



# Evening School



**RICHMOND**  
School of Continuing Studies™

University of Richmond  
School of Continuing Studies  
University of Richmond, Virginia 23173  
(804) 289-8133  
[scs.richmond.edu](http://scs.richmond.edu)

## A MESSAGE FROM THE DEAN

The School of Continuing Studies exists to serve the continuing education needs of local, regional, national and international communities by providing exemplary educational opportunities for non-traditional students through degree, certificate and non-credit programs. It is also one of the academic units that make up the University of Richmond and, as such, it strives to meet the highest academic standards possible. In short, our mission is to enrich lives and careers. We do so by offering quality programs and services in ways that recognize the unique circumstances of adults.



To achieve our mission, our faculty combine substantial practical experience with excellent teaching skills. We offer them opportunities to enhance their respective abilities through an active development program. In terms of our curriculum, we seek substantial input from those employing our students and from our students themselves in an effort to be current and to offer education and training of immediate benefit. And we offer the full range of services required by busy adults trying to juggle their studies with work, family and other demands.

The University of Richmond experience is special and unique regardless of your age or any other characteristic, and the faculty and staff of the School of Continuing Studies remain committed to keeping it so.

**James L. Narduzzi, Ph.D.**  
*Dean*

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# Academic Calendars 2009-2011

## Fall Semester 2009

Aug. 24, Mon.....	Classes begin
Sept. 7, Mon. ....	Labor Day (no class)
Sept. 11, Fri. ....	Last day to file for May/August graduation
Nov. 23, Mon.....	Thanksgiving break begins after classes
Nov. 30, Mon.....	Classes resume
Dec. 7-10, Mon.-Thurs.....	Fall term examination period
Dec. 10, Thurs. ....	Fall term ends

## Spring Semester 2010

Jan. 11, Mon. ....	Classes begin
Feb. 5, Fri.....	Last day to file for December graduation
Mar. 4, Thurs. ....	Spring break begins after classes
Mar. 15, Mon.....	Classes resume
Apr. 26-29, Mon.-Thurs. ....	Spring term examination period
Apr. 29, Thurs.....	Spring term ends
May 9, Sun.....	Baccalaureate Service and Spring Commencement

## Addendum to the University of Richmond Academic Calendars 2009-2011

The list below is intended to familiarize the University community with major religious holidays affecting many throughout the campus. Inclusion on this list does not imply that the day is a University holiday but is provided to alert members of the Richmond community to possible scheduling conflicts. See the Class Attendance and University Holidays section of the catalog for details.

<b>Christian Holidays</b>	<b>2009-2010</b>	<b>2010-2011</b>
Christmas	Dec. 25, Fri., 2009	
Good Friday	Apr. 2, Fri., 2010	
Easter Sunday	Apr. 4, Sun., 2010	
Easter Monday	Apr. 5, Mon., 2010	

<b>Jewish Holidays</b>	<b>2009-2010</b>	<b>2010-2011</b>
Rosh Hashanah	Sept. 19-20, Sat.-Sun., 2009	
Yom Kippur	Sept. 28, Mon., 2009	
Sukkot	Oct 3-9, Sat.-Fri., 2009	
Shemini Atzeret/Simchat Torah	Oct. 10, Sat., 2009	
Hanukkah **	Dec. 12-19, Sat.-Sat. 2009	
Passover	Mar. 30, Tues., 2010	
Passover (concluding days)	Apr. 5-6, Mon.-Tues., 2010	
Shavuo	May 19, Wed., 2010	

- Jewish holy days, religious festivals, and the weekly Sabbath begin at sunset the preceding evening. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.
- Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur, and the first two evenings of Passover.

*\*\*This holiday does not require absence from routine commitments.*

<b>Islamic Holidays</b>	<b>2009-2010</b>	<b>2010-2011</b>
Eid-al-Fitr	Sept. 20, Sun., 2009	
Eid-al-Adha	Nov. 27, Fri., 2009	
Islamic New Year	Dec. 18, Fri., 2009	

- All Islamic dates begin at sunset the preceding evening.
- The Islamic year is based on the lunar cycle, consisting of 12 months of 29 or 30 days each, totaling 353 or 354 days. Each new month begins at the sighting of a new moon. Actual dates may differ by a day or two from the above dates. In many places, the moon sighting is often determined in advance by astronomical calculations.



