requirements to begin the Student Teaching Experience:

1. Submit an application for the Student Teaching Experience bearing the student’s and his/her advisor’s signatures, to the School of Education.
2. Complete all education coursework with a grade of “C” or above.
3. Complete field experiences consisting of a minimum of 120 clock hours with a grade of “P,” “C,” or above.
4. Complete EDU 391 Field Experience Seminar or MSE 590 Field Experience Seminar with a grade of “C” or above.
5. Complete all education courses appropriate for each area of certification with grades of “C” or above.
6. Maintain a minimum cumulative grade point average of 2.6 or higher.
7. Pass the Illinois Subject Matter Test.
8. Complete a pre-professional electronic portfolio including: a revised personal philosophy of education; artifacts from each major area/methods course; and self reflection statements regarding assessments of the QU Disposition Rubric and QU Professional Teaching Standards Rubric.
9. Provide letters of recommendation from 2 faculty members (one being advisor).

After the Admission and Retention Committee approves a student for student teaching, the Coordinator of Field Experiences will begin the process of student teacher placement.

Reading Endorsement Program

The Reading Endorsement Program trains teachers who will spend the majority of their time in remedial or corrective reading activities at the elementary and secondary levels as well as in Special Education.

Students seeking to fulfill the Reading Endorsement requirements must complete 24 hours of approved reading courses, including Young Adult Literature.

Requirements for a Minor in Special Education

Illinois State Standards require knowledge and skill in the area of special education. Eighteen (18) hours are required for a special education minor: SPE 229, 239, 310, 465, and 6 additional credit hours in special education. The minor does not lead to Special Education certification.

Requirements for a Minor in Physical Education

To develop a second teaching field in Physical Education a student must complete PED 241, 242, 400, 432, 436, and 442.

EDUCATION

Curriculum Requirements for Teacher Certification Program: Secondary and Special Certification

1. General requirements for baccalaureate degree.
2. Requirements of the chosen major (at least 32 hours required for certification in a major).
3. Professional Education:
 - a. Foundations of Education - 3 credit hours
 - b. Educational Psychology - 3 credit hours
 - c. Field experience (120 clock hours)
 - d. Methods - consult major program for required course(s).
 - e. Student Teaching - 12 credit hours
 - f. Student Teaching Seminar - 2 credit hours
 - g. Survey of Exceptional Students - 3 credit hours
 - h. Personal Health & Wellness - 2 credit hours (PED 265); also recommended is PED 324 Principles of Fitness for Physical Educators
 - i. Media and Technology in Education - 3 credit hours
4. Specific areas required for certification (These courses may also fulfill general education requirements).
 - a. Fundamentals of Public Speaking - 3 credit hours
 - b. American History and American Government - 3 credit hours each
 - c. Introduction to Psychology - 3 credit hours
 - d. Global Studies - 3 credit hours (EDU/ELE 365 Education in Modern Society)

Regardless of the grade point average, no grade of "C-" or lower will be accepted in any courses offered (professional education or major course of study).

Appeal Procedure

Quincy University recognizes the right of students to appeal decisions concerning non-acceptance or removal from the Teacher Education Program and/or School of Education.

The procedures for processing an appeal are as follows:

1. A candidate who has been denied entrance into the Teacher Education Program or removed from the program can appeal that decision, in writing, to the Appeals Committee of the School of Education.
2. If the appeal is not settled as described in the previous step, the candidate may appeal in writing to the Dean of the School of Education. Disposition of the appeal shall be made in writing by the Dean within five (5) class days after its receipt.
3. If the appeal remains unsettled after disposition by the Dean, the candidate may submit an appeal to the Vice President for Academic Affairs.

If the appeal is not settled as a result of step 3, the candidate may appeal to the President or his/her designee. Within seven (7) class days of receipt of the disposition from the Assistant to the President, the candidate must notify the Assistant to the President in writing that he or she wishes to appeal to the President. The President or his/her designee will review the facts and make a final decision which will be recorded in the student's file.

A candidate may be accompanied during any portion of this grievance process by legal counsel, who may give advice during the process. If the candidate plans to bring legal counsel, the candidate must notify the Assistant to the President in writing five (5) working days in advance of the meeting to provide the opportunity for the University to have its legal counsel present. The grievance process is not a legal process, and the rules of legal process do not apply.

There is no further appeal within Quincy University beyond the President.

Course Descriptions

EDU 210 Adolescent Growth and Development (3)

Adolescent Growth and Development examines the physical, cognitive, social, and emotional development of adolescents in the context of family, peers, school, work, and culture. Major theories, methods of studying, development, and contemporary adolescent issues and concerns are discussed. Prerequisite: PSY 100.

EDU 213 Foundations of Education (3)

This course examines historical, sociological, and philosophical foundations of American education as applied to contemporary education. Teacher candidates apply theories of teaching and learning in a field experience setting. Concepts of lesson planning, learning styles, standards-based education, technology, and classroom management are introduced.

EDU 214 Educational Psychology (3)

This course is the systematic study of learners, learning, and teaching. In this course special attention is paid to cognition, learning, memory, motivation, classroom management, and assessment in diverse settings.

EDU 240 Media & Technology in Education (3)

Students will be enrolled in a general survey course dealing with educational media, including computers and their educational use. During the semester, students will become acquainted with media hardware, media software, computer hardware, and computer software being used in education. In addition, web page development and ethical issues surrounding students will be discussed. Same as ELE/SPE 240.

EDU 270-9 Special Topics (1-3)

Special topics in professional education depending upon demand and staff.

EDU 290 Field Experience I (1-3)

Introductory experience in directed observation and participation at selected attendance centers (40 clock hours per credit hour). A grade of "DE" is given for a field experience that is incomplete at the end of the semester. Prerequisite: EDU 213, 214, or permission of instructor.

EDU 291 Field Experience II (1-3)

Directed observation and participation experience at selected attendance centers (40 clock hours per credit hour). Focus will be on individual small group and whole group teaching.

A grade of "DE" is given for a field experience that is incomplete at the end of the semester. Prerequisite: acceptance into Teacher Education Program.

EDU 325 Middle School Methods and Philosophy (3)

A study of philosophy and methodology approach unique to the middle level school. Advising, team teaching, and the unique characteristics of the culturally diverse middle school student are addressed. Students are required to spend a minimum of ten (10) hours of observation/teaching in a middle level (5-8) classroom. (Same as ELE 325) Prerequisite: acceptance into the Teacher Education Program.

EDU 354 Computers in Curriculum (3)

The students will learn the skills needed to incorporate computer technology into their teaching. Specific skills and practices studied will include the Internet presentation of software, general software evaluation, and the use of such components as scanners and digital cameras. Prerequisite: acceptance into the Teacher Education Program and a computer applications course or consent of instructor. (Same as ELE 354 and SPE 354)

EDU 365 Education in Modern Society (3)

This course is designed to introduce students to the wide range of diversity that exists across today's general school population and examines the increased professional demands that this diversity makes upon teachers. Students will explore a range of diversity issues that teachers confront in our pluralistic society leading to the development and practice of multicultural education. Areas of study include ethnicity, race, gender, sexual orientation, exceptionality, religion, language, and socioeconomic diversity. (Same as ELE/SPE 365)

EDU 370-9 Special Topics (1-3)

Special topics in professional education depending upon demand and staff.

EDU 390 Field Experience III (1-3)

Participation experience in selected attendance centers. Focus will be on individual, small group, and whole group teaching (40 clock hours per credit hour). Must take with EDU 391. A grade of "DE" is given for a field experience that is incomplete at the end of the semester. Prerequisite: acceptance into the Teacher Education Program.

EDUCATION

EDU 391 Field Experience Seminar (1)

This seminar, enables the student the opportunity to reflectively and critically analyze teaching strategies in practical situations. Taken in conjunction with EDU 390. Prerequisite: acceptance into the Teacher Education Program.

EDU 400 Secondary School Curriculum and Methods (2-3)

Objectives, materials, methods, and evaluation of teaching in various curricular areas of the secondary school, including principles and practices of classroom management and individualized instruction. Normally students will take this methods course in their major discipline. Prerequisite: acceptance into the Teacher Education Program.

EDU 421 Ethical Principles in Education (3)

The course introduces students to the basics of ethical theory and the development of moral judgments. Students will be exposed to several approaches to ethical decision making to assist them in developing the rationale and skills for better decision making when confronted with dilemmas. Issues which are confronted by the field of education are explored.

EDU 470-9 Special Topics (1-3)

Special topics in professional education depending upon demand and staff.

Student Teaching

**EDU/ELE 494 Student Teaching - (12-15)
Elementary**

**EDU/ELE 495 Student Teaching - (12-15)
Elementary/Secondary**

**EDU 496 Student Teaching - (12-15)
Secondary**

**EDU/ELE 497 Student Teaching - (12-15)
Elementary/Special
Education**

**EDU/ELE 498 Student Teaching - (12-15)
Special Education**

Observation and directed teaching in selected attendance centers. Prerequisite: acceptance into Student Teaching.

Ordinarily students will do their student teaching in the Quincy area. If a student requests that the teaching be done elsewhere, the University will charge an additional \$1,000 fee to cover the administrative costs of such an arrangement.

EDU 499 Coordinating Seminar (2)

This course is taken in conjunction with student teaching and coordinates the student's past coursework and the student teaching experience. Students are led through the development of a professional portfolio and the hiring process. Taken concurrently with student teaching. (Same as ELE/SPE 499)

BILINGUAL AND ESL EDUCATION

The School of Education recognizes the increased need for qualified K-12 Bilingual and English as a Second Language (ESL) teachers. The School of Education perceives the preparation of professionals to teach this growing field as a part of the School's conceptual framework and mission. Upon completing the required coursework, students may obtain official endorsement/approval as a bilingual or ESL teacher.

(Note that these endorsements/approvals can only be added to valid Type 03, Type 04, Type 09, or Type 10 certificates.)

The coursework for the Bilingual Endorsement/Approval also covers all state requirements for the ESL Endorsement/Approval, so those completing this coursework are eligible for both endorsements/approvals. Those completing the ESL coursework will be eligible for the ESL Endorsement/Approval only, allowing them to teach in ESL settings.

Additional State Requirements

Students seeking the Bilingual Endorsement/Approval must also pass a state language examination in the non-English language to be taught. Students planning to pursue this endorsement are encouraged to take the target language proficiency examination as soon as possible as they will not be able to receive an endorsement from the state without passing it.

The ESL Endorsement does not require a language test.

For additional information regarding state exams, please visit www.icts.nesinc.com/

Course Descriptions

ESL 300 Theoretical Foundations (3) of Bilingual and ESL Education

This course provides teacher candidates with a theoretical understanding of how language is acquired and how language is learned. Candidates will compare theories and determine their applications in the classroom through simulations. Candidates will also complete 15 hours of field experience in a bilingual and/or ESL classroom with focused observations. Prerequisite: EDU 213. Same as BIL 300.

ESL 310 Applied Linguistics for (3) Bilingual and ESL Education

This course examines the field of applied linguistics as it relates to bilingual and ESL education. There will be an emphasis on theory and research of applied linguistics. Teacher candidates will spend 15 hours in the field applying their understanding of the concepts of pragmatics, morphology, syntax, semantics, and phonology with bilingual and/or ESL students. Prerequisite: EDU 213. Same as BIL 310.

ESL 320 Assessment of Bilingual and (3) ESL Students

This course prepares teacher candidates to select and/or develop appropriate assessments for language minority students. Topics include

cultural bias in assessment, aligning curricula with standards, testing accommodations for language minority students, and authentic assessment. Candidates will implement and observe assessment strategies in a bilingual and/or ESL classroom (15 hours field experience). Prerequisite: EDU 213. Same as BIL 320.

ESL 400 Methods and Materials for (3) Teaching LEP Students in Bilingual Programs

This course prepares teacher candidates to plan and implement effective strategies for bilingual/ESL students. This course includes 15 hours in a bilingual and/or ESL classroom where candidates will apply their strategies. Prerequisite: EDU 213. Same as BIL 400.

ESL 410 Cross-Cultural Studies for (3) Teaching LEP Students

This course prepares educators to recognize and value cultural diversity in a classroom setting. This includes awareness of refugees and immigrants. Candidates will spend 15 hours in a bilingual and/or ESL classroom learning how to teach *to* students from diverse backgrounds as well as teaching *about* diversity. Prerequisite: EDU 213. Same as BIL 410.

EDUCATION

ESL 420 Methods and Materials (3) or Teaching ESL

This course prepares teacher education candidates to identify and utilize effective methods of instruction for students who are learning English as a new language. Candidates will evaluate and select appropriate and effective materials in an ESL classroom. This course is required for candidates seeking bilingual/ESL endorsement and includes 15 hours of field experience. Prerequisite: EDU 213. Same as BIL 420.

ELEMENTARY EDUCATION

Degree Offered: **Bachelor of Science**

Advanced Placement Opportunities:

Certain general education requirements of the University may be fulfilled with credit by examination. However, no courses in professional or elementary education may be replaced by credit by examination.

Program Requirements for Elementary Education Major:

1. General education requirements for baccalaureate degree, p. 9.
2. The candidates in all programs in the School of Education meet the technology competencies through a variety of ways. All courses at both the graduate and undergraduate level must address the Illinois Technology standards and are noted in each course syllabus. Specifically candidates in the initial certification programs must take ELE 240 Media and Technology or the graduate equivalent (MSE 518) in Education as well as develop, maintain, and present a professional electronic portfolio.
3. Complete the pre-professional courses (EDU 213, EDU 214, SPE 229, and ELE 240 or their graduate-level equivalents) with a grade of "C" or better.
4. Field Experiences (EDU 290, 291, 390, 391).
5. 32 hours in elementary education including ELE 240, 315, 316, 317, 318, 321, 331, 351, 365, 381, and 499 and a 3-hour elective.
6. MAT 110 and 111 Basic Math Concepts or MAT 124 Applied College Algebra/MAT 125 College Algebra with a grade of "C" or better; COM 101 Fundamentals of Public Speaking; 3 hours of Introduction to Psychology; 3 hours of American History; SPE 229 Survey Exceptional Students; 7 hours in science; 3 hours of U.S. Government; 3 hours of Global Studies; and PED 265 Personal Health and Wellness.
7. Successful completion of student teaching (EDU/ELE 494) and a weekly seminar (ELE 499).
8. ENG 111-112 Composition & Texts I & II completed with a grade of "C" or better, or the demonstrated equivalent competency.
9. Illinois State Standards require knowledge and skill for elementary teachers in the area of Special Education. Elementary majors may choose to enhance their preparation in the area of Special Education by choosing additional "outside-of-the major area" and "additional electives" in Special Education. Eighteen semester hours may constitute a minor in Special Education. (See minor in Special Education.)
10. Demonstrate professional disposition in coursework and field experiences.

Dual Certification – Elementary/Special Education:

A dual certification option enables a declared elementary education major or a declared special education major to seek certification in both elementary and special education. This combination will necessarily increase the program length of the current standard elementary education major from 124 to approximately 135-140 semester hours. The combination will significantly enhance preparation, employment opportunities, and employment flexibility for elementary and special education majors. Specific program planning and guidance sheets for this combination will be available to assist students who pursue this combined certification option.

Requirements for a Minor in Special Education:

Illinois State Standards require knowledge and skill in the area of special education. This minor does not lead to Special Education Certification. Eighteen (18) hours are required for a special education minor. SPE 229, 235, 239, 310, 465, and 3 additional credit hours in special education.

ELEMENTARY EDUCATION

Reading Endorsement Program

The Reading Endorsement Program trains teachers who will spend the majority of their time in remedial or corrective reading activities at the elementary and secondary levels as well as in Special Education.

Students seeking to fulfill the Reading Endorsement requirements must complete 24 hours of approved reading courses, including Young Adult Literature.

Course Descriptions

ELE 240 Media & Technology in Education (3)

Students will be enrolled in a general survey course dealing with educational media, including computers and their educational use. During the semester, students will become acquainted with media hardware, media software, computer hardware, and computer software being used in education. In addition, web page development and ethical issues surrounding students will be discussed. (Same as EDU/SPE 240)

ELE 315 Children's Literature (3)

Selecting and evaluating materials for children from pre-school to eighth grade to guide their reading in keeping with their needs, interests, and abilities with a view to enjoyment and curriculum enrichment in the elementary school. Course content covers elements of fiction, non-fiction, poetry, etc., expands knowledge of a multitude of current and classic children's books as well as ways to implement the usage of books within various curriculums. This course does not apply to general education requirements. Prerequisite: acceptance into the Teacher Education Program. Recommended corequisite: ELE/SPE 316 and 317. (Same as SPE 315)

ELE 316 Teaching Reading/ Language Arts I (3)

This course surveys contemporary language arts curricula in the elementary and middle school grades. Theories and models of language arts, current literacy issues and trends, content area reading and writing, as well as instructional methods and materials are presented and reviewed. Practical application of class study is provided through an accompanying supervised, one-credit laboratory. Prerequisites: EDU 214 and acceptance into the Teacher Education Program. Taken concurrently with ELE 317. (Same as SPE 316)

ELE 317 Reading Laboratory (1)

Students enrolled in ELE/SPE 316 tutor children in the Reading Center. Prerequisite: acceptance into the Teacher Education Program. Taken concurrently with ELE 316. (Same as SPE 317)

ELE 318 Teaching Reading/ Language Arts II (3)

This course is a degree requirement for all elementary education majors. This course is interactive, participatory, and reflective. As part of the course requirement, students will go into assigned classrooms in which to observe and implement what they are learning. They will see firsthand the theories, issues, methods, management, materials, and assessment impacting effective teaching. Students will see how reading, writing, speaking, and listening act as processes for learning across the curriculum. This course is designed to deepen students' understanding of and experience in implementing research-based instruction of reading and writing. Students will come to understand that reading and writing are not only skills to be acquired and used, but are an integral part of the way we learn to understand our world. The course will emphasize the active nature of reading comprehension and fluency and the role writing plays in the literacy picture. Prerequisites for this course are ELE 315, 316, 317, and acceptance into the Teacher Education Program. (Same as SPE 318)

ELE 321 Mathematics Methods in the Elementary School (3)

Objectives, content, methods, materials, and evaluation of mathematics instruction in the elementary school. This course provides a base for understanding the math curriculum and how children learn in elementary and special education. Students are required to spend a minimum of ten (10) hours of observation/teaching in a regular K-8 classroom. Prerequisites: MAT 124, EDU 214, and acceptance into the Teacher Education Program.

ELE 325 Middle School Methods and Philosophy (3)

A study of philosophy and methodological approach unique to the middle level school. Advising, team teaching, and the unique characteristics of the culturally diverse middle school student are addressed. Students are required to spend a minimum of ten (10) hours of observation/teaching in a middle level (5-8) classroom. Prerequisite: acceptance into the Teacher Education Program. (Same as EDU 325)

ELE 331 Social Studies Methods in the Elementary School (2)

Objectives, content, methods, materials, and evaluation of social studies instruction in elementary school. Prerequisite: EDU 214 and acceptance into the Teacher Education Program. (Same as SPE 331)

ELE 332 Teaching Elementary Physical Education Methods K-6 (3)

Content and methods of teaching games, learning activities, movement, exploration, and dance suitable for grades K-6. Prerequisite: acceptance into the Teacher Education Program. (Same as PED 332)

ELE 341 Art Methods in the Elementary School (2)

To acquaint students with the visual arts as an integral part of general education with a basic understanding of the artistic development of the child. Awareness of basic art materials and working processes, development of critical skills and historical knowledge, development and conceptualization of ideas, and interrelationships between the visual arts and other aspects of the school curriculum are presented from a developmental point of view. Prerequisite: acceptance into the Teacher Education Program.

ELE 351 Science Methods in the Elementary School (3)

Objectives, content, methods, materials, and evaluation of science instruction in elementary school. Prerequisite: EDU 214 and acceptance into the Teacher Education Program. (Same as SPE 351)

ELE 354 Computers in the Curriculum (3)

Student will learn the skills needed to incorporate computer technology into their teaching. Specific skills and practices studied will include the Internet presentation of software, general software evaluation and the use of such components as scanners and digital cameras. (Same as EDU/SPE 354)

ELE 359 Diagnostic and Remediation of Reading and Language Arts (3)

An extension of ELE/SPE 318 covering evaluating the reading and language abilities of individual children through instruction in a classroom setting. Includes group and individual evaluation, informal and formal assessments, selection of materials, and instructional strategies to meet the needs of individual learners. Practical application of class study is provided through the accompanying supervised Practicum I. Prerequisites: ELE 315, 316, 317, 318, and acceptance into the Teacher Education Program. Corequisite: ELE/SPE 360. (Same as SPE 359)

ELE 360 Remedial Reading Practicum I (3)

Supervised laboratory experience providing practical experience in diagnosing and remediating the literacy needs of children enrolled in the Reading Center. Assessment and instructional data are collated for parents in progress reports at the end of the term. Taken concurrently with ELE 359. Prerequisite: acceptance into the Teacher Education Program. (Same as SPE 360)

ELE 362 Young Adult Literature (3)

A survey of areas of concern in the field of young adult literature, adolescent development, selection of materials, knowledge of young people's reading interests and materials, library services for young people and methods of maintaining and increasing interest in the printed word. Offered every other year. (Same as SPE 362)

ELE 365 Education in Modern Society (3)

This course is designed to introduce students to the wide range of diversity that exists today across today's general school population and to examine the increased professional demands that this diversity makes upon teachers. Students will explore a range of diversity issues that teachers confront in our pluralistic society leading to the development and practice of multicultural education. Areas of study include ethnicity, race, gender, sexual orientation, exceptionality, religion, language and socioeconomic diversity. (Same as EDU/SPE 365)

ELE 370-9 Special Topics (1-3)

Special topics in elementary education depending upon demand and staff.

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ELE 381 Classroom Management (3)

This course is designed to give the prospective teacher an understanding of the theories of discipline, practical management of a classroom and the establishment of a quality learning environment.

ELE 459 Advanced Methods in Teaching Reading and Writing (3)

An advanced course in teaching reading and writing strategies through explicit instruction. Formal and informal assessment procedures, selection of quality teaching materials, and overview of professional journals will be covered. Prerequisite: ELE 316, 317, 318, 359, 360, and acceptance into the Teacher Education Program. Corequisite: ELE 460. (Same as SPE 459)

ELE 460 Remedial Reading Practicum II (1-3)

Supervised laboratory experience in remediating the literacy needs of children enrolled in the Reading Center. Assessment results are reviewed, appropriate instructional responses implemented and exhibited through the

teacher work sample documenting all aspects of assessing and designing results based on series of instruction. Course taken concurrently with ELE 459. Prerequisite: ELE 316, 317, 318, 359, 360, and acceptance into the Teacher Education Program. (Same as SPE 460)

ELE 470-9 Special Topics (1-3)

Special topics in elementary education depending upon demand and staff.

ELE 499 Coordinating Seminar (2)

This course is taken in conjunction with student teaching and coordinates the student's past coursework and the student teaching experience. Students are led through the development of a professional portfolio and the hiring process. Taken concurrently with student teaching. (Same as EDU/SPE 499)

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Degree Offered: **Bachelor of Arts**

Advanced Placement Opportunity:

In the interest of full development of reading, writing, and thinking skills, the University does not accept CLEP credit in composition or literature. AP credit is accepted for ENG 111 only (upon submission of scores of 4 or 5).

Program Requirements for English Major:

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled through the department's requirement of word-processing and online research skills in all of the courses. This is shown by student writing and presentations, student use of course-management software content, and library work.
3. English courses taken to fulfill general education requirements in literature will not count toward the English major.
4. 33 semester hours in 200-400 level English courses, including ENG 497 (senior seminar) which is the comprehensive experience in the major.
5. Courses below the 200 level do not count towards the major; at least 27 of the 33 semester hours must be at the 300 level or above.
6. Students are strongly urged to follow a curriculum which gives them a broad knowledge of the various periods of English and American literature.
7. Ordinarily, students may count only one Seminar, one Creative Writing course, and one Special Topics course towards their 33 hours. Extra Creative Writing, Seminar, and Special Topics courses may be credited toward the major only if they do not interfere with the student's pursuit of the recommended curriculum.
8. A grade of "C" or better is required in all English courses applicable toward the degree and the student must have a grade point average of at least 2.0 in the major.
9. One year of college coursework in a single language or a demonstrated equivalent competency. Two years of a single language are highly recommended for graduate school preparation.
10. 42 semester hours at the upper level (300-400) in the total degree program.
11. A maximum of six (6) credits in honors courses may be used toward the major. The Chair of Humanities, in consultation with the English faculty, will determine which Honors courses may count toward the major.
12. Successful completion of ENG 495 Senior English Assessment during the Senior year.

Teacher Certification Program:

English majors seeking 6-12 teaching certification are required to take the following courses: ENG 250 and 300; ENG 220 or 326 or ENG 327 or 328; ENG 400, EDU 325, 496, and 499; PSY 246; SPE 240, 316, 317, and 362. They must also fulfill the requirements for teacher certification listed on p. 80.

Requirements for a Minor in Literature:

1. A minimum of 18 hours in 200-400 level English courses.
2. A maximum of 9 hours in 200 level courses.
3. Courses taken to fulfill general education requirements in writing and literature will not be counted as part of the minor.
4. A grade of "C" or better is required in all courses applicable to the minor.

Requirements for a Minor in Writing:

1. A minimum of 18 hours in 200-400 level English courses.
2. A maximum of 9 hours in 200 level courses.
3. Courses taken to fulfill general education requirements in writing and literature will not be counted as part of the minor.

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4. Nine hours of writing courses beyond Composition & Texts I & II. ENG 300 Advanced Writing is required; the remaining six hours must be chosen from among ENG 305 Creative Writing, ENG 382 Business Communication, Special Topics, ENG 200-400, ENG 480 Practicum, and ENG 485 Internship.
5. 9 hours of literature courses, at least one at the 300-400 level.
6. A grade of "C" or better is required in all courses applicable to the minor.

Honors:

To graduate with honors in English, students must have:

1. A grade point average of 3.5 in English courses.
2. Six hours of history beyond general education requirements (which may be satisfied by completing a semester of non-American History and a semester of American History).
3. Twelve (12) hours (two years) (or the equivalent) in a single foreign language at the college level.

Special Program:

Membership in the International English Honor Society, Sigma Tau Delta (Rho Rho Chapter), is available to students.

Course Descriptions

ENG 099 Basic English (3)

Intensive approach to the basics of academic reading and writing with emphasis on grammar, editing, and the coherent and effective short essay. Intended for students who need extra preparation before being admitted to ENG 111. Placement according to ACT or SAT scores and advisement. (Although credit is given for this course, it does not fulfill a general education requirement in writing and is not counted as part of the minimum degree requirements for a Quincy University degree.)

ENG 101-102 English as a Second Language, I and II (1-6)

Essentials of English grammar, sentence structure, oral and written composition and reading for the student whose native language is not English. On demand only. These courses do not apply toward a degree. A/F scale.

ENG 111 Composition (3)

Introduction to interdisciplinary academic writing, with emphasis on critical thinking and reading, inquiry, primary research, and writing as a process. [C1 900]

ENG 112 Composition and Texts (3)

A continuation of the inquiry-based interdisciplinary approach of ENG 111 with emphasis on textual analysis, secondary research, and writing as a process. [C1 91R]

ENG 210 British Masters I (3)

Major writers from Old and Middle English periods through the 18th century. Prerequisite: completion of ENG 112. [H3 912]

ENG 211 British Masters II (3)

Major writers of the Romantic, Victorian, and Modern periods. Prerequisite: completion of ENG 112. [H3 913]

ENG 220 Major American Writers (3)

Major American writers from colonial times to the present. Prerequisite: completion of ENG 112. [H3 914]

ENG 230 World Literature I (3)

Poetry, drama, and fiction from ancient times to the 17th century. Prerequisite: completion of ENG 112. [H3 906]

ENG 231 World Literature II (3)

Poetry, drama, and fiction from the 17th century to the present. Prerequisite: completion of ENG 112. [H3 907]

ENG 250 Introduction to Language (3)

This course is for learning about language as it is conceived and described in contemporary linguistics. New research and thinking in this field enter into the various discussions of language and learning in the national media and elsewhere in our culture, and are especially interesting and important to those who plan to teach in any discipline where language – its acquisition, its structure, its psychology, its philosophy, its social context – is a core concern. This is a required course for those seeking 6-12 certification in English. Students seeking this certification will learn basic linguistic concepts and their applications to teaching. This course does not fulfill the general education requirement in literature.

- ENG 260 Fiction [H3 901] (3)**
ENG 261 Poetry [H3 903] (3)
ENG 262 Drama [H3 902] (3)

Three separate courses, each an introduction to reading and understanding a particular genre of literature. (Drama is not an acting course.) Prerequisite: completion of ENG 112.

- ENG 263 Comedy In Literature (3)**
 Comic drama from Aristophanes to Pinter and classic comic films; comic satire from Juvenal to Barthelme, including the American humorist tradition. Prerequisite: completion of or concurrent enrollment in ENG 112. [H3 902]

- ENG 270-9 Special Topics (1-3)**
In Literature
 Concentrated courses on various topics depending upon demand and staff. Prerequisite: completion of ENG 112.

- ENG 300 Advanced Writing (3)**
 Extensive practice in writing strategies, including argument, with emphasis on stylistic improvement. This course does not satisfy the general education requirement in literature. Prerequisites: completion of the general education requirements in composition and literature and junior standing.

- ENG 305 Creative Writing (3)**
 Study and exploration of the art of writing fiction or poetry or both. (Final emphasis will be determined by the instructor.) Prerequisite: completion of general education requirements in composition and literature and at least junior standing. (This course does not satisfy a literature requirement.)

- ENG 315 Literature of Greece, Rome, (3)**
and Israel
 Readings in three major literatures that have shaped the world. Students will read Homer and the Greek dramatists, a selection of major Roman authors, and several books of the Hebrew Bible. Prerequisites: completion of the general education requirements in composition and literature.

- ENG 326 The American Character (3)**
 This class surveys American writers who have contributed to an understanding of how the "American Character" has been defined and perhaps altered through the years. Readings will include fiction, non-fiction, drama, and poetry by writers whose works examine qualities in leadership and defining moments in character through the lens of history, cultures, and gender. Prerequisite: completion of the general

education requirements in composition and literature.

- ENG 327 The American Culture (3)**
 Students in this class will investigate what has defined "American culture" through different eras of history and from a variety of social perspectives. The readings include poetry, drama, fiction, non-fiction and film. Prerequisite: completion of the general education requirements in composition and literature.

- ENG 328 The American Landscape (3)**
 Students in this class will read a variety of American writers who allow a study of the land and the landscape as it has contributed to our national and cultural definition being "American." Prerequisite: completion of the general education requirements in composition and literature.

- ENG 330 Chaucer: *The Canterbury Tales* in Middle English (3)**
 Intensive study of Chaucer's language and his most famous and popular work. Prerequisite: completion of the general education requirements in composition and literature.

- ENG 340 The Renaissance (3)**
 Major writers, exclusive of Shakespeare. Prerequisite: completion of the general education requirements in composition and literature.

- ENG 345 Shakespeare (3)**
 Shakespeare's plays are not just to be read, they're also to be performed. In addition to reading the plays, the class will enjoy Shakespeare on stage, if possible, and on film whenever interesting film is available. In this class students will see how Shakespeare manages to straddle high culture and popular culture, somehow pleasing both literary sophisticates and mass audiences. Students should expect to learn about Shakespeare and about what happens when Shakespeare encounters film. Prerequisite: completion of the general education requirements in composition and literature.

- ENG 350 The Restoration and the 18th Century (3)**
 British writers from the period 1660-1798. Prerequisite: Completion of the general education requirements in composition and literature.

- ENG 355 Romantic Literature (3)**
 A study of the early 19th century writers called romantic – those writers concerned with nature, the imagination, the local, the exotic, and the Gothic. Some attention to the debates about Romanticism and rationalism,

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revolution and tradition. Readings in such poets as Blake, Wordsworth, Coleridge, Byron, Keats, Shelley, and selected women poets, and to such novelists and essayists as Wollstonecraft, Dorothy Wordsworth, Mary Shelley, and Austen. Prerequisites: completion of general education requirements in composition and literature.

ENG 360 Victorian Literature (3)

British writers from the late 19th century. A survey of the literature and the social context of a period of revolutionary changes in science, economics, religion, and culture in England between 1830 and 1900. The course will involve readings in the poetry, novels, and prose of such writers as Tennyson, the Brownings, Dickens, George Eliot, Arnold, Hardy, Ruskin, and Emily Bronte. Prerequisites: completion of the general education requirements in composition and literature.

ENG 365 Modern British Writers (3)

Writers of the 20th century. Prerequisite: completion of the general education requirements in composition and literature.

ENG 370-9 Special Topics (1-3)

Concentrated courses on various topics depending upon demand and staff. Prerequisite: completion of the general education requirements in composition and literature.

ENG 380 Literary Criticism (3)

Readings in the theory and evolution of literature and other arts. Prerequisite: completion of general education requirements in composition and literature and at least junior standing.

ENG 382 Business Communications (3)

This course will provide the opportunity for students to learn the skills and strategies necessary to become effective business communicators. This course counts toward a minor in writing but does not fulfill the general education requirement in literature or count toward the major in English. Prerequisites: ENG 111 and 112. (Same as COM 382)

ENG 385 Literature by Women (3)

A study of how women writers from different historical periods use poems, stories, essays, and plays to address gender issues in the private and public world. The course looks at how literature both presents and critiques culture and its construction of gender, as well as how it offers new visions and choices for women and men. Readings include such writers as Jane Austen, Charlotte Bronte, Virginia Woolf, Toni Morrison, Alice Walker, and Maxine Hong

Kingston. Prerequisites: completion of the general education requirements in composition and literature.

ENG 400 Methods of Teaching English and Language Arts (3)

Designed to prepare the prospective secondary teacher of English and language arts. This course does not count toward the English major or minor or fulfill the general education requirement in literature. Prerequisite: acceptance into Teacher Education Program.

ENG 470-9 Special Topics (1-3)

Concentrated courses on various topics depending upon demand and staff. Prerequisite: completion of the general education requirements in composition and literature.

ENG 480 Practicum (1-6)

Assignments involving practical applications of knowledge and skills the English curriculum develops. Students will be placed in appropriate settings. Approximately 50 hours of practicum is required per credit hour. This course counts toward a minor in writing and a minor in English but does not count toward an English major. English majors who complete a practicum will graduate with more than 124 credits.

ENG 485 Internship (3-12)

An assignment in a setting appropriate to the student's career goals. Approximately 50 hours of involvement is required per credit hour. This course counts toward a minor in writing and a minor in English but does not count toward an English major. English majors who complete an internship will graduate with more than 124 credits.

ENG 495 Senior English Assessment (0)

This course records the student's participation in the English faculty's assessment program. English majors must enroll in this course in their senior year and complete all parts of the assessment program for the department to certify that they are eligible to graduate as English majors. Graded P/F.

ENG 497 Seminar in English (3)

Concentration upon a particular author, a particular literary movement, or a particular topic in the field of English. Required of senior English majors.

ENTREPRENEURSHIP MINOR

The minor in Entrepreneurship is for both business and non-business majors and is designed to:

1. Encourage creativity in generating new business ideas.
2. Identify methods of enhancing and managing innovation.
3. Learn the process of evaluating opportunities for starting new business ventures or expand an existing company.
4. Develop sound business planning skills necessary for launching a new business.
5. Develop sound business practices for the successful endurance of a business.
6. Encourage networking with valuable contacts for entrepreneurs and business leaders while being aware of community programs available to assist entrepreneurs.

Students will develop a business plan over the course of the program that will be presented to a panel of practicing entrepreneurs and industry experts. The minor will consist of four required courses and two elective courses designed to meet the interest of the individual student.