## University of Richmond

### MISSION STATEMENT

The mission of the University of Richmond is to sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge. A Richmond education prepares students to live lives of purpose, thoughtful inquiry, and responsible leadership in a global and pluralistic society.

Approved March 15, 2005 by the Board of Trustees.

NOTE: The University Mission Statement replaces the Statement of Purpose adopted for the previous SACS review in 1997.

### ORGANIZATION AND ACCREDITATION

Five academic schools and two residential colleges are incorporated to form the University of Richmond with authority and responsibility vested legally in the Board of Trustees and the President of the University. The several colleges and schools award no degrees individually, but all degrees for work done in any one of them are conferred by the University of Richmond.

The University enrolls approximately 2,900 full-time undergraduates, 93% of whom live on campus; some 500 full-time law and graduate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and juris doctor degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Richmond. The University also is certified by the Virginia State Board of Education to offer teacher licensure programs. The chemistry program is accredited by the American Chemical Society. In addition, the Robins School of Business is accredited by the Association to Advance Collegiate Schools of Business International at the undergraduate and

graduate levels, and the T.C. Williams School of Law is accredited by the American Bar Association.

### ENVIRONMENT AND HISTORY

The campus consists of some 50 major buildings of impressive Collegiate Gothic architectural style set amid 350 acres of lawns, a lake and woodlands. Richmond is in a setting of beauty and harmony suggesting an able future as a seminary, later becoming a continuation of the deep roots of its past. Indeed, Richmond's history began almost two centuries ago with Richmond College, founded in 1830 by Virginia Baptists as a college of liberal arts and sciences for men. Around this nucleus were established The T.C. Williams School of Law (1870); Westhampton College, a college of liberal arts and sciences for women (1914); the Graduate School of Arts and Sciences, for advanced study in the liberal arts and sciences (1921); the E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, for evening, summer and continuing education (1962), now called the School of Continuing Studies; and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1989). In 1990, the academic missions of Richmond College and Westhampton College were combined in a separate school, the School of Arts and Sciences. Richmond College and Westhampton College are the residential colleges for men and women respectively, providing special programming and leadership opportunities in student life.

Richmond benefits from a heritage of ethical and religious values, a residential character and a commitment to liberal and general education through intimate schools and colleges joined into a substantial whole.

### INFORMATION SERVICES—LIBRARY AND COMPUTING SERVICES

#### Library Resources

The University's libraries are the center of intellectual activities outside the classroom. Boatwright Memo-

rial Library, facing Westhampton Lake, is the main library; it includes the Media Resource Center. The Parsons Music Library is in the Modlin Center for the Arts. The Law Library in the T.C. Williams School of Law serves the special needs of law students and faculty. The libraries' collections have been developed to meet the needs of students and faculty. Those collections consist of more than 500,000 volumes, access to more than 52,000 print and online journals, 64,000 electronic books, more than 200 online databases and a wealth of resources in media such as sheet music, DVD, audio CD, microfilm and audiobooks. Since 1900 the University of Richmond has enjoyed status as a depository for U.S. Government publications. Boatwright Memorial Library holds more than 500,000 government documents in print and microform and provides electronic access to thousands more. The Galvin Rare Book room contains nearly 25,000 rare books, first editions, maps, photographs and manuscripts. The online catalog (<http://library.richmond.edu>) provides access to the collections through the Internet.

The libraries participate in local and state consortia as well as national networks to obtain access to databases and to borrow items not held in the University's collections.

The libraries offer group and individual instruction in using these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations. Individual assistance is available in person and online through various means as described at [http://library.richmond.edu/help/ask\\_lib/index.htm](http://library.richmond.edu/help/ask_lib/index.htm).

Boatwright Library is open to students 24/7 when classes are in session. Boatwright Memorial Library offers a mix of study space suitable for individuals working alone or in groups, as well as AV viewing/listening carrels, and computers equipped with video editing software.

The library's dedicated, knowledgeable staff assists students in finding the best available sources for their studies and class assignments. Students can ask for help in person or by phone, e-mail, or IM. Librarians also work closely with faculty to assure that students learn how to use the library effectively. Additional library services include loaner laptops, 120 public desktop computers, 24-hour study areas, and a coffee shop. Explore the library online at <http://library.richmond.edu/>.

A separate wing of Boatwright Memorial Library houses the Virginia Baptist Historical Society, a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holds thousands of books, church records, manuscripts and personal papers related to Virginia Baptist history and heritage. The Society also manages the University's archives, a large collection of books, photos and memorabilia related to the University's rich history. The libraries are open to the entire campus community.

### Computing Facilities

The University of Richmond is committed to preparing students to work successfully in technology- and information-centered environments. The Information Services division supports a teaching and learning environment that provides rich technology and information resources for students, faculty and staff. Computer labs and classrooms with a total of over 950 computers are spread across the campus and contain a wide variety of equipment and software. These systems can be accessed in Boatwright Memorial Library and in general purpose and discipline-specific computing spaces. Some residence halls are also equipped with public computers in study lounges.

In addition to the general purpose labs, many academic departments have computer labs designed to meet the special learning and research needs of their students. These include Art and Art History, the Business School, Chemistry, Classical Studies, Education, Journalism, the Law School, Modern Languages and Literature, Music, Physics, Psychology, the School of Leadership Studies and Theatre and Dance. For more information regarding the discipline-specific computer labs and their hours of operation, please refer to the Information Services web page.

The ground floor of Jepson Hall houses many computing services. This includes the Computer Help Desk, a resource that provides assistance with computing-related issues for the entire campus. The facilities in Jepson Hall include a public computer lab with a total of 30 workstations; five PC classrooms with full multimedia capabilities; and two computer classrooms running Windows and Linux operating systems designated for use by the math and computer science department. When classes are not in session,

the Jepson Hall computer equipped classrooms are open for student use.

The normal operating hours for the Jepson Hall computing facilities during the Fall and Spring semesters are Monday-Thursday, 8:30 am -12:00 midnight; Friday, 8:30 am - 5:00 pm; Saturday 11:00 am - 6:00 pm and Sunday 11:00 am - 12:00 midnight. These schedules change for holidays, exams and summer sessions. A listing of the current hours of operation may be found on the Information Services web page.

The Technology Learning Center (TLC) is a unique resource located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty and staff. This area offers PC and Mac workstations equipped with high-end web development, multimedia, animation, 3-D modeling and audio-video recording and editing software. Scanners, high quality printers, large-format plotters, digitizers and digital video and still cameras are also available. In addition, the TLC contains a photography studio and a small recording studio. Most importantly, the TLC is staffed by professionals and well-trained student assistants. Students not only have access to the hardware and software, but also to experts who can help them use the specialized tools effectively.

The University maintains a robust network infrastructure. A wireless network supports mobile computing in every building on campus and provides coverage in most outdoor locations and public gathering spaces. Information Services keeps University-owned systems loaded with up-to-date versions of the latest software tools and anti-virus software. All users must have an active University computer account to log into any lab machine. To help ensure the security of our systems and network, passwords must be changed each semester in order to maintain an active account. Please refer to the Policies for Responsible Computing posted on the Information Services web page for guidelines regarding the use of University-provided technology resources.

### CURRICULUM MATERIALS AND TECHNOLOGIES CENTER

The Curriculum Materials and Technologies Center (CMC) supports the University of Richmond students and faculty of the Education Department

and School of Continuing Studies Teacher Licensure Preparation program by providing an assortment of print materials and instructional technologies for exploration, use and evaluation. As an environment designed for individual and small group curriculum development, study, reading and collaboration, it plays an innovative and integral role in the educational process of pre-service educators.

The CMC is located on the first floor of North Court, Room 104, in the Education Department at the University of Richmond. Call (804) 289-8433 or see additional information online at <http://education.richmond.edu/cmcc>.