Program Requirements for Business Majors:

1. Accounting, Finance, Management and Marketing majors must take the following four courses: ENT 301 Introduction to Entrepreneurship, ENT 315 Entrepreneurship Financials, ENT 331 Entrepreneurship Marketing, Creativity and Innovation, ENT 497 Business Plan Development
2. Business majors must choose two electives as listed below:
 - **Accounting:** MGT 301, 342, 345, 352; MKT 335, 338, 362; INT 390; ENT electives.
 - **Finance:** MGT 301, 345, 352; MKT 335, 338, 362, 432; INT 390; ENT electives.
 - **Management:** MKT 335, 338, 362, 432; INT 390; ENT electives.
 - **Marketing:** MGT 301, 342, 345, 352; INT 390; ENT electives.

Program Requirements for Non-Business Majors:

1. Non-Business majors must take 18 credit hours to receive a minor in Entrepreneurship.
2. Non-Business majors must take the following four courses: ENT 301 Introduction to Entrepreneurship, ENT 315 Entrepreneurship Financials, ENT 331 Entrepreneurship Marketing, Creativity & Innovation, ENT 497 Business Plan Development.
3. Two electives chosen from the following: BUS 219, FIN 315; MGT 300, 301, 342, 352; MKT 331, 335, 338, 362, 432; INT 390; ENT electives.

Course Descriptions

ENT 301 Introduction to Entrepreneurship (3)

This course is designed to provide students with a basic understanding of what it takes to start and run your own business. Topics include: What is Entrepreneurship? Getting Started - Ideas to Reality, Analyzing Entrepreneurship Opportunities, Product/Service Strategy, Analyzing Your Target Market, Building a Powerful Marketing Plan, Legal & Accounting Issues, Building and Keeping a Strong Customer Base, Managing Your Finances, Developing A Business Plan.

ENT 315 Entrepreneurship Financials (3)

This course focuses on understanding how to gather and analyze the appropriate financial data necessary for entrepreneurial decision making. Students will learn basic financial skills and explore various forms of financing available to the entrepreneur. Case studies and scenario analysis will be used to help students make a reject/buy decision.

ENT 331 Entrepreneurship, Marketing, Creativity and Innovation (3)

This course will cover basic marketing principles necessary in the creation and innovation of a new product or business. Students will examine day-to-day marketing activities, positioning and strategy, customer behavior, developing a marketing strategy, and the basics of market research, pricing, and reaching the customer. Taking creative concepts to fruition will be discussed.

ENT 497 Business Plan Development (3)

This course will be used as the "capstone" course to the minor. It incorporates and integrates the functional areas of business and puts into practice many of the concepts and theories acquired in other classes. Students are required to identify a business opportunity and develop their own business plan. This plan will be used in the overall assessment of the business minor. Students will present their business plans to a panel of judges (local experts, entrepreneurs, and academics) for assessment and feasibility.

HISTORY

Degree Offered: **Bachelor of Arts**

Advanced Placement Opportunity:

Acceptable scores in CLEP (American History and Western Civilization tests) or CEEB examinations will merit advanced placement and credit.

Program Requirements for History Major:

1. General requirements for baccalaureate degree, p. 9.
2. The informational technology requirement will be met by majors taking HIS 398 Historiography and HIS 497/HIS 498, the senior seminars.
3. Required surveys: HIS 101-102 and HIS 111-112; any one of these survey courses may count for general education requirements.
4. Required courses: HIS 398, 497, 498, and 24 additional semester hours of courses in history (200 level or above) with at least nine hours in American history, and nine hours in European/Global history; the remaining 6 hours may be chosen from American history and/or European/global history; one internship may count in this area.
5. A grade of "C" or better is required in all history courses to count toward the major or minor.
6. Students must complete HIS 101, 102, 111, 112 and 398 before enrolling in Senior Seminar, HIS 497.
7. Students must complete HIS 497 with a grade of "C" or better before enrolling in HIS 498.
8. At least one year of a single foreign language is highly recommended, but not required for history majors.

Teacher Certification Program:

History majors requesting certification as secondary education teachers are required to take HIS 350, 400 and to meet the requirements for certification on p. 80.

Requirements for a Pre-Law Concentration: (See p. 130)

- 1) Required courses (21 semester hours): BUS 215; POL 200, 260, 363, 364, 480; CRJ 101. Note that many of the above courses can also fulfill the University's general education requirements or history program requirements.
- 2) Nine semester hours of elective courses chosen from the following: BUS 316; HIS 311, 360; POL 384, 385, 421.

Requirements for a Minor:

HIS 101-102 (6 hours); HIS 111-112 (6 hours); history electives - 12 hours at the 200-400 level.

It is recommended that students balance their courses between American and European/Global history courses. Total: 24 hours.

Peer teaching credit may not count toward the requirements for the minor in history.

A grade of "C" or better is required in all history courses to count toward the minor.

Special Opportunities:

Membership in the international honor society, Phi Alpha Theta, is available to students recommended by the department for meritorious scholarship in history.

HIS 481, Public History Internship, provides an opportunity for on-the-job experience in community agencies and museums.

HISTORY

100 Level: Survey Courses

HIS 101 World History I: Ancient to Early Modern (3)

Ancient empires of East and West. Cultural, economic, and political developments in all major portions of the world through the 16th century. [S2 912N]

HIS 102 World History II: Modern to Contemporary (3)

The world, East and West, and its cultural, social, and political developments from the 17th century to the present. (HIS 101 World History I is not a prerequisite for HIS 102 World History II.) [S2 913N]

HIS 111 United States History I: to 1877 (3)

The age of exploration and discovery, colonial civilizations, and the emergence of a new nation. The expansion of national territory and sectionalism through the Civil War and Reconstruction. [S2 900]

HIS 112 United States History II: Since 1877 (3)

The U.S. as an emergent world power and the major political, economic, and social forces in the domestic experience to the present. [S2-901]

200 Level: General Interest Courses

HIS 208 The History of Women in the United States (3)

This course explores the contributions that women have made in American history from the 1600s to the present. The course will analyze the role that women of different ethnicity, race, and religion played in shaping the United States and how the legal and social status of women has changed over the centuries.

HIS 270-9 Special Topics (3)

Special topics in history depending upon demand and staff.

300 Level: Period, Area, and Issue Courses

HIS 310 Ancient Greece and Rome (3)

This class will survey the ancient European cultures of Greece and Rome. It will focus upon the social, economic, literary and artistic themes that shaped the two cultures and also upon the legacy they left to Western civilization.

HIS 311 Modern Britain 1689-Present (3)

This course covers the period of the Glorious Revolution, the evolution of Britain as a world economic and political power in the 18th and 19th Centuries and the decline of Britain as a global power in the 20th Century.

HIS 312 Modern Germany 1871-Present (3)

Creation of the Second Reich, Weimar, the rise and fall of Hitler and Nazi Germany, divided Germany in the Cold War and its reunification. The course will also focus on the role of Germany in world politics throughout this era.

HIS 313 French Revolution and Napoleonic Era (3)

Explores the origins and course of the French Revolution, the effects of the Napoleonic era and the impacts of this period on European history.

HIS 315 Modern Russia (3)

This course covers the creation of Imperial Russia under Peter the Great to its collapse, the rise and fall of Soviet Russia, and the post Soviet era.

HIS 316 Modern European History Colloquium (1848 to present) (3)

Selected themes from Modern European history including ideologies (liberalism, nationalism, socialism, fascism), wars (causes and consequences of imperial conflicts, and World Wars I and II), intellectual movements (in sociology, psychology, science, and philosophy), and the evolution of industrial capitalism and industrial society.

HIS 320 Modern Ireland (3)

This course surveys modern Irish history from 1700 to the present. It will focus on the development of Irish nationalism as a response to British imperialism, as well as the resistance to nationalism among different groups. Important themes include colonialism, famine, revolution, emigration, and continuing sectarian tensions.

HIS 322 Women and Gender in History (3)

This course deals thematically with the roles, significance and evolving perceptions of women (and gender) in the West from the ancient, medieval and modern eras. A second emphasis will investigate the concept of women's history within the field of history itself.

HIS 326 Hitler, Nazi Germany, and the Holocaust (3)

This course explores one of the most horrific eras in the twentieth century, if not the entire

history of humanity. Political, social, economic, cultural, and historical dimensions will be examined not only in Germany, but also in Europe, to understand the origins, actions and consequences of Hitler and Nazi Germany. This course will also attempt to comprehend the incomprehensible – the genocidal extermination of the Jews – through investigating the perpetrators, the bystanders, the victims, the survivors and the historians.

HIS 336 Modern China and Japan (3)

This course focuses on the emergence of China and Japan in the 19th Century and their development as global powers in the 20th Century. [S2 908N]

HIS 343 Latin America (3)

Examines selected themes from Latin American history from pre-Columbian societies to the present, including the great American empires, the Spanish conquest, colonial politics and society, independence, the formation of modern states, and contemporary history. [S2-910N]

HIS 350 World Geography (3)

This course fulfills the requirements for history students working toward a social studies education certificate. It will familiarize students with the pivotal social, political and economic events in the history of Illinois from prehistory down to the present day. This course will also allow students to develop an understanding of the character of various regions throughout the world as influenced by environmental, historical, and cultural forces. Emphasis will be given to thinking geographically in the study of man/land relationships and place formation.

HIS 353 African American History (3)

This course will provide the student with a comprehensive survey of the role that African-Americans have played in shaping America as we know it today. Starting in Africa, moving through the arrival of the slave ships in the early 1600s, the Colonial period, the Revolutionary and Civil War periods, and into the last half of the twentieth century, African-American history will chronicle the sweep of events that have brought African-Americans and their struggle for social and economic equality to the forefront of American life.

HIS 355 History of Ideas in America (3)

Designed to introduce students to the major contours in intellectual history from the time of the Puritans to the present. In this class, the students should develop a clear understand-

ing of how ideas have shaped the course of American history.

HIS 356 U.S. Foreign Relations (3)

Examines central themes, events, and personalities in U.S. relations with the world, including economics, racism, strategic interests, nationalism, and politics.

HIS 358 Religion in American History (3)

What has been the role of religion in America? Taking a thematic and chronological approach, this course seeks to answer this question by exploring the way religion has shaped the people, cultures, and institutions in America from its pre-Columbian roots to the 21st century.

HIS 359 Immigration to the United States (3)

This course surveys American immigration history with a special focus on ethnic and race relations. It emphasizes several critical issues such as ethnic and racial contact and conflict, language maintenance, immigration law, the "laws" of immigration, multiculturalism, nativism, and religion.

HIS 360 Revolution and Nation Making (3)

Follows the path of American colonial society as it matured prior to the break with Britain. It will trace the causes of the American revolution and the effect of war on society including the social, economic and political changes it brought about. Finally, it will focus upon the creation of the Constitution.

HIS 361 Colonial America (3)

This course follows the age of exploration, discovery, and colonization, with an emphasis on the development of culture, economy and politics of the English colonies of North America. It will then focus upon international rivalry on the continent and the tensions leading to the Revolution.

HIS 362 History of the Early Republic (3)

Follows the new nation from the 1790s through the 1850s including the development of political parties, War of 1812, nationalism, sectionalism, Jacksonian democracy, Manifest Destiny, Mexican War, reform movements and the political divisions leading to war.

HISTORY

HIS 364 Civil War and Reconstruction (3)

The Civil War is the keystone in American history. This course will trace the causes of the war, its military history, and its social, political, and economic impact upon the nation during Reconstruction.

HIS 366 The U.S. in the Gilded Age (3) and Progressive Era

The United States from the end of Reconstruction to the end of the Progressive Era, with discussion of the issues surrounding segregation, immigration, industrialization, foreign policy, the Spanish-American War, the rise of Progressivism, and World War I.

HIS 368 Contemporary America (3)

The United States from the early days of the Cold War to the present, with consideration of 1950s culture, Kennedy, the civil rights movement, the Great Society, Vietnam, the counter-culture, Watergate, the rise of the American right, and contemporary issues.

HIS 369 The Great Depression and (3) World War II

The United States from 1920 to 1945, with reference to the consumer culture, interwar foreign policy, the Great Crash, Franklin Roosevelt, the New Deal, the road to war, and World War II.

HIS 370-9 Special Topics (1-3)

Special topics in history depending upon demand and staff.

HIS 398 Historiography (3)

An introduction to the historian's craft, with special reference to methodologies, interpretations, values, evidence, and conclusions found in historical writings.

400 Level: Methods, Internships and Seminars

HIS 400 Methods of Teaching (3) History and Social Studies

Designed to acquaint the prospective teacher of history and social studies with the techniques, materials, resources, and problems of teaching at the secondary level. This course, intended for students in the teacher certification program, ordinarily does not apply to the history major. Prerequisite: acceptance into the teacher education program.

HIS 470-9 Special Topics (1-3)

Special topics in history depending upon demand and staff.

HIS 481 Public History Internship (3)

Provides an opportunity for on-the-job experience in community agencies in such fields as cultural resource management, archival work, historical preservation and interpretation. Students must be history majors with junior standing and have the approval of the agency and history faculty.

HIS 497 Seminar in History I (3)

Capstone course with an in-depth study of historiography, historical method, and historical criticism.

HIS 498 Seminar in History II (3)

Capstone course with an emphasis on a synthesis of historical skills as demonstrated through original primary research and presentation of findings.

HUMANITIES

Degree Offered: **Bachelor of Arts**

This four-year degree program is designed to provide interested students with a broader base in the humanities than is usually realized in programs with specified majors. It has two objectives:

1. To provide a general program leading to a university degree.
2. To deliver a broadly-based undergraduate foundation for those wishing to pursue a master's degree in the humanities or for those who wish to wait until graduate school to specialize.

A special Humanities Interdisciplinary Program with a coordinated sequence of courses in history, philosophy, literature, and theology is available to those students who wish to fulfill some of their general education requirements through an integrated and coordinated course of study.

Consult the Chair of the Division of Humanities for additional information.

Program Requirements for Humanities Major:

1. General requirements for a baccalaureate degree, p. 9.
2. Foreign language (two semesters or equivalent in a single language).
3. Distributed coursework in at least three fields of the humanities, 200-400 level, including the senior seminar in the first field of concentration:

a) 1st field of concentration	21 hrs.
b) 2nd field of concentration	18 hrs.
c) 3rd field of concentration	15 hrs.

The participating disciplines establish prerequisites and coursework in the fields of concentration. The faculty of the first field of concentration establishes the comprehensive experience and the assessment program for that field.

English:

1. The student must have completed Composition & Texts I & II and the general education requirement in literature.
2. Any 200-400 courses in English are acceptable for the program except ENG 382 Business Communication and ENG 400 Methods of Teaching English, but students are limited to **two** 200-level English courses.
3. The student doing a 21-hour concentration in English must take the senior seminar in English and make an attempt in the seminar paper to draw together the several fields of concentration of the humanities major.

History:

1. Humanities majors choosing history as their first field of concentration should complete HIS 101, 102, 111, 112, 497 (or 498) and six hours of 200-400 level electives.
2. Humanities majors choosing history as their second field of concentration should complete HIS 101, 102, 111, 112, and six hours of 200-400 level electives.
3. Humanities majors choosing history as their third field of concentration should complete either HIS 101 and 102 **or** HIS 111 and 112, as well as nine hours of 200-400 level electives.

Philosophy:

1. Two introductory courses at the 100-200 level are required as prerequisites.
2. Courses in any area of concentration are selected with the advice of the faculty.
3. Those doing a 21-hour concentration in philosophy must take the coordinating seminar in philosophy. The research paper submitted for this seminar may be read, judged, and graded by faculty members from all three areas of concentration in the humanities major.

HUMANITIES

Theology:

1. No special prerequisites are imposed, but students should be of junior standing before taking upper-level courses in theology.
2. Courses should be selected with advice from the appropriate Chair.
3. Those doing a 21-hour concentration in theology must take TRS 497 Theology Capstone. The research paper submitted for this seminar may be read, judged, and graded by faculty members from all three areas of concentration in the humanities major.

For more information, students should consult with the faculty in participating disciplines.

INTERNATIONAL BUSINESS

The School of Business offers a minor in International Business for students pursuing a major in Management, Marketing, Finance, or Accounting. This interdisciplinary minor is designed to give students general global knowledge to prepare them for positions in international divisions of American companies; to work in the import-export business; to seek careers in national or international governmental agencies; to establish international businesses; and to enter careers in international commercial and investment banking.

Requirements for a Minor:

In addition to the courses required for a Business major, the minor requires 6 hours in International Business chosen from INB 421, 423 (for Finance or Accounting majors only), 425, 427, **or** 429 and INB 323 **or** 325; 6 hours in Political Science chosen from POL 220, 236, or 421 and POL 319, 324, 325 **or** 330.; and one year of a single modern language (French, German, or Spanish recommended) **or** one semester of an approved study abroad program. Other languages may be taken as components of the Study Abroad program through Quincy University and approved by the Dean of the School of Business.

Course Descriptions

INB 323 Comparative Economic Systems (3)

Examines the major economic systems of the world, in both theory and practice. Focuses on a general understanding of how economic systems work and how economic theory interacts with government policy, history, and culture to explain economic performance in capitalist regulated markets, socialist regulated markets, socialist centrally planned economies, transitional economies and other emerging economic systems. Prerequisites: ECO 222 and 223.

INB 325 Economic Problems in Developing Countries (3)

Examines theoretical and policy issues in economic growth and development with emphasis on specific country policies and experience; alternative development paths; problems of development planning; policies for achieving growth and development in emerging countries; and conditions necessary for continued growth in advanced countries. Prerequisites: ECO 222 and 223.

INB 421 International Accounting (3)

An examination of concepts, current standards and problems related to financial accounting and reporting by U.S. enterprises. This course also provides the foundation for subsequent examination of accounting issues of multinational enterprises. Prerequisites: ACC 121 and 221.

INB 423 International Economics and Business (3)

This course focuses on the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism,

foreign exchange, and the role of international institutions and international arrangements such as the International Monetary Fund, economic unions, and cartels. Prerequisites: ECO 222 and 223. Recommended: ECO 321. (Same as ECO 423)

INB 425 International Marketing Strategy (3)

Due to cultural and business norms, marketing must be approached differently in many parts of the world. This course reviews basic marketing approaches and how they must be modified in differing country environments. Topics include applicability of market research, customer preference, pricing and promotion. Prerequisite: MKT 331.

INB 427 International Finance (3)

This course provides basic financial tools necessary to understand foreign operations, including financial statement analysis, impact of foreign exchange rates and evaluation of performance in overseas markets. Prerequisite: FIN 315.

INB 429 International Business Strategies (3)

Implementation of the traditional management functions (staffing, organizing, directing and controlling) within an international or global organization is the focus of this course. Emphasis will be placed on the impact of international environment (differing legal restrictions, political forces, economic situations, roles of labor, cultural philosophies, etc.) on management practices. A major underlying theme throughout the course will be the financial and efficiency costs of adjusting to local requirements versus global rationalization. Prerequisite: MGT 300.

INTERPRETER TRAINING

INTERPRETER TRAINING

Degrees Offered: **Bachelor of Arts**

Sign language interpreters make communication accessible between hearing and Deaf or Hard of Hearing people. Interpreters listen to a spoken message and convert it into a visual message as well as converting the visual message back into a spoken message. A career in interpreting should appeal to those who have a special interest in language and communication and who enjoy working with people. ASL courses may be used to fulfill the language requirement when approved by the specific program. Consult with the Chair of the program for approval.

Program Requirements for Interpreter Training Major:

1. General requirements for a baccalaureate degree, p. 9.
2. Required courses: ITP 201, 202, 210, 215, 220, 302, 310, 399, 410, 485
3. Required support courses: ASL 200, 250, 260, 300, 350, 407, and 416
4. A grade of "C" or better is required in all ITP courses to count toward the major.

Requirements for a Minor:

Students seeking an ASL minor must complete the following courses: ASL 200, 250, 260, 300, 350, and ITP 202.

Course Descriptions for American Sign Language

ASL 200 American Sign Language I (3)

Focuses on the comprehension of American Sign Language, deaf culture, and the deaf community. Classroom experiences are conducted without voice. Coursework includes preparation for visual language learning, including vocabulary, grammar, and cultural information. Interpersonal communication is stressed in everyday interaction. The use of culturally appropriate behaviors in a signing environment is stressed. Knowledge of basic sign handshapes, grammar, and syntax is achieved.

ASL 250 American Sign Language II (3)

Focuses on the continued comprehension of American Sign Language, deaf culture, and the deaf community. Classroom activities are conducted without voice. Visual learning and cultural appropriateness are stressed. Focus is on everyday language and includes the use of a variety of registers in ASL. The development of conversational skills and presentation skills through interactive contexts is emphasized. Prerequisite: ASL 200.

ASL 260 Finger Spelling and Numbers (3)

This course provides advanced instruction in receptive expressive and grammatical rules of finger spelling and number in ASL. Within a range of contexts, and using a variety of topics,

the instructor will guide the students through number and finger spelling practice using dialogues and short stories that include setting up referents by finger spelling in a particular location while emphasizing clear form and transitions. Prerequisites: completion of ASL 250 or permission of the instructor.

ASL 300 American Sign Language III (3)

Focuses on the maximum comprehension of American Sign Language and the deaf community. Classroom activities are conducted without voice. Visual learning and cultural appropriateness are stressed. The development of conversational skills and reception skills will be at the maximum through interactive contexts. Students will do ASL presentations on stories or topics from news articles, books, TV shows, etc., related to deafness. Prerequisites: ASL 250 and ASL screening test.

ASL 350 American Sign Language IV (3)

Reviews all the previous ASL courses. Instruction will stress the understanding and use of non-manual aspects of ASL (mouth morphemes) as well as head and body movements. Students will learn ASL and English idioms and their translations, as well as incorporating idiomatic expressions within ASL, medical, drugs, and sexual vocabulary. Segments of comprehension

and appreciation of ASL literature, as well as focus on common ASL linguistic features. This course allows the students to become fluent in the use of ASL. Students will do ASL presentations on stories or topics from news articles, books, TV shows, etc., related to deafness. During the course, students will take the Sign Communication Proficiency Interview (SCPI) exam. Prerequisite: ASL 300.

ASL 407 Linguistics of American Sign Language (3)

Course focuses on the linguistics of American Sign Language, including phonology, morphology, syntax, and language structural aspects.

Both American Sign Language and English are compared and contrasted, providing students with valuable insight into both languages. Prerequisite: ASL 300.

ASL 416 K-12 Sign Language (3)

This course provides an opportunity to develop skills for increasing vocabulary for K-12 educational interpreters to be more effective. Also this course is to prepare the student for educational interpreting in regards to ethics and skills needed within the K-12 academic settings. Prerequisite: ASL 350 or consent of instructor.

Course Descriptions for Interpreter Training

ITP 201 Introduction to Interpreting (3)

Topics include the history and evolution of the profession, terminology used in the profession, the Registry of Interpreters for the Deaf, Code of Ethics, and occupational settings and situations that are frequently used by interpreters and their clients.

ITP 202 Perspectives in Deafness: Deaf Culture and History (3)

The heritage of deaf persons and the ways in which their social needs are satisfied through affiliation with each other. Also included will be a description of cultural values, norms, traditions, and identities, as well as criteria for membership. Emphasis will be placed on the various subcultures within the larger culture and other cultures of hard of hearing individuals.

ITP 210 Practical and Ethical Applications of Interpreting (3)

Focuses on the professional and ethical development of the interpreter. Topics covered are decision-making, assignments assessment, environmental management, consumers and professional organizations with which interpreters must work, and seating arrangements for various types of settings. This course will provide an in-depth discussion and application of the Registry of Interpreters for the Deaf Professional Code of Conduct principles and guidelines as they apply to various situations within the religious, legal, performing arts, telephone, mental health, medical, rehabilitation/social services, and business (industry and government) settings. Students will discuss how to implement problem-solving strategies and theories of interpreting. Prerequisite: ITP 201.

ITP 215 Interpreting I (3)

Examines the history of translation, models of interpreting, and equivalence across languages. Study includes theories and topics of spoken language interpreting and sign language interpreting. Theories and topics of basic, practical ethics and behaviors are explored and applied to the interpreting profession. Prerequisite: ASL 250. Taken concurrently with ASL 300.

ITP 220 Interpreting II (3)

Assists students with the process of taking a signed message and conveying it into spoken English. Designed to provide in-class experience of simultaneous sign language interpreting, including interpreting vs. transliterating techniques. Focus on the voice interpreting process, vocal control, voicing techniques, vocal expression, word choice, and changes that effect context. Emphasis will be given to the development of voicing and expressive skills in both interpreting and transliterating and rules of ASL and spoken English. Prerequisite: ASL 300. Taken concurrently with ASL 350.

ITP 285 Practicum (3)

Field experience in sign language interpreting and voice interpreting. Time will be provided for confidential discussion of ethical and professional challenges in the field experience. Emphasis will be placed on code of ethics, professionalism, interpreting vs. transliterating, and a working knowledge of various interpreting settings and communication dyads.

INTERPRETER TRAINING

ITP 302 Interpreting III (3)

Designed to expand students' interpreting and transliterating skills and students' skill of taking a signed message and conveying it into spoken English. The development of the students' voicing skills with both ASL and sign language system speakers will be continued. Emphasis will be placed on various settings for interpreters, skills in discourse analysis, expanding vocabulary related to technical tasks, vocal control, voicing techniques, word choice, vocal expression, and accessing the mode of communication/language preferred by the deaf consumer. Other areas covered will be interpreting ASL idioms to spoken English, working with different age groups and language skills, and vocabulary development in sensitive areas such as human sexuality, anatomy, substance abuse, and crime. Prerequisites: ASL 350 and passing Interpreting screening.

ITP 310 Interpreting IV (3)

Provides an expansion of knowledge in the area of interpreting. The student will be involved in the discussion of confidentiality issues along with ethical and professional challenges. Emphasis will be placed on code of ethics, professionalism, interpreting vs. transliterating, sign language interpreting, voice interpreting, and a working knowledge of various interpreting settings and communication dyads. Prerequisite: ITP 302.

ITP 399 Topics in Interpreting (1-6)

Focuses on specialized interpreting situations such as medical, legal, education, theatrical, and deaf-blind, addressing linguistic and ethical concerns for each of the specialty areas. It will reinforce sign language skills and interpreting principles while looking at the interpreter's role and responsibility in each setting. Specialty areas vary depending on material and topics most recently studied. Prerequisite: ITP 220. Course may be repeated for a total of 6 credit hours.

ITP 410 Interpreting V (3)

Business aspects of interpreting: resumes, cover letters, business cards, portfolios and proper etiquette, as well as how to work as a freelancer, staff interpreter, educational interpreter, VRS interpreter or with an agency and what are the benefits of each. Review of ethics in various situations. Prerequisite: ITP 310 or permission of instructor.

ITP 485 Professional Experience (15)

This course provides opportunities for students to apply their knowledge, skills, and experience in a variety of interpreting settings in education, business, public service agencies, and as freelance interpreters. Students participate in supervised interpreting field work and receive training on linguistic and ethical questions that may arise during practicum assignments. Prerequisites: Must complete all ASL/ITP coursework as well as have taken the EIPA and/or a state level screening test and have received results.

LANGUAGES

As a liberal arts institution, Quincy University readily acknowledges the global and very interactive nature of the world we live in today. Consequently, we are committed to offering our students the skills they need to effectively and successfully communicate with others in both their personal and professional lives. Diversity in our languages program is an integral part of that commitment. From a curricular perspective, these courses also afford our students with more choice in meeting the requirements of the General Education Program (GEP) as well as of their respective degree programs. Credit may also be arranged for approved study abroad programs.

A specific language may not necessarily fulfill the language requirement for all programs. Consult with the Chair or Dean for a program to determine whether a language is acceptable for the specific program. ASL courses may be used to fulfill the language requirement when approved by the program.

Introductory and intermediate level courses are currently available in German, French, Latin and Spanish. Courses in other languages are available on an Independent Study basis as are more advanced courses in the primary languages. Students may also apply for a Contract Minor in a language.

Placement tests for all languages except Latin will be administered prior to registration.

Advanced Placement Opportunities:

See p. 17 for information on credit through examination. For placement with credit (may fulfill language requirements of other disciplines also): CLEP Test or Advanced Placement Tests.

Course Descriptions for French

FRE 111 Beginning French I (3)
Elementary French with emphasis on listening, speaking and writing skills, and study of French culture with an introduction to reading. Open to students with no previous French.

FRE 112 Beginning French II (3)
Continuation of FRE 111. Prerequisite: FRE 111 or demonstrated knowledge on placement test.

FRE 211 Intermediate French I (3)
Review and more detailed study of French grammar, reading of modern Francophone authors, and study of French civilization. Prerequisite: FRE 112 or demonstrated knowledge on placement test.

FRE 212 Intermediate French II (3)
Continuation of French 211. Prerequisite: FRE 211 or demonstrated knowledge on placement test.

Course Descriptions for German

GER 111 Beginning German I (3)
Elementary German with emphasis on listening, speaking, and writing skills, and study of German culture with an introduction to reading.

GER 112 Beginning German II (3)
Continuation of GER 111. Prerequisite: GER 111 or demonstrated knowledge on placement test.

GER 211 Intermediate German I (3)
Continued development of the four basic language skills with increased emphasis on reading and culture. Prerequisite: GER 111 or GER 112 or demonstrated knowledge on placement test.

GER 212 Intermediate German II (3)
Continuation of GER 211. Prerequisite: GER 211.

LANGUAGES

Course Descriptions for Latin

LAT 111 Beginning Latin I (3)

The primary goal of this course is a basic reading knowledge of Latin and an understanding of the history and culture in which the language is embedded. By the end of one year, students will be exploring the literature of the classical period, using the life and poetry of Horace as a point of entry. Latin will be treated as a step in a humanistic program for developing linguistic, literary, and historical knowledge and understanding.

LAT 112 Beginning Latin II (3)

Continuation of LAT 111. Prerequisite: LAT 111.

LAT 211 Intermediate Latin I (3)

This is a reading course based on six major authors: Cicero, Caesar, Catullus, Virgil, Livy, and Ovid – three poets and three writers of prose. Students will read, translate, and discuss passages from the six authors, concentrating on good translation, literary appreciation, and understanding of the place of our authors in Roman and subsequent history and culture. Prerequisites: LAT 111 & 112.

LAT 212 Intermediate Latin II (3)

Continuation of LAT 211. This is a reading course based on major authors of ancient Rome. Students will begin with Cicero and Catullus and continue with selections from Virgil and Livy, concluding with Caesar or Pliny the Younger if time allows. Prerequisites: LAT 111, 112, and 211.

Course Descriptions for Spanish

SPA 111 Beginning Spanish I (3)

Introduction to the Spanish language and Hispanic culture with emphasis on the development of listening, speaking, reading, and, to a lesser extent, writing skills. Grammar and vocabulary will be used as effective tools in real-life situations with the aid of audiovisuals, classroom activities, and homework. No prior knowledge of Spanish is required.

SPA 112 Beginning Spanish II (3)

Continuation of SPA 111 designed to achieve better fluency in the language through oral activities, writing, vocabulary expansion and grammar consolidation. Prerequisite: SPA 111 or demonstrated knowledge on placement test. [H1 900]

SPA 211 Intermediate Spanish I (3)

This course focuses on the development of both receptive skills and communicative competence in oral and written expression through conversations, listening comprehension, grammar review, vocabulary expansion, cultural readings, and video activities. Prerequisite: SPA 112 or demonstrated knowledge on placement test.

SPA 212 Intermediate Spanish II (3)

Continuation of SPA 211 designed to strengthen competence in oral and written communication. [HI900] Prerequisite: SPA 211 or demonstrated knowledge on placement test. [H1 900]

SPA 309 Advanced Spanish I (3)

The objective of this course is to achieve a greater competence in the language through intensive conversation practice and compositions. Grammatical structures previously studied will be thoroughly reviewed and vocabulary will be reinforced and expanded. Conducted entirely in Spanish. Prerequisite: SPA 212 or equivalent (AP, CLEP, performance on placement test) or permission of instructor.

SPA 311 Advanced Spanish II (3)

Continuation of SPA 309 with further practice in conversation and composition. Conducted entirely in Spanish. Prerequisite: SPA 309 or equivalent as shown by placement test or permission of the instructor.

SPA 321 Hispanic Civilization and Culture (3)

A survey of Spanish and Latin American civilizations with emphasis on historical, social, and artistic events. Conducted entirely in Spanish. Prerequisite: SPA 212 or equivalent (AP, CLEP, performance on placement test) or permission of the instructor.

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems courses support the general education program and specific degree program requirements.

Course Descriptions

MIS 210 Computer Applications (3)

An introduction to computer concepts, application programs, and the internet, in a business environment. Students work with microcomputers gaining hands-on experience in windowing environments, word processing, spreadsheets, and internet applications.

MIS 305 Introduction to Management Information Systems (3)

Systems theory concepts applied to the collection, retention, and dissemination of information for management decision making. Case studies will be used to help understand the concepts of MIS. Prerequisite: BUS 219 or CSC 160.

MIS 315 Computer Based Accounting (3)

First course in computerized auditing. Basic auditing concepts. Control, security, privacy issues: Several software packages will be examined. Prerequisite: ACC 221.

MIS 340 Human Resource Information Systems (3)

A survey of the tools and techniques applied in all sub-functions of data management as it relates to the management of Human Resources. Database and information processing techniques applied to HRIS are discussed. The actual process of HRIS design and typical problems in user participation are covered. Students will be assigned group projects in the design and management of typical HRIS in management situations.

MIS 350 Expert Systems for Business Application (3)

Definition, description, and evaluation of decision support systems which provide quantitative-based information derived from internal/external data available to the user in the decision-making process; structure and application of selected support system languages. Prerequisite: MIS 305.

MATHEMATICS

MATHEMATICS

Degree Offered: **Bachelor of Science**

Advanced Placement Opportunity:

CLEP examinations are available in College Algebra; however, credit by examination in these introductory courses does not necessarily fulfill entrance requirements for advanced mathematics courses. Therefore, students should consult with the Chair of Science & Technology for proper placement.

Program Requirements for Math Major:

1. General requirements for the baccalaureate degree, p. 9.
2. MAT 242, 243, 244, 260, 329, 450, 485, and 497. Majors seeking secondary certification must take MAT 300, 400, and 6 additional hours of mathematics electives at the 200-400 level. MAT 353 and 380 are recommended for majors seeking secondary certification. All other majors must take MAT 346 and 6 additional hours of electives at the 200-400 level. MAT 440 is strongly recommended for students intending to pursue graduate work.
3. Required support courses: CSC 150 and 160. It is recommended that these be taken within the first two years.
4. Students must take PHY 223 Principles of Physics I to fulfill their general education requirement in the physical sciences.
5. No more than one grade below a "C" is permitted in courses applicable to the major.

Teacher Certification Program:

Teacher certification: satisfaction of state requirements for primary or secondary education certification in the field of mathematics entails additional courses. Professional competence in mathematics is the primary focus of training as a mathematics major. Consult the Education curriculum for certification requirements and see p. 80.

Requirements for a Minor:

1. Core courses: MAT 242 Calculus and Analytic Geometry I, MAT 243 Calculus and Analytic Geometry II, and MAT 244 Calculus and Analytic Geometry III.
2. Nine (9) additional credit hours of Mathematics electives at the 200-400 level. MAT 329 is highly recommended.
3. A grade of "C" or better is required in all courses applicable to the minor.

Pre-Actuarial Science Program:

This pre-major program is supported by course offerings in Mathematics and is designed to prepare students to enter the actuarial profession. The program consists of a two-year residency at Quincy University (QU) followed by two years of degree fulfillment in residence at the University of Illinois at Urbana-Champaign (UIUC). For additional information see p. 133.