### UNIVERSITY POLICE

The University of Richmond University Police Department, a nationally accredited police department, is committed to providing a safe and secure environment for our students, faculty, staff and visitors. The University of Richmond Police Department provides 24-hour uniformed response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation and performs the investigation of criminal offenses. Additionally, all police officers are Red Cross First Responder/CPR certified. Uniformed security officers also assist with building security and other calls for service as needed. All crimes that occur on the campus should be reported to the University Police in person or by calling 911, 289-8911 or 289-8715. More information about the police department, including crime statistics, can be found online at <http://oncampus.richmond.edu/administration/police/>.

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security compliance document is available on the University of Richmond website at <http://www.richmond.edu/administration/police>.

If you would like to receive a copy of the security report which contains this information, you can stop by the University Police Department at Special Programs Building, #31 UR Drive, University of Rich-

mond, VA 23173 or you can request that a copy be mailed to you by calling (804) 289-8722.

The website and security report contain information regarding campus security and personal safety including topics such as: crime prevention policies, disciplinary procedures and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond Police Department.

### Parking Services

The Parking and Traffic regulations of the University of Richmond are designed to best maintain an orderly flow of traffic on campus and to best utilize the existing parking facilities. To accomplish these goals it is necessary for all motor vehicles, including motorcycles, golf carts and mopeds, owned or operated by faculty, staff or students to be registered with Parking Services on an annual basis. All vehicles registered and operated on campus must be properly

licensed and inspected for mechanical condition in accordance with the laws of the state in which the vehicle is registered for operation. All persons operating a vehicle on University grounds must possess a valid operator's license.

Rules and regulations and vehicle registration information can be found at the Parking Services website

<http://richmond.edu/administration/police/parking>.

Parking lots are lighted and patrolled by the University Police Department.

### ARTS AND CULTURAL EVENTS

The Modlin Center for the Arts presents more than 50 performing arts events each year through its Great Performances series, the University Player and Dancers mainstage performances and the Department of Music's free concert series. University Museums also showcases annual exhibitions of national and international art and artifacts along with student work in its several locations around campus. Additionally, the Jepson School of Leadership and the WILL program, and other academic departments sponsor diverse lecture series throughout the year. More information can be found on-line at [modlin.richmond.edu](http://modlin.richmond.edu).



## Admissions

### ADMISSIONS POLICIES

The School of Continuing Studies (SCS) offers courses and programs for credit and noncredit, weekends, day and evening, in the summer and regular school year. The major divisions of the School of Continuing Studies are the Evening School, the Summer School, and the Office of Community and Professional Education.

Through the Evening School, the School of Continuing Studies offers master, bachelor, and associate degree programs; undergraduate and graduate certificate programs and a variety of individual courses to meet the educational, professional and personal growth needs of adults in the Metropolitan Richmond area and beyond. The School of Continuing Studies shares in the tradition of the University of Richmond. It is through the non-traditional educational opportunities of the school that the University offers its strengths and resources to the Richmond area community and beyond.

The origin of the School of Continuing Studies may be traced back to 1920 when the department of economics of Richmond College was formed, eventually to become the department of economics and applied economics. In 1924 the Evening School of Business Administration was organized as a separate division of the University of Richmond. In 1949 the department of economics and applied economics in Richmond College was combined with the Evening School of Business Administration with both day and evening classes. In 1962 the Evening Division was separated from the School of Business Administration to form the nucleus of University College. From 1964 until 1974, University College offered a full-time freshman and sophomore day liberal arts program in addition to its full Evening School program.

On July 1, 1974, the Summer School, founded in 1920, became part of University College. In keeping with the University's tradition of residential colleges and academic schools, University College became the School of Continuing Studies in October 1994.

### ACCEPTANCE POLICY

The acceptance of a student for admission into the School of Continuing Studies as a degree-seeking student (master, bachelor, associate, certificate, and graduate certificate) remains in effect for a period of 12 months from the date of official notification by letter. If a student fails to register for classes within that time frame, he or she must reapply for admission and may be required to resubmit supporting documentation.

### ENGLISH PROFICIENCY

Students whose native language is not English, or whose collegiate level or secondary level instruction was not in English, must also earn a score of at least 550 on the paper-based, 213 on the computer-based or 80 on the internet-based Test of English as a Foreign Language (TOEFL) before admission to and/or enrollment in the University of Richmond School of Continuing Studies. The University may require additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or <http://www.toefl.org>. The TOEFL score must be no more than five years old at the time of application.

### PAST SEXUAL OFFENSE CONVICTION

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

## ADMISSION TO UNDERGRADUATE PROGRAMS

Students seeking admission to an undergraduate certificate, associate degree or bachelor degree program in the Evening School must show evidence of high school graduation with a cumulative 2.0 grade point average or higher by submission of transcripts or the General Education Development (GED) equivalency (only for students who have not previously attempted college work). Applicants must have earned a cumulative 2.0 grade point average on all previously attempted college work; must submit transcripts from each and every college or university previously attended. All applicants must complete the New Student Information Form (undergraduate application).

Note: A student who is not eligible to return to another college or university may not attend any Evening School program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such a student must be filed in the Office of the Dean.

### Undergraduate Admission Process

The School of Continuing Studies has open registration. You do not have to be accepted into a program to take a class. However, if you wish to pursue a certificate, associate, or bachelor's degree, you need to:

- File the New Student Information Form (undergraduate application) with the School of Continuing Studies.
- Have official transcripts from all colleges and/or universities forwarded directly to the SCS.
- Have your high school or GED transcript forwarded directly to the SCS (only required if you do not have previous college work).
- Please use the transcript request form when ordering official copies of your college and/or high school transcripts.
- Have official TOEFEL scores sent (when applicable).

### Please Take Note

- You may take classes while awaiting your transcripts.
- A transcript from each school you attended will be required before you can be admitted into a

program. (It is recommended that you contact the school/s in advance to determine the fee, if any, for this service.)

- Your application will be processed when all transcripts are received, and you will be contacted by mail at that time.
- Students applying to the Certificate in Information Systems or Paralegal Studies programs must have already earned a bachelor's degree from a regionally accredited college or university.

### Academic Amnesty

The Academic Amnesty Policy is applicable for students seeking admission or readmission to the School of Continuing Studies as an undergraduate degree candidate. Under the Academic Amnesty Policy, eligible students may, on a one-time basis, petition the School of Continuing Studies to disregard previously earned grades of D and/or F for the purpose of admission to the School of Continuing Studies as an undergraduate degree candidate.

Conditions for academic amnesty are:

- A grade point average of less than 2.0 in previous academic performance;
- A minimum grade of C in each class in the first 12 semester hours of course work in the School of Continuing Studies. Certain course requirements may apply.

Failure to meet course and/or grade requirements will terminate eligibility for academic amnesty and require the student to achieve a cumulative grade point average of 2.0 to be considered for admission to a degree program.

All grades previously earned at the University of Richmond will remain on the student's permanent academic record and will be included in the computation for graduation honors. If academic amnesty is granted, a statement to that effect will appear on the former University of Richmond student's permanent academic record.

Students admitted under the Academic Amnesty Policy are not eligible to apply for financial aid until the conditions have been met and they are officially admitted to a degree program.

## ADMISSION TO GRADUATE PROGRAMS

### Graduate Admission Process

If you apply to a graduate certificate or a master's degree, you need to:

- File a Graduate Application with the School of Continuing Studies and submit the non-refundable \$50 graduate application fee if applying to a master's degree program.
- Have official transcripts from all colleges and/or universities where college work was attempted forwarded directly to the SCS.
- Have official TOEFEL scores sent (when applicable).

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the School of Continuing Studies.

The address for all application materials:

University of Richmond  
School of Continuing Studies  
Attention: Dean  
University of Richmond, VA 23173

Additional requirements vary by graduate degree programs. See the section that follows for the graduate program to which you are applying.

### Admission to the Master of Human Resource Management Degree and the Graduate Certificate in Human Resource Management

Students seeking admission to the Master of Human Resource Management or the Graduate Certificate in Human Resource Management must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- A grade point average of 3.0 or higher on all college or university academic work attempted.
- Students who do not meet the minimum G.P.A. requirements may be considered on a case-by-case basis for conditional admission. To remain in the program conditionally admitted students must earn a minimum 3.0 grade point average in the first three courses taken following conditional admission.