Course Descriptions

MAT 099 Intermediate Algebra (4)

Students will review basic algebra skills in preparation for a College Algebra course. Emphasis will be placed on working problems and building confidence in mathematical skills. Credit is given for this course, but it does not fulfill a general education requirement in mathematics and is not counted as part of the minimum degree requirements. This course will meet for three lecture and one lab hour per week.

MAT 110 Basic Mathematical Concepts I (3)

Provides prospective teachers with background for teaching elementary school mathematics topics include: inductive and deductive reasoning, sets, logic, elementary number theory, and elementary algebra.

MAT 111 Basic Mathematical Concepts II (3)

A continuation of MAT 110. The topics include: geometry, mathematical systems, consumer mathematics, elementary probability, and statistics.

MAT 124 Applied College Algebra (3)

Students will study the real numbers, polynomials, lines and linear inequalities, functions, exponential and logarithmic equations, and practical financial applications, including: compound interest, annuities, sinking funds, and loan amortization. **Note:** Students planning to take MAT 142 Precalculus must take MAT 125.

MAT 125 College Algebra (3)

Review of algebraic skills; complex numbers and operations. Polynomials and rational functions; exponential and logarithmic functions; inverses of functions. Direct and inverse variation. Synthetic division. Prerequisite: "C" or better in MAT 099 or appropriate Math core placement.

MAT 142 Pre-Calculus (4)

A study of functions, including: functions in general and the rectangular coordinate system; algebraic functions (polynomial and rational); transcendental functions (exponential, logarithmic, trigonometry and inverse trigonometry); applications of exponential and logarithmic functions; applications of trigonometry and inverse trigonometry functions to solution of triangles (Law of Sines, Law of Cosines). Prerequisite: "C" in College Algebra.

MAT 150 Basic Statistics (3)

Descriptive statistics, elementary probability, the binomial and normal probability distributions, testing of hypotheses, estimation, one-way analysis of variance, simple linear regression and correlation. Prerequisite: MAT 124 or 125 or consent of instructor.

MAT 242 Calculus and Analytic Geometry I (4)

Analytic geometry of the line. Functions and graphs. The derivative of algebraic functions. Applications of the derivative. The indefinite and definite integral. Prerequisite: 4 units of high school mathematics or MAT 142. [M1 900]

MAT 243 Calculus and Analytic Geometry II (4)

Applications of integration. Analytic geometry of conics. Differentiation and integration of transcendental functions; infinite series. Prerequisite: MAT 242. [M1 900]

MAT 244 Calculus and Analytic Geometry III (4)

Polar coordinates. Parametric equations. Vectors and vector calculus. Partial derivatives. Multiple integrals and line integrals. Prerequisite: MAT 243. [M1 900]

MAT 252 Discrete Mathematics (3)

A study of discrete mathematical structures. Sets, relations and digraphs, functions, counting techniques. Prerequisite: MAT 124 or 125.

MAT 260 Mathematical Logic (3)

Logic of compound statements. Rules of inference and derivations. Inference with quantifiers. Sets, functions and relations. Axiomatic systems. Prerequisite: MAT 243.

MAT 270-9 Special Topics (1-3)

Courses in special areas such as finite mathematics, discrete mathematical structures, and calculus for nonmajors depending upon demand and staff.

MAT 300 Mathematics for Secondary School Teachers (3)

The main objective of this course is to ensure that mathematics majors seeking secondary certification have a good overview of the areas relevant to the teaching of secondary school mathematics. Topics include Number Theory, Geometry, and Probability and Statistics. Prerequisite: MAT 260 or instructor's consent.

MAT 329 Introduction to Linear Algebra and Matrix Theory (4)

Linear equations, Gauss-Jordan reduction, algebra of matrices, vector spaces, linear independence, bases and dimension, change of basis, linear transformations, eigenvalues and eigenvectors, diagonalization and linear programming. Prerequisite: MAT 243.

MAT 346 Differential Equations (3)

Introduction to differential equations; solutions of first order differential equations; solutions of homogeneous and nonhomogeneous linear differential equations, differential operators, initial value equations, mathematical modeling and LaPlace transforms. Prerequisite: MAT 244.

MAT 350 Numerical Analysis (3)

Polynomial interpolation, solution of nonlinear equations, systems of linear and nonlinear equations, eigenvalue problems, matrix inversion, numerical integration, numerical solution of differential equations. Prerequisites: MAT 244; CSC 150. (Offered on demand with consent of instructor.)

MATHEMATICS

MAT 353 Number Theory (3)

Linear indeterminate equations. Diophantine equations, congruence; theorems of Euler, Fermat, Wilson. Prerequisites: MAT 244 and 260.

MAT 370-9 Special Topics (1-3)

Courses in special areas such as advanced calculus and history of mathematics.

MAT 380 Higher Geometry (3)

The main objective of this course is to develop spatial visualization skills significantly through methods which may be accessible to students of all age levels. This course involves extensive use of hands-on experience in and out of the classroom. Construction exercises will be analyzed using plane geometry, algebra, and trigonometry. Three hour combination lecture/lab. Prerequisite: MAT 142.

MAT 400 Methods of Teaching Mathematics (3)

Designed to acquaint the prospective teacher of mathematics with the techniques, materials, resources and problems of teaching at the secondary level. This course does not apply toward the math major. Prerequisite: acceptance into the teacher education program.

MAT 440 Abstract Algebra (3)

Groups, rings, fields, integral domains, and Boolean Algebra. Prerequisite: MAT 244 and 260.

MAT 450 Probability Theory (4)

Probability for discrete and continuous sample spaces. Random variables and probability distributions. Sampling distributions. Estimation and testing hypotheses. Inference when comparing two populations. Calculus used extensively. Prerequisite: MAT 244.

MAT 470-9 Special Topics (1-3)

Special topics in mathematics depending on demand and staff.

MAT 485 Introduction to Real Analysis (3)

Introduction to the theory of analysis including rigorous treatment of sequences, series, functions of one or two variables, continuity, differentiation, and Riemann integration. Prerequisites: MAT 244 and MAT 260.

MAT 497 Comprehensive Seminar (2)

Overview of subject matter covered in the mathematics major. A study of some area of mathematics not previously studied by the students. Open only to senior majors in mathematics.

MUSIC

Degrees Offered: **Bachelor of Arts**
Bachelor of Science

Program Requirements:

1. An audition before the music faculty. All incoming students planning to major in music or music education or minor in music must complete this audition before being accepted as a music major or minor.
2. All transfer students must take a placement exam in music theory for either the major or minor.
3. All music majors and minors must take MUS 118 to fulfill their Fine Arts requirement.
4. All music majors must enroll in Concert Attendance (MUS 070) every semester until they pass five semesters.
5. All music majors must take applied piano every semester until they complete piano proficiency.
6. All music majors must complete the Sophomore Proficiency process with a passing grade before being admitted to upper-level courses in the major.
7. A minimum grade of "C" is required in all major courses to count toward the major or minor.
8. Supplementary information about program requirements is contained in the *Music Program Handbook for Students*, which can be obtained from music advisors.

Bachelor of Arts

Music Major

(Concentration in Instrumental or Vocal Music)

1. General requirements for baccalaureate degree, p. 9.
2. Music and music education majors will fulfill the University technological literacy requirement through successful completion of MUS 313 Orchestration and Arranging.
3. 14 credit hours of applied music lessons on one instrument or voice (major).
4. 25 credit hours of music courses, including: MUS 113, 114, 115, 116, 118, 213, 214, 215, 311, and 312.
5. Required performances: Recitals during junior and senior years in the major applied field. Six additional public performances as a soloist in faculty approved concerts.
6. Attendance at designated recitals and concerts at the University or in the community.
7. Those whose major performing medium is voice must take MUS 219.
8. Music ensembles.

Instrumental Concentration: 8 credit hours Symphonic Band

Vocal Concentration: 8 credit hours Concert Choir

9. The senior recital and recital paper constitute the required comprehensive experience.

Bachelor of Science

Music Education

(Concentration in Instrumental Music)

1. General requirements for baccalaureate degree, p. 9.
2. Music and music education majors will fulfill the University technological literacy requirement through successful completion of MUS 313 Orchestration and Arranging.
3. 14 credit hours of applied music lessons on one instrument or voice (major).
4. 25 credit hours of music courses, including: MUS 113, 114, 115, 116, 118, 213, 214, 215, 311, 312, and 313.
5. 19 credit hours of music education courses, including: MED 317, 319, 320, 321, 341, 342, 348, 351, 412, 413, and 430.
6. 7 credit hours in Symphonic Band.
7. Professional courses for state certification (see Professional Education, p. 76.)

MUSIC

8. Required performances: Recital during senior year in the major applied field. Six additional public performances as a soloist in faculty approved concerts.
9. The senior recital and recital paper and MED 430 constitute the required comprehensive experience.
10. A prerequisite for all music education courses (MED) is acceptance into the teacher education program (see p. 78 for details).

Bachelor of Science Music Education Major

(Concentration in Vocal Music)

1. General requirements for baccalaureate degree, p. 9.
2. Music and music education majors will fulfill the University technological literacy requirement through successful completion of MUS 313 Orchestration and Arranging.
3. 14 credit hours of applied music lessons in voice (major).
4. 28 credit hours of music courses, including: MUS 113, 114; 115, 116, 118, 213, 214, 215, 219, 311, and 312.
5. 15 credit hours of music education courses, including: MED 317, 321, 330, 341, 348, 349, and 430.
6. 7 credit hours in Concert Choir.
7. Professional courses for state certification (See Curriculum Requirements, p. 80.).
8. Required performances: Recital during senior year in the major applied field. Six additional public performances as a soloist in faculty approved concerts.
9. The senior recital and recital paper and MED 430 constitute the required comprehensive experience.
10. A prerequisite for all music education courses (MED) is acceptance into the teacher education program (see p. 78 for details).

Requirements for a Minor:

The music minor consists of 18 hours plus ensemble participation for a total of 22 hours.

1. Required foundation courses: MUS 113-114 Music Theory I and II; MUS 115-116 Aural Skills I and II; MUS 118 Foundations of Music; and two credit hours of Applied Music.
2. Following completion of foundation courses, student must choose one of the following areas of concentration: Music Theory, Music History, Music Performance, or Music Education. A total of six credit hours in one of these areas will complete the minor. Suggested courses for each area:

<i>Music Theory:</i>	MUS 213-214 Music Theory III and IV	6 hrs.
<i>Music History:</i>	MUS 311-312 Music History I and II	6 hrs.
<i>Music Performance:</i>	Applied Music (usually one credit per semester; students will perform in department convocations)	6 hrs.
<i>Music Education:</i>	MED 317 Elementary School Music	2 hrs.
	MED 319 String Methods	1 hr.
	MED 320 Percussion Methods	1 hr.
	MED 321 Vocal Methods	1 hr.
	MED 330 Intro to Orchestral Instruments	2 hrs.
	MED 341 Junior and Senior High School Music	2 hrs.
	MED 348 Basic Conducting	2 hrs.
	MED 412 Woodwind Methods	2 hrs.
	MED 413 Brass Methods	2 hrs.

3. Students are expected to perform in an ensemble for a minimum of four semesters. Students with an area of concentration in Music Performance must perform in one ensemble each semester for a total of eight semesters.
4. Each student pursuing a Minor in Music must have an advisor from the Music faculty.

Course Descriptions

- MUS 070 Concert Attendance (0)**
This course entails attendance at required concerts to develop critical listening skills. Required of music majors every semester until they pass five semesters.
- MUS 107 Class Piano (2)**
Basic technique; harmony, accompaniment skills. Preparation for successful completion of piano proficiency. Lab fee.
- MUS 113 Music Theory I (3)**
Scales, intervals, keys. Figured basses using triads in all major and minor keys. Principles of voice leading. Analysis of Bach chorales. Concurrent enrollment in MUS 115.
- MUS 114 Music Theory II (3)**
Continuation of MUS 113. Figured basses using dominant seventh and secondary seventh chords. Prerequisite: MUS 113. Concurrent enrollment in MUS 116.
- MUS 115 Aural Skills I (1)**
Solfege, melodic, harmonic, and rhythmic dictation. Concurrent enrollment in MUS 113.
- MUS 116 Aural Skills II (1)**
Continuation of MUS 115. Concurrent enrollment in MUS 114.
- MUS 117 Music Appreciation (3)**
Basic elements of music including historical overview tracing development of musical forms and types. Includes listening to music.
- MUS 118 Foundations of Music (2)**
In-depth examination of the elements of music including historical overview tracing development of musical forms and types. Includes listening to music. This course is required for music majors and minors.
- MUS 213 Music Theory III (3)**
Additional work in sight singing, melodic, harmonic, and rhythmic dictation. Figured basses using ninth chords, altered chords, chromaticism, modulation. Prerequisites: MUS 113-114, 115-116. Concurrent enrollment in MUS 215.
- MUS 214 Music Theory IV (3)**
Continuation of MUS 213. Practice in 20th century techniques.
- MUS 215 Aural Skills III (1)**
Continuation of MUS 116. Concurrent enrollment in MUS 213.
- MUS 218 History of Jazz and Rock (3)**
Jazz and Rock as media of musical expression from their beginning to present. Includes listening to music.
- MUS 219 Diction for Singing I (3)**
The basics of pronunciation and language structure, as applied to singing. Introduction to the International Phonetic Alphabet (IPA) and its practical application to English and German. Intended primarily for music majors with voice as their major performance area. Instructor consent required. Offered as needed.
- MUS 220 Diction for Singing II (2)**
A continuation of MUS 219. Further instruction in IPA and its application to Italian, French, and Spanish. Intended primarily for music majors with voice as their major performance area. Instructor consent required. Prerequisite: MUS 219. Offered as needed.
- MUS 259 Sophomore Proficiency (0)**
- MUS 299 Piano Proficiency (0)**
- MUS 310 The Business of Music (3)**
This course examines the interface of music with the business world. The course combines classroom discussions, audio/video materials, reading materials from one textbook and a variety of handout materials, field trips, and guest lecturers. There are no course prerequisites. Does not fulfill general education requirement in Fine Arts.
- MUS 311 Music History I (3)**
Survey of music from earliest antiquity to 1750. Prerequisites: MUS 114 & 117.
- MUS 312 Music History II (3)**
Survey of music from 1750 to present. Prerequisites: MUS 114 & 118.
- MUS 313 Orchestration and Arranging (2)**
Methods and materials for orchestrating music for educational purposes. Includes transposition, characteristics and capabilities of instruments, and appropriate ranges for voice.
- MUS 332 Vocal Recital Seminar (1)**
Performance techniques for vocalists. Includes study of opera styles and performance of opera scenes and other vocal repertoire.
- MUS 399 Junior Recital (0)**
- MUS 460 Advanced Conducting (2-3)**
Advanced study in conducting in the areas of Band Conducting, and/or Choral Conducting. Prerequisite: MED 349 or 351. Offered on demand with consent of instructor.

MUSIC

MUS 499 Senior Recital & Paper (1)

Music Education

MED 317 Elementary School Music (2)

Methods and procedures for teaching music in the elementary school. Open only to music majors or minors.

MED 319 String Methods (1)

Techniques, teaching methods, and materials for string instruments.

MED 320 Percussion Methods (1)

Techniques, teaching methods, and materials for percussion instruments. Offered as needed.

MED 321 Vocal Methods (1)

Techniques, teaching methods, and materials for vocal instruction.

MED 330 Introduction to Orchestral Instruments (2)

Pedagogical knowledge of string, woodwind, brass, and percussion instruments.

MED 341 Junior and Senior High School Music (2)

Methods and procedures for teaching music in junior and senior high schools. Open only to music majors or minors.

MED 342 Marching and Jazz Techniques (2)

Methods and procedures for teaching marching and jazz band in the secondary school setting. Open only to music majors or minors.

MED 343 Advanced Vocal Pedagogy (2)

Methods and procedures for teaching advanced vocal skills in the secondary school setting. Includes show choirs, musicals, and vocal jazz.

Open only to music majors and minors.

MED 348 Basic Conducting (2)

Basic conducting techniques, methods, and materials general to all music disciplines.

MED 349 Choral Conducting/Methods (2)

Advanced conducting techniques, methods, materials, and philosophies specific to choral music. Includes selection and analysis of music, rehearsal and baton techniques, musical interpretation and score reading. For choral music education majors. Offered as needed.

MED 351 Instrumental Conducting/ Methods (2)

Advanced conducting techniques, methods, materials, and philosophies specific to instrumental music. Includes selection and analysis of music, rehearsal and baton techniques, musical interpretation and score reading.

MED 412 Woodwind Methods (2)

Techniques, teaching methods, and materials for woodwind instruments. Offered as needed.

MED 413 Brass Methods (2)

Techniques, teaching methods, and materials for brass instruments. Offered as needed.

MED 430 Seminar in Music Education (2)

Methods and procedures necessary for every music educator. Includes discussion of teaching techniques, music education philosophy, music advocacy, preparing and maintaining a music budget, music assessment, and other topics. Offered as needed one semester prior to student teaching.

Applied Music

Amount of practice time suggested for applied music students: one credit hour per semester – seven hours practice a week; two credit hours per semester – fourteen hours practice a week.

Generally, nonmusic majors take one private lesson of one-half hour per week and receive one credit hour per semester. Music majors take one private lesson of one hour per week or two one-half hour lessons per week and receive two credit hours per semester. Students enrolled in applied lessons must meet with the designated instructor the first week of each semester to determine a lesson time.

Applied courses are offered in the following areas:

Voice	Pipe Organ	Woodwind Instruments
Piano	Brass Instruments	Jazz Improvisation
String Instruments	Percussion Instruments	MIDI Composition Software

See the current course schedule for complete listing of course numbers and credit hours for applied music courses (MUA).

Music Activities

One credit hour per semester is given for each of these music activities:

MUS 177-178, 277-278, 377-378, 477-478	Pep Band
MUS 183-184, 283-284, 383-384, 483-484	Chamber Choir*
MUS 185-186, 285-286, 385-386, 485-486	Community Band (Graded P/F)
MUS 189-190, 289-290, 389-390, 489-490	Concert Choir
MUS 191-192, 291-292, 391-392, 491-492	Symphonic Band*
MUS 193-194, 293-294, 393-394, 493-494	Orchestra* (Graded P/F)
MUS 195-196, 295-296, 395-396, 495-496	Jazz Ensemble*

*By audition only.

NURSING

Basic Track - A Partnership with Blessing-Rieman College of Nursing

The University offers a Bachelor of Science in Nursing degree in cooperation with Blessing-Rieman College of Nursing. Blessing-Rieman is affiliated with Blessing Hospital, one of the Midwest's finest health care facilities, and offers a CCNE accredited baccalaureate nursing program.

Students in this 4-year program may anticipate a fully integrated curriculum, with nursing courses beginning in the sophomore year, and most of their classes in the junior and senior years on the BRCN campus just a few blocks from the University. At Blessing-Rieman students will utilize the Blessing Health Professions Library; a computer lab with the latest software for nursing research; and the Skills Lab, a facility that replicates the hospital and clinical setting.

The application into the Nursing Program is a one-page form that complements the application to Quincy University. There is no additional application fee. The requirements for acceptance into the program at the sophomore year for traditional basic track and transfer students are: a) minimum composite score of 22 on the ACT, b) a minimum high school GPA of 3.0; c) cumulative college GPA of 2.5; d) support course GPA of 2.5; e) completion of all the prerequisites courses for sophomore nursing courses with a grade of C or better (English Composition, General Psychology, Anatomy and Physiology); and f) completion of at least 24 hours of college credit; completion of the ATI Test of Essential Academic Skills (TEAS). For high school and transfer students who have an ACT of 21 or below and/or a high school GPA below 3.0, see the Blessing-Rieman College of Nursing Catalog for further admission requirements.

Blessing-Rieman College of Nursing publishes its own catalog with more details of its nursing programs that are contained here. Please consult them at Blessing-Rieman College of Nursing, P.O. Box 7005, Quincy, Illinois 62305-7005, 217-228-5520. Similarly, the current BRCN catalog should be consulted regarding specific admissions, progression, and/or degree requirements for the joint nursing program with Quincy University.

The Blessing-Rieman program accepts LPN-BSN and RN-BSN students and students with previous degrees. See the Blessing-Rieman catalog for details.

See the BRCN catalog for the Nursing program's TOEFL policy.

The Blessing-Rieman College of Nursing determines that technological competency is attained by our students in the following way: We require integrative computer skills throughout all of our courses as evidenced by student papers, computer exams, accessory BlackBoard content, and library (computer orientation time).

Program Requirements for the Basic Track:

Core Curriculum and Liberal Arts Foundation: Composition & Texts I & II, COM 101 Fund of Public Speaking, 200 level Literature, TRS 116, 300 level or higher Global Studies, History, and Fine Arts (Art, Music, Theatre, or Film Appreciation).

First Year/Senior Year Experience: First Year Experience is waived for transfer students.

University Signature Requirements: TRS elective and PHI/TRS elective.

Support Courses: BIO 282, BIO 283 Human A&P II, BIO 232 Microbiology, BIO 354, MAT 150 or HMS 320, PHI 323, PSY 100; PSY 236 or Human Growth & Development.

Electives: Nursing or non-Nursing and required menu electives.

61 hours of Nursing: NSG 200, 201, 204, 205, 206, 207, 215, 280, 304, 320, 321, 322, 401, 402, 404, 405, 420, 421, and 422.

Course Descriptions

Basic Track Required Courses:**NSG 200 Strategic Learning (1)**

This course utilizes experiential learning methods to learn and apply specific strategies for success in school, a job, and life. Content includes meta-cognitive assessment, time and stress management skills, test-taking skills, study skills, memorization, math and reading strategies. Prerequisites: Admission into the nursing major.

NSG 201 Fundamentals of Nutrition (2)

This course focuses on the use of nutrition as an intervention to promote, maintain, or restore health. Nutrition assessment, diet analysis, meal planning, and basic nutritional support during health alterations are studied. Prerequisites: Admission to the nursing major; Anatomy & Physiology I. Prerequisite or concurrent: Anatomy & Physiology II or consent of instructor. (Offered every fall.)

NSG 204 Fundamentals of Pharmacology (3)

This course focuses on the use of pharmacologic agents and parenteral therapies as interventions to promote, maintain, or restore health. Pharmacotherapeutics, pharmacodynamics, pharmacokinetics, and principles of drug administration are studied. Nursing assessment and intervention related to pharmacologic and parenteral therapies are emphasized. Prerequisites: Admission into the nursing major; Anatomy & Physiology I, Anatomy & Physiology II. Prerequisites or concurrent: Microbiology with lab or consent of instructor. (Offered every spring.)

NSG 205 Introduction to Theory (2)

This course focuses on Whole Person Nursing as a framework for clinical practice. Theories with core concepts relating to the individual such as health promotion, critical thinking, adaptation, culture, environment, and caring are explored. Prerequisite: Admission to the nursing major; English Composition, General Psychology, Anatomy & Physiology. (Offered every fall.)

NSG 206 Fundamentals of Nursing I (3)

This course introduces the learner to the diverse nature of professional nursing. The learner will begin to apply the Whole Person Nursing Framework and the nursing process. Learners are guided in the use of therapeutic communication and development of basic nursing

skills derived from theoretical principles and concepts. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in laboratory and clinical settings. Prerequisite: Admission to the nursing major; English Composition, General Psychology, Anatomy & Physiology. (Offered every fall.)

NSG 207 Fundamentals of Nursing II (3)

This course focuses on whole person assessment and expands communication and nursing process skill. The focus is on development of health promotion and care of adults experiencing uncomplicated health alterations. Scientific knowledge from nursing, physiological and psychological theories are the basis for planning, implementing, and evaluating the outcomes of nursing actions. Prerequisites: English Composition, General Psychology, Developmental Psychology, Anatomy & Physiology; NSG 206, 215. Prerequisite or concurrent: Microbiology. (Offered every spring.)

NSG 215 Health Assessment (3)

This course focuses on the assessment component of nursing care. The course integrates the elements/skills of health and physical assessment with the College's curriculum framework of Whole Person Nursing. Assignments focus on acquiring assessment skills, exploring the biological-psychosocial-spiritual basis of assessment, developing a systematic method for completing comprehensive assessments across the lifespan, and examining the role of clinical reasoning as part of the assessment process. Emphasis is placed on skill acquisition. Prerequisite: Admission to the nursing major; English Composition, General Psychology, Anatomy & Physiology. (Offered every fall.)

NSG 280 Medical Terminology (2)

This course is designed for anyone desiring a background in the language of medicine and health care. The course is presented utilizing a system of learning medical terms from root words, combining forms, prefixes and suffixes. At the completion of this course the student will be able to recognize, build, define, and correctly spell medical terms. Prerequisites: None. (Offered every spring. Open to all majors.)

NSG 304 Psychiatric/Mental Health Nursing (5)

This course focuses on individuals and families throughout the lifespan who are experiencing

NURSING

varying states of mental health. The environmental influences affecting the mental health of the individual are examined within the context of the family and/or community. The use of self within the nurse/patient relationship is emphasized as the foundation for communication and therapeutic nursing interventions. Collaboration with other health team members and/or community resources is explored as a way to address the needs of the whole person/family using various treatment modalities. Prerequisites: NSG 101, 102, 201, 202, 203, 204, 280 or NSG 200, 201, 204, 205, 206, 207, 215, 280; Human Growth & Development or Child Psychology; Speech or Interpersonal Communications. Prerequisite or concurrent: Ethics. (Offered every semester.)

NSG 320 Nursing Concepts I (4)

This course focuses on the growth and development and health of the middle-aged through older adults and their families within the Whole Person Nursing Framework. The experience of these individuals and families with acute and chronic responses to health will be examined in the context of health promotion, illness, and health management. The concepts that will be covered include: biopsychosocial responses to illness, fluid and electrolyte imbalances, acid-base alterations, care of the perioperative patient, mobility, sensation, digestion, protection, and excretion. Application of competencies related to nursing assessment, diagnosing, planning, implementation, and evaluation will be expected. Prerequisites: NSG 101, 102, 201, 202, 203, 204 and 280. Or NSG 200, 201, 204, 205, 206, 207, 215, 280. Human Growth & Development or Child Psychology. Speech or Interpersonal Communications. Prerequisite or concurrent: Ethics. (Offered every semester.)

NSG 321 Nursing Concepts II (6)

This course focuses on the growth and development and health of the middle-aged through older adults and their families within the Whole Person Nursing Framework. The experience of these individuals and families with acute and chronic responses to health will be examined in the context of health promotion, illness, and health management. The concepts that will be covered include emergency nursing, the immune response, oxygenation, cardiac perfusion, and metabolism. Application of competencies related to nursing assessment, diagnosing, planning, implementation, and evaluation will be expected. Prerequisites: NSG 101, 102, 201, 202, 203, 204 and 280. Or NSG 200, 201, 204, 205, 206,

207, 215, 280. Human Growth & Development or Child Psychology. Speech or Interpersonal Communications. Prerequisite or concurrent: Ethics. (Offered every semester.)

NSG 322 Maternal and Child Nursing (6)

The course applies the Whole Person Nursing Framework to the care of children, childbearing women, and their families. Emphasis is on the unique needs of these individuals and families along the health and developmental continuums. Students participate as a member of the multi-disciplinary health team to promote, maintain, or restore health with common, acute and chronic health responses with the childbearing and childrearing experiences. The focus of clinical is the practice of these concepts in the acute care and community settings. Clinical also provides the opportunity to develop the professional nursing roles. Prerequisites: NSG 101, 102, 201, 202, 203, 204 and 280. Or NSG 200, 201, 204, 205, 206, 207, 215, 280. Human Growth & Development or Child Psychology. Speech or Interpersonal Communications. Prerequisite or concurrent: Ethics. (Offered every semester.)

NSG 401 Community Health Nursing (5)

This course offers an introduction to principles and concepts of community health nursing throughout the lifespan. Coordination and use of community resources are stressed to ensure quality, accessibility, cost effectiveness and continuity of health care. Clinical experiences are provided in official and private agencies, school systems, and other health care delivery systems with emphasis on population-focused care. Prerequisites: Progression to the senior year or junior who successfully completed NSG 404; completion of the "Red Cross Introduction to Disaster Services I." (Offered every semester.)

NSG 402 Advanced Nursing Concepts (5)

This course focuses on applying Whole Person Nursing to persons experiencing complex multisystem health problems. Pathophysiological concepts and principles related to complex, multisystem health problems are analyzed. Nursing care principles and standards related to high acuity situations are emphasized. Clinical experience occurs in acute, subacute, home and community care settings. Prerequisites: NSG 301, 302; 303, 304 or NSG 304, 320, 321, 322; English Composition II, Pathophysiology; successfully met competency requirement.* Prerequisite or concurrent: NSG 401, 404. (Offered every fall.)

NSG 404 Scientific Methods in Nursing (3)

This course introduces students to the research process as a link between theory and practice. Legal, moral, and ethical questions relative to research and use of human subjects are explored. Scientific inquiry, synthesis of literature, and critical analysis of published nursing research are emphasized. Prerequisites: NSG 301 302, 303, 304 or NSG 304, 320, 321, 322; Statistics, English Composition II, Ethics. Junior level students may enroll in the spring semester with permission from the instructor. (Offered every semester.)

NSG 405 Leadership in Nursing (5)

The focus of this course is on the leadership role of the professional nurse as a change agent, educator, manager, and professional role model in an ever-changing society. Synthesis of leadership/management principles and concepts are incorporated into the professional practice role of the nurse to facilitate accomplishment of group goals and to assume beginning leadership roles in managed care health delivery systems. Professional values, teaching/learning, communication and collaboration, and leadership/ management skills are emphasized and evaluated through group processes and clinical experiences. Prerequisites: NSG 402, 404. (Offered every semester.)

NSG 420 Senior Practicum (1)

The practicum provides the senior student the opportunity to synthesize knowledge and skills from the curriculum and to integrate them into an individualized clinical nursing experience. The student is challenged during this practicum to expand his or her knowledge by managing health care in a particular area of nursing, participate in professional networks, influence health policy, and analyze the legal and ethical parameters of nursing practice. Prerequisites: NSG 301, 302, 303 304. Or NSG 304, 320, 321, 322. English Composition II. Pathophysiology. Prerequisite or concurrent: NSG 402, 404.

NSG 421 Health Policy (2)

This is an introductory course in health policy and politics for nurses in the United States. Political activism as it relates to the nursing care of patients is explored historically and within the context of contemporary health care delivery and financing in the United States. Application of the concepts of policy and politics are applied to the workplace, professional nursing organizations, community, and government. More specifically, the student is challenged to learn how to take action for advocacy and to recognize how the nurse, individually and through professional organizations, can influence and shape health policy to improve patient care outcomes. Prerequisite: Senior standing.

NSG 422 Cultural Competence (1)

The Cultural Competency in Health Care Course focuses on assisting students in providing culturally competent care for their clients. It will emphasize the belief that culture is a predominant force in shaping values, beliefs, and health care practices. Essential components of this course are: increased self-awareness and understanding of the centrality of culture in providing good health care to all patient populations; clinical excellence and strong therapeutic alliances with patients and the reduction of health care disparities through improved quality and cost-effective care for all populations. Emphasized thought the course are broad concepts of cultural and linguistic diversity and their impact on quality health care and the health of individuals, families, and communities. It will include Transcultural Nursing principles, theories, concepts, and research-based knowledge to guide, challenge and explain nursing practices. The health-care needs and practices of specific cultural, ethnic, and other diverse groups will be analyzed. Prerequisite: Senior standing.

Nursing Electives:

A Nursing Elective is a study of specific courses not offered in other nursing courses, or subjects covered with more depth than in the general nursing curriculum. These courses are offered when a sufficient number of students request a course. An elective course is offered more than once, and some are offered every year.

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NSG 380 Health Assessment (2)

This course offers RN and upper-division students the opportunity to expand their skills in adult whole person health and physical assessment. Whole person health and physical assessment focuses on physiological, psychological, sociocultural, and spiritual data, and includes a health history, physical examination, and analysis of diagnostic data. Whole Person Nursing is used as the foundation framework for health assessment principles and skills. Emphasis is placed on incorporating principles and skills into current practice of clinical courses. Individualized practice provides student with the opportunity to focus their experiences in areas of greatest need as well as clinical preference. Prerequisite: RN or upper-division standing.

NSG 391 Core Concepts in Nursing (3-5)

This course emphasizes the core concepts of nursing practice. Students analyze previous personal performance and develop an individualized success and action plan. Students are expected to use critical thinking processes to apply core concept knowledge and principles to clinical situations. The diagnosis and treatment of human responses to health experiences are emphasized. Students will incorporate diagnostic findings, pharmacological and nutritional interventions, as well as growth and development stages into patient plans of care. Prerequisite: permission of instructor.

NSG 470 Professional Nursing Internship (1-3)

A Professional Nursing Internship is defined as an authentic in-depth learning experience which takes place outside of the classroom and is characterized by exposure to situations not generally acquired in the classroom or regular clinical setting, 2) supervision by a recognized authority in the field, 3) academic guidance from a faculty member, and 4) evaluation of the internship. The internship is an organized program that occurs in an appropriate health care agency such as a hospital, nursing home, clinic or other approved setting. The student works under the supervision of a registered professional nurse to gain knowledge and to refine and advance their skill level. Prerequisites: Nursing GPA 2.5, employer acceptance, and advisor approval.

NSG 480 Independent Study (1-2)

The purpose of the independent study is to allow students to increase knowledge in an area

of particular interest and/or carry out a research project to receive academic credit. Students in good academic standing may earn academic credit through the completion of independent study. A maximum of two credits may be earned during the academic career at Blessing-Rieman College of Nursing. Independent studies are offered at the discretion of the student, faculty member, and administration. Each credit hour awarded requires a minimum of 15 hours of study. Prerequisite: NSG 404 or consent of instructor.

NSG 481 Critical Care Nursing (2-3)

This course offers the senior student an opportunity for in-depth study of critical care nursing of clients with the more common medical/surgical crisis situations. Emphasis is placed on synthesizing the pathophysiology, assessment findings, and treatment of selected imbalances of critically ill clients. Prerequisite: NSG 402 or consent of instructor.

NSG 482 Parish Nursing (2-3)

This course focuses on the nursing role, scope, and standards of practice of Parish Nursing. The past, present, and future of Parish Nursing are explored. Major concepts of holistic nursing care, spirituality and spiritual assessment, prayer and healing are analyzed in the parish nurse role. Community resources, team building, complementary methods of caring, and stress management are discussed. Prerequisites: upper division or consent of instructor.

NSG 483 Patient Education (2-3)

This course offers the student an opportunity for in-depth study and application of the teaching/learning process to promote, maintain, and/or restore health. Emphasis is placed on using learning theories and nursing literature to provide patient education when giving whole person nursing. Prerequisite: upper-division standing.

NSG 484 Spirituality in Health Care (2-3)

This course will focus on: the person as a spiritual being; the concept of spirituality and its relationship to health care; the role culture and religious beliefs play in a person's spirituality, spiritual growth and support in health care; and ethical issues and research in providing spiritual support in health care. (Open to all majors.)

NSG 485 Stress Management (2-3)

This course will focus on nonpharmacological methods of stress management. The whole person approach to wellness will be emphasized and the class will be conducted in an interactive and experiential framework. The student will analyze the stresses in his or her own life and develop a plan to manage stress effectively.

NSG 486 Complementary Therapies (2-3)

This course will examine Eastern health practices and other alternative (complementary) practices seen in health care today. The topics and therapies selected for inclusion are those that are of particular interest to nurses. Knowing about therapies is not enough; for this approach to become successfully integrated into mainstream nursing practice, protocol development, managing change and research awareness are examined. With increasing interest in natural healing, self-care and responsibility for one's health, nurses need to be familiar with these approaches. (Open to all majors.)