### Admission to the Master of Disaster Science or Master of Emergency Management Degree and the Graduate Certificate in Disaster Science

Students seeking admission to the Master of Disaster Science degree or Master of Emergency Management degree or the Graduate Certificate in Disaster Science must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- A grade point average of 3.0 or higher on all college and university academic work attempted.
- For students who have completed an undergraduate degree in emergency management or a related field, a minimum of two years paid or volunteer experience in the field.
- For students with other majors, a minimum of three years experience in the field.
- Students who do not meet experience or grade point average requirements may be considered on a case-by-case basis and admitted conditionally after demonstrating other significant achievements that make satisfactory completion of the course of study likely.

Applicants to the Master of Disaster Science and Master of Emergency Management program must submit a writing sample detailing their professional background, interest in the emergency management field and interest in pursuing an advanced degree in disaster science.

All final applicants will be interviewed by the Program Director.

### Special Admission to the Master of Disaster Science or Master of Emergency Management Degree as an Undergraduate

Selected exceptional students in their senior year as undergraduate Emergency Services Management majors can apply for admission to either the Master of Disaster Science or Master of Emergency Management degree.

Students accepted could enroll for and apply 9 graduate hours of credit toward completion of their Bachelor's degree to meet the 120 hour undergraduate requirement. If the student earns a grade of B or higher in a graduate course, that course will also

be applied to meet the 36 hour requirements of the Master's Degree.

Application requirements for this special program include:

- Students must have an overall 3.0 average in the undergraduate program at the time of their application and otherwise meet all requirements for admission to the graduate degree, with the exception of having earned a Bachelor's degree.
- Students must have the recommendation of at least two faculty members.
- Applications must be approved by the Program Chair.

### Admission to the Master of Liberal Arts

Students seeking admission to the Master of Liberal Arts must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- A grade point average of 3.0 or higher on all college or university academic work attempted.
- Three letters of recommendation mailed directly to the School of Continuing Studies
- A one-page statement of purpose which clarifies the student's goals and give broad indication of the types of focus the student wishes to pursue.

### Admission to the Graduate Certificate in Teacher Licensure Preparation (TLP)

Students seeking admission to the Graduate Certificate in Teacher Licensure Preparation should call (804) 289-8427 for an application packet and must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- Submit a brief explanation of why they want to become a teacher.
- Submit a resume.
- Submit two (2) official transcripts from all colleges or universities attended.
- A grade point average of 2.7 or higher on all college or university academic work attempted.
- Submit passing scores on the Praxis I and II content knowledge exams.
- A successful interview with the Director of the program is the final step.

### Admission to the Master of Education

Students seeking admission to the Master of Education must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- Submit official transcripts from all college or universities attended.
- A grade point average of 3.3 or higher on all college or university academic work attempted. Students who do not meet grade point average requirements may be considered on a case-by-case basis and admitted conditionally after demonstrating exemplary teaching ability and high recommendations
- Three letters of recommendation mailed directly to the School of Continuing Studies
- Successful interview with the Director of the Teacher Licensure Preparation program or designee.

### Admission to the Graduate Certificate in Educational Leadership and Policy

Students gaining admission to the graduate certificate program will demonstrate all of the following:

- Submission of official transcripts showing successful completion of bachelors and master's degree.
- A cumulative grade point average of no less than 3.3 in all previous college course work.
- Excellent recommendations from three sources, including a recommender who can attest to the candidate's academic ability and potential as a graduate student and from supervisors who can attest to the candidate's demonstrated leadership ability. The supervisor recommendation might include a school principal or school superintendent. At least one of the recommendations should derive from the K-12 perspective.
- Successful interview with the program director or his designee.

### Admission to the Master in Educational Leadership and Policy

Students gaining admission to the Master program will demonstrate all of the same criteria as for the Graduate Certificate except they need only to have completed at least a baccalaureate degree.