NSG 487 Research Practicum (1-3)

This course provides hands on experience in the research process. Students will select a research study and become part of the research team participating in the design development, literature searches, data collection, data entry, data analysis, and presentation preparation. Prerequisites: computer requirement, NSG 404, or instructor's permission.

NSG 488 Promoting a Healthy Lifestyle through Nutrition (2-3)

This course explores contemporary nutritional trends, health-related research, and dietary recommendations for a healthy lifestyle. Health promotion strategies that focus on nutritional lifestyle changes for the individual and groups of patients/clients are addressed. (Open to all majors.)

NSG 489 Selected Topics in Nursing (1-3)

These courses, which are studies of selected issues not covered in other nursing courses or subjects covered with more depth than the general nursing curriculum, are offered at the discretion of the faculty and at the request of a sufficient number of students to justify a course offering. Selected topics courses may or may not be offered more than once. Prerequisite: consent of instructor.

NSG 490 Genetics in Nursing (2-3)

Scientific knowledge in human genetics has expanded significantly in the last decade largely due to the Human Genome Project. This course will increase the ability of a professional nurse to think genetically when approaching a clinical situation or problem that may not appear to be genetic in nature. The course will examine basic mechanisms of inheritance and transmission of chromosomes and genes, understanding of genetic contributions to human diversity, and information about common inherited genetic disorders and conditions. Prerequisite: Intro to Biology. (Open to all majors.)

Competency Requirement

BRCN students are required to demonstrate the following competencies:

Sophomore students are required to demonstrate competency in basic nursing care prior to enrollment in NSG 300-level clinical courses. Competency is demonstrated by successfully completing NSG 200, 201, 204, 205, 206, 207, 215, 280, and successfully achieving the group-normed passing score on a nationally standardized test. Refer to Blessing-Rieman College of Nursing catalog for specific details.

Junior students are required to demonstrate competency in providing safe, effective nursing care prior to enrollment in NSG 402. Competency is demonstrated by successfully completing NSG 304, 320, 321, 322, and achieving the group-normed passing score on a nationally-standardized achievement test. See individual course prerequisites. Refer to Blessing-Rieman College of Nursing catalog for specific details.

A *graduate's* competency is demonstrated by passing a simulated NCLEX computer examination. Applications to write the state licensure examination, the NCLEX, will be processed only after the student has passed a simulated NCLEX computer-adaptive examination. Refer to Blessing-Rieman College of Nursing catalog for specific details.

PHILOSOPHY

PHILOSOPHY

Degree offered: **Bachelor of Arts in Theology and Philosophy**

Philosophy and Ethics courses are offered as part of the degree program in Theology and Philosophy, as elements of the QU general education curriculum, and as electives.

The Theology and Philosophy program offers a major with four areas of emphasis: Theology, Pastoral Ministry, Catholic and Franciscan Theology, and Philosophy and Ethics. Descriptions of the courses in Philosophy are listed on the following pages. Descriptions of courses in Theology are listed on pages 155-157, where a full description of the concentrations within the major may be found.

Requirements for a Minor:

A minor in Philosophy requires completion of the following courses plus two additional program courses at the 300-level (for a total of 18 credit hours): PHI 115, 251, 252, 321. A grade of "C" or better is required in all courses applicable to minor.

Course Descriptions

PHI 115 Introduction to Philosophy and Ethics (3)

This course is an introduction to philosophy that places an emphasis on ethics. Utilizing texts in Ancient, Modern, and Contemporary Philosophy, we will examine the interrelationships of some of the basic philosophical questions: How should I act? What can I know? What is the nature of human existence? Contemporary ethical issues will be examined within this context.

PHI 116 Introduction to World Philosophy (3)

This course will provide students with an introduction to both western and eastern philosophy. Philosophies discussed will include Buddhism, Taoism, Confucianism, as well as classic works in western philosophy.

PHI 239 Philosophy and Literature (3)

Interdisciplinary course designed to raise traditional philosophical questions, e.g., the meaning of human existence, the interpretation of language, through reading both philosophical and literary texts.

PHI 251 History of Philosophy: Ancient-Medieval (3)

Survey of the origins and historical development of Western philosophy and theology, from ancient Greece to the beginning of the modern era.

PHI 252 History of Philosophy: Modern and Contemporary (3)

Survey of origins and historical development through the present. Continuation of PHI 251.

PHI 321 Ethical Theories (3)

Examines traditional ethical positions and how they apply to contemporary moral debates. Prerequisite: any other philosophy course.

PHI 323 Bioethics (3)

Ethical issues involved in medicine and biotechnology.

PHI 325 Environmental Ethics (3)

Studies of the moral relationship of humans to the environment.

PHI 327 Business Ethics (3)

Examines the conceptions of moral community and responsibility implicit in democratic capitalism.

PHI 329 Ethics and Technology (3)

Examines the social and ethical aspects of emerging technologies.

PHI 331 Faith, Philosophy, and God (3)

This upper-level seminar course explores the challenges philosophy has presented to Christian theology and theism more generally in the modern and contemporary period and how Christian theology and religious thought have responded to those challenges.

PHI 347 Existentialism (3)

In this course students and faculty will read and discuss together various thinkers considered to be within the important and very diverse philosophical and literary tradition of existentialism. Existential philosophers and literary figures discussed may include Kierkegaard, Nietzsche, Heidegger, Sartre, Camus, deBeauvoir, and others.

PHI 351 Feminist Philosophy and Theology (3)

This course explores the various ways feminist theory has affected and changed both philosophy and theology in the modern and contemporary periods. Same as TRS 351.

PHI 355 Violence, Power, and the Philosophy of Nonviolence (3)

We explore the problem of violence and power in many ways and what philosophers have had to say about the incredible violence of the 20th and 21st centuries. This course introduces students to the philosophical/theological tradition of nonviolent resistance through a focus on such figures as Thoreau, Emerson, Gandhi, Martin Luther King, and Thomas Merton, etc.

PHI 360 Figures and Texts in Philosophy (3)

The course is designed to give students and faculty the ability to study areas of philosophical interest on a rotating basis. Each offering involves the concentrated study of selected texts from a designated period (Ancient or Medieval philosophy), area of philosophy (pragmatism), or by designated authors (Plato, Kant or Hegel).

PHI 368 Holocaust as Act and Idea (3)

The analysis of the rise of German nationalists and anti-Semitic ideology leading to World War II and the Holocaust: the Holocaust as a combination of violent actions and both respectable and intolerable ideas.

PHI 370-9 Special Topics (1-3)

Special topics studied in depth, depending on demand and staff. Possible topics include particular positions, e.g., Existentialism, Pragmatism, etc.

PHI 381 Contemporary Philosophy & Contemporary Politics (3)

Looks at various post World War II philosophers in America and Europe, paying special attention to how they have addressed the most crucial political issues of our time, including the probe of genocide, America's two wars against Iraq, terrorism, September 11th, and globalization.

PHI 391 Aesthetics (3)

A philosophical study of the nature of art and creativity through the analysis of philosophers, critics, and artists who have treated these subjects.

PHI 424 The Common Good: An Interdisciplinary Exploration (3)

The tension between the individual and the group exists in every culture. This interdisciplinary course examines many of the dimensions of this tension from different perspectives (e.g. psychological, sociological, economic, political, philosophical, theological, artistic, etc.) and explores a wide range of proposals offered to enable a society to pursue the common good.

PHI 470-9 Special Topics (1-3)

Specific topics studied in depth, depending on demand and staff. Focus on the works of particular philosophers, in primary sources.

PHI 497 Coordinating Seminar (3)

Required of senior majors in Philosophy.

PHYSICAL EDUCATION

PHYSICAL EDUCATION

Degree Offered: **Bachelor of Science**

Program Requirements for Physical Education Major:

1. General requirements for baccalaureate degree, p. 9.
2. Complete the pre-professional courses (EDU 213, EDU 214, SPE 229, and ELE 240) with a grade of "C" or better).
3. Major courses for secondary certification: 38 hours in Physical Education including PED 106, 200, 221, 236, 241, 242, 324, 340, 400, 432, 434, 436, 442, and 444.
4. Support Courses: BIO 282 and 283, MAT 124, SCI 344 and 345. (See p. 80 for additional requirements)
5. Satisfactory completion of student teaching in EDU 495 or 496.
6. Demonstrate professional disposition in coursework and field experiences.

Requirements for a Minor:

Physical Education: To develop a second teaching field in Physical Education a student must complete PED 241 or 242, 400, 432, 434, 436, 442, and 444.

Exercise Science (Personal Training): Completion of PED 106, 236, 301, 344, 345, 355, 380 or 381, 454, 455, and 460.

Illinois Coaching Certification:

Completion of PED 106, PED 200, PED 264 (or SPM 264), 436, PED/SCI 345, 445, 465, and SPM 430. PED 380 or 381 is recommended. Completion of each course with a grade of "C" or better is required to fulfill certification requirements.

Quincy University's coaching minor will allow students the opportunity to become certified as a head coach for an Illinois interscholastic athletic team. Non-Education majors can increase their marketability in the coaching field by gaining valuable knowledge and experience. Students who successfully complete the coaching minor will be accredited by the Illinois High School Association (IHSA) to be a certified head coach in the State of Illinois.

Course Descriptions

PED 152 Fitness Modalities (1)

This course demonstrates how to use various types of exercise equipment to design fitness programs, rehabilitation programs, and athletic conditioning programs. Some of the equipment to be used includes elastic bands, medicine balls, and stability balls.

PED 200 Introduction to Athletic Training (3)

Two hours of lecture and one hour of lab. The lecture portion will cover the basics of athletic training including medical terminology, mechanisms of injury and recognition and treatment of common athletic injuries. The laboratory is an introduction to athletic training skills, including preventive and supportive taping, wrapping of common athletic injuries, assessment of vital signs, and crutch fitting.

PED 210 Lifetime Health & Wellness (1)

Designed to develop lifelong wellness skills through the use of proper goalsetting, lifetime physical activities, proper nutritional methods, disease and injury prevention, stress management, and responsible behavior.

PED 221 Foundations of Physical Education (3)

An orientation course emphasizing the history, philosophy, and role of physical education within the school and community.

PED 231 Soccer Officiating (1)

Designed to give a thorough familiarity with and understanding of the rules of soccer with the intention of qualifying for state certification in officiating. Provides training in procedures and philosophy of officiating.

PED 232 Football Officiating (1)

Designed to give a thorough familiarity with and understanding of the rules of football with the intention of qualifying for state certification in officiating. Provides training in procedures and philosophy of officiating.

PED 233 Baseball and Softball Officiating (1)

Designed to give a thorough familiarity with and understanding of the rules of baseball and softball with the intention of qualifying for state certification in officiating. Provides training in procedures and philosophy of officiating.

PED 234 Basketball Officiating (1)

Designed to give a thorough familiarity with and understanding of the rules of basketball with the intention of qualifying for state certification in officiating. Provides training in procedures and philosophy of officiating.

PED 235 Volleyball Officiating (1)

Designed to give a thorough familiarity with and understanding of the rules of volleyball with the intention of qualifying for state certification in officiating. Provides training in procedures and philosophy of officiating.

PED 236 First Aid and CPR (2)

American Red Cross First Aid course including emergency care and cardiopulmonary resuscitation for adult, child, and infant. American Red Cross certificate issued for both first aid and CPR at successful completion.

PED 241 Individual Sport Instruction (3)

Designed for a thorough understanding of the neuromuscular skill and strategies used in golf, racket sports, and bowling. Unit and class organization along with skill-teaching sequences are considered.

PED 242 Team Sport Instruction (3)

Designed to develop a thorough understanding of the neuromuscular skills and strategies used in soccer, softball, flag football, volleyball, and basketball. Unit and class organization along with skill-teaching sequences are considered.

PED 251 Soccer Coaching (2)

Designed to prepare students to coach soccer. Students will receive instruction in theory, ethics, techniques, and strategies in coaching soccer.

PED 252 Football Coaching (2)

Designed to prepare students to coach football. Students will receive instruction in theory,

ethics, techniques, and strategies in coaching football.

PED 253 Baseball Coaching (2)

Designed to prepare students to coach baseball. Students will receive instruction in theory, ethics, techniques, and strategies in coaching baseball.

PED 254 Basketball Coaching (2)

Designed to prepare students to coach basketball. Students will receive instruction in theory, ethics, techniques, and strategies in coaching basketball.

PED 255 Track and Field Coaching (2)

Designed to prepare students to coach track and field. Students will receive instruction in theory, ethics, event techniques, and practice planning in coaching track and field.

PED 263 Sociology of Sport (3)

Designed to introduce students to the diverse aspects of sports as well as the diversity of "sports studies." There will be an emphasis on raising the level of consciousness regarding the sporting environment. (Sophomore standing or instructor consent.) (Same as SPM 263)

PED 264 Introduction to Sport Psychology (3)

Introduction and overview of the psychological aspects of sport. Knowledge and skills to develop performance enhancement programs for athletes, performers, and athletic teams are discussed. (Sophomore standing or instructor consent.) (Same as SPM 264)

PED 265 Personal Health & Wellness (2)

Designed to enhance students' physical, intellectual, emotional, environmental, social, and spiritual health which will enable them to pursue their college and life goals more effectively. This course fulfills general education requirement.

PED 267 Lifeguard Training (2)

Designed along Red Cross standards to preserve one's own life in water, as well as saving other lives. Instruction in recognizing safety hazards and practices is presented. American Red Cross certification in lifeguarding, first aid, and CPR will be issued upon successful completion. Prerequisite: Strong swimming skills.

PED 268 Water Safety Instructor (2)

Designed to prepare students to teach swimming and water safety. American Red Cross WSI certification cards issued upon successful completion. Prerequisites: Strong swimming skills.

PHYSICAL EDUCATION

PED 270-9 Special Topics (1-3)

Special topics in Physical Education depending upon demand and staff.

PED 301 Sport and Exercise Nutrition (3)

Fundamental principles of human nutrition and their application to athletes and athletic performance. Includes discussions of proper diet selection, eating disorders, fluid replacement, carbohydrate loading, weight gain/loss, and ergogenic aids.

PED 310 Philosophy of Sport (3)

The history and philosophy of physical education and sport programs. The philosophy of program development will be emphasized.

PED 313 Swimming Methods (2)

Teaching methods, organization, and skill progressions in beginning to advanced swimming levels are presented. Prerequisites: Students must demonstrate competence in swimming. PED 115 is recommended for weaker swimmers. An American Red Cross Water Safety Instructor Aid Certification will be awarded upon successful completion.

PED 324 Principles of Fitness for Physical Educators (2)

Designed to gain an understanding of the principles and concepts of health-related physical fitness for physical education programs. The candidate will apply, develop, perform, and assess the components of health-related physical fitness. This course meets or may be substituted for the general education requirement of PED 265 Personal Health and Wellness for the Physical Education major. Prerequisite: junior status (PE majors and teacher candidates).

PED 340 Rhythms and Dance (3)

Methods of teaching history and skill acquisition in dance, including social, square, folk, and movement education. Students must demonstrate competence in dance.

PED 344 Kinesiology (3)

The study of human movement. This course is designed to acquaint students with terminology of muscles as well as the location, function, and basic mechanics of muscles. This knowledge will allow students to understand and analyze human movement. Does not fulfill general education physical science requirement. Prerequisite: BIO 282/283. (Same as SCI 344)

PED 345 Physiology of Exercise (3)

The physiological basis of muscular activity with special attention on the effects of exercise on

other body systems. The specific effects of exercise are also discussed. Does not fulfill general education physical science requirement. Prerequisite: BIO 282-283. (Same as SCI 345)

PED 346 Motor Learning (3)

Study of neuromuscular development and its relationship to perception and acquisition of motor and performance skills.

PED 350 Facilities Management (3)

Studies procedures in the planning and management of athletic, physical education, and recreational facilities. Emphasizes the planning process for indoor and outdoor facilities, including recreation parks and open spaces, planning for the handicapped, and trends in facility design. (Same as SPM 350)

PED 351 Sport Marketing (3)

An overview of conceptualization and marketing of events to participants, spectators, and sponsors. Particular emphasis is placed on the design and pricing of sponsorship packages so corporate needs are met. Same as SPM 351.

PED 355 Personal Training Principles (3)

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming.

PED 360 Sport Law (2)

Designed to identify legal liabilities in the sport and teaching environment. Will identify principal causes of sports litigation and encourage discrimination between risks which are inherent in sport and those which are unacceptable.

PED 380 Principles of Strength & Conditioning (3)

Discusses theories and principles of physical conditioning, sport and exercise. This course also helps prepare the student for the NSCA's certified strength and conditioning certification.

PED 381 Physiology of Aerobic Exercise (3)

The study of the physiological and training principles of aerobic exercise. This course also helps prepare the student for the ACSM and ACE fitness instructor certification examination. Recommended: PED 345.

PED 400 Methods of Teaching Physical Education (3)

Teaching methods, organization, and principles of physical education in elementary and secondary schools. Recommended: PED 221.

PED 410 Technology Use in P.E. and Sport Management (3)

Designed to provide students with conceptual knowledge and technical competence necessary to comprehend the role of technology in teaching and coaching in the schools and in the management of sport organizations.

PED 432 Teaching Elementary Physical Education (3)

This course is designed to take the teacher candidate through the process of planning, developing, organizing, teaching, and assessing the physical education curriculum appropriate for elementary school students. Recommended: PED 400.

PED 434 Teaching Middle School Physical Education (3)

This course is designed to take the teacher candidate through the process of planning, developing, teaching, and assessing the physical education curriculum appropriate for middle school students. Recommended: PED 400.

PED 436 Teaching Secondary Physical Education (3)

This course is designed to take the teacher candidate through the process of planning, developing, organizing, teaching, and assessing the physical education curriculum appropriate for secondary school students. Recommended: PED 400.

PED 441 Administration of Physical Education (3)

Methods and theories involved in the administration and program development of physical education and athletics in high schools and other sports-related organization.

PED 442 Tests and Measurements in Physical Education (3)

Designed to provide concepts, principles, construction, and interpretation of assessment methods in Physical Education.

PED 444 Adapted Physical Education (3)

Designed to provide the concepts and principles, services of referral, typical behavior aberrations, and problems related to the physical education of the exceptional child. Students will receive

instruction in modification of motor activities, general fitness activities, and therapeutic exercises for students with unique needs.

PED 445 Coaching Theory (3)

Designed to acquaint the students with principles of positive coaching philosophy, application of sport psychology and sport physiology, sport skills instruction, and the use of sport management skills.

PED 447 Foundations of Recreation (2)

Designed to study the administration and development of community and school recreational programs. Instruction in the qualification of a recreational leader with practical applications of leadership will be included.

PED 448 Applied Sport Psychology - Performance Enhancement (3)

Discusses theories of performance psychology, mental skills training techniques, and many facets of applied sport psychology for attaining peak performance in the performing arts (i.e. dance, music, drama) and athletics.

PED 454 Exercise Assessment (3)

Study of the theories, procedures, and techniques of exercise, fitness, and sport performance testing. Laboratory experience required. Recommended: PED 345.

PED 460 Personal Training Practicum (1-3)

An assignment to work with individuals in a fitness setting. Students will assess individual fitness levels, design a fitness program, and instruct and monitor each individual client's progress.

PED 465 Coaching Practicum (2-3)

Students will be assigned a specific sport in which to work as an assistant coach. Specific duties will be assigned by the head coach of that sport.

PED 470-9 Special Topics (1-3)

Special topics in Physical Education depending upon demand and staff.

PED 482 Pre-Physical Therapy Senior Practicum (6)

An assignment in an appropriate physical therapy setting observing and assisting with the duties and activities required of a physical therapist. A minimum of 300 hours (50 hours per credit hour) at the site is required for the practicum.

PED 485 Internship (6-12)

An extended assignment in a setting appropriate to the student's career goals. A minimum of 50 hours of practicum is required per credit hour.

ACTIVITY COURSES

PED 101	Jogging/Physical Fitness	(1)
PED 104	Physical Conditioning	(1)
PED 105	Yoga	(1)
PED 106	Strength Training	(1)
PED 107	Gymnastics	(.5)
PED 110	Kickboxing and Cardio Karate I	(1)
PED 111	Kickboxing and Cardio Karate II	(1)
PED 114	Tennis/Badminton	(1)
PED 115	Swimming	(.5)
PED 124	Karate I	(.5)
PED 128	Self Defense for Women	(.5)
PED 129	Martial Arts and Self Defense	(1)
PED 130	Swing Dance	(.5)
PED 136	Karate II	(.5)
PED 137	Scuba Diving I (noncertified)	(1)
PED 138	Scuba Diving II (certified)	(1)
PED 152	Fitness Modalities	(1)

PHYSICS

Physics courses support the general education program and specific degree program requirements.

Course Descriptions

PHY 100 Introduction to Physics (3)
Basic principles of physics for nonscience majors. Includes laboratory.

PHY 211 Fundamentals of Physics I (4)
Noncalculus treatment of introductory classical mechanics and thermodynamics. The PHY 211-212 sequence is particularly intended for life science students. Includes laboratory. Prerequisite: High school algebra and trigonometry.

PHY 212 Fundamentals of Physics II (4)
Wave motion, electricity, magnetism, and selected topics in modern physics. Includes laboratory. Prerequisite: PHY 211.

PHY 223 Principles of Physics I (4)
Introduction to classical mechanics and waves for science and pre-engineering majors. Includes laboratory. Prerequisite: MAT 242.

PHY 224 Principles of Physics II (4)
Electricity, magnetism, and optics. Includes laboratory. Prerequisite: PHY 223.

PHY 225 Principles of Physics III (4)
AC circuits, thermodynamics, elementary quantum physics. Includes laboratory. Prerequisite: PHY 224.

PHY 270-9 Special Topics (1-3)
Special topics in physics depending upon demand.

PHY 370-9 Special Topics (1-3)
Special topics in physics depending upon demand.

POLITICAL SCIENCE

POLITICAL SCIENCE

Degree Offered: **Bachelor of Arts**

Advanced Placement Opportunity:

General education credits may be satisfied by acceptable CLEP scores in U.S. Government.

Political Science offers two concentrations. One is designed for students seeking to pursue a career in government, journalism, or the private sector as well as for those seeking to pursue graduate studies. The concentration in Pre-Law is designed for those who seek to attend law school after the completion of the bachelor's degree.

Program Requirements for Political Science Major:

1. General requirements for the baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by CIS 101 Introduction to Information Technology.
3. POL 200 (fulfills a general education requirement in the Social Sciences)
4. 42 hours of Political Science courses at the 200-400 level distributed as follows:
 - American Government (POL 310, 316, 330)
 - Constitutional Law & Judicial Process (POL 260, 363 **or** 364)
 - Comparative Politics (POL 220, 324, 325)
 - International Relations (POL 236, 319 **or** 421)
 - Political Theory (POL 384 and 385)
 - Research (POL 231 and 497)
5. Required support courses: ECO 222, SOC 230, 6 credit hours of history, and one year of a single foreign language.
6. Students seeking practicum (internship) credit may take POL 480 but the credits will not count toward the 42 semester hours required for the major or toward the 124 credit hours required for completion of a degree. This restriction does not apply to students seeking practicum credit as part of the requirements for the Pre-Law Concentration detailed below.

Pre-Law Concentration:

1. General requirements for the baccalaureate degree, p. 9.
2. The technological literacy requirement will be fulfilled by CIS 101 Introduction to Information Technology.
3. POL 200 (fulfills a general education requirement in the Social Sciences)
4. 42 hours of Political science courses at the 200-400 level distributed as follows: POL 220, 231, 236, 260, 261 and 262 **or** 263 and 264, 310, 363, 364, 384, 385, 324 **or** 325, 421, 480, and 497.
5. Required support courses: BUS 215, CRJ 101, ECO 222, SOC 230 plus 9 hours chosen from BUS 316, COM 390, CRJ 246, 343, 344, or 347.

Requirements for a Minor:

POL 200 and 236, plus 12 credit hours at the 300-400 level chosen in consultation with a full-time member of the political science faculty.

Practicum:

POL 480 Practicum in Political Science may be taken only with the consent of one of the full-time members of the political science faculty, approval by the agency involved, and approval by the Chair of Behavioral and Social Sciences.

Course Descriptions

- POL 200 United States Government (3)**
 Fundamentals of the United States federal system of government; governmental organizations; processes and functions at national, state, and local levels with emphasis on national. This course satisfies teacher certification and statute requirements. [S5 900]
- POL 220 Intro To Non-Western Political Systems (3)**
 A comparative survey of the political and economic dilemmas of Less Developed Countries. Problems and theories concerning political development, colonialism, aid, and credit will be addressed as well as the impact of LDC's on the U.S. and vice versa. [S5 906N]
- POL 231 Research and Writing in Political Science (3)**
 Selecting a topic, constructing the thesis, using resources, format for citations and bibliographies, writing assignments in Political Science from essays to major research papers.
- POL 236 International Relations (3)**
 An examination of contemporary international affairs with an emphasis upon relations among states, national power, foreign policy, international conflict, and competition and cooperation in the legal, political, economic, and social fields.
- POL 260 The American Judicial Process (3)**
 Analysis of the American judicial system with an emphasis upon recruitment, the decision-making process, the judicial structure and operating environment, and the impact of and compliance with some major Supreme Court decisions.
- POL 261 Mock Trial I (Criminal) (2)**
 A course on trial procedures designed especially for pre-law students. No more than 3 credit hours of Mock Trial may apply towards pre-law degree.
- POL 262 Mock Trial II (Criminal) (1)**
 A course on trial procedures designed specially for pre-law students. Prerequisite: POL 261. No more than 3 credit hours of Mock Trial may apply towards pre-law degree.
- POL 263 Mock Trial I (Civil) (2)**
 A course on trial procedures designed especially for pre-law students. No more than 3 credit hours of Mock Trial may apply towards pre-law degree.
- POL 264 Mock Trial II (Civil) (1)**
 A course on trial procedures designed especially for pre-law students. Prerequisite: POL 263. No more than 3 credit hours of Mock Trial may apply towards pre-law degree.
- POL 270-9 Special Topics (1-3)**
 Special topics of current interest depending upon demand and staff.
- POL 310 Current Affairs and Contemporary Issues (3)**
 A course covering the major issues we face in American society and the approaches we take to address these issues.
- POL 316 The American Presidency (3)**
 A study of the origin and background of the American presidency. The powers and functions of the office, the processes of selection and tenure, and the organization of and policy-making within the executive branch of the federal government. Prerequisite: POL 200.
- POL 319 International Conflict Management (3)**
 This course examines the structure and functions of international organizations and their role in the resolution of international conflicts. It is through the management of conflict situations that international policies are derived. For the purpose at hand, conflicts embody a wide range of competitive situations which range from the physical to the economic to the purely symbolic. Consequently, negotiation, diplomacy, and strategy will be examined in light of their theoretical and practical applications. We also examine game theory as a method of analysis and prediction.
- POL 324 Comparative Politics: Developed Political Systems (3)**
 This course is a comparative study of the historical background, development, and functions of developed political systems. Although the focus will of necessity be on European systems, the addition of similar non-western systems such as Japan will also be included in order to demonstrate the nature of structure and function of successful political development.

POLITICAL SCIENCE

POL 325 Comparative Politics: (3) Developing Political Systems

This course is an examination of the historical background, cultural, and economic challenges that confront the development of political systems through a regional analysis. The region under consideration will shift from year to year based upon student interest and world events. The regional sub-topic will be the focus of the unique factors that determine the nature of the process of political development.

POL 330 American Foreign Policy (3)

A survey and analysis of the institutions and issues involved with the formulation, conduct, and content of U.S. foreign policy.

POL 363 American Constitutional (3) Law

An examination of Constitutional Law in the United States with an emphasis upon the basic structure and power relationships in the American Constitutional system. Prerequisite: POL 200.

POL 364 Civil Rights and (3) Civil Liberties

An examination of Constitutional Law in the United States with an emphasis upon civil rights and liberties. Prerequisite: POL 200.

POL 370-9 Special Topics (1-3)

Special topics and problems of current interest to the advanced student depending upon demand and staff.

POL 384 Political Theory: Ancient (3) Greece to 1500

Major political ideas of the Greeks, Romans, and Early Christians on the role of government in the pursuit of justice, wisdom, happiness, and salvation.

POL 385 Political Theory: (3) 1500-Present

Ideas of the major political thinkers from Machiavelli to Marx on the attempt to balance the desire for order and stability with the desire for freedom and liberty.

POL 386 Ideas, Movements, and (3) Ideologies

Democracy, liberalism, the welfare state, conservatism, Marxism, Leninism, Stalinism, Fascism, Nazism, the religious right, and student protest movements.

POL 421 International Law (3)

Nature, sources, and development of international law; leading principles defining the rights of states in times of peace, war, and neutrality. Mediation, arbitration, international courts, maritime and aviation law will be covered. Prerequisite: POL 236.

POL 470-9 Special Topics (1-3)

Special topics of current interest to the advanced student depending upon demand and staff.

POL 480-1 Practicum In Political (1-6) Science

An assignment involving the practical application of political science knowledge. Interns will work with one of several governmental offices or governmental-related private agencies located within the nearby tri-state area. Approximately 50 hours of practicum required per credit hour. Graded on A/F scale. Only 3 hours may count toward Political Science Pre-law concentration.

POL 497 Seminar In Political (3) Science

Research and discussion in depth on scholarly periodicals and books in the field; interpretation and integration of specialized areas of political science, awareness of present day authorities and scholars in the field; preparation of scholarly oral and written reports. Prerequisite: POL 231 and senior standing.

PRE-ACTUARIAL SCIENCE PROGRAM

This pre-major program is supported by course offerings in Mathematics and is designed to prepare students to enter the actuarial profession. The program consists of a two-year residency at Quincy University (QU) followed by two years of degree fulfillment in residence at the University of Illinois at Urbana-Champaign (UIUC).

During the two years at QU the student will, at a minimum, have completed the following courses: the Calculus sequence (MAT 242, 243, and 244), a course in computer programming (CSC 150), a course in English composition (ENG 111), four years of a foreign language (all four years in secondary school or a combination of secondary school and QU), one or two semesters of basic economics (ECO 222 and/or ECO 223), as well as a selection of courses that will meet the general education requirements for Sciences and Letters Majors within the College of Liberal Arts and Sciences at the University of Illinois. Upon completion of all requirements, the student will earn the degree title, Bachelor of Science in Liberal Arts and Sciences with the major, Actuarial Science.

Details about the degree requirements and course descriptions in terms of UIUC courses can be found at the University of Illinois website at www.las.uiuc.edu/ and following the links to both General Education and Undergraduate Degrees.

PRE-ENGINEERING PROGRAM

Students who plan careers in various engineering fields may take a pre-engineering sequence at Quincy University. The core of this sequence consists of General Chemistry I and II; Principles of Physics I, II, and III; Calculus and Analytic Geometry I, II, and III; and Differential Equations.

Two options are available:

1. Students enter a 3-2 program wherein they spend three years at Quincy University taking the pre-engineering core sequence and general liberal arts courses. They then spend two years at Washington University, St. Louis, (assuming a strong grade point average) in a comprehensive engineering curriculum. At the end of five years, the students receive the Baccalaureate degree in Physical Science from Quincy University and a degree in Engineering from Washington University. An added year at Washington University would lead to a Master's degree.
2. Students complete a two-year general education/pre-engineering sequence at Quincy University and transfer to engineering schools of choice. The majority of students in this program have transferred either to the University of Illinois at Urbana, Bradley University, or the University of Missouri at either Columbia or Rolla. No degree is awarded from Quincy University. Students should keep informed of the transfer admissions requirements of the engineering school of choice.

PRE-LAW PROGRAM

Pre-Law Concentration in History or Political Science:

Students interested in a formal, interdisciplinary course of study in preparation for law school may also choose to pursue a pre-law concentration in History or Political Science. This course of study creates a structure for pre-law study that consists of three major elements: required preparatory courses, pre-law electives, and internship experience.

History and Political Science have structured their pre-law concentration to integrate these program requirements into the specific requirements for their respective majors. Students interested in these programs should consult the appropriate section of this catalog.

Pre-law preparation for majors other than History or Political Science

Since virtually all schools require a bachelor's degree before students enter law school, students must follow the regular liberal arts or science major or professional school major program in the field of their choice. Majors for pre-law students may include Business, English, history, mathematics, philosophy, political science, and psychology. In certain instances, a major in science may also be appropriate.

Political science faculty serve as coordinators of a series of courses and practica designed to prepare the undergraduate student for advanced study in law school. These courses, while only recommended, provide a basic understanding of the policy base for law and students are encouraged to focus their electives towards these courses. In addition the pre-law advisor will aid the student in obtaining LSAT information.

The following courses are recommended as electives for those students interested in law school: BUS 215 and 316; COM 390; CRJ 101, 246, 343, 344, 347; HIS 310 and 316; POL 200, 260, 261, 262, 263, 264, 363, 364, 385, 421, 480; SCI 361. Elective courses must come from three different disciplines.

Program Requirements:

1. 21 semester hours chosen from the following:

BUS 215	Business Law	POL 263	Mock Trial I (Civil)
CRJ 101	Introduction to Criminal Justice	POL 264	Mock Trial II (Civil)
POL 200	United States Government	POL 363	American Constitutional Law or
POL 260	The American Judicial Process	POL 364	Civil Rights and Civil Liberties
POL 261	Mock Trial I (Criminal)	POL 480	Practicum in Political Science (3 hrs)
POL 262	Mock Trial II (Criminal)		

Note that some of the above courses may also fulfill the University's general education requirements. Only 3 credit hours of Mock Trial can apply toward the degree.

2. 12 semester hours chosen from the following courses:

BUS 316	Advanced Business Law	HIS 311	Modern Britain 1689-Present
COM 390	Communication Law & Ethics	HIS 360	Revolution and Nationmaking
CRJ 246	Foundations of Criminal Law	POL 363	American Constitutional Law or
CRJ 343	Criminology	POL 364	Civil Rights and Civil Liberties
CRJ 344	Crime and Corrections	POL 385	Political Theory: 1500-Present
CRJ 347	Contemporary Criminal Law	POL 421	International Law

PRE-MEDICAL

PRE-MEDICAL PROGRAMS

Quincy University recommends that pre-medical students complete a baccalaureate program in either biological sciences or chemistry. Many medical and dental schools, however, do accept students majoring in other disciplines who have completed a pre-professional sequence in science and mathematics.

Students who intend to enter professional schools in preparation for such professions as veterinary medicine, dentistry, optometry, podiatry, osteopathy, chiropractic, and physical therapy, should plan, in consultation with their academic advisors, their pre-professional programs according to the admission requirements of the approved schools in their chosen profession.

See Biology or Chemistry for recommended degree requirements.

PSYCHOLOGY

Degree Offered: **Bachelor of Arts**

Program Requirements for Psychology Major:

1. General requirements for the baccalaureate degree, p. 9.
2. To fulfill the technological literacy requirement, students must pass the Information Technology Proficiency Test or CIS 101.
3. PSY 100 fulfills general education requirement in Social Sciences.
4. 36 hours of coursework in Psychology, 200-400 level.
5. Required Psychology courses: PSY 236 **or** 246; PSY 311, 316, 317, 321 **or** 324, and 490; one course selected from PSY 300, 332 **or** 342; PSY 497 **or** 498.
6. A grade of "C" or higher is required in PSY 316.
7. Required support course: SOC 227.
8. A student can receive a grade lower than "C" in no more than one of the required Psychology courses listed in #4 and may earn only one grade of "D" in any Psychology course applicable to the major.

General and Special Programs:

1. All psychology courses are taught from a traditional point of view emphasizing historical trends and the fundamentals of the science. The psychology curriculum is designed to provide a comprehensive learning experience for future graduate school admission, and psychology-related occupations.

The program provides the undergraduate preparation necessary to pursue further training in any of the thirty-plus specialties such as clinical, cognitive, comparative, consumer, counseling, developmental, environmental, evaluation and measurement, exercise and sport, health, industrial/organizational, physiological, rehabilitation, school, social, and occupational therapy.

2. For those students considering graduate study in Psychology, the following courses are highly recommended for preparation for the Graduate Record Examination, Advanced Test in Psychology: PSY 300, 311, 332, and 430.

Requirements for a Minor:

For a minor in Psychology a student must complete 21 hours in Psychology, including PSY 100 and two courses selected from PSY 227, 236, 246, 300, 311, 316, 317, 321, 324, 332, **or** 490. An additional 12 hours in Psychology are required.

Special Program:

Membership in the National Psychology Honor Society, Psi Chi, is available to students who meet

Course Descriptions

the criteria for membership.

PSY 100 Introduction to Psychology (3)

Basic introduction to the major areas of psychology with an emphasis on learning, perception, motivation, emotion, personality, abnormal behavior, psychotherapy, thinking, child development, and the brain and behavior. Fulfills the general education requirement in social science. An entrance requirement for psychology majors. [S6 900]

PSY 227 Social Psychology (3)

A discussion of the areas on the border between psychology and sociology related to social cognition, social influence, and social relations. Topics include areas such as attitude change, attribution theory, person perception, conformity, persuasion, prejudice, attraction, altruism, aggression and prejudice. Prerequisite: PSY 100. (Same as SOC 227) [S8 900]

PSYCHOLOGY

PSY 228 Applied Psychology (3)

The course explores psychology's contribution to a variety of areas of modern life. These include psychology's involvement in the fields of health, exercise and sport, consumer behavior, conflict resolution and peace, religious experience, media influence, environmental behavior, and law. Prerequisite: PSY 100.

PSY 236 Child Psychology (3)

This first course in the development sequence covers development from conception to adolescence. Both a theoretical and applied approach are emphasized. Special areas of coverage include: pre-natal development and teratogenic factors; birth and maturation; and physical, perceptual, intellectual, psychosocial, and moral development. This course is designed for both majors and nonmajors. [S6 903]

PSY 246 Adolescent Psychology (3)

This course is the second in the development sequence following the content and themes provided in Child Psychology. Emphasis will be on the physical, cognitive, psychosocial, emotional, sexual, moral identity patterns of the early, middle, and later adolescent periods. The approach to this course will be based on an integrative model, linking the individual aspects of growth and development with such contextual factors as family, peers, and school. Although the focus of this course will be on healthy, adaptive development, a section on adolescent psychopathology will be included.

PSY 270-9 Special Topics (1-3)

Special topics of current interest depending upon demand and staff.

PSY 300 Sensation and Perception (3)

This course examines how humans internally represent the external world through the synthetic process of sensory perception that involves the interaction of top-down and bottom-up mechanisms. The study of anatomy, physiology, perceptual limitations, and illusions will repeatedly demonstrate that our internal representations of the external world are not as accurate as most people assume. Topics include psychophysics, signal detection theory, vision, hearing, and other sensory systems. Prerequisite: PSY 100.

PSY 311 Personality Theory (3)

This beginning course in the clinical sequence explains personality functioning from perspectives of Freudian psychoanalysis, biophysiology,

humanism, and behaviorism. Emphasis is also placed on the formation and development of personality orientations and disorders. Prerequisite: PSY 100.

PSY 312 Psychopathology (3)

This second course in the clinical sequence lays the groundwork for an understanding of the psychopathological syndromes defined in DSM IV. Thorough and eclectic coverage of the causes and the personality dynamics associated with the syndromes is also presented. Prerequisite: PSY 100.

PSY 316 Research Methods & Statistics I (3)

First course in a two-course research methods sequence. Focuses on descriptive statistics and nonexperimental research techniques, correlation and linear regression. Research methods discussed include observational, correlational, and survey research. Students are required to perform data gathering exercises and write research reports. Prerequisite: MAT 125 or consent of instructor and PSY 100.

PSY 317 Research Methods & Statistics II (3)

Continuation of Psychology Research Methods I. Focuses on experimental methodologies and inferential statistical analysis. Various simple and factorial experimental designs are discussed and statistical techniques for hypothesis testing are introduced. Nonparametric and parametric statistical techniques including analysis of variance and post hoc tests are covered. Prerequisite: PSY 316 with grade of "C" or better.

PSY 321 Cognition (3)

This course examines major areas within the broad scope of cognitive psychology from theoretical and applied approaches. Students will learn how information from the environment is transformed, reduced, elaborated, stored, recovered, and used in order to respond appropriately to that information. Topics include attention, short and long term memory, categorization, imagery, and language. Prerequisite: PSY 100.

PSY 322 Psychological Testing (3)

Theory and principles of measurement and evaluation of psychological variables and individual differences. Course develops understanding of technical aspects of test construction, administration, and interpretation. Prerequisite: PSY 100.

PSY 324 Learning (3)

This course examines major theories of learning and the behaviors they explain. To enhance student learning, students will be asked to apply the theories they learn to real-world learning situations. Additionally, students will gain a deeper understanding of the underlying principles regulating learning by training virtual rats. Topics include classical and instrumental conditioning, schedules and types of reinforcement, observational and incidental learning, and shaping. Prerequisite: PSY 100.

PSY 328 Industrial/Organizational Psychology (3)

An introduction to the application of psychology to the world of work for all majors. Topics include quality of work life and productivity, career development, personnel selection, supervision, human factors (in human-machine systems), managing diversity, interpersonal competence, and stress management in the work place.

PSY 332 Physiological Psychology (3)

A course concerned with the neuroanatomical, neurophysiological, and neurochemical bases of learning, memory, perception, motivation, psychopathology, and the contribution of genetic factors to behavior. Prerequisite: PSY 100.

PSY 340 Psychology of Women and Gender (3)

This course provides male and female students with an introduction to the major topics in psychology as they specifically apply to women and gender. Topics covered include the nature, causes, and effects of male-female differences, and psychological issues which specifically relate to women and gender such as pregnancy, mothering, sexual harassment, and rape. Women's role in our society will also be investigated.

PSY 342 Psychology of Human Sexuality (3)

This course provides an introduction to the major issues in the psychology of human sexuality, including sexual anatomy and physiology, love, interpersonal communication, sexual behavior patterns, reproduction, and social issues associated with human sexuality.

PSY 370-9 Special Topics (1-3)

Special topics and problems of current interest to the advanced student depending upon demand and staff.

PSY 380 Psychology and Law (3)

This course examines a growing body of psychological research related to legal processes. Topics include areas such as accuracy of eyewitness memory, problems in jury selection and jury comprehension, lie detector accuracy, psychological expert testimony, the dynamics of jury trial, repressed memories, and the insanity defense.

PSY 415 Fundamentals of Counseling (3)

An introduction to the principles of counseling covering diagnosis, intervention strategies, and counseling skill development, with an emphasis on the interpersonal dimensions of the counseling interview. Professional ethics, case records, and report writing will also be covered. Prerequisite: PSY 311 or consent of instructor. (Same as SWK 415)

PSY 430 History, Systems and Contemporary Issues (3)

The historical development and current status of various theoretical systems (functionalism, behaviorism, humanistic, etc.) are reviewed. Attention is also given to the nonwestern approaches to Psychology. The course also examines theoretical and practical issues that are currently being debated in the continuing development of Psychology as a science. Students will gain a comprehensive understanding of the past, present, and future of the field that will prepare them for graduate study and a professional role in Psychology. Prerequisite: 12 semester hours in Psychology.

PSY 470-9 Special Topics (1-3)

Special topics of current interest to the advanced student depending upon demand and staff.

PSY 490 Professional Development Seminar (3)

This course, designed to be taken during the Psychology major's junior year, assists students in the conceptual integration of their program of study, the examination of contemporary issues in psychology, and the exploration of future professional options. The course also assists students in pursuing research interests related to their PSY 497 or 498 capstone experience. Prerequisite: Junior standing.

PSYCHOLOGY

PSY 497 Seminar/Practicum (3)

This course is designed to provide a 150 hour applied field experience for majors at a Human Services institution or agency. Each student experience is presented and discussed at a seminar. A major report is required. Senior standing only. Valuable for any major pursuing graduate work or an entry level position in psychology. Graded on an A/F scale.

PSY 498 Experimental Psychology (3) Practicum

This course is designed to develop and to advance the student's in-depth knowledge of experimental psychological research and to integrate these experiences with past coursework. The course will involve the design and implementation of an experiment based on comprehensive, previous knowledge. Valuable for anyone pursuing graduate work in psychology. Graded on A/F scale. Prerequisite: PSY 317.

SCIENCE

Science courses support the general education program and specific degree program requirements.

Course Descriptions

SCI 100 Earth Science (3)

A broad and nonquantitative survey at the introductory level of topics in geology, oceanography, meteorology, and astronomy. Topics include the earth's surface and its constituents and the forces which shape it; oceans and their impacts on the land; weather and climate; the earth and its neighbors near and far. Two hours lecture, two hour lab. A/F scale.

SCI 115 Physical Science (4)

This course provides a survey of Physics, Chemistry, and Earth Science. One third of the class deals with Physics, in which the fundamental laws of nature are discussed, and the important concepts of energy and the principles of the conservation of energy are introduced. One third of the semester will be spent on Chemistry, including such topics as atomic and molecular structure, inorganic nomenclature, chemical reactions, nuclear reactions, acid-base theory and organic functional groups. One third of the semester will be spent on Earth Science, including topics such as the atmosphere, rocks, geology, the solar system, the stars, and the universe.

SCI 230 Applied Meteorology (3)

This course provides an understanding of basic meteorological fundamentals including temperature, turbulence, and atmospheric phenomena in relation to aircraft operation.

SCI 344 Kinesiology (3)

The study of human movement. This course is designed to acquaint students with muscle terminology, their location, function, and basic biomechanics. This knowledge will allow students to understand and analyze human movement. Does not fulfill general education physical science requirement. Prerequisite: BIO 282 and 283. A math course is also recommended. (Same as PED 344)

SCI 345 Physiology of Exercise (3)

The physiological basis of muscular activity with special attention on the effects of exercise on other body systems. The specific effects of exercise are also discussed. Does not fulfill general education physical science requirement. Prerequisite: BIO 282 and 283. (Same as PED 345)

SCI 361 Environmental Law (3)

A course designed to introduce those without legal training to the system through which the people of the United States attempt to preserve the environment. Background on how the legal system functions is presented. Environmental topics include: control of air and water quality, toxic substances, waste management and hazardous release, and energy and natural resources. Three lecture periods.

SOCIAL WORK

SOCIAL WORK

Degree Offered: **Bachelor of Science**

The Social Work major at Quincy University has as its principal educational objective the preparation of students for beginning generalist social work practice. The degree offered is the Bachelor of Science, not the "Bachelor of Social Work" (B.S.W.).

Program Requirements for Social Work Major:

1. General requirements for baccalaureate degree, p. 9.
2. SWK 101, 200, 201, 215, 216, 300, 301, 400, 401, 8 hours of Field Experience (SWK 480/481), and 6 hours of electives in Social Work.
3. Required Support Courses: BIO 105; PSY 100, 236, 246, and 340; SOC 100, 230 and 330, and a computer applications course.
4. The Social Work program strongly recommends one year of the Spanish language.

Course Descriptions

SWK 101 Introduction to Social Work (3)

Introduction to the profession of social work; its values, history, relationship to other professions, fields of practice, moral purposes, and role of the worker.

SWK 200 Modern Social Problems (3)

Consideration, from the standpoint of social science, of significant social problems of our contemporary world. The focus is primarily on how those issues impact on/from the USA. Topics such as wealth and inequality, gender, race, and ethnicity, work, and health care will be addressed. [S1 901N]

SWK 201 Practice I (Individuals) (3)

An introduction to the generalist model of social work and its application. The course emphasizes the practice skills that are generic to all levels of practice within a problem-solving frame of reference. Prerequisite: SWK 101.

SWK 215 Human Behavior and the Social Environment I (3)

Normal growth and development of the individual from childhood through young adulthood within the social contexts of the family, group relationships and community structures. Various developmental theories are presented. Physical, intellectual, psychological and social processes which affect chronological development are discussed. The impacts of social class, gender, culture and lifestyle on the developing individual are examined. Prerequisite: SWK 101.

SWK 216 Human Behavior and the Social Environment II (3)

This course is a continuation of SWK 215. The course will examine the development of middle-aged and older adults within the social context of the family, group relationships, and community structures. Various developmental theories are presented. Physical, intellectual, psychological, and social processes which affect chronological development are discussed. The impacts of social class, gender, culture, and lifestyle on the developing individual are examined. Prerequisite: SWK 101.

SWK 221 Gender, Marriage, and Family (3)

Consideration, from the standpoint of the social sciences, of such topics as the history of families, dating, sexuality, gender, marriage, abuse, and communication. (Same as SOC 221) [S7 902]

SWK 245 Juvenile Delinquency (3)

Various conceptions of the nature of juvenile delinquency and its causes; the juvenile court movement; juvenile detention; treatment of juvenile offenders; delinquency control programs. (Same as CRJ 245)

SWK 300 Racial-Cultural Relations (3)

Consideration, from the standpoint of the social sciences, of topics related to ethnic, racial, and cultural diversity. The focuses are primarily regarding the impact to/of the USA, and the student's self-awareness. (Same as SOC 300) [S7 903D]

SWK 301 Practice II (Groups) (3)

An introduction to the understanding of group dynamics, group processes, group treatment, and their relationship to other kinds of social work intervention. Emphasis will be on the development, management, and uses of groups as well as social work roles and group leadership. Prerequisites: SWK 101 and 201.

SWK 314 Cultural Anthropology (3)

A consideration of the varieties of human cultures and their patterned differences. Special attention is given to Native American cultures. (Same as SOC 314) [S1 901N]

SWK 322 Social Aspects of Aging (3)

This course focuses on the social environment of aging persons, including spouse, children, other family members, peers, church groups, and other networks of supportive people. Both home and institutional environments will be considered. Prerequisite: SWK 101.

SWK 324 Gerontology (3)

A course identifying developmental, environmental, psychosocial, and political concerns of aged people in the USA. The social worker's role, social work methods, and social welfare aspects are explored. Prerequisite: SWK 101.

SWK 328 Sociology of Health and Illness (3)

The social factors involved in health care, including cultural definitions of health and disease, health care institutions (hospitals, etc.), the social roles of doctor, patient, nurse, delivery of health care services. (Same as SOC 328)

SWK 330 Child Welfare (3)

This course examines various aspects of welfare services for children, youth, and families. Issues to be examined for this population include agency support and services, including child protective services. Prerequisite: SWK 101.

SWK 343 Criminology (3)

Recent trends in delinquency and crime; the nature of criminal behavior; personal and social factors in crime causation; critical evaluation of criminological theories. Lecture based. (Same as CRJ 343)

SWK 344 Crime and Corrections (3)

Treatment of crime and delinquency; probation; penal and reformatory institutions; parole; recidivism; the problems of the prevention of crime. Lecture based. (Same as CRJ 344)

SWK 400 Social Welfare Policy (3)

This course will focus on the overarching political structure that affects social welfare policies as they relate to individuals and institutions. Prerequisite: SWK 101.

SWK 401 Practice III (Communities and Organizations) (3)

An exploration of the principles and practices of the social worker as a social welfare planning administrator and an organizer of community groups. The social worker's role will be evaluated in view of emerging social problems. This modality will be integrated with the other interventions available to social work. Emphasis will be on the macro-level, but attention will be paid to its integration with the micro-level. Prerequisites: SWK 101 and 201.

SWK 415 Fundamentals of Counseling (3)

An introduction to the principles of counseling covering diagnosis, intervention strategies, and counseling skill development, with an emphasis on the interpersonal dimensions of the counseling interview. Professional ethics, case records, and report writing will also be covered. Prerequisite: PSY 311 or consent of instructor. (Same as PSY 415)

SWK 422 Health, Wellness & Aging (3)

The course focuses on the biological aspects of aging, with special emphasis on practices that prevent illness and support independence among aging people, both those living in their own homes and those living in institutions.

SWK 470-9 Special Topics (1-3)

Special topics and problems of current interest to the advanced student, depending upon demand and staff.

SWK 480/481 Practicum (4, 4)

A more advanced placement, chosen in accordance with the social work major's career interest. To the degree practical, this placement seeks depth of knowledge and effective use of self in a generalist social work "apprenticeship." Prerequisites: SWK 101, 201, 215, 216.

SOCIOLOGY

Sociology courses support the general education program and specific degree program requirements.

Course Descriptions

SOC 100 Introducing Sociology (3)

The standard introductory survey of the discipline of Sociology. This course provides the student with a framework for the analysis of social behavior. [S7 900]

SOC 221 Gender, Marriage, and Family (3)

Consideration, from the standpoint of the social sciences, of such topics as the history of families, dating, sexuality, gender, marriage, abuse, and communication. Lecture and discussion based. (Same as SWK 221) [S7 902]

SOC 227 Social Psychology (3)

A discussion of the areas on the border between psychology and sociology related to social cognition, social influence and social relations. Topics include areas such as attitude changes, attribution theory, person perception, conformity, persuasion, prejudice, aggression, attraction, altruism. (Same as PSY 227) [S8 900]

SOC 230 Social Science Statistics (3)

A course in introductory statistics designed to promote understanding of basic statistical topics. Such topics include descriptive statistics, correlations and regression, chance variability and sampling, and tests of significance. Instruction in the use of statistical computer software is included. No prerequisites.

SOC 300 Racial-Cultural Relations (3)

Consideration, from the standpoint of the social sciences, of topics related to ethnic, racial, and cultural diversity. The focuses are primarily regarding the impact to/of the USA, and the student's self-awareness. Lecture and discussion based. (Same as SWK 300) [S7 903D]

SOC 314 Cultural Anthropology (3)

A consideration of the varieties of human cultures and their patterned differences. Special attention is given to Native American cultures. (Same as SWK 314) [S1 901N]

SOC 328 Sociology of Health and Illness (3)

The social factors involved in health care, including cultural definitions of health and disease, health care institutions (hospitals, etc.), the social roles of doctor, patient, nurse, delivery of health care services. (Same as SWK 328)

SOC 330 Social Research Methods (3)

Research methods for social scientists, focusing especially on the construction and analysis of surveys, including construction of scales. Instruction in the use of computer software for survey analysis is included. Prerequisite: SOC 230.

SOC 370-9 Special Topics (1-3)

Special topics in sociology depending upon demands and staff. Offered in seminars or by independent study.

SPECIAL EDUCATION

Degree Offered: **Bachelor of Science**

Advanced Placement

Certain General Education requirements of the University may be fulfilled with credit by examination. However, no courses in professional or special education may be replaced by credit by examination.

Program Requirements for Special Education Major:

1. General requirements for baccalaureate degree, p. 9.
2. The candidates in all programs in the School of Education meet the technology competencies through a variety of ways. All courses at both the graduate and undergraduate level must address the Illinois Technology standards and are noted in each course syllabus. Specifically candidates in the initial certification programs must take ELE 240 Media and Technology or the graduate equivalent (MSE 518) in Education as well as develop, maintain, and present a professional electronic portfolio.
3. Complete the pre-professional courses (EDU 213, EDU 214, SPE 229 and EDU 240 or their graduate-level equivalents) with a grade of "C" or better.
4. Field Experiences (EDU 290, 291, 390, 391).
5. 50 hours in special education as follows: SPE 229, 235, 239, 240, 310, 315, 316, 317, 323, 331, 351, 450, 451, 453, 465, 468, 469, 499, and either 359/360 or 459/460, or 318.
6. MAT 110 and 111 Basic Math Concepts I & II or MAT 124 with a "C" or better; COM 101 Fundamentals of Public Speaking; PSY 100 Introduction to Psychology; one course in Health and Physical Education (PED 265 Health and Wellness); American History, 3 hours; U.S. Government, 3 hours; a total of 7 hours in Science, 3 hours of Global Studies.
7. Successful completion of student teaching in EDU/ELE 498 and Seminar SPE 499. (Students who plan to teach in Missouri should see the Dean of Education for Missouri requirements.)
8. ENG 111-112 Composition & Texts I & II completed with a grade of "C" or better, or the demonstrated equivalent competency.
9. Demonstrate professional disposition in coursework and field experiences.

Requirements for a Minor in Special Education:

Illinois State Standards require knowledge and skill in the area of special education. This minor does not lead to Special Education Certification. Eighteen (18) hours are required for a special education minor: SPE 229, 239, 235, 310, 465, and 3 additional credit hours in special education.

Dual Certification – Elementary/Special Education:

A dual certification option enables a declared elementary education major or a declared special education major to seek certification in both elementary and special education. This combination will necessarily increase the program length of the current standard elementary education major from 124 to approximately 135-140 semester hours. The combination will significantly enhance preparation, employment opportunities, and employment flexibility for elementary and special education majors. Specific program planning and guidance sheets for this combination will be available to assist students who pursue this combined certification option.

Course Descriptions

SPE 229 Survey of Exceptional Students (3)

An investigation into the theories, skills, and attitudes needed to identify and instruct students with disabilities in varied school settings. Emphasis will be placed on students with learning disabilities. In addition, considerable attention will be given to other categories of disabilities.

SPE 235 Diagnosis & Evaluation of Students with Disabilities (3)

In this course students will become familiar with the basic concepts and procedures relating to assessment in special education. Norm-referenced, achievement, diagnostic, informal, curriculum-based, intellectual, and adaptive assessment will be covered. Interpretation will be stressed. Also application of course principles will be provided in one or more student-conducted testing situations. Prerequisite: EDU 214, SPE 229.

SPE 239 Characteristics - Students with Special Needs (3)

This course provides a theoretical frame of reference within which to view challenges faced by students with learning disabilities (LD). A functional definition of LD, possible causes of LD, characteristics of students with LD as well as other mild disabilities, and typical academic deficits experienced by students with mild disabilities, and methods that have been effective in addressing the needs of students with LD will be examined. Prerequisite: SPE 229.

SPE 240 Media & Technology in Education (3)

Students will be enrolled in a survey course dealing with educational media, including computers, and their educational use. During the semester, students will become acquainted with media hardware, media software, computer hardware, and computer software being used in education. In addition, media production, media and computer operation, media and software selection, media and computer use and media and computer software evaluation will be discussed. Same as EDU/ELE 240.

SPE 270-9 Special Topics (1-3)

Special topics in Learning Disabilities depending upon demand and staff.

SPE 310 Instructional Methods - SPED/LD (3)

This course will cover critical issues and specific methods and materials relating to the instruc-

tion of students with a varying range of needs. Major emphasis will focus on students with mild disabilities such as LD as well as students with other mild to moderate disabilities. Major emphasis will also be placed on the framework for appropriate instruction for students in light of their learning stages, the nature of the learner, and the content. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

SPE 315 Children's Literature (3)

Selecting and evaluating materials for children from pre-school to eighth grade to guide their reading in keeping with their needs, interests, and abilities with a view to enjoyment and curriculum enrichment in the elementary school. Course content covers elements of fiction, non-fiction, poetry, etc., expands knowledge of a multitude of current and classic children's books as well as ways to implement the usage of books within various curriculums. This course does not apply to general education requirements. Prerequisite: acceptance into the Teacher Education Program. Recommended corequisite: ELE/SPE 316 and 317. (Same as ELE 315)

SPE 316 Teaching Reading/ Language Arts I (3)

This course surveys contemporary language arts curricula in the elementary and middle school grades. Theories and models of language arts, current literacy issues and trends, content area reading and writing, as well as instructional methods and materials are presented and reviewed. Practical application of class study is provided through an accompanying supervised, one-credit laboratory. Prerequisites: EDU 214 and acceptance into the Teacher Education Program. Taken concurrently with SPE 317. (Same as ELE 316)

SPE 317 Reading Laboratory (1)

Students enrolled in ELE/SPE 316 tutor children in the Reading Center. Prerequisite: acceptance into the Teacher Education Program. Taken concurrently with SPE 316. (Same as ELE 317)

SPE 318 Teaching Reading/ Language Arts II (3)

This course is a degree requirement for all elementary education majors. This course is interactive, participatory, and reflective. As part of the course requirement, students will go into assigned classrooms in which to observe and implement what they are learning. They will see firsthand the theories, issues, methods, manage-

ment, materials, and assessment impacting effective teaching. Students will see how reading, writing, speaking, and listening act as processes for learning across the curriculum. This course is designed to deepen students' understanding of and experience in implementing research-based instruction of reading and writing. Students will come to understand that reading and writing are not skills to be acquired and used but as an integral part of the way we learn to understand our world. The course will emphasize the active nature of reading comprehension and fluency and the role writing plays in the literacy picture. Prerequisites for this course are ELE 315, 316, 317, and acceptance into the Teacher Education Program. (Same as ELE 318)

**SPE 323 Mathematics Methods in the (3)
Learning Disabilities Curriculum**

This course emphasizes objectives, content, methods, materials, and evaluation of mathematics instruction for special education programs. The course provides a base for understanding mathematics curricula from the pre-kindergarten through twelfth grade. There is an emphasis on diagnostic, prescriptive, and evaluative teaching for students with mathematics disabilities. Prerequisites: MAT 124 and EDU 214 and acceptance into the Teacher Education Program.

**SPE 331 Social Studies Methods (2)
in the Elementary School**

Objectives, content, methods, materials, and evaluation of social studies instruction in elementary school. Prerequisite: EDU 214 and acceptance into the Teacher Education Program. (Same as ELE 331)

**SPE 351 Science Methods in the (3)
Elementary School**

Objectives, content, methods, materials, and evaluation of science instruction in elementary school. Prerequisite: EDU 214 and acceptance into the Teacher Education Program. (Same as ELE 351)

**SPE 354 Computers in the (3)
Curriculum**

Student will learn the skills needed to incorporate computer technology into their teaching. Specific skills and practices studied will include the Internet presentation of software, general software evaluation and the use of such components as scanners and digital cameras. (Same as EDU/ELE 354)

**SPE 359 Diagnostic and Remediation (3)
of Reading and Language Arts**

An extension of ELE/SPE 318 covering evaluating the reading and language abilities of individual children through instruction in a classroom setting. Includes group and individual evaluation, informal and formal assessments, selection of materials, and instructional strategies to meet the needs of individual learners. Practical application of class study is provided through the accompanying supervised Practicum I. Prerequisites: ELE 315, 316, 317, 318, and acceptance into the Teacher Education Program. Corequisite: ELE/SPE 360. (Same as ELE 359)

**SPE 360 Remedial Reading (3)
Practicum I**

Supervised laboratory experience providing practical experience in diagnosing and remediating the literacy needs of children enrolled in the Reading Center. Assessment and instructional data are collated for parents in progress reports at the end of the term. Taken concurrently with ELE 359. Prerequisite: acceptance into the Teacher Education Program. (Same as ELE 360)

SPE 362 Young Adult Literature (3)

A survey of areas of concern in the field of young adult literature, adolescent development, selection of materials, knowledge of young people's reading interests and materials, library services for young people and methods of maintaining and increasing interest in the printed word. Offered every other year. (Same as ELE 362)

SPE 365 Education in Modern Society (3)

This course is designed to introduce students to the wide range of diversity that exists today across today's general school population and to examine the increased professional demands that this diversity makes upon teachers. Students will explore a range of diversity issues that teachers confront in our pluralistic society leading to the development and practice of multicultural education. Areas of study include ethnicity, race, gender, sexual orientation, exceptionality, religion, language and socioeconomic diversity. (Same as EDU/ELE 365)

SPE 370-9 Special Topics (1-3)

Special topics in education depending upon demand and staff.

SPECIAL EDUCATION

SPE 381 Classroom Management (3)

This course is designed to give the prospective teacher an understanding of the theories of discipline, practical management of a classroom and the establishment of a quality learning environment. Prerequisite: acceptance into the Teacher Education Program. (Same as ELE 381)

SPE 450 Characteristics/Strategies for Behavior Disabilities (3)

A study of the characteristics, causal factors, and educational implications for the emotionally/behaviorally disordered student. This course will cover strategies for more effective education with parents, community organizations, and school personnel in relation to the E/BD student.

SPE 451 Practicum in SPED (3)

This practicum experience is taken prior to student teaching. It is to be arranged to best match the teacher candidate's experiential needs in terms of type of setting and nature of student population (i.e., either lower incidence or higher incidence student populations). This experience will provide the prospective educator with first-hand experience in working with students with disabilities. A minimum of 150 clock hours are required. The prospective educator will interact fully in teaching students a minimum number of specified lessons and take an active role in collaborating with his/her cooperating teacher(s).

SPE 453 Seminar/Practicum- SPED (3)

This course is to be taken concurrently with SPE 469 (Autism/Traumatic Brain Injury/Physical & other Health Impairments). This combined seminar (approximately one semester hour) and practicum (approximately two semester hours) provides a chance to gain additional knowledge about students who pose atypical challenges in terms of learning and functioning within general and special education settings and who are in need of specialized educational and related services. Such services as those provided by special educators who work with low-incidence disabilities, by occupational and physical therapists, medical personnel, and behavioral specialists will be addressed. The student will document at least 100 clock hours of outside-of-seminar experience in interacting with students in school or nonschool settings. Planning for teaching/interactive experiences and researching aspects related to disabilities of focus in the seminar/practicum experiences may be counted within the 100 clock hours. However, a minimum of

70 hours of actual interaction with individuals with moderate and severe disabilities should be documented.

SPE 459 Advanced Methods in Teaching Reading and Writing (3)

An advanced course in teaching reading and writing strategies through explicit instruction. Formal and informal assessment procedures, selection of quality teaching materials, and overview of professional journals will be covered. Prerequisites: ELE 316, 317, 318, 359, 360, and acceptance into the Teacher Education Program. Corequisite: SPE 460. (Same as ELE 459)

SPE 460 Remedial Reading Practicum II (1-3)

Supervised laboratory experience in remediating the literacy needs of children enrolled in the Reading Center. Assessment results are reviewed, appropriate instructional responses implemented and exhibited through the teacher work sample documenting all aspects of assessing and designing results based on series of instruction. Course taken concurrently with SPE 459. Prerequisite: ELE 316, 317, 318, 359, 360, and acceptance into the Teacher Education Program. (Same as ELE 460)

SPE 461 Characteristics of Students with Emotional/Behavioral Disabilities (3)

Basic understanding of emotional disturbances and social maladjustment including causes, characteristics, and implications for educational planning. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

SPE 462 Instructional Strategies for Teaching Students with Emotional/Behavioral Disabilities (3)

A study of the principles of curriculum construction, classroom organization, working with parents, and relationships with other teachers and with ancillary and community services for the emotionally disturbed and socially maladjusted. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

SPE 465 Effective Inclusion (3)

This course concentrates on effective strategies needed to integrate general and special education students, when appropriate, while at that same time recognizing the need for alternative settings. Significant emphasis will be placed on learning to construct appropriate Individual Education Plans and on modification

of content area instruction. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

SPE 466 Characteristics/MR (3)

This course provides a frame of reference within which to view the exceptionality of Mental Retardation (MR) as follows: historical and current perspectives of MR, accepted definitions of MR, different levels of MR, overview of educational programming (school age), preparation for adulthood, issues surrounding family living, rights of individuals with MR, and current and emerging issues. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

SPE 467 Instructional Strategies/MR (3)

This course will cover critical issues and specific methods and materials relating to the instruction of students with MR. Special emphasis will be given to the following major areas: 1) life-goal planning for individuals and groups with MR; 2) the importance of working effectively with parents and other IEP team members; 3) diagnostic, prescriptive, and evaluative teaching; 4) curriculum planning; 5) functional skills basic to future adjustment (e.g., transitional and vocational skills, social and interpersonal skills, and leisure and recreation skills). Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

**SPE 468 Characteristic/Strategies - (4)
Mild, Moderate/Severe**

This course provides a frame of reference within which to view Mental Retardation (MR). It includes an overview of major characteristics and appropriate educational programming with an

emphasis on functional life skills. A good deal of emphasis will be placed on life goal planning with emphasis on prevocational vocational, and transitional programming. In addition, some aspects of programming for physical disabilities, multiple disabilities, and other health impairments (POHI) will be addressed. Prerequisites: SPE 229 and acceptance into the Teacher Education Program.

**SPE 469 Autism/Pervasive (3)
Developmental Disorders**

A comprehensive overview of students eligible for special education under the categories of Autism, Other Health Impairments, and Traumatic Brain Injury. Topics will cover characteristics of individual students as well as strategies to meet educational needs of students eligible in these categories. Prerequisites: SPE 229 and acceptance into Teacher Education Program.

SPE 470-9 Special Topics (1-3)

Special topics in elementary education depending upon demand and staff.

SPE 499 Coordinating Seminar (2)

This course is taken in conjunction with student teaching and coordinates the student's past coursework and the student teaching experience. Students are led through the development of a professional portfolio and the hiring process. Taken concurrently with student teaching. (Same as EDU/ELE 499)

SPORT MANAGEMENT

SPORT MANAGEMENT

Degree Offered: **Bachelor of Science**

This degree program is designed for students who are interested in opportunities in professional athletics, health clubs, tennis clubs, swim clubs, spas, Y's, athletic organizations, University athletic departments, business, or industry. The program combines a knowledge of sport with business and management courses—all based upon a foundation in the liberal arts.

Program Requirements for Sport Management Major:

1. General requirements for baccalaureate degree, p. 9.
2. Sport Management courses: SPM 240, 263, 264, 350, 351, 360, 420, 430, 440.
3. Students are required to complete a minimum of 8 credit hours of internship/practicum selected from SPM 482, 483, 484, or 485.
4. Support courses: ACC 121; ART 290; BUS 215; ECO 222 and 223; ENG 382; MGT 300 and 301; MKT 331 and 338; PED 236; PHI 327; a computer applications course, and a 3-hour, 300-level industrial/organizational psychology **or** organizational behavior **or** human resource management course.

Requirements for a Minor:

1. SPM 240
2. Fifteen additional hours of SPM courses

Note: 300-400 level SPM courses should be taken by only juniors or seniors or with the consent of the instructor. Completion of all SPM courses with a grade of "C" (2.0) or above is required for all Sport Management majors and minors.

Course Descriptions

SPM 240 Introduction to Physical Activity and Sport Management (3)

An orientation course designed to examine the field of sport management. Focuses on the activities of a club, recreational, or competitive sport manager. (Sophomore standing or consent of instructor)

SPM 263 Sociology of Sport (3)

Designed to introduce students to contemporary critical issues in sport, including social inequalities, and intercollegiate and professional sports. There will be an emphasis on raising the level of consciousness regarding the sporting environment. (Same as PED 263) (Sophomore standing or consent of instructor)

SPM 264 Introduction to Sport Psychology (3)

Introduction and overview of the psychological aspects of sport. Knowledge and skills required to develop performance enhancement programs for athletes, performers, and athletic teams are discussed. (Same as PED 264) (Sophomore standing or consent of instructor)

SPM 350 Facilities Management (3)

Studies procedures in the planning and management of athletic, physical education, and recreational facilities. Emphasizes the planning process for indoor and outdoor facilities, including recreation parks and open spaces, planning for the handicapped, and trends in facility design. Prerequisite: SPM 240. (Same as PED 350)

SPM 351 Sport Marketing (3)

An overview of conceptualization and marketing of events to participants, spectators, and sponsors. Particular emphasis is placed on the design and pricing of sponsorship packages so corporate needs are met. Prerequisite: SPM 240.

SPM 360 Leadership in Physical Activity and Recreation and Sport (3)

Designed to study the administration and development of community and school recreational programs. Includes instruction in the qualification of a recreational leader with practical applications of leadership. Prerequisite: SPM 240.