## Financial Affairs

### Evening School Fees: 2009-10 Schedule

Undergraduate Course Tuition per semester hour .....	\$365
Graduate Course Tuition per semester hour (Graduate Certificate and Masters) .....	\$438
Portfolio Application Fee (nonrefundable).....	\$100
Tuition for Portfolio (per semester hour awarded) .....	\$150
Student Teaching, 12-credit classes (cost of entire course undergraduate) .....	\$4,000
Student Teaching, 12-credit classes (cost of entire course graduate) .....	\$4,700
Graduate Application Fee (nonrefundable) .....	\$50
Late Registration Fee (per semester) .....	\$15
Late Payment Fee (Payment is due no later than 5:00 p.m. Friday of the first week of the term.) .....	\$35
Parking Permit, per academic year (through Summer 2009) .....	\$30

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Changes will be announced as far in advance as possible.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of the term or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if they do not receive a bill. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, they may still be responsible for tuition and fee charges according to the University Refund Policy.

No credit is given for a term's work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

### PAYMENT TERMS

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Changes will be announced as far in advance as possible.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of the term or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if they do not receive a bill. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, they may still be responsible for tuition and fee charges according to the University Refund Policy.

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If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

## REFUNDS

Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University's refund policy, based on the following schedule. This schedule is adapted for summer terms.

Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available from the Financial Aid Office.

The amount of the refund is based on the date that written withdrawal notification is received in the Office of the Dean. Any special fee is nonrefundable after the first day of class. The full schedule of refunds is available at <http://controller.richmond.edu/tuition/scs.htm>.

### Tuition, fees refund

Withdrawal on or before the first day of class..	100%
Withdrawal during the first week of classes.....	100%
Withdrawal during the second week of classes..	70%
Withdrawal during third week of classes.....	50%
Withdrawal during the fourth week of classes...	25%
Withdrawal during the fifth week of classes .....	25%
Withdrawal during the sixth week of classes.....	25%
Withdrawal after the sixth week of classes.....	None

## APPEALS PROCESS

The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from the published general refund policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, Virginia, 23173; or [bursar@richmond.edu](mailto:bursar@richmond.edu).

## TUITION PAYMENTS

### General Information

Inquiries concerning payments should be directed to the Office of the Bursar, phone (804) 289-8147 or e-mail at [bursar@richmond.edu](mailto:bursar@richmond.edu).

Full payment or plan of payment is due to the Student Accounts Office by the end of the first week of the term or you will be dropped from class. You are still responsible to meet all payment deadlines, even if you do not receive a bill. Students may view their student account at any time over BannerWeb.

If you are dropped from class due to non-payment, you may still be responsible for the tuition and fee charges according to the University Refund Policy.

FULL PAYMENT is due by the end of the first week of the semester whether or not an invoice has been received.

### Electronic Billing and Payment

The University of Richmond provides electronic billing and payment for all enrolled students. **Students will receive a monthly electronic bill notification at their UR email address advising that their bill is ready to view and pay.** All students have the ability to grant permission to others (parent, guardian, spouse, employer, etc.) to access their student account information. Anyone with access will also be emailed when the bill is ready to be viewed and paid so everyone involved with your account will be notified. **No paper invoices are mailed.**

With the electronic billing students and authorized payers are able to make payments through a variety of methods. Electronic payments using MasterCard, American Express or Discover (with a vendor service charge of 2.75 percent of amount charged) OR you can pay electronically with a check at no cost. Also, the invoice may be printed and mailed with a check. Another payment option is our monthly payment plan with Tuition Pay. Cash and check payments will still be accepted at the Student Accounts Office.

The University is committed to offering a very secure on-line account management system and is partnered with QuickPay®. The technical architecture/security of the QuickPay® product uses intrusion detection and firewall systems to protect the network. Our contract with them ensures that we are compliant with Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley

(GLB) Act. **The QuickPay® system is available world wide, twenty-four hours a day, seven days a week.** Additional benefits include viewable billing and payment history as well as convenient access for authorized payers that students have set up. Students can pay their student account balance online by visiting BannerWeb and clicking on Student Services/Payment of Tuition and Fees/Payment of Tuition and Fees. Authorized payers will be able to access through QuickPay®.

### Paying by Check

If you plan to pay by check, make your check payable to the University of Richmond. You can mail your payment to:

University of Richmond  
Bursar's Office  
University of Richmond, VA 23173

You may also make your check payment in person at the Student Accounts Office located in Sarah Brunet Hall.

### Paying in Cash

Cash payments are accepted at the Student Accounts Office cashier window located in Sarah Brunet Hall. Please do not mail cash payments.