SPM 364 Public and Media Relations in Sport (3)

An analysis of the role of the media and public relation in sport organizations. The appropriate methods and theories will be presented as well as their application in the professional, intercollegiate and commercial sport industries. The relationship between sport organizations and the print and electronic media will be explored and how that relationship is vital to the success of the sport organization will be emphasized. (Same as COM 364)

SPM 420 Sport Finance (3)

Study of sources of revenue for financing sport, including the public and private sectors, government, memberships, fees, PSLs, taxes, bonds, and trademark licensing. Focuses on principles and methodology of fund raising. Prerequisite: SPM 240, ECO 222-223, ACC 121.

SPM 430 Sport Law (3)

Designed to identify legal liabilities in the sport environment, this course will identify principal causes of sport litigation and encourage discrimination between risks which are inherent in sport and those which are unacceptable. Prerequisite: SPM 240 and BUS 215.

SPM 440 Management of Physical Activity and Sport (3)

Methods and theories involved in the administration and program development of physical activity and sport in the academic setting and other sports related organizations. Prerequisite: SPM 420.

SPM 470 Special Topics (1-3)

Concentrated study in Sport Management on various topics depending upon demand. Prerequisite: Senior standing.

SPM 482-3 Practicum in Sport Management (1-8)

An assignment involving the practical application of knowledge and skills attained in sport and business. Students will work in appropriate private or public agencies which meet their needs and aspirations in the field. A minimum of 50 hours of practicum is required per credit hour. Can be done on a part-time basis subsequent to the junior year.

SPM 484-5 Internship (1-12)

Full-time work experience in the sport industry (50 hours per credit). Minimum of 400 hours subsequent to the junior year.

THEATRE

THEATRE

Quincy University offers a range of courses and practicum experiences in Theatre as well as a minor in the discipline. The minor is open to all students and is particularly recommended for those majoring in another area of the arts or in education.

A variety of productions are presented each year by QU's Drama Club (Brother Sun, Sister Moon Players) and the Theatre program. Participation is available by audition and credit is available; students may perform or work as part of the production crew on a non-credit basis as well.

The Quincy University Theatre Program provides education and expert guidance to develop appreciation and support of theatre along with a broad range of skills related to the creation and staging of dramatic works. Open to all students, the program emphasizes the application of knowledge within a context of the values of Franciscanism and the liberal arts with the goal of fostering individual excellence and respectful teamwork. The program imparts to students through practical engagement the power of the arts – and of live theatre in particular – to encourage dialogue and critical thinking, to promote the common good, and to be of service to others.

Requirements for a Minor in Theatre

The minor requires 18 semester hours, 12 of which are drawn from the following three-credit courses: THE 100, Introduction to Theatre; THE 250, Survey of Drama from the Performance Perspective, THE 320, Acting for the Stage; THE 334, Principles of Directing; and THE 340, Producing Children's Theatre.

Six semester hours must be earned through theatre practica, evenly divided between performance and production.

Course Descriptions

THE 100 Introduction to Theatre (3)

An introductory survey of theatre as a performing art form, the course includes study and analysis of historical, social, aesthetic, and technical aspects of traditional and contemporary theatrical/dramatic expression.

THE 163-464 Applied Theatre: Performance (1)(1)

Students may receive credit for participating in the performance of University theatre and musical productions. May be repeated at the 200, 300, and 400 levels.

THE 165-466 Applied Theatre: Production (1)(1)

Students may receive credit for in the production of University theatre and musical productions. May be repeated at the 200, 300, and 400 levels.

THE 250 Survey of Drama from the Performance Perspective (3)

This course provides a survey of dramatic works in terms of performance philosophy and concepts and their application in practice. Some

emphasis is placed on the historical and literary contexts of the works, which are drawn primarily from U.S. and European sources. The primary focus of the course will be on dramatic ideas as realized through elements of performance including set and costume design, light and sound design, script interpretation, and choreography. The roles of the producer, director, and actor will be explored in detail.

THE 320 Acting for the Stage (3)

This course provides students with an introduction to the basic fundamentals of acting, as well as an examination of the internal/external processes of the actor. Through various exercises including pantomime, improvisation, scene study and monologue work, students will learn onstage training that can be applied toward performing onstage and in everyday life. All of these exercises will culminate in performances of selected scenes at the end of the semester in a "scene play." Prerequisite: THE 100

THE 334 Principles of Directing (3)

This course provides a theoretical and practical foundation in directing and staging techniques. Areas of focus are the fundamentals of blocking, script analysis, achievement of emphasis, and the development of aesthetic values. The interrelationships among the roles of the producer, director, and actor will be explored in detail. Prerequisite: THE 100

THE 340 Producing Children's Theatre (3)

The examination and practical application of techniques used to create a production for children with the purpose of touring. Each participant will function as an integral part of the outreach program, such as actor, director, dramaturge, stage manager, and booking/marketing/public relations manager. Specific research will be done on each one of these positions and how each benefits an outreach/educational theatre program. Prerequisite: THE 100.

THEOLOGY

THEOLOGY

Degree Offered: **Bachelor of Arts in Theology and Philosophy**

Theology courses are offered as part of the degree program in Theology and Philosophy, as elements of the QU general education curriculum, as the institution's signature courses, and as electives. The purpose of these courses is to encourage students to think with fairness and to examine their own religious beliefs and philosophical understandings and those of others. This will enable students to formulate a comprehensive view of life that is intellectually defensible, emotionally and ethically satisfying, but also possessed of the openness requisite for further growth and knowledge and appreciation.

TRS 116 Western Religious Traditions is required of all first-year students.

Program Requirements for Theology and Philosophy Major:

1. General requirements for baccalaureate degree, p. 9.
2. The technological literacy requirement for philosophy and theology majors will be fulfilled through successful completion of TRS 201 Technological Resources for Students of Philosophy and Theology.
3. Five core courses required for all Theology and Philosophy majors: TRS 217 Introduction to the Bible; PHI 251 History of Western Philosophy: Ancient and Medieval; PHI 252 History of Western Philosophy: Modern and Contemporary; TRS 359 Catholic Social Teaching, and either TRS 497 Theology Capstone or PHI 497 Coordinating Seminar.
4. One year of college coursework (minimum of 6-8 hours at the introductory level or 6 hours at the intermediate level) in a single foreign language, ancient or modern, or a demonstrated equivalent competency.
5. In addition to the above courses, students must choose one of the following concentrations:

Theology

- a. Required courses: TRS 246 **or** 256, 251, 252, 356, 357, 369.
- b. Five additional courses chosen from the following: TRS 229, 236, 319, 321, 324, 339, 349, and 357; PHI 331.

Pastoral Ministry

- a. Required courses: TRS 246 **or** 256, 236, 321, 331, 361, 481, and 482.
- b. Two additional courses chosen from the following: TRS 229, 251, 252, 319, 339, 341, 349, 356, 357, 367, 369, and 381.

Catholic and Franciscan Theology

- a. Required courses: TRS 222, 246, 251, 252, 356, and 357.
- b. Three additional courses chosen from the following: TRS 229, 236, 256, 319, 321, 332, 342, 349, 362, 367, 369, and 382; PHI 331.

Philosophy and Ethics

- a. Required courses: PHI 115 and 321.
 - b. Seven additional courses chosen from the following: PHI 232, 239, 323, 325, 327, 331, 351, 355, 368, 370, and 470; TRS 229, 319, and 342.
6. Courses chosen from the additional lists above may also be used as University Signature courses.
 7. A grade of "C" or higher is required in all Theology and Philosophy courses applicable to the major.

Requirements for a Minor in Theology:

The minor is earned by completion of three TRS courses at the 200-level and three TRS courses at the 300-level, for a total of 18 credit hours. A grade of "C" or higher is required in all courses applicable to the minor.

Certificate in Theology:

An undergraduate certificate in pastoral ministry is a 40-hour program that can be developed collaboratively by the student and the faculty in Theology. Such certificates are ordinarily intended for non-Theology majors. These certificates afford students the opportunity to diversify their educational experience while also offering them the knowledge and skills needed prepare for some type of faith-based ministry.

Course Descriptions

TRS 116 Western Religious Traditions (3)

This course explores the scriptural, doctrinal, moral, and ritual traditions of the three major Western religions: Judaism, Christianity, and Islam. Freshman and Sophomore students only.

TRS 201 Technological Resources for Students of Philosophy and Theology (1)

In compliance with the University's commitment to universal technological literacy, Philosophy and Theology majors will learn skills needed to access and incorporate philosophical and theological databases, online and offline computer programs, and educational media (Microsoft Office, et al)

TRS 217 Introduction to the Bible (3)

Survey course of the Old and New Testaments. Prerequisites: ENG 111 and 112.

TRS 222 Introduction to the Franciscan Tradition (3)

A survey course that explores the history, figures, literature, art and issues within the Franciscan tradition

TRS 229 Introduction to Christian Moral Conscience (3)

A basic introduction to processes of Christian ethical interpretation and moral decision making.

TRS 236 Sacraments (3)

This course will examine the sacraments as concrete expressions of the grace of Christ in the church community. It will look at the scriptural and historical foundations of each of the sacraments, examine their liturgical rites, and discuss questions about their theological meaning and contemporary relevance.

TRS 246 Catholic Life and Thought (3)

This course will examine the creed, sacraments, moral traditions, and prayer life of the Catholic church. Students will have the opportunity to reflect critically on these beliefs and practices within the context of their own faith perspective.

TRS 251 History of Christianity I: From Jesus to the Dawn of the Reformation (3)

This course explores the key themes and historical development of Christian life and thought from the first century to the dawn of the Reformation.

TRS 252 History of Christianity II: From the Reformation to the Present (3)

This course explores the key themes and historical development of Christian theology and culture from the Reformation to the present.

TRS 256 Introduction to Christian Theology (3)

A survey of how Christians have thought about their faith over the centuries. Themes to be addressed will include Jesus Christ, the Christian God, grace and salvation, and the church, as well as the changing understanding of theology itself.

TRS 270-9 Special Topics (1-3)

Special topics studied in depth, depending upon demand and staff.

TRS 319 Christian Sexuality (3)

An investigation of sexuality in Christian life and tradition. Open discussion of contemporary issues in sexual ethics.

THEOLOGY

TRS 321 Theology of Church (3)

A study of the meaning of today's Church and the role of the laity in the Church. Special emphasis will be given to lay ministry in carrying on the mission of Jesus in contemporary society.

TRS 324 Religions in Dialogue (3)

This course explores the fragile and often volatile relationships among the world's major religions: Judaism, Islam, Hinduism, Buddhism, Christianity, Confucianism, and the indigenous religions of Africa, Australia, the Pacific Rim, and the Americas. Close consideration will be paid to the Geopolitical and cross-cultural implications of these relationships. Prerequisites: TRS 116, ENG 111, 112.

TRS 331 Spirituality and Human Development (3)

This course considers the relationship between a person's spiritual growth and human development as a person moves toward greater maturity.

TRS 332 Assisi Experience (3)

An investigation of special topics, depending on the participating staff, culminating in a trip to Assisi, Italy, in early May. Permission of instructor(s) required.

TRS 339 Guide to Christian Marriage (3)

The meaning of marriage; preparation for marriage; legal and moral aspects of the contract; rights and duties of married people.

TRS 341 Liturgy and Worship (3)

A study of liturgy and worship in Christian traditions. Worship leadership roles and the role of the congregation will be considered.

TRS 342 Franciscan Theology of the Environment (3)

An exploration of environmental issues from the perspective of Franciscan creation centered spirituality including the scriptural views of creation, modern environmental ethics and the theological concept of "stewardship."

TRS 349 Theology of Death (3)

The phenomena of suffering, dying and death from the perspective of pastoral theology.

TRS 351 Feminist Philosophy & Theology (3)

This course explores the various ways feminist theory has affected and changed both philosophy and theology in the modern and contemporary period. Same as PHI 351.

TRS 356 Christology (3)

This course explores the central question of Christian theology, the identity of Jesus Christ, as it is thought and rethought in many ways throughout the history of Christianity.

TRS 357 Gospels and Epistles (3)

Historical and literary developments of the New Testament with analysis of its major Christian themes.

TRS 359 Catholic Social Teaching (3)

This seminar-style course will discuss the Catholic Church's teachings on the most significant ethical, political, and social issues of our time and their relevance not only to our own country but to the entire world. Topics may include the death penalty, economic justice, capitalism, war and peace, globalization, etc.

TRS 361 Pastoral Ministry (3)

A study of pastoral care and the skills needed to become effective practitioners in such areas as campus ministry, peer ministry, ministry to the elderly and the sick, and general parish/congregational ministry. The focus is on the lay person's role in pastoral care.

TRS 362 Franciscan Theology (3)

A close study of the contributions the Franciscan thinkers (especially Bonaventure and Scotus) have made to the Christian understanding of the Trinity, Christology Anthropology, Creation, Salvation and the Church.

TRS 367 Hebrew Prophets (3)

This course explores the prophets in the Hebrew scriptures, with a close study of the prophetic writings of such as Isaiah, Jeremiah, and Ezekiel.

TRS 369 Christianity from a Global Perspective (3)

This course will examine the challenges that the local Christian theologies of Africa, Asia, and Latin America place before Christians across the globe. Particular attention will be given to understandings of love, justice, power, and inculturation.

TRS 370-9 Special Topics (1-3)

Special topics studied in depth, depending upon demand and staff.

TRS 381 Religious Education and Youth Ministry (3)

This course will explore the various dimensions of religious education and youth ministry including different models for religious education (traditional classroom, whole family catechesis, etc.), the different elements involved in youth ministry (catechesis, relational youth ministry, etc.), and the various ways to recruit and train volunteers working in religious education or youth ministry. A critical component of this course will involve understanding faith development, especially in children and adolescents.

TRS 382 Franciscan Spirituality (3)

An examination of the spirituality and history of the Franciscan tradition and its contemporary implications. Examination of the charism, spirit, and development of the Franciscan movement.

TRS 470-9 Special Topics (1-3)

Special topics studied in depth, depending upon demand and staff.

TRS 481-482 Field Experience (6)

Experiences in lay ministry contexts such as pastoral care, pastoral religious education, pastoral responsibilities, etc., in preparation for positions in church and ministry. Approximately 50 hours of experience are required for each credit hour. (Does not fulfill general education requirement)

TRS 497 Theology Capstone (3)

Supervised reference and research work; coordination of studies taken in Theology. Includes a portfolio of work done in the major.

UNIVERSITY COURSES

UNIVERSITY COURSES

There are certain courses in which students will enroll during their educational careers at Quincy University that are not affiliated with specific academic programs or disciplines. Rather, they are courses specifically designed to meet various institutional requirements as well as the learning needs of our students. Included are courses in the following areas.

Academic Success Skills
Career Planning
Early Exploratory Internships
First-Year Experience/Senior Year Experience

Course Descriptions

CDE 110 Career Development (2)

The course is designed to enhance those skills which are necessary for developing and implementing career choices and changes. An experiential approach based upon the studies of human motivation and need (e.g. Holland, Super). Theoretical and experimental knowledge integrated and interpreted through objective interest and personality inventories. Each participant will receive individual evaluation and consultation. Graded A/F.

CDE 120 Career Planning (2)

This course is designed to enhance skills necessary in conducting a successful job search. Topics covered include resume writing, networking, interviewing and job search strategies. Grades will be determined based on class participation and written assignments. Students who have taken Career Development may still enroll in Career Planning. Graded A/F.

FYE 100 First-Year Experience (2)

First-Year Experience, the cornerstone course for the General Education Program at Quincy University, offers a seminar-style class for beginning students. Students will work closely with a professor and a small group of students in a focused but interdisciplinary study on a subject chosen by the professors. Because it serves as an introduction to Quincy University and to the General Education Program, there is also some emphasis on college-level learning skills and on becoming acquainted with the University community.

HON 498 Honors Thesis (2)

For Honors students only. Permission of the Director of the Honors Program required. Graded P/F.

HUP 110-111 Academic Success Skills (1-2)

These courses are designed to assist students in developing strategies for personal and academic success, increase their understanding of and use of study techniques, form and participate in effective study groups, and create a functional understanding of their learning style. Successful students will learn to apply study techniques to enhance their success in other courses. (Graded A/F)

INT 180-181 Internship I (.5-1.5)

Students may explore a career field directly related to their academic major. The student agrees to work during a semester in a business or agency for 50-150 hours. The student will complete an employment log and weekly journal for the Intern Faculty Advisor (and, in some cases, also for a faculty or administrative staff member) and will complete a co-evaluation form with the employer. Graded P/F.

INT 280-281 Internship II (.5-1.5)

Students may continue to explore a career field related to their intended major, for 50-150 hours per semester. An employment log, weekly journal, and co-evaluation form will be required. Arrange with Intern Faculty Advisor. Graded P/F.

INT 380-381 Internship III (1-3)

Students in upper division coursework who are seeking to explore a career field at an off-campus business or agency may do so in conjunction with the Intern Faculty Advisor (and, in some cases, also with a faculty or administrative staff member). The student will be required to complete an employment log, a weekly journal, and a co-evaluation form. Students must meet once formally as a group during the semester for a seminar presentation on their experiences. In addition, the student intern must provide an analytical report for the Intern Faculty Advisor. Graded P/F.

INT 390 Entrepreneurship and Internship (3)

The course introduces the fundamentals necessary to operate a small business and provides the skills and tools in conjunction with apprenticeship experience: case studies, service learning, practicum or internship. The course will also introduce guest speakers, including intern supervisors. Graded A/F.

INT 480-481 Internship IV (1-3)

Students may continue to explore a career field, for 50-150 hours per semester. An employment log, weekly journal, co-evaluation form, and analytical report will be required. Students will be asked to meet for seminar presentations twice during the semester. Arrange with Intern Faculty Advisor. Graded A/F.

SYE 400 Senior-Year Experience (1)

Senior-Year Experience is the capstone course for the General Education Program at Quincy University. SYE, a one-hour class, brings more advanced students together for a final opportunity to reflect on and integrate their learning experiences in preparation for their move into the larger world.

WOMEN'S AND GENDER STUDIES

WOMEN'S AND GENDER STUDIES MINOR

The Women's and Gender Studies Minor arises out of a growing consensus concerning the legitimacy and value of the field of women's and gender studies. The courses which constitute this minor enable students to gain knowledge about women and men, their experiences, the social and cultural forces that shape their lives, and their changing roles in past and contemporary societies and cultures. The courses drawn from various academic disciplines also seek to examine and evaluate assumptions and theories about women and gender in those disciplines. They also seek by focusing on gender to develop an expanded vision of human abilities and potentials.

This minor would enhance the preparation of students who are pursuing careers in law, medicine, education, journalism, business, the arts, counseling and other social services, government services, criminal justice, advertising, and public relations.

The minor consists of eighteen semester hours with at least twelve at the 300-400 level. See individual descriptions under departmental offerings for prerequisites. Courses that may be counted toward the minor include the following:

COM	352	Women, Minorities and Media	(3)
COM	354	Gender and Film	(3)
ENG	385	Literature by Women	(3)
HIS	322	Women and Gender in History	(3)
PHI	351	Feminist Philosophy and Theology	(3)
PSY	340	Psychology of Women and Gender	(3)
PSY	342	Psychology of Human Sexuality	(3)
SWK	221	Gender, Marriage, and Family	(3)
WGS	270-9	Women's and Gender Studies Special Topics	(3)
WGS	370-9	Women's and Gender Studies Special Topics	(3)
WGS	480	Women's and Gender Studies Practica	(1-3)

In the Women's and Gender Studies Practica students will be placed in appropriate settings. Approximately 50 clock hours of work are required per credit hour.

Other courses, including special topics courses or honors courses, whose foci would be consistent with the goals of the program, may be counted toward the minor. These courses might include exploration of feminist theology, feminist ethics, women in the arts, etc.

Consult the Chair of Humanities for information concerning this program.

Professional Degree Programs (PDP)



Business Administration
Criminal Justice
Elementary Education
Human Services
Special Education

PROFESSIONAL DEGREE PROGRAMS

PROFESSIONAL DEGREE PROGRAMS (PDP)

Degree Offered: **Bachelor of Science**

Majors: Business Administration
 Criminal Justice
 Elementary Education
 Human Services

The Professional Degree Programs are directed principally to meet the educational needs of non-traditional students. PDP gives students the flexibility to design their degree work to achieve personal, career and life goals. Academically, PDP focuses on the depth of the student's educational experience, as well as on the rigor of the classroom attained through innovative learning activities, relevant curricula and challenging instructional outcomes.

Delivery of Instruction for PDP:

The Professional Degree Programs at Quincy University offer students the opportunity to complete courses as well as complete degree programs in a timely fashion without compromising other responsibilities or obligations in their lives. Using a variety of different delivery strategies, instruction is offered with the needs of the working adult in mind.

The subject matter in PDP courses is the same as in their traditional equivalents. The uniqueness of PDP is in the delivery of the course content. Although accelerated learning is one of the primary delivery strategies used in PDP courses, it is not the only delivery strategy employed. Online and other forms of technology-enhanced courses are also incorporated into the curriculum as are weekend and short-term courses.

The University will offer support courses for PDP programs to allow a student to complete the first two years of college work during the evenings and on weekends on the Quincy University campus. These courses will ordinarily be PDP versions of courses listed elsewhere in the catalog. These courses will be published in the course schedule for each PDP session.

PDP Admissions Process:

Individuals wishing to enroll in the Professional Degree Programs must:

- be out of high school at least seven years or be twenty-four years of age
- present official transcripts for all prior collegiate work;
- have completed an applicable Associate degree program or approximately fifty hours of applicable college credit with cumulative grade point average (GPA) of 2.0 or better; and
- properly complete a Quincy University Application for Admissions and submit it to the Office of Non-traditional and Adult Studies.

Applicants not meeting all admissions requirements for PDP may request, in writing, provisional admission. For further information on protocols for provisional admissions, consult with the Coordinator of Adult Studies.

The University's Office of Non-traditional and Adult Studies will process the Application for Admission, with the student being notified in writing upon completion of the process. Upon admission to the PDP, each student will be assigned an advisor who will subsequently be available to assist with developing degree completion strategies.

PDP Tuition and Fees:

- Tuition is \$285.00 per semester hour. (NOTE: PDP students may qualify for financial aid assistance. Contact the University's Office of Financial Aid, at 1-800-688-4295, ext. 3750, for more information.)

PROFESSIONAL DEGREE PROGRAMS

- A \$15.00 per semester hour fee is charged for the use of computer facilities, Health & Fitness Center as well as other services.
- A \$100.00 graduation fee.

Program Requirements:

1. General requirements for a baccalaureate degree and writing requirements, p. 9. Students who have earned the Associate in Arts or Associate in Science degree in a baccalaureate transfer program will have satisfied all freshman and sophomore general education requirements with the exception of Theology. Students enrolled in the PDP are not required to complete the First-Year Experience or Senior-Year Experience courses.
2. Applicable degree requirements specified in the curriculum of the respective disciplines.
3. 124 semester hours of approved academic coursework, including 6 semester hours of Theology.

It is possible to demonstrate competence in certain areas of study by means of the College Level Examination Program (CLEP). The PDP will accept such credit providing the student scores in the 50th percentile or better in each of the examinations presented.

Quincy University will also grant credit in certain cases for professional or life experiences which can be related to specific courses at the University. Such credit is called Credit for Academically Related Experiences (CARE) and must be approved by the CARE Credit Committee and the Vice President for Academic Affairs (limited to 12 credit hours).

Students enrolled in the PDP must adhere to University provisions regarding Academic Standing as indicated on p. 17 as well as those regarding graduation on p. 11.

The PDP Degree in Business Administration:

The student in the PDP Business Program should be able to complete all Business courses in two academic years (six sessions), taking courses two nights a week (two courses per session). There are sixteen 3-hour courses that make up the PDP bachelor degree in Business Administration. There are no program electives. A student can receive a grade lower than "C-" in only two of the major courses.

Course Descriptions

TBU 400 Economics for Managers (3)

This course is designed to help present and potential managers understand the "psychology of business economics." Topics included are supply and demand curves, analysis of costs, market structures (perfect and imperfect competition), input-price determination, fiscal and monetary policy, theories of inflation and unemployment, and the global economy.

TBU 401 Personal Finance/Computer Applications (3)

An introduction to both personal financial planning and computer software. Financial topics include: careers, budgeting, insurance, credit, and investments. Microsoft Office products (Excel, Word, and PowerPoint) are applied to these areas to aid in managing information and to provide information to the decision-making process.

TBU 402 Principles of Management (3)

This course is a treatment of fundamental principles which apply to all management, regardless of the type, size or purpose of the enterprise. The course seeks to integrate the findings of behavioral science with traditional concepts of organizing, planning, leading, and controlling.

TBU 403 Financial Accounting for Managers (3)

This course is designed to help present and potential managers understand the three financial statements prepared by business: the balance sheet, the income statement, and the statement of cash flows. Topics include revenue recognition, cost assignment, asset and liability determination, and financial analysis.

PROFESSIONAL DEGREE PROGRAMS

TBU 405 Management and Cost Accounting (3)

This course is designed to help present and potential managers practice making management decisions using internally generated accounting and other operational and economic information. Students will develop spreadsheets in class to support decisions in areas that include: cost-volume-profit analysis, cost estimation, make vs. buy decisions, joint cost decisions, special order decisions, target ROI pricing, operational budgeting, and capital budgeting decisions. Performance evaluation techniques like return on investment, residual income, and economic value added will be discussed.

TBU 406 Finance for Managers I (3)

The finance function is taking on increasing importance in today's businesses. This course is designed to help present and potential managers make capital investment decisions with the use of spreadsheets developed in class. In addition spreadsheets will be used to forecast and manage working capital.

TBU 407 Organizational Behavior (3)

A study of the principles and application of organizational theory, including individual motivation, group dynamics, interpersonal communication, leadership, organizational design, conflicts, and job satisfaction.

TBU 408 Business Law and Ethics (3)

This course will discuss the origin, nature, and growth of law and the role that law plays in modern business. It will further examine the way that ethical reasoning is used in practical business activities.

TBU 409 Marketing for Managers (3)

By using both a simulation exercise and the textbook, the world of marketing is examined from a manager's viewpoint. Emphasis is placed on strategy which includes target market selection, determining an appropriate promotion, price and distribution mix, positioning and creating a competitive advantage.

TBU 410 Managing in a Global Environment (3)

This course focuses on the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism, foreign exchange, and the role of international institutions and international arrangements such as the International Monetary Fund, economic unions, and cartels.

TBU 411 Strategic Management I (3)

Students will learn the theory of strategic decision making while focusing on current issues in strategic management.

TBU 412 Strategic Management II (3)

This extension of Strategic Management I will combine issues learned in the first strategic management class with a virtual reality simulation. In this way the students will apply both the theory learned earlier with the application of strategic decision-making and the resulting complex business tradeoffs inherent in taking risk.

TBU 413 Quantitative Methods (3)

Quantitative tools are used as an aid in decision-making in this course. Major areas covered are decision trees, risk profiles, multistake-multiobjective decision-making, forecasting and linear programming.

TBU 414 Financial Management II (3)

This is an extension of the Financial Management I course. Topics include: measurement and management of risk, the cost of capital, capital structure decisions, leasing, and mergers and acquisitions.

TBU 415 Fundamentals of Human Resource Management (3)

This course will introduce students to the area of human resource management and its increasing importance in the business community. Strategic implications and competitive arguments will be presented for maintaining a high quality human resource department within an organization. It will be shown that a highly functional human resource department contributes to the smooth operations of any organization (service or manufacturing).

TBU 416 Statistical Analysis and Operations Management (3)

Businesses use numeric data for measuring all aspects of their operations. Statistics is one of the primary tools for using numeric data. This course will focus on three areas: summarizing data, explaining the behavior of data and forecasting the future behavior of data. To the extent possible, the class will emphasize performing analysis using computerized statistical and spreadsheet packages. Prerequisite: college algebra.

PROFESSIONAL DEGREE PROGRAMS

TBU 435 Investments (3)
Students will study principles and methods of investing in fixed income, equity and derivative securities in both the domestic and international markets and will evaluate performance of portfolios using various evaluation techniques.

TBU 436 Real Estate (3)
This course is an intensive study of real estate. Topics include property rights, legal restrictions on ownership; covenants, restrictions, and easements; the legal peculiarities associated with deeds and leases; the title and closing process; fixed rate, adjustable rate and variable payment mortgages; appraisal fundamentals, financial leverage, financial alternatives and risk analysis related to income-producing properties.

The PDP Degree in Criminal Justice

The PDP in Criminal Justice is designed to educate students in the knowledge and values needed for work in the criminal justice system, whether as police officers, correctional officers, or employees of the courts. We hope to promote a culture of enlightened compassion for both victims and offenders, influenced by Quincy University's Franciscan and Catholic social justice and liberal arts traditions.

Students enrolled in this program will be expected to follow a degree plan that incorporates approved 300- and 400-level courses from the following academic programs:

- Criminal Justice (CRJ)
- Social Work (SWK)
- Human Services (HMS)
- Psychology (PSY)

Courses from other programs may be used in degree plans providing pre-approval is accepted by the program director. Forty-eight credit hours of approved coursework in the aforementioned programs are required, in addition to 12 hours of electives and University required signature courses. A grade of "C-" or higher is required for all courses in the major.

The PDP Degree in Elementary or Special Education

The program is designed to graduate a student with teacher certification in the State of Illinois. Because certification requirements for Illinois and other states are quite specific, some of the program involves courses in areas outside of Education.

Please refer to the Elementary Education section of the catalog for a list of courses required for a degree in elementary education (p. 85) or to the Special Education section for specific course requirements in special education (p. 145). Information regarding admission to the Teacher Education Program, Continuation in the Teacher Education Program, Acceptance for Student Teaching and Curriculum requirements for Teacher Certification is listed in the Education section (p. 80).

The PDP Degree in Human Services

The Human Services major is intended for those students wanting a career in the social services or counseling fields. It equips students with the knowledge and skills to function effectively in a wide range of social service organizations and advocacy roles. Human Services graduates are currently working with abused and neglected children, the elderly, childcare and juvenile justice.

Forty-eight hours of approved coursework in the Human Services is required, including 12 hours of approved electives. Given the various areas of specialization within Human Services, individual degree plans will be developed for each student after admission to the program.

These elective courses may include: CRJ 430, CRJ 431, PHI 424, SWK 322, SWK 422 as well as other 300- and 400-level courses in Psychology and Social Work pre-approved by the program director. PSY 312 Psychopathology is required. A grade of "C-" or higher is required for all courses in the major.

PROFESSIONAL DEGREE PROGRAMS

Course Descriptions

HMS 301 Introduction to Professional Issues (3)

Providing a comprehensive overview to the human services field, this course explores the complex political dimensions of providing services; summarizes current social policy; explores laws and ethics regulating human services; and surveys the range of services available through human services agencies. Also introduces the students to current issues in the organization, funding, and delivery of human services.

HMS 304 Lifespan Human Development (3)

This course covers the psychological, social, physical, and cognitive stages of human development and identifies the client's needs in each of the stages. There is special emphasis on the role of families, relationships, and social structures on human development.

HMS 305 Counseling Theory (3)

This course provides an overview of current major approaches to counseling. Emphasis is on personality theories and their applications to the counseling practice.

HMS 306 Counseling Techniques (3)

This course teaches students basic communication and counseling skills. Students will be encouraged to practice and develop their own style of counseling by incorporating at least one theoretical orientation into their practice of counseling.

HMS 310 Introduction to Appraisal of the Individual (3)

This course presents an overview of the methods of assessing various attributes of a person including individual and group testing, observations, interviews and rating scales, and standardized assessment.

HMS 320 Statistics & Research Methods for Human Service Professionals (3)

This course enables students to effectively use current research in the field to make appropriate decisions by giving them a practical understanding of research designs and methodologies, data collection, and interpretation strategies. Basic statistical concepts and techniques are also included.

HMS 350 Management Concepts and Principles (3)

This course gives a conceptual overview of the common administrative practices in social service organizations, including Organizational Structure, Strategic planning, and Board development. Ethical and legal issues of agency management will also be covered.

HMS 401 Group Dynamics and Counseling (3)

In this course students will develop an understanding of group dynamics and roles of group members. Group leadership skills will be explored and developed. Equivalent to SWK 301.

HMS 403 Life Style and Career Counseling (3)

Students in this course will examine theories of career development and occupational choices. Areas to be included are lifestyle development and the changing social structures.

HMS 405 Social and Cultural Issues (3)

This course will focus on those issues which effect clients in the social services field such as ethnic diversity, poverty, subculture influences, and gender differences. Focus will also be paid to those issues found particularly in rural populations. Equivalent to SWK 300.

HMS 406 Substance Abuse (3)

This course will focus on the issues involved in working with those individuals involved in substance abuse. Special attention will be paid to recognizing a variety of substances and the symptoms demonstrated by those abusing these substances.

HMS 407 Family Dynamics/ Counseling (3)

Students in this course will be exposed to a variety of theories and techniques used in working with families. The emphasis will be on exploring family dynamics and developing the critical thinking skills needed to working with families. Equivalent to SWK 221.

HMS 411 Ethical & Legal Issues in Human Services (3)

This course provides an opportunity to explore the legal and ethical dilemmas encountered in the organization and delivery of human services in our society.

PROFESSIONAL DEGREE PROGRAMS

HMS 420 Practicum (3)

An individualized project/placement designed to give the student practical experience in their area of interest.

HMS 450 Needs Assessment and Program Evaluation (3)

This course provides the knowledge and skills needed to conduct community needs assessment, evaluate the results, make good decisions regarding new program development, and develop methods for evaluating the effectiveness of the programs.

HMS 451 Budget, Finance & Grant Writing for Human Service Organizations (3)

This course is designed to provide the human services administrator with budget and finance concepts necessary to work effectively with the finance professionals within their organization. Basic grant writing skills will also be developed.

Graduate Programs



Master of Business Administration

Master of Science in Education

Curriculum and Instruction

General Studies

Leadership

Reading Education

School Administration

Special Education

Teaching Certification

School Counseling

Community Counseling

Master of Theological Studies

MASTER OF BUSINESS ADMINISTRATION

Degree Offered: **Master of Business Administration (MBA)**

The MBA program is designed for those who are in or aspiring to middle or upper-management positions in profit or nonprofit organizations. Academically, the MBA program consists of a combination of courses structured to provide graduates with the knowledge and communications and analytical skills required by organizations in search of broadly educated management personnel. The program is designed for both part-time and full-time students. All MBA courses are offered in 10-week sessions.

MBA DEGREE REQUIREMENTS

The coursework required to complete the MBA program comprises two categories: Prerequisite Courses and Required Courses.

Prerequisite Courses: Each student must satisfy the following prerequisites:

- ACC 121 Principles of Financial Accounting
- ACC 221 Management Accounting
- ECO 222 Principles of Macro-Economics
- ECO 223 Principles of Micro-Economics
- ECO 225 Statistics
- FIN 315 Business Finance
- MGT 300 Principles of Management*
- MKT 331 Principles of Marketing*

*Either is acceptable.

Those students who have not completed one or more of the prerequisite courses may do so by completing undergraduate coursework at Quincy University or another accredited institution with a grade of at least "C." MBA 500 Economics and MBA 502 Accounting Principles may be taken to satisfy the two-course prerequisites in Economics and Accounting, respectively. All prerequisite courses must be completed before taking more than four required courses.

Degree Requirements:

1. Students must complete the following:

- MBA 501 Managerial Economics
- MBA 503 Managerial Accounting
- MBA 507 Financial Management
- MBA 509 Marketing Strategies and Planning
- MBA 511 Production and Operations Management
- MBA 519 Strategic Management

2. Students must select four (4) courses from the following seven (7) courses:

- MBA 505 Group Dynamics and Leadership
- MBA 512 Human Resource Management
- MBA 513 Topics in Business, Government and Society
- MBA 515 Management Information Systems
- MBA 516 Advanced Human Resource Management
- MBA 517 International Business Management
- MBA 525 Advanced Financial Management
- MBA 526 Financial Management Topics

Area of Concentration in Human Resource Management

Within the MBA program, students may pursue a concentration in Human Resource Management. In addition to the six required core courses, students must complete the following four elective courses in order to satisfy requirements for the concentration:

MASTER OF BUSINESS ADMINISTRATION

MBA 505 Group Dynamics and Leadership
MBA 512 Human Resource Management
MBA 513 Topics in Business, Government, and Society
MBA 516 Advanced Human Resource Management

Special Notice for CPA Candidates: The American Institute of Public Accountants has formulated a policy under which a total of 150 credit hours is required to sit for the Certified Public Accountant (CPA) examination. These requirements have been accepted by the State of Illinois. The MBA degree provides the student with a degree beyond the Bachelor in Accounting Degree and at the same time fulfills the new state requirements. For those students desiring to sit for the CPA examination and pursue a Master's Degree to fulfill the 150-hour requirement, the following two courses are strongly recommended.

MBA 525 Advanced Financial Management
MBA 526 Financial Managements Topics

ADMISSIONS

Quincy University believes that diversity enriches and stimulates the overall MBA experience. Therefore, applications are encouraged from those in all fields. Each applicant will be considered on an individual basis by focusing on the applicant's potential for successful completion of the program. Because applications are processed on a continuous basis, students may start taking coursework at the beginning of any term without having completed the application process. However, the applicant must have completed the application process by the end of the first semester of coursework.

Admission to the MBA program is administered by the Director of the program in accord with the guidelines of the MBA Steering Committee. Applicants must submit the following to the Quincy University Office of Graduate Admissions:

- 1. Application** - A completed Application for Graduate Admission along with a non-refundable \$25 application fee.
- 2. Official Transcripts** - Official transcript of undergraduate study, which verifies that a baccalaureate degree has been conferred, along with official transcripts of any additional study, undergraduate or graduate.
- 3. Recommendations** - Two completed recommendation forms from individuals who can address your academic and/or professional potential.
- 4. Educational Requirements** - Applicants must have or will have completed a baccalaureate degree. Undergraduate cumulative GPA of 3.0/4.0 or higher will be recommended for admission. Applicants with GPA's lower than a 3.0 will be considered for conditional admission.
- 5. International Students** - Applicants from non-English speaking educational institutions must submit the results of the TOEFL. Generally a score of 550 for graduate admission is acceptable evidence of a student's ability to study successfully in an English-speaking environment. Also, the applicant must submit documentation showing how his/her education will be financed. A bank official must authorize this financial documentation.
- 6. Written Autobiographical Sketch** - A 300-word written statement by the applicant detailing how their work and life experiences influenced their academic interest and professional goals.
- 7. Prior to being permitted to enroll in any MBA course**, applicants must submit to the director of the MBA program proof of attaining an official score of 400 or higher on the Graduate Management Admissions Test (GMAT).

Each student must satisfy the following prerequisites: Principles of Financial Accounting, Management Accounting, Principles of Management or Principles of Marketing, Business Finance, Principles of Macro-Economics, Principles of Micro-Economics, and Statistics.

Upon submission of all the materials required, the MBA Steering Committee will decide whether to accept or reject an applicant. Acceptance normally will be limited to those who hold baccalaureate

MASTER OF BUSINESS ADMINISTRATION

degrees from accredited institutions and who show promise of success in graduate study. An applicant's potential for success will be determined through a combination of the following criteria:

1. A candidate's overall or upper-level grade point average at the baccalaureate level (or some other relevant measure of scholastic performance); and
2. A candidate's letters of recommendation.

Quincy University recognizes that there are individuals who might not fulfill all the requirements for admission but who, for reasons such as personal advancement or intellectual curiosity, would like to participate in the MBA program. The University recognizes that experienced individuals might contribute significantly to the learning process and content of the program. Applicants may therefore be granted **special status** provided that they constitute no more than five percent of the total accepted students in the program at any one time. Special status students may opt to audit courses, but to receive the MBA degree these students must fulfill all the requirements for graduation (see section on graduation).

TRANSFER OF CREDIT

A student may request that credit for coursework completed at another accredited institution be granted. Such coursework must be the graduate level equivalent(s) of the required courses, and normally a grade of at least "B" must have been earned. **No more than three** courses may be accepted and counted toward the MBA degree. Petition for transfer of credit must be made to the MBA Director, but approval must come from the MBA Steering Committee. Quincy University will not accept an "Independent Study" course as transfer credit in lieu of one of the required courses.

ACADEMIC REGULATIONS

The grading system used by the MBA program is the same as that used by the Quincy University undergraduate program and is described in this catalog under Academic Policies.

Graduate credit is earned for MBA courses in which a student receives a grade of at least "C." Graduate credit will NOT be granted for "C-" grades. Students are required to maintain a cumulative grade point average of at least 3.0. A student whose cumulative GPA falls below 3.0 will be placed on probationary status. Failure to raise the GPA to 3.0 by the end of the following trimester of coursework may, at the discretion of the program, result in academic suspension.

In exceptional cases, a grade of Incomplete (IN) may be given to a student. The decision to give a grade of "IN" rests solely with the instructor. All requirements for the course must be completed by the end of the following term. Failure to do so will result in the grade of "IN" automatically being changed to an "F."

The same rules concerning withdrawals from an undergraduate course also apply to MBA courses. See the course schedule for refund dates, etc.

Once accepted into the MBA program, the student must complete the entire program within five years. Failure to comply may result in the student being dropped from the program, in which case the student would have to reapply for acceptance and be subject to the rules, regulations, and requirements in effect at the time of reapplication.

GRADUATION

A student becomes eligible for graduation upon successful completion of the ten required courses with a minimum GPA of 3.0. Students must apply for graduation with the Registrar no later than midterm of the winter session for May graduation or no later than midterm of the Spring Semester for December graduation, and must have completed all coursework prior to the commencement ceremony. Students will be allowed to participate in commencement if they have completed all coursework.

Course Descriptions

MBA 500 Economics (3)

One semester course for graduate students without prior study in macro- and micro-economics. Emphasis will be placed on those concepts essential to those enrolled in the MBA program. Prerequisites: Statistics and graduate standing.

MBA 501 Managerial Economics (3)

This course introduces the micro-economic theory and analysis useful in managerial decision making and policy formation. It applies economic principles to the analysis of production, marketing, and financial issues and the development of general operating strategies. Prerequisites: Macro-Economics, Micro-Economics, Statistics, and graduate standing.

MBA 502 Accounting Principles (3)

One semester course for graduate students without prior study in financial and managerial accounting. Emphasis on concepts essential to thorough understanding of managerial and business concepts and practices. Prerequisite: graduate standing.

MBA 503 Managerial Accounting (3)

Study of accounting as related to problems of making business decisions. Topics include cost behavior, full cost, ABC costing, product costing, short-term decision-making, budgeting, strategic planning and control. Prerequisites: Principles of Financial Accounting, Managerial Accounting, and graduate standing.

MBA 505 Group Dynamics and Leadership (3)

An in-depth study of the impact of behavioral psychology and sociology within organizations and upon individuals. The theory and application of techniques which will enhance the manager's effectiveness and ability to effect change in an organization. Prerequisites: Management and graduate standing.

MBA 507 Financial Management (3)

Theoretical and procedural considerations in the administration of the finance function in the individual business firm; planning, capital formation, controlling of firm finances; specific emphasis is given to cash flow analysis, working capital management, capital budgeting, and cost of capital. Prerequisites: Undergraduate Financial Accounting, Managerial Accounting, Business Finance, and graduate standing.

MBA 509 Marketing Strategies and Planning (3)

The purpose of the course is to provide an understanding of customers in the marketplace and the constant dynamics of market change. Prerequisite: graduate standing.

MBA 511 Production and Operations Management (3)

Conceptual foundations of the operations of all types of organizations and the application of analytical and quantitative techniques used to assure organizational effectiveness and efficiency. Prerequisites: graduate standing.

MBA 512 Human Resource Management (3)

This course will examine in detail key elements of the human resource management process within organizations. Major emphasis will be placed on examining the strategic significance of HRM in contemporary organizations and the development of processes enabling firms to gain competitive advantage through the effective development of employees. Issues related to HRM legal compliance and ethical considerations are also examined in detail. Prerequisite: graduate standing

MBA 513 Topics in Business, Government and Society (3)

Selected topics and problems of current interest, with particular attention to the roles of social responsibility and business ethics, environmental scanning as it relates to economic and social trends, and organizing for social responsiveness. Prerequisites: Undergraduate Management or Marketing and graduate standing.

MBA 515 Management Information Systems (3)

The study of systems development life cycle from initial problem analysis to systems maintenance, with particular attention to the analysis of existing systems, analysis and design of replacement systems, cost analysis of the components, including software development, and the implementation of new systems. Students will participate in group projects involving the study of existing computer-based systems and develop proposals to modernize those systems. Prerequisites: Undergraduate Management or Marketing and graduate standing.

MBA 516 Advanced Human Resource Management (3)

Advanced analysis of human resource systems and practices. Particular emphasis is placed on the design of integrated HR systems enabling firms to gain competitive advantage through the development of human capital. Prerequisite: MBA 512.

MBA 517 International Business Management (3)

Explores the unique and peculiar problems facing managers operating in an increasingly international environment. Emphasis is placed upon the study of the political, legal, social, economic, and financial environment in which international organizations operate. Prerequisite: graduate standing.

MBA 519 Strategic Management (3)

The course goes through the sequence of formulating, implementing, and controlling business strategies. Multi-business and single

business strategies are explored. To examine various strategies a virtual reality simulation game is used. The simulation allows the student to work as part of a team operating a business in a competitive environment. Prerequisite: Successful completion of at least 7 MBA courses.

MBA 525 Advanced Financial Management (3)

An advanced course in financial management of private and public corporations. Topics covered are valuation techniques, cost of capital, capital budgeting, capital structure, long term financing, dividend policy, and merger and acquisition analysis. Prerequisite: MBA 507.

MBA 526 Financial Management Topics (3)

Discussion of contemporary financial management topics and problems from the theoretical and pragmatic viewpoints. Report writing and oral presentations required. Prerequisite: graduate standing.

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Degree Offered: **Master of Science in Education (M.S. Ed)**

The degree of Master of Science in Education (M.S. Ed) is designed for those who have completed an undergraduate degree and wish to enrich their professional lives in the field of education. The program leading to the degree (M.S. Ed) will include the following areas of concentrations:

- Alternative Certification
- Curriculum and Instruction (National Board Certification sequence available)
- Leadership
- Reading Education
- School Administration
- Special Education
- Teaching Certification
- School Counseling (see p. 184)
- Community Counseling (see p. 184)

Program Requirements:

The coursework required to complete the graduate program in Education consists of three major components:

1. Education Core Courses: MSE 600 Research Methodology, MSE 601 Master's Project, and one of the following courses chosen in consultation with the student's advisor: MSE 500 Theories and Principles of Teaching and Learning; MSE 528 Psychoeducational Testing; MSE 548 Statistics in Education.
2. An additional 24 hours of graduate level coursework in Education. This number may vary for students seeking certification.
3. Candidacy Requirement: 6 hours.

ADMISSIONS

Applicants are encouraged from individuals in all fields. All applicants are considered on an individual basis focusing on the applicant's potential for successful completion of the program. Since applications are processed on a revolving basis, an individual accepted into the program may begin at the start of any term, providing space is available. Individuals who hold a bachelor's degree and desire teacher certification need to familiarize themselves with the additional requirements stated on p. 80.

The M.S.Ed. Program is administered by the Director of the program in accord with guidelines of the M.S.Ed. Steering Committee.

Applicants must submit the following to the Quincy University Office of Graduate Admissions:

1. **Application** - A completed Application for Graduate Admission along with the non-refundable \$25 application fee.
2. **Official Transcripts** - An official transcript from the college or university from which the applicant matriculated, verifying that the baccalaureate degree has been conferred. In addition, the applicant needs to provide official transcripts from any other college or university at which he or she may have undertaken any additional study, undergraduate or graduate.
3. **Recommendations** - Two completed recommendation forms from individuals who can address your academic and/or professional potential.
4. **Educational Requirements** - Applicants must have or will have completed a baccalaureate degree. Undergraduate cumulative GPA of 3.0/4.0 or higher may be recommended for admission. Applicants with GPA's lower than a 3.0 may be considered for conditional admission.
5. **International Students** - Applicants from non-English speaking educational institutions must submit the results of the TOEFL. Generally, a score of 550 for graduate admissions is acceptable evidence of a student's ability to successfully study in an English-speaking environment. Also,

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the applicant must submit documentation showing how his/her education will be financed. A bank official must authorize this financial documentation.

- 6. Written Autobiographical Sketch** - A 300-500 word written statement by the applicant detailing how his or her work and life experiences influenced his or her area of study and is applicable to the concept of servant leadership.
- 7. Entrance Test Results** - A score of 380 or higher on the Miller's Analogy Test or an equivalent score on the Graduate Record Exam.
- 8. Professional Resume**
- 9. The School Administration requires proof of 2 years of successful teaching experience.**

After receipt of the required materials, the Admissions Committee will determine whether the applicant is to be accepted into the program. Acceptance will be limited to holders of a baccalaureate degree from accredited institutions and limited further to individuals showing promise of success in graduate study. An applicant's potential for success is evaluated through a combination of the following indicators:

1. A candidate's grade point average of 3.0 (on a scale in which "A" equals 4.0) or above for the last 60 hours of coursework; and/or
2. A score of 380 (400 preferred) on the Miller Analogies Test for those whose grade point average is below 3.0 (on a 4.0 scale), but 2.6 or above for the last 60 hours of undergraduate work.
3. A satisfactory record as demonstrated by the letters of recommendation and/or interview by members of the M.S.Ed. Steering Committee.
4. A 300-500 word essay addressing the applicant's abilities/experience directly related to the area of study.

Students who have a) completed their undergraduate major coursework, b) have senior status and c) who meet the grade point average requirements, but have not had the bachelor degree conferred, may, during their last year at Quincy University enroll in a graduate course and hold the credit in escrow pending acceptance into the master's program.

The Admissions Committee reviews each person's application. As there are several measures that are used in the application process, there is no one single factor that would qualify or disqualify a person. In some cases, in addition to the written application and supporting documentation, an applicant may be required to have an in-person interview with the Admissions Committee or its representative(s).

DISPOSITION

A critical component to becoming an effective teacher is possessing a teaching disposition. Disposition may be defined as having the tendency to act in a way that is helpful or facilitative for others. Dispositions really cannot be measured by academic grades. Therefore, a student must sign a form that he or she understands that the assessment by faculty of his or her disposition will be different from his or her academic grade. The student will also acknowledge on the form that while his or her grades may be satisfactory, the faculty may evaluate his or her disposition as inappropriate, and may make a decision to remove the student from the program as a result of inappropriate disposition(s).

TRANSFER OF CREDIT

A student who has completed graduate Education credit elsewhere in an approved, accredited program may request that up to nine semester hours be transferred to Quincy University, accepted as transfer credit, and counted toward the M.S. Ed. degree. Generally, credits older than seven years will not be accepted. Normally a grade of "B" or better is required for such transfer credit. Petition for transfer credit must be made to the Program Director, but approval must come from

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the M.S. Ed. Steering Committee. Credits earned through correspondence courses are not accepted and only four semester hours of workshop and/or in-service credit may be accepted.

ACADEMIC REGULATIONS

GRADES: The grading system used by the M.S. Ed. Program is the same as that used by the Quincy University undergraduate program and is described in the current catalog under Academic Policies.

Graduate credits are earned in courses for which a student receives a grade of "C" or better. Normally, no more than two courses with a "C" grade are allowed and a student is required to maintain a 3.0 cumulative grade point average (GPA). A student whose cumulative GPA falls below 3.0 will be placed on probationary status. Failure to raise the GPA to 3.0 by the end of the following semester may result in the dismissal of the student from the program. This determination will be made by the M.S.Ed. Steering Committee.

In exceptional cases, a grade of Incomplete (IN) may be given to a student. The decision to give a grade of "IN" rests solely with the instructor. All requirements for the course must be completed by the end of the term following the term in which the incomplete was earned. Failure to do so will result in the grade of "IN" automatically being changed to an "F" at the end of the following term.

A Deferred (DE) grade may be given for a project, internship, thesis, or clinical experience that is incomplete at the end of a semester.

The policies and schedule regarding withdrawal from the M.S.Ed. Program are identical to those in the undergraduate program.

CANDIDACY REQUIREMENTS: A student may attain the M.S.Ed. degree in one of the following ways:

1. 37 semester hours including Thesis I and Thesis II;
2. 37 semester hours including Practicum I and Practicum II;
3. 37 semester hours including Internship I and II;
4. 37 semester hours including comprehensive examination.

Successful defense of the master's project is required of all students prior to graduation. This includes an oral and written presentation before the graduate committee.

TIME FRAME: Matriculated graduate students in the M.S.Ed. program are encouraged to enroll in at least two courses each semester, including summer. Students may choose to take fewer courses. A minimum of one course per year is required to maintain candidacy. Prior coursework taken must also be in the six-year time frame. There is a six-year time limit from acceptance to completion of the degree program with no more than one year between enrollments. Failure to comply could result in the student being dropped from the program. To be readmitted, a student must petition the Director and is required to follow the rules, regulations, and requirements in effect at the time of reapplication.

ACADEMIC LOAD: The academic load is limited to 9 hours during the fall and spring semesters, and in the twelve-week summer session the maximum load is twelve semester hours.

RESIDENCY: There is a twenty-seven credit hour residence requirement. This means that a minimum of 27 credit hours must be taken in the Quincy University program. The entire program must be completed within six years of date of first attendance. An extension may be granted for extraordinary reasons upon petition to the Director of the Graduate Program. Students with an adequate undergraduate background in education could complete the required coursework at a faster pace if desired.

PRACTICUM/INTERNSHIPS: No more than six (6) credit hours of practicum/internship can be credited toward the master's degree.

TEACHER EDUCATION REQUIREMENT: Students seeking teacher certification must: 1) be accepted into the Program of Teacher Education; 2) must complete the 16-week student teaching experience (see p. 79 for details); and 3) must meet checkpoint criteria throughout the program.

GRADUATION

A student becomes eligible for graduation upon: 1) successful completion a minimum of thirty-seven hours of graduate courses as outlined in the major components, with a cumulative grade point average of 3.0; 2) successful defending the master's project; and 3) receiving written approval of the acceptance of the master's project.

Students must apply for graduation with the Registrar at the beginning of the semester in which they expect to graduate. Students with six (6) or fewer credits to complete for their master's degree may participate in the May commencement ceremony.

Course Descriptions

MSE 500 Theories and Principles of Teaching and Learning (3)

This technology enhanced course focuses on contemporary theories of teaching and learning. Emphasis will be placed on human learning from various perspectives in psychological theory through the 21st Century.

MSE 504 Comparative Educational Philosophy (3)

This course addresses the historical bases of educational philosophy and the interpretation of modern issues and problems through a philosophical perspective. Students will develop or refine their own reflective philosophies of education as a values component in educational decision-making. Concepts of lesson planning, learning styles, standards-based education, technology, and classroom management are introduced.

MSE 505 Perspectives in Curriculum and Technology (3)

This Internet course addresses planned educational change viewed through curriculum decision-making. Theoretically derived alternatives are evaluated in terms of implementation and evaluation within culturally diverse instructional environments.

MSE 506 History and Philosophy of Early Childhood Education (3)

This course deals with the historical bases of early childhood educational philosophy and the interpretation of modern issues and problems through a philosophical perspective. Students will also develop or refine their own reflective philosophies of early childhood education as a values component in educational decision-making.

MSE 507 Reading in the Elementary Curriculum (3)

An investigation of the history, theories, models, materials, and methods characteristic of traditional contemporary elementary reading curricula. Students research and contrast holistic, individualized, integrative, and skills oriented programs and compose personal literacy philosophies and frameworks for instructional decisions.

MSE 509 Characteristics/Students with Special Needs (3)

This course provides a theoretical frame of reference within which to view challenges faced by students with learning disabilities (LD) as well as other mild disabilities. A functional definition of LD, possible causes of LD, characteristics of students with LD, typical academic deficits experienced by students with LD and mild disabilities, and methods that have been effective in addressing the needs of students with mild disabilities will be examined.

MSE 510 Instructional Methods SPED (3)

This course will cover critical issues and specific methods and materials relating to the instruction of students with a varying range of needs. Major emphasis will be placed on students with mild disabilities such as LD as well as students with other mild to moderate disabilities. Major emphasis will also include the framework for appropriate instruction for students in light of their learning stages, the nature of the learner, and the content of instruction.

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MSE 513 Advanced Educational Psychology (3)

This course is intended to give the practicing teacher or prospective teacher knowledge, experiences, and understanding of educational psychology. Theories of classroom management, learning, motivation, instruction, assessment, and diversity will be examined.

MSE 514 Reading and Writing Across the Curriculum (3)

An in-depth examination of the nature, theories, and models of reading and writing, and their roles in the elementary and middle school curricula as mediums through which learners acquire and refine knowledge, thinking, and literacy. Contemporary instructional approaches, planning, and assessment procedures are reviewed and practiced.

MSE 515 Early Childhood Curriculum (3)

This course examines the theory, principles, and techniques of teaching young children. Emphasis is given to instructional planning, methodology, and material preparation related to early childhood education. Areas of study will include: learning centers, individualization, educational play, and the use of media in extending the child's understanding of art, music, literature, reading instruction, mathematics, natural and social sciences.

MSE 516 Child, Family and Community Relationships (3)

A study of parent involvement strategies and insights from community agency personnel pertaining to goals of early childhood programs.

MSE 517 Early Childhood Language Acquisition (3)

This course provides students with an overview of the major language systems contributing to contemporary educational theory. The primary objectives are to: help the student understand language and phonetic development, understand normal and developmental language difficulties, and create a language sample used in early childhood classrooms.

MSE 518 Instructional Media and Technology (3)

This course concerns the application of technology to theories of learning and methods of instruction. Developing and evaluating courseware to facilitate classroom instruction is included. This course is for those in the National Board Certification sequence.

MSE 519 Reflective Teaching Practice (3)

This course concerns the study of the relationship between teacher reflection, planning, decision-making, and teaching practice. This course is for those in the National Board Certification sequence.

MSE 520 Professional Writing for Specialization (3)

This course involves intensive writing in the candidate's area of specialization. This course is for those in the National Board Certification sequence.

MSE 521 Mathematics in the Elementary Curriculum (3)

This course provides teachers with ideas, techniques, and approaches to teach mathematics. The course emphasizes manipulatives, problem solving, estimation, mental math, math across the curriculum and technology as an integral part of teaching mathematics. Students are required to spend a minimum of ten hours of observation/teaching in a regular preK-8th grade classroom. Prerequisites: MAT 124 and EDU 214/MSE 513 and acceptance into the Teacher Education Program.

MSE 522 Mathematics Methods in Special Education (3)

This course provides teachers with ideas, techniques, and approaches to teach mathematics. The course emphasizes diagnostic, prescriptive, and evaluative teaching for students with mathematics disabilities along with a study of manipulatives, problem solving, estimation, mental math, math across the curriculum and technology as integral parts of teaching mathematics. Students are required to spend a minimum of ten hours of observation/teaching in a regular preK-12th grade classroom. Prerequisites: MAT 124 and EDU 214/MSE 513 and acceptance into the Teacher Education Program.

MSE 524 Leadership and Planned Educational Change (3)

This course investigates theories of leadership and characteristics of effective leaders in both formal and informal roles. Power and authority, organizational vision, effective teams, and decision-making skills will be explored. Students will investigate the change process and how to effectively implement systemic change. Through the use of case studies, the importance of ethical leadership, leadership in a diverse society, and the role of the servant leader will

be discovered. An important component of this course will be the reflection and revision of the student's own personal leadership philosophy.

MSE 525 Middle School Methods and Philosophy (3)

A study of philosophy and methodology approach unique to the middle level school. Advising, team teaching, and the unique characteristics of the middle school student are addressed. Students are required to spend a minimum of ten (10) hours of observation/teaching in a middle level (5-8) classroom.

MSE 526 Organizational Administration (3)

This course will introduce students to systematic problem analysis and solution generation. Through the use of different lenses to view problems, students will learn to integrate the insight gained from each lens into a solution which maximizes the potential for successful resolution of the problem. Students will investigate models of organizational structure and their impact upon communication. Problems from the areas of personnel, supervision, finance, and law will serve as case studies for the application of analysis skills.

MSE 527 Legal Issues in Education (3)

The purpose of this course is to introduce the student to educational law as it impacts the formation of school policies. Legal foundations of educational policies and practices including constitutional provisions, federal laws, landmark court cases, and state regulations will be investigated.

MSE 528 Psychoeducational Testing (3)

The student will become familiar with the basic concepts and procedures relating to assessment in special education. Norm-referenced, achievement, diagnostic, informal, curriculum-based, intellectual, and adaptive assessment will be covered. Interpretation will be stressed. Also, application of course principles will be provided in one or more student-conducted testing situations.

MSE 529 Human Resource Management and Supervision (3)

This course investigates the administration and management of professional support personnel in educational institutions. Effective methods of interpersonal communication are discussed. Emphasis will be placed on needs assessment, recruitment, selection, development, assignment, supervision, formative and summative

evaluation. The policies, procedures, and legal requirements of personnel management in our culturally diverse society will be investigated.

MSE 530 Current Topics in Education (1-6)

Engages the student in critical analyses of current issues or problems in education or in its cultural context. Topics will vary. No more than 6 hours of Current Topics will count toward the Master's degree.

MSE 531-537 Teaching Methods for the Secondary School (3)

These courses are designed to acquaint students with the instructional objectives, methods and materials, as well as evaluation and assessment strategies applicable to teaching in the secondary school. Numbers for the different areas are as follows: Art - 531; Biology - 532; English - 533; History - 534; Math - 535; Music - 536; Physical Education - 537.

MSE 538 Methods for Teaching Science in the Elementary School (3)

This course is designed to acquaint students with the instructional objectives, methods and materials, as well as evaluation and assessment strategies applicable to teaching science in the elementary school.

MSE 539 Methods for Teaching Social Studies in the Elementary School (2)

This course is designed to acquaint students with the instructional objectives, methods and materials, as well as evaluation and assessment strategies applicable to teaching social studies in the elementary school.

MSE 542 Cross Cultural Studies (3)

In this advanced cross-cultural course, students will investigate comparisons of cultures and study the encounter of cultures with one another. The common problems and concerns of different cultures, such as constructive political relationships, economic interrelationships, ecological issues, cultural cross-fertilization, and other facets will be investigated.

MSE 544 Reading in the Content Areas (3)

A study of contemporary models of reading pedagogy in the content areas. Students research, draft, and practice a diverse repertoire of instructional approaches which promote critical thinking and strategic reading across the content area curriculum.

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MSE 545 Policy Analysis and Implementation (3)

This course centers on developing an understanding of the educational policy-making process. Emphasis will be placed on educational policy implementation and evaluation. The course is grounded in the belief that education does not operate in a vacuum but within the context of the community.

MSE 547 Educational Play/Learning (2-3) Centers in Early Childhood

This course investigates the theories of learning for preschool children and initiates the development of a learning center appropriate for young children. Students will relate learning theories to practice through planning and preparing stimulating environments in which young children will be challenged through active exploration and interaction.

MSE 548 Statistics in Education (3)

An introductory yet comprehensive survey of common statistical analyses encountered in educational research.

MSE 549 Early Childhood Assessment (3)

Intensive investigation of techniques and tools for assessing the development level of children from birth through approximately eight years of age.

MSE 550 Characteristics/Strategies (3) for Emotionally/Behaviorally Disordered

A study of the characteristics, casual factors, and educational implications for the emotionally/behaviorally disordered student. This course will cover strategies for more effective education with parents, community organizations, and school personnel in relation to the E/BD student.

MSE 551 Practicum in SPED (3)

This practicum is to be taken in conjunction with or following MSE 568 - Characteristics/Strategies - mild/moderate/severe or a separate strategies course in mental retardation (MR). The intent of this practicum is to provide the prospective educator with firsthand experience in working with students with MR. A minimum of 150 clock hours of field experience needs to be documented for this practicum. The student will take an active role in ensuring a quality experience by working with his/her cooperating teacher(s) in developing the experience. The

practicum requires that the prospective educator interact fully in teaching students with mental retardation.

MSE 553 Seminar/Practicum in SPED (3)

This course is to be taken concurrently with MSE 569. This combined seminar (approximately one semester hour) and practicum (approximately two semester hours) provides a chance to gain additional knowledge about students who pose atypical challenges in terms of learning and functioning within general and special education settings and who are in need of specialized educational and related services. Such services as those provided by special educators who work with low-incidence disabilities, by occupational and physical therapists, medical personnel, and behavioral specialist will be addressed. The student will document at least 100 clock hours of outside-of-seminar experience in interacting with students in school or nonschool settings. Time spent in planning for teaching/interactive experiences and researching aspects related to disabilities of focus in the seminar/practicum experiences may be counted within the 100 clock hours. However, a minimum of 70 clock hours should be documented for actual interaction with individuals with moderate and severe disabilities.

MSE 554 Understanding Poverty: (3) A Research-Based Perspective

The goal of this course is to use various research strategies to examine the economic differences that separate social classes so they can be minimized in the educational setting. The course will also use research to identify and analyze issues central to effectively teaching students from poverty.

MSE 556 Classroom Management (3)

This course is designed to give experienced teachers, as well as school administrators a more in-depth perspective regarding practical methods that can aid in developing and maintaining a positive environment for learning. Classroom simulations are utilized to deal with such topics as behavior modification, relationship building, and current classroom management skills. P

MSE 557 Principles and Techniques (3) for Assessing Reading and Reading Disabilities

An in-depth examination of norm-referenced, criterion-referenced, informal, annotated, and portfolio-based assessment instruments and techniques. Students explore authentic learning

situations and corresponding process indicators of pupil progress to inform instruction and learning. Practical application is enhanced through concurrent enrollment in Practicum I.

MSE 558 Advanced Reading Practicum I (3)

Supervised laboratory experience in diagnosing and remediating the literacy needs of children enrolled in the Reading Center. Product and process assessments are administered and later collated with instructional data for end-of-progress reports. Course taken with MSE 557.

MSE 559 Remedial Reading with Case Studies (3)

Introductory course in evaluating the reading and language abilities of individual children through instruction within a classroom setting. Includes group and individual evaluation, informal assessment procedures, selection of materials, and instructional strategies to meet the needs of individual learners. Prerequisites: ELE 315, 316, and acceptance into Teacher Education Program.

MSE 560 Remedial Reading Practicum II (3)

Supervised laboratory experience in remediating the literacy needs of children enrolled in the Reading Center. Assessment results are reviewed, appropriate instructional responses implemented, and later exhibited through the teacher work sample documenting all aspects of assessing and designing results based on series of instruction. Taken concurrently with MSE 559.

MSE 561 Characteristics of Students with Emotional and Behavioral Disorders (3)

This course examines the characteristics of children and youth with emotional and behavioral disorders. Consideration is given to the nature of, prevalence of, and conceptual approaches to emotional and behavioral disorders. Family and cultural issues associated with emotional and behavioral disorders and also given attention. The appropriate adjustment and inappropriate maladjustment of students with emotional and behavioral disorders in school settings will be given primary attention.

MSE 562 Instructional Strategies for Teaching Students with Emotional and Behavioral Disorders (3)

This course focuses on the instruction of students with emotional and behavioral disorders.

Specific techniques for assessment, arranging an appropriate learning environment, working with parents and other professionals, and teaching social and academic skills will be emphasized.

MSE 563 Characteristics/MR (3)

This course provides a frame of reference within which to view the exceptionality of Mental Retardation (MR) as follows: historical and current perspectives of MR, accepted definitions of MR, different levels of MR, overview of educational programming (school age), preparation for adulthood, issues surrounding family living, rights of individuals with MR, and current and emerging issues.

MSE 564 Instructional Strategies/MR (3)

This course will cover critical issues and specific methods and materials relating to the instruction of students with MR. Special emphasis will be given to the following major areas: 1) life-goal planning for individuals and groups with MR; 2) the importance of working effectively with parents and other IEP team members; 3) diagnostic, prescriptive, and evaluative teaching; 4) curriculum planning; 5) functional skills basic to future adjustment (e.g., transitional and vocational skills, social and interpersonal skills, and leisure and recreation skills).

MSE 565 Effective Inclusion (3)

This course concentrates on effective strategies to integrate general and special education students when appropriate while at that same time recognizing the need for alternative settings where appropriate. Significant emphasis will be placed on learning to construct appropriate Individual Education Plans and upon modification of content area instruction.

MSE 566 Educational Finance (3)

Basic school finance theory and practice will be discussed. Historical development, current trends, future expectations, involvement of various governmental agencies, and major problems and constraints of local, state and federal financial support will be emphasized. Special attention is given to building-level financial planning and budget formulation.

MSE 568 Characteristics/Strategies Mild/Moderate/Severe (4)

This course provides a frame of reference within which to view Mental Retardation (MR). It includes an overview of major characteristics and appropriate education programming with an emphasis on functional life skills. A good deal of emphasis will be placed on life-goal planning

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with emphasis on prevocational, vocational, and transitional programming. In addition, some aspects of programming for physical disabilities, multiple disabilities, and other health impairments (POHI) will be addressed.

MSE 569 Autism/Pervasive Developmental Disorders (3)

A comprehensive overview of students eligible for special education under the categories of Autism, Other Health Impairments, and Traumatic Brain Injury. Topics will cover characteristics of individual students as well as strategies to help with programming to meet educational needs of students eligible in these categories.

MSE 570 Individual Study (1-3)

Individual inquiry into a topic of unique interest to the student is supervised by members of the graduate faculty. Records and reports of the inquiry will be presented to relevant audiences.

MSE 577 Education of the Exceptional Child (3)

This course provides an investigation into the theories, skills, and attitudes needed to identify and instruct exceptional students in varied school settings.

MSE 580/1 Advanced Practicum I, II (3, 3)

This experience provides an opportunity to (a) learn new skills through internship with an acknowledged teacher or mentor, or (b) to generate, implement, and evaluate a special project that demonstrates the integration of theory into practice. Reports appropriate to these experiences are presented to relevant audiences. Project presentations may be in the form of a written essay, formal thesis, laboratory project, documentary film, video, or multimedia presentation. A grade of "DE" is given for a practicum that is incomplete at the end of the semester. (Graded P/F)

MSE 588 Principalship (2)

The study of the roles and responsibilities of the school principal, assistant principal or supervisor of an educational specialty will be examined. The responsibilities of the school principal as site supervisor, educational leader, and instructional leader in curriculum will be emphasized. Data analysis and its use in determining school improvement goals will be a focus for this class. Students will investigate action research as a tool for school improvement and curriculum refinement. The political role of the principal in the community for the betterment

of the school will be studied in the context of authentic partnership with an increasingly diverse population. Scheduling, room usage, school budget processes, and school culture will be explored. Corequisite: MSE 599.

MSE 589 Administrative Internship (3)

Field experience in school principalship under the supervision of a school principal or a school district administrator and a university supervisor. Priority will be given to multi-cultural settings that reflect the cultural diversity and rich heritage of the community in the selection of internship sites. Reports appropriate to this experience will be presented to the graduate committee. A grade of "DE" is given for internships incomplete at the end of the semester. (Graded P/F)

MSE 590 Field Experience/Seminar (1-3)

Participation experience in selected attendance centers. Focus will be on individual, small group, and whole group teaching (120 clock hours). Student must attend weekly seminar to reflectively and critically analyze teaching strategies in practical situations. Prerequisite: Acceptance into the Teacher Education Program. A grade of "DE" is given for a field experience that is incomplete at the end of the semester. Graded P/F.