### Tuition Payment Plan

The University offers the services of TuitionPay™ for students who desire a payment plan.

#### What is TuitionPay™?

TuitionPay™ is an education financing company that provides families and students with a low cost plan for budgeting tuition and other education expenses. The TuitionPay™ Monthly plan is NOT a loan program, therefore no debt is incurred. There is no interest or finance charges assessed by TuitionPay™ on the unpaid balance due to the college. The only fee to budget payments is a \$35.00 per semester nonrefundable enrollment fee. Payments made through TuitionPay™ are considerably less expensive than the cost of obtaining loans, paying with credit cards, or budgeting through other interest or fee-charging payment plans. There is no credit search or qualifications necessary to use TuitionPay™.

One of the reasons the cost to budget with TuitionPay™ is so affordable is that payments are made by using automatic payment drafts from your bank. The automatic payment drafts help you budget tu-

ition payments in a convenient way, which ensures that the college will receive dependable and consistent tuition payments.

With TuitionPay™ you never miss a payment and you save the time and expense of writing and mailing checks.

#### How Does Automatic Payment Work?

Automatic payment drafts are simply payments that you authorize your bank to make on your behalf on a specific date each month. The amount paid by your bank is a predetermined amount that you have authorized. Your bank will make these payment drafts from either your checking or savings account, according to the instructions you have provided on your agreement with TuitionPay™. Payment drafts will be made until the total amount due to the college is paid in full. Automatic payment drafts are used to pay mortgages, life insurance premiums, car payments, utilities and other types of bills.

When you use TuitionPay™ to pay your school tuition, your bank sends your payment on the first of the month directly to the bank that TuitionPay™ uses to collect tuition payments. Before any payment is made, TuitionPay™ provides evidence of your authorization for tuition payments to your bank. Your bank will usually verify this authorization with you and then set up the payment schedule. It is important to remember that TuitionPay™ and your college never see your bank account or have any direct access to your account. You never lose any control of your account. State and federal laws strictly control the automatic payment process. With TuitionPay™ your payments are made on the first of each month.

### Budget Period

To qualify for the three or four-month payment plans, student applications must be received by TuitionPay™ by August 8 for the fall semester (date is approximate) and December 10 for the spring semester (date is approximate). The budget period is August through October for the fall semester 3 month plan; August through November for the 4 month plan; December through February for the spring semester 3 month plan; December through March for the 4 month plan. The TuitionPay™ Tuition Pay Monthly Plan is not available for courses offered during the summer semester.

### How to Apply for TuitionPay™

To enroll in the Tuition Pay Monthly plan simply go to their Web site at [www.tuitionpay.com](http://www.tuitionpay.com) and click on “Enroll now.”

### What If I Have Questions About My Account?

There is always an account representative who can answer questions about your TuitionPay™ account once it has been established. You can call 1-800-625-0120, email [info@tuitionpay.com](mailto:info@tuitionpay.com), or visit <http://tuitionpay.com/urich>. You may also contact the Student Accounts Office at (804) 289-8148.

## FINANCIAL AID

### General Information

In addition to the scholarships named below, there are other sources of financial assistance available to students in the School of Continuing Studies. Generally, a student must be enrolled or unconditionally accepted for enrollment on at least a half-time basis (six credits/term) in an eligible degree or certificate program in order to be eligible for consideration for financial aid. (All SCS degree and certificate programs are eligible for financial aid consideration except the Certificate in Applied Studies in Leadership Studies.) In addition, the student must be a U.S. citizen or permanent resident (or other eligible non-citizen) and must be making Satisfactory Academic Progress (see below) toward his/her degree or certificate.

Federal financial assistance is available in the form of Federal Grants and Federal Direct Loans. Federal Grants are provided to low-income undergraduate students who have not already earned a degree but who are working toward a degree. Federal Pell Grant recipients must be enrolled for at least three credit hours/term; Federal ACG and SMART Grant recipients must be enrolled full-time (twelve credits/term). Federal TEACH grants are also available. The grants do not have to be repaid.

Federal Direct Loans are low interest loans for students who are enrolled in an eligible degree or certificate program (see exception