MSE 591 Internship Seminar (1)

This course is taken in conjunction with Student Teaching Internship and coordinates the student's past coursework and the Student Teaching Internship experience. Special attention is given to behavior changing techniques, job placement, and teacher expectations. Teacher candidates are required to complete an online professional portfolio in Livetext. Prerequisite: acceptance into the Teacher Education Program.

MSE 596 Practicum in Physical Education (3-6)

This experience provides an opportunity to a) learn new skills or role patterns through practicum with an acknowledged teacher or mentor; or b) to generate, implant, and evaluate a special project that demonstrates the integration of theory into practice. Reports appropriate to these experiences and a written research document are presented to the graduate committee. A grade of "DE" is given for a practicum incomplete at the end of the semester. (Graded P/F)

MASTER OF SCIENCE IN EDUCATION

MSE 599 Multicultural Internship (1)

Taken concurrently with MSE 588. Field experience focused on the needs of multiculturally diverse schools. A grade of "DE" is given for internships that are incomplete at the end of the semester. Graded P/F.

MSE 600 Research Methodology (3)

This course addresses the nature and characteristics of educational research. The development of basic skills required in the understanding, planning, and executing of a research study. Taken concurrently with MSE 601. (Formerly MSE 501)

MSE 601 Master's Project (1)

A project will be designed by the student with guidance from his/her advisor. The student must present the proposal to the graduate committee and receive approval. The project will be reviewed with the advisor throughout the program. A report appropriate to the project

will be presented to the graduate committee and must be successfully defended. The student must register for the course each semester until a successful defense has been completed. (Graded P/F)

MSE 620/621 Thesis I, II (3, 3)

This final project is a culminating activity that represents the student's application of the interdisciplinary approach to human value systems and an attempt to communicate what the student has learned. It will take the form of a formal thesis. The project is designed by the student and relevant faculty advisors, beginning with a proposal submitted to a faculty member. Reports appropriate to this experience will be presented to the graduate committee. A grade of "DE" is given for projects incomplete at the end of the semester. (Graded P/F) (Formerly MSE 597/598)

STUDENT TEACHING

MSE 582/3	Elementary School	Internship I, II	(3, 3)
MSE 584/5	Middle School	Internship I, II	(3, 3)
MSE 586/7	High School	Internship I, II	(3, 3)
MSE 592/3	Special Education	Internship I, II	(3, 3)
MSE 594/5	Special (K-12)	Internship I, II	(3, 3)

This experience is designed to be part of the culminating activities for students enrolled in the Master's Program with emphasis in the teaching certification program. Students will spend eight weeks (out of sixteen) as teaching interns in the local schools. This internship will integrate the theoretical and clinical dimensions of coursework through direct classroom application experience. Students will enroll concurrently in Internship I and II. Reports appropriate to this experience will be presented to the graduate committee. A grade of "DE" is given for projects incomplete at the end of the semester. (Graded P/F) Prerequisite: Acceptance to Student Teaching.

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

Degree Offered: **Master of Science in Education in Counseling (M.S. Ed. in Counseling)**

The Master's Degree in Counseling is designed for students who are seeking a career working as a counselor in settings such as community agencies, government, private practice, and elementary, middle or secondary schools. The mission of the Counseling Program is to provide a challenging environment that will promote academic excellence and ethical values in students as they develop skills that will enable them to provide competent counseling services. The program is committed to training students in the unique issues involved working in a rural setting, and equipping them with the skills necessary to practice in underserved rural areas.

Program Requirements:

The coursework required to complete the M.S.Ed. in Counseling consists of:

1. 39 hours of core courses: MEC 500, 505, 512, 513, 516, 517, 520, 521, 526, 527, 528, 531, and 541.
2. Courses specifically required for the School Counseling emphasis: MEC 555, 556, 580, and 590 plus 3 hours of special topics (MEC 575).
3. Courses specifically required for the Community Counseling emphasis: MEC 545, 546, 581, and 591 plus 3 hours of special topics (MEC 570).

ADMISSIONS

Applicants are encouraged from individuals in all fields. All applicants are considered on an individual basis. The applicant's potential for successful completion of the program is a central focal point for the Admissions Committee. Applications are processed on a revolving basis. Although it is generally preferred that an individual accepted into the program start his or her coursework in the fall semester, an applicant may begin at the start of any term, providing space is available.

Applicants must submit the following to the Quincy University Office of Graduate Admissions:

1. **Application** - A completed application for graduate admission along with a nonrefundable \$25 application fee.
2. **Official Transcripts** - An official transcript from the college or university that the applicant matriculated from verifying that the baccalaureate degree has been conferred. In addition, the applicant needs to provide official transcripts from any other college or university at which he or she may have undertaken any additional study, undergraduate or graduate.
3. **Recommendations** - Two completed recommendations from professionals who can address the applicant's academic and/or professional potential.
4. **Educational requirements** - Applicants must have or will have completed a baccalaureate degree. Applicants with an undergraduate GPA of 3.0/4.0 or higher may be recommended for admission. Applicants with a GPA lower than 3.0 will be considered for conditional admission.
5. **International students** - Applicants from non-English speaking educational institutions must submit the results of the TOEFL. Generally, a score of 550 or above is acceptable evidence of a student's ability to successfully study in an English-speaking environment at the graduate level. Also, the applicant must submit documentation showing how his/her education will be financed. A bank official must authorize this financial documentation.
6. **Writing prompts** - The applicant is requested to reply to three of six questions or statements regarding counseling. It is expected that the questions are answered to the best of the applicant's ability and each question is to be answered in 300 words or less.

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

7. Entrance Test Results - A score of 380 (400 preferred) or higher on the Miller's Analogy Test or an equivalent score on the Graduate Record Exam.

8. Coursework - While applicants from all undergraduate majors are considered, coursework in behavioral sciences (e.g., Psychology or Sociology) is desirable. It is hoped, but not mandatory, that students will have taken the following courses or their equivalent:

- a. Introduction to Psychology or Sociology
- b. Personality Theory
- c. Statistics/Research design
- d. Abnormal Psychology

9. Professional Resume

The Counseling Program Admissions Committee reviews each person's application. As there are several measures that are used in the application process, there is no one single factor that would qualify or disqualify a person. In some cases, in addition to the written application and supporting documentation, an applicant may be required to have an in person interview with the Counseling Program Admissions Committee or its representative(s).

DISPOSITION

A critical component to becoming an effective counselor is possessing counseling dispositions. Disposition may be defined as having the tendency to act in a way that is helpful or facilitative for others. Disposition really cannot be measured by academic grades. Therefore, a student must sign a form indicating that he or she understands that the assessment by faculty of his or her disposition will be different from the assessment for his or her academic grade. The student will also acknowledge on the form that while his or her grades may be satisfactory, the faculty may evaluate his or her disposition as inappropriate.

The faculty will assess a student's dispositions and may find that a student is dispositionally unfit for the counseling program and may make a decision that the student should be dismissed from the program as a result of inappropriate disposition(s).

TRANSFER OF CREDIT

A student who has completed graduate work elsewhere in an approved, accredited program may request that up to 12 semester hours be transferred to Quincy University, accepted as transfer credit and counted towards the M.S. Ed. in Counseling degree. Generally, credits older than 7 years will not be accepted. Normally a grade of "B" or better is required for such transfer credit. Petition for transfer credit must be made to the Program Director, but approval must be made by the M.S. Ed. in Counseling Admissions Committee. Credits earned through correspondence courses are not accepted.

If the student has completed a master's degree, none of the courses used in that degree completion would transfer directly into the program. While a student would not be required to take a duplicate course, he or she would need to take a course so that the number of semester hours taken for this second master's degree would equal 54.

ACADEMIC REGULATIONS

GRADES: The Counseling program uses the same grading system as that used by the Quincy University undergraduate program and is described in the current catalog under Academic Policies.

Graduate credits are earned in courses for which a student receives a grade of "C" or better. Normally, no more than two courses with a "C" grade are allowed and a student is required to maintain a 3.0 cumulative grade point average (GPA). A student whose cumulative GPA falls below 3.0 will be placed on probation. Failure to raise the GPA to 3.0 by the end of the following semester will result in the dismissal of the student from the program.

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In exceptional cases, a grade of Incomplete (IN) may be given to a student. The decision to give the grade of "IN" rests solely with the instructor. All requirements for the course must be complete by the end of the following term in which the incomplete was earned. Failure to do so will result in the grade of "IN" automatically being changed to an "F" at the end of the following term.

A Deferred (DE) grade may be given for a clinical experience that is incomplete at the end of a semester.

The policies and schedule regarding withdrawal from the Counseling program are identical to those in the undergraduate program.

CANDIDACY REQUIREMENTS: A student may attain the M.S.Ed. in Counseling Degree in one of the following ways:

1. 54 semester hours including a 100-hour practicum and a 600-hour internship in school counseling and successful completion of the comprehensive examination.
2. 54 semester hours including a 100-hour practicum and a 600-hour internship in community counseling and successful completion of the comprehensive examination.

TIME FRAME: Matriculated graduate students are encouraged to enroll in two courses each semester including summer. Students may choose to take fewer courses. A minimum of one course per year is required to maintain candidacy. There is a six-year time limit from first attendance to completion of the degree program with no more than one year between enrollments. Failure to comply could result in the student being dropped from the program. To be readmitted, a student must petition the Director of the program and is required to follow the rules, regulations and program requirements in effect at the time of readmittance into the program.

ACADEMIC LOAD: The academic load is limited to 9 semester hours during any academic term.

RESIDENCY: There is a 42 credit hour residency requirement. This means that a minimum of 42 credit hours must be taken in the Quincy University program. The entire program must be completed within six years of date of first attendance. An extension may be granted for extraordinary reasons upon petition to the Director of Counseling Program.

CLINICAL EXPERIENCE: Both the School Counseling and the Community Counseling Emphases require a 100-hour practicum and a 600 hour internship.

REVIEW: At the successful completion of 4 courses, the faculty of the Counseling Program will assess each candidate as to their academic progress and their dispositions as a Counselor-in-Training. After the review, a candidate could be placed on probation and/or receive a "Corrective Action Plan" stating what actions need to be completed before continuing in the program. If a candidate's dispositions are assessed as inappropriate, he or she may be required to leave the program.

FINGERPRINT CHECKS: All students in the school counseling program need to have two fingerprint checks, one in the first semester and the second immediately prior to the practicum. See the Counseling Program Handbook or talk to your advisor for more details.

SCHOOL COUNSELING TESTS: All students who wish to become school counselors need to take two tests offered by the Illinois State Board of Education. The first test (Basic Skills) needs to be taken in the first year in the program and the second test before graduation. If one has not passed both tests, he or she will not be allowed to graduate.

EXTRA COURSES FOR NON-TEACHING CERTIFIED CANDIDATES: The State of Illinois has made provisions for individuals who are not certified teachers to become certified school counselors. The specific courses that a student may be required to take will be decided in consultation with his or her advisor. Minimally, the areas that need to be covered are 1) special populations; 2) counseling school age populations; 3) classroom management and 4) school counseling related courses. All courses need to be taken at the graduate level unless permission to take courses at the undergraduate level has been received from the Program Director or the Dean of the School of Education.

GRADUATION:

A student becomes eligible for graduation upon:

1. The successful completion of a minimum of 54 credit hours of graduate courses as outlined with a cumulative grade point average of 3.0;
2. the successful completion of a practicum and an internship in his/her respective emphasis;
3. the successful completion of the comprehensive examination.

Students must apply for graduation with the Registrar at the beginning of the semester in which they expect to graduate. Students with six (6) or fewer credits to complete for their master's degree may participate in the May commencement ceremony.

Note Bene: The courses required for licensure or certification may change during a student's residency in the program. The new requirements may need to be met by the students. Generally, while a student cannot be required to take new courses that were not listed in the catalog at the time of admission or readmission, it may be in the best interest of the student to meet the new requirements.

Course Descriptions

MEC 500 Introduction to the Counseling Profession (3)

This course explores the professional identity of counselors, professional organizations, publications, certification and licensing. The roles and expectations of counselors in various settings are examined.

MEC 505 Legal and Ethical Issues in Counseling (3)

The purpose of this course is to help students appreciate the complexity of ethical and legal considerations specifically related to the practice of counseling (e.g., confidentiality, professional liability, privileged communication, informed consent, etc.). Case study will be a prominent technique to help each student understand the difficulties that counselor may face due to both legal and ethical constraints on practice.

MEC 512 Counseling Theory (3)

This course provides an overview of current major theoretical approaches to counseling. Emphasis is on both theory and application. Methods of instruction include lecture, class discussion, readings, videotapes, writing, case studies and role-playing. Having evaluated the philosophical assumptions about the human person underlying each theory, each student will be able to choose and critically integrate major counseling perspectives into his or her own personal approach to counseling.

MEC 513 Counseling Techniques (3)

The purpose of this course is to teach students basic counseling skills. The students will focus on developing and enhancing their skills to facilitate their ability to intervene effectively with

their clients. Students will be encouraged to explore their own style of counseling and begin to integrate at least one theoretical orientation into their practice of counseling.

MEC 516 Human Growth and Development (3)

The purpose of this course is to review basic concepts pertaining to human development across the lifespan including characteristics of the physical, cognitive and psychosocial changes that occur from birth through adulthood. Research methods that underlie the empirical study of human development are presented. Historical and cultural perspectives on childhood, adolescence, adulthood and aging are reviewed.

MEC 517 Research Design and Statistics (3)

The purpose of this course is to cover the principles, methods, techniques and tools used in performing research in counseling. Students will learn to evaluate the validity of research and read and understand research articles. The students will have an opportunity to clarify and define their own research interests.

MEC 520 Family Dynamics and Counseling (3)

The purpose of this course is to examine theories and practice of family counseling. Students will begin to develop skills in working with families. The special ethical and legal issues involved with family counseling will also be covered. Prerequisite: MEC 500, 512, 513, and 516 or consent of instructor.

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

MEC 521 Group Dynamics and Counseling (3)

As a result of this course students will develop an understanding of group dynamics and the roles of group members. Group leadership skills will be developed. The uses of groups in schools and community settings will be explored. Special attention will be paid to the use of groups with children and adolescents. Prerequisites: MEC 500, 512, 513 or consent of instructor.

MEC 526 Appraisal of the Individual (Standardized Assessment) (3)

The purpose of this course is to explore methods of assessing various attributes of a person. Methodology includes standardized assessment, measurements, individual and group testing, case studies, observations, interviews and rating scales. The course will focus on the development of a comprehensive framework for understanding the individual.

MEC 527 Social and Cultural Issues (3)

The purpose of this course is to study those factors that influence the counselor/client relationship such as ethnic issues, subcultures, rural and urban issues, the changing roles of women, sociocultural issues, etc. Particular attention is paid to the influences of the rural setting on individuals.

MEC 528 Lifestyle and Career Counseling (3)

The purpose of this course is to examine theories of career development and occupational choices. Areas to be included are theories of career choices, career and lifestyle developments, development and career choice, sources of information regarding careers and educational information and opportunities, resume writing and portfolio development. Prerequisites: MEC 500, 512, 513 or consent of instructor.

MEC 531 Counseling with Children and Adolescents (3)

The purpose of this course is to examine the various psychological problems of childhood and adolescents. Various developmental perspectives on child and adolescent growth and possible resultant difficulties will be discussed. Special attention will be paid to system and environmental issues. The students will develop counseling skills needed in working with children, adolescents and their families. Prerequisites: MEC 500 and 516 or consent of instructor.

MEC 541 Substance Abuse Counseling (3)

The purpose of this course is to examine chemical, psychological and treatment aspects of drug use, abuse and dependency. The effects of substance abuse on family members will be discussed. Skills in assessment, diagnosis and treatment approaches will be developed during this course. Alternative perspectives on the etiology and treatment of substance abusing individuals will also be covered. Prerequisites: MEC 500, 512, and 513 or consent of instructor.

MEC 545 Psychopathology, Diagnosis and Treatment Planning (3)

The purpose of this course is to cover the etiology, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior. Models for assessing mental status and identifying abnormal, deviant or psychopathological behavior will be discussed. Focus will be placed on diagnostic categories currently identified in the DSM IV-TR. Prerequisites: MEC 500, 512, 513, 516 and 527 or consent of instructor.

MEC 546 Diagnostics and Treatment Planning (3)

In this course, students will learn how to utilize the Diagnostic and Statistical Manual of Mental Disorders (DSM) to develop diagnostic impressions and appropriate treatment plans to meet the needs of their clients. Students will also be introduced to psychopharmacology as it relates to specific mental disorders represented in the DSM. Prerequisites: MEC 545 or consent of instructor.

MEC 555 Counseling and Consulting in the Schools I (3)

The purpose of this course is to acquaint the student with a broad overview of school counseling. Included in the course will be an examination of comprehensive school counseling models, the relationship between the school counselor and other professionals, both inside and outside the school and with parents, the responsibility of the school counselor to various stakeholder groups, and the bases of developing and implementing a comprehensive school counseling program. Prerequisites: MEC 500, 505, 513, 516, 531, or consent of instructor. (Formerly MEC 515)

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

MEC 556 Counseling and Consulting in the Schools II (3)

This course is a continuation of MEC 555. There is an emphasis on roles that the school counselor is expected to fill. Specifically, there will be a discussion of the school counselor as a leader, as a consultant and as an advocate. The role of a school counselor as a member of the academic team who is striving for academic excellence for all students will be a major focal point of the course. Prerequisite: MEC 555. (Formerly MEC 515)

MEC 570 Special Topics in Community Counseling (1)

The purpose of special topics is to acquaint the students and community members with aspects of counseling to which students need exposure but the subject matter does not warrant a three-semester hour course. Some special topics in community counseling have been Assertiveness Training, Human Sexuality and Evidence Based Practice. These topics may be repeated and/or new "special topics" may replace some of the titles listed. May be taken for a maximum of 3 credit hours.

MEC 575 Special Topics in School Counseling (1)

The purpose of special topics is to acquaint the students and community members with aspects of counseling to which students need exposure but the subject matter does not warrant a three-semester hour course. The content of each may be repeated and/or new "special topics" may replace some course content for a maximum of 3 credit hours. Students in the school counseling track may take MEC 546 Diagnostic and Treatment Planning in lieu of the school oriented special topics with the permission of the program director. May be taken for a maximum of 3 credit hours.

MEC 580 School Counseling Practicum (3)

Supervised school counseling experience involving interaction with individuals and groups of school-aged children. A minimum of 40 hours will involve direct service work with children. The remainder of the hours may include observation and supervision experiences. On-site certified school counselors with at least 3 years of experience will provide field supervision of practicum students in the school counseling track. Requests for exceptions to this standard need to be made to the Director of Clinical Experiences. A student may apply for practicum if he or she plans on taking one of the required

courses concurrently with practicum. Prerequisites: MEC 500, 505, 512, 513, 516, 520, 521, 527, 531 or 541, 555 plus 9 additional graduate credit hours in counseling. A grade of "DE" is given for an incomplete practicum at the end of the semester.

MEC 581 Community Counseling Practicum (3)

Supervised community counseling experiences involving interaction with individuals, families or groups. A minimum of 40 hours will involve direct service with clients. The remainder of the hours may include observation and supervision experiences. On-site licensed professional counselors with at least 3 years of experience or their equivalent will provide field supervision of practicum students in the community counseling track. Requests for exceptions to this standard need to be made to the Director of Clinical Experiences. A student may apply for practicum if he or she plans on taking one of the required courses concurrently with practicum. Prerequisites: MEC 500, 505, 512, 513, 516, 520, 521, 527, 531 or 541, 545, 546 plus 9 additional graduate credit hours in counseling. A grade of "DE" is given for an incomplete practicum at the end of the semester.

MEC 590 School Counseling Internship (1-6)

This is a post practicum experience that provides actual on-the-job training in a school setting. The candidate will perform the various school counseling activities. Field supervision of internship students in the school counseling track will be provided by on-site certified school counselors with at least 3 years of experience. Requests for exceptions to this standard need to be made to the Director of Clinical Experiences. Prerequisite: MEC 580. A grade of "DE" is given for an incomplete internship at the end of the semester.

MEC 591 Community Counseling Internship (1-6)

This internship experience provides the candidate with actual on-the-job training in a community setting. On-site licensed professional counselors with at least 3 years of experience or their equivalent will provide field supervision of internship students in the community counseling track. Requests for exceptions to this standard need to be made to the Director of Clinical Experiences. Prerequisite: MEC 581. A grade of "DE" is given for an incomplete internship at the end of the semester.

MASTER OF THEOLOGICAL STUDIES

MASTER OF THEOLOGICAL STUDIES

Degree Offered: **Master of Theological Studies**

The Master of Theological Studies (M.T.S.) program provides the solid foundation for all forms of pastoral ministry, including, but not limited to, the ordained ministry or priesthood. It is also excellent preparation for hospital or military chaplaincy, cross-cultural missions, youth ministry, continuing spiritual growth, religious instruction or further graduate study and teaching.

Students in the Master of Theological Studies program “learn by doing.” Under the guidance of trained pastoral supervisors, students will work in congregations, social service agencies or health care facilities. Reflection groups help you think theologically about your pastoral identity and ministry experiences in church and society. Students need not quit their jobs or neglect their families to complete this course of study. We offer the option of a complete M.T.S. program through night courses during the fall, spring and summer.

The Franciscan Ecumenical Flavor of the Program

Quincy University’s Master of Theological Studies program treasures and is firmly committed to our Catholic Franciscan heritage in the spirit of ecumenism in its theoretical and practical approaches to ministry. Consequently, women and men of all faiths and denominational traditions are welcome in our program.

Learning Formats

Weeknight program: This program is designed to serve non-traditional students rather than full-time graduate students. Classes normally meet once per week on Tuesday and Thursday evenings during the regularly scheduled academic calendar of the University.

MTS Summer Institute: In June of each academic year, a two-week intensive summer institute provides students with opportunities to supplement their studies by taking up to 9 hours of coursework toward their degree.

Program Requirements:

This is a forty (40) semester hour graduate program with the following components:

- 2-week Summer Institute Residency (6 hours)
- 31 hours of required courses: TRS 500, 502, 504, 505, 506, 507, 516, 521, 529, 598
- 9 hours of electives

ADMISSIONS

Applications are encouraged from individuals who are looking to enter various forms of Christian ministry, those who are already engaged in formal or informal forms of pastoral ministry, or those who are looking to advance and deepen their knowledge of church in areas of scripture, sacraments, history, spirituality, etc. All applicants are considered on an individual basis focusing on the applicant’s potential for successful completion of the program.

Application for admissions is ongoing. Once an applicant’s file is complete, it will be reviewed by the Director of the Master of Theological Studies Program and the Vice President for Academic Affairs.

Applicants must submit the following to the Office of Graduate Studies:

- 1. Application:** A completed graduate admission application with \$25 application fee and official transcripts from all universities attended.
- 2. Official Transcripts:** Applicants must have completed a baccalaureate degree. A cumulative GPA of 3.0/4.0 or higher is preferred. Applicants with GPAs lower than 3.0 may be considered for conditional acceptance.

- 3. Written Autobiographical Sketch:** A 500-word written autobiographical sketch that includes a history of the applicant's religious and academic development and a resume of previous experience in ministry or other professional work, an assessment of the applicant's strengths and weaknesses in studying theology at the graduate level and professional or ministerial goals.
- 4. Entrance Test Results:** Millers Analogies Test (MAT) or Graduate Record Exam (GRE) scores.
- 5. Professional Resume:** A professional resume that includes complete employment history, volunteer associations, academic degrees and honors, etc.
- 6. Letters of Recommendation:** Three (3) letters of recommendation from persons qualified to evaluate applicant's personal, academic, and professional qualifications.

TRANSFER OF CREDIT

A student may request that credit for graduate level coursework completed at another accredited institution be granted. A grade of at least "B" must have been earned. No more than nine (9) credit hours may be accepted in transfer. Petition for transfer of credit is to be made to the M.T.S. Director. Quincy University will not accept an "Independent Study" course as transfer credit.

ACADEMIC REGULATIONS

GRADES:

The grading system used by the M.T.S. program is the same as that used by the Quincy University undergraduate program and is described in this catalog under Academic Policies.

Graduate credit is earned for courses in which a student receives a grade of "C" or better. A student is required to maintain a 3.0 cumulative grade point average (GPA). A student whose cumulative GPA falls below 3.0 will be placed on probationary status. Failure to raise the GPA to 3.0 by the end of the following semester may result in the dismissal of the student from the program.

In exceptional cases, a grade of Incomplete (IN) may be given to a student. The decision to give a grade of "IN" rests solely with the instructor. All requirements for the course must be completed by the end of the following term. Failure to do so will result in the grade of "IN" automatically being changed to an "F."

The same rules concerning withdrawals from an undergraduate course also apply to M.T.S. courses.

TIME FRAME: There is a six-year time limit from acceptance to completion of the degree program with no more than one year between enrollments. Failure to comply could result in the student being dropped from the program. To be readmitted, a student must petition the M.T.S. Director and is required to follow the rules, regulations, and requirements in effect at the time of reapplication.

ACADEMIC LOAD: Students are encouraged to enroll in at least three courses per academic year. Normally, the academic load is limited to 9 hours per semester.

GRADUATION

A student becomes eligible for graduation upon successful completion of the 40 credit hours with a minimum GPA of 3.0. Students must apply for graduation with the Registrar according to the Application for Graduation directions in this catalog. Students must have completed all coursework to be eligible to participate in the commencement ceremony.

Course Descriptions

TRS 500 Franciscan Spirituality: Ministry in Multicultural Contexts (3)

This course focuses on Franciscan spirituality, particularly as it relates to Christian ministry in the 21st century. It will explore how the examples of Francis and Clare can illuminate our respective ministries through respect and love for God's creation. Fundamental to this course will be the intimate connection between ministry and lived prayer. It will also address the following Franciscan values: peace; inclusion; reverence for creation; and joy and celebration. As the contemporary American church includes many Hispanic members, this course will include some basic familiarity with the Spanish language and the variety of Hispanic cultures, especially the mode of celebration exemplified in these cultures.

TRS 501 Religious Education and Youth Ministry (3)

This course examines Christian education in its broadest context: as an extension of the entire Christian parish or congregation. Theoretical models of Christian education will include the following components: the Bible, theology, social-science, faith development, and ethics.

TRS 502 Pastoral Ministry (3)

This course examines theories and practices that shape and develop ministerial skills. In it, we will consider both the practical aspects of ministry and the theological bases upon which those skills are built and nurtured.

TRS 504 History of Christianity (3)

This course provides an overview of the major periods of Christian history, from the period of the Apostles to the 21st century church.

TRS 505 Jesus as the Christ Introduction to Christology (3)

This course explores the central question of Christian theology and ministry, namely the identity and redemptive significance of Jesus Christ, through an in-depth look at scriptural, historical, and contemporary theological resources.

TRS 506 Introduction to Christian Worship (3)

This course will explore the development of Christian worship from its roots in the Hebrew Scriptures to the present. It will examine

the theological convictions that guide and undergird worship practices since the dawn of Christianity. This course will also feature the common links among all worshipping Christians, particularly those that dominate the Central Plains states: Roman Catholicism, Methodism, Baptists, Pentecostals, Evangelicals, Amish, and independent / non-denominational churches.

TRS 507 The Bible for Preaching and Teaching (3)

This course is a practical introduction to biblical preaching, with special emphasis the Gospels and Paul. Students will prepare lesson plans, preach, learn new skills and ideas, and interact with the insights of others, both peers and role models.

TRS 508 Ministry of Music (3)

This course will explore the history of church music, especially the development of Latin and English-language hymnody. An important goal of this course will be the desire to increase appreciation for the varieties of musical expression that are available to enrich Christian worship within the United States. Each participant in this course will learn how to utilize hymnals and other church music resources, as well as how to recognize the strengths and weaknesses of each.

TRS 511 Pastoral Administration (2)

This course provides a foundation for intentional and productive pastoral church administration. Practical, real-life opportunities to explore one's own ministerial identity will take center stage. Furthermore, students will explore the role of pastor as administrator and leader, through practical models of church programming.

TRS 513 Guide to Christian Marriage (2)

This course will explore marriage and family relationships from the standpoint of their interactions, with a focus upon the family as a social unit. We will also focus our attention on theoretical and practical marriage styles and values, problems of adaptation and communication, and the general topics related to marriage and family.

TRS 515 Theology of Death (2)

The concept of death is explored from several perspectives: experiential, psychological, social, and theological. Attitudes and experiences concerning death and clinical data on the experience of dying are studied along with responsible methods of caring for dying and bereaved persons. Above all, this course will explore practical ministerial models for dealing with death and dying.

TRS 516 Sacraments and the Encounter with God (3)

This course examines the sacraments as privileged ways of encountering God through human experiences of prayer in an assembled community. The relationship of the sacraments to Jesus and the Church will also be examined. Special attention will be paid to growing ecumenical agreement about sacraments, especially among the Protestant traditions.

TRS 521 Human and Spiritual Development (3)

This course will introduce several developmental theories of psychological and spiritual growth, which will be discussed and evaluated in light of social and cultural influences on personal identity, specific literary narratives, and the experiences of class participants. These theories will also be discussed in light of participants' faith traditions and future ministries

TRS 529 Christian Moral Conscience (3)

This course will explore the essential foundations of Christian ethics with respect to vocation. Specifically, we will explore (a) the relationship between work and vocation, (b) what it means to do ethics in extraordinary times, and (c) the foundation of Christian ethics in the person and work of Jesus.

TRS 531 Christian Prayer and Spirituality (2)

The course will examine Christian prayer in all its variations – particularly as it relates to specific Christian traditions: discursive prayer, prayers of recollection, praying with scripture, breath prayers, centering prayer, and contemplative prayer.

TRS 532 Assisi Pilgrimage (2)

Open to alumni, friends, graduate students, and undergraduate students, this course investigates special topics, depending on the participating faculty, culminating in a trip to Assisi, Italy.

TRS 541 Introduction to Pastoral Counseling (3)

This course is an introductory course in pastoral care and counseling. We will explore the changing definition of pastoral care and counseling and the various issues that have emerged because of these changes. An essential component of this course will be actual, practical field experiences in counseling.

TRS 570 Special Topics (1-3)

Special Topics courses are incorporated into the graduate curriculum based upon the needs and interests of students. In certain circumstances, such courses can be designated and taken on an independent study basis.

TRS 598 Supervised Practice of Ministry (SPM)/Ministry Capstone (4)

This course provides the opportunity to participate in, and reflect upon, life and ministry in Christian community, where ministerial self-understanding, identity and skills are acquired and tested. Supervised Ministry (SPM) assignments are made after an assessment of the educational and experiential needs of the student by the Director of the MTS Program. Placements are in communities of faith in a student's own tradition and in denominationally and ethnically diverse settings. A Supervised Ministry Learning Agreement must be approved for each assignment. Written evaluations by the student and the supervisor must be submitted as part of the criteria for awarding credit for SPM.

TRS 599 Clinical Pastoral Education (4)

This course is intended for students who will be actively engaged in care-giving ministries. Students will work in an institutional setting under the guidance of professional psychologists, ministers, and health care professionals. Students will explore the length and breadth of care-giving ministry in both group and individual settings through 400 hours of intensive counseling scenarios.

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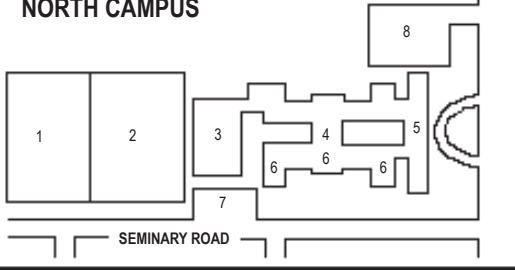
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CAMPUS MAP



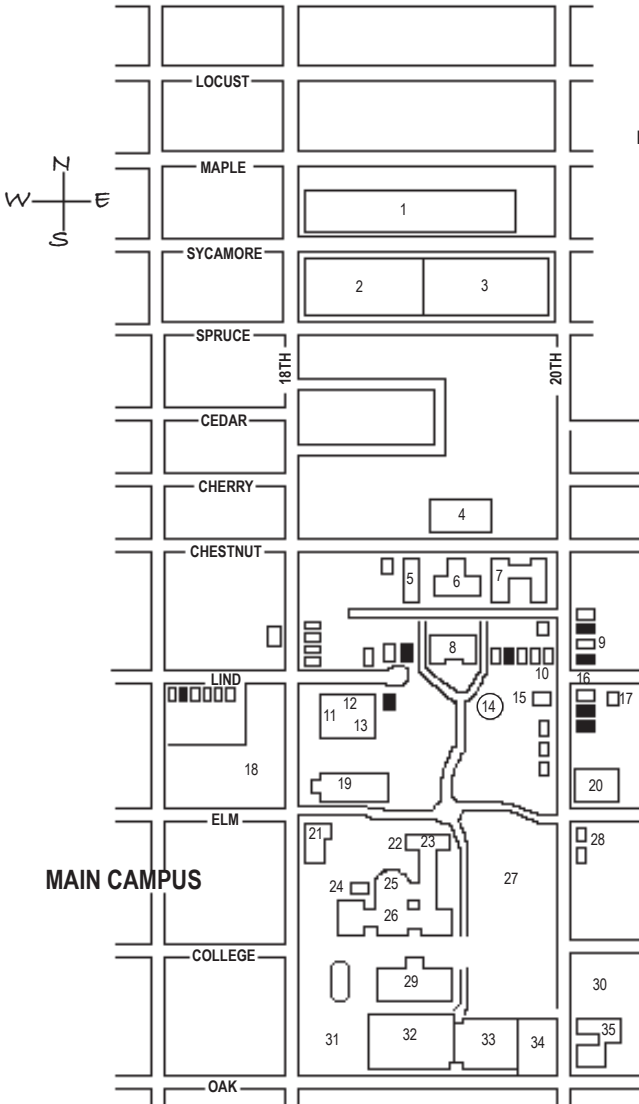
QUINCY
UNIVERSITY
QUINCY • ILLINOIS

NORTH CAMPUS



NORTH CAMPUS:

- 1 Softball Complex
- 2 Soccer Stadium
- 3 NC Gymnasium
- 4 NC Chapel
- 5 NC Academic Building
- 6 Faculty Offices, Athletic Offices
- 7 Parking (Lot L)
- 8 Student Parking (Lot K)



MAIN CAMPUS:

- 1 Stadium Parking (Lot M)
- 2 Baseball Stadium
- 3 Football Stadium
- 4 Student Parking (Lot D)
- 5 QU Apartments
- 6 Garner Hall
- 7 Centennial Hall
- 8 Willer Hall
- 9 Alpha Omicron Pi
- 10 Alpha Delta Gamma
- 11 Student Center
- 12 QU Bookstore
- 13 Safety & Security Office
- 14 Windows to the Future
- 15 Campus Ministry (thru Fall 2008)
- 16 Phi Sigma Sigma
- 17 Delta Tau Delta
- 18 Student Parking (Lot C)
- 19 Padua Hall
- 20 Tennis Courts
- 21 Hawk's Hangout/Ceramics Studio
- 22 Friars' Hall
- 23 Wellness Center/Counseling Center
(Campus Ministry - Spring 2009)
- 24 Cupertine Hall
- 25 Chapel
- 26 Francis Hall
- 27 Athletic Field (A-Field)
- 28 Holy Cross Friary
- 29 Brenner Library
- 30 Parking (Lot H)
- 31 Parking (Lot B)
- 32 Health & Fitness Center
- 33 Memorial Gym/Pepsi Arena
- 34 Parking (Lot A)
- 35 Physical Plant

Note: Dark colored houses are not QU property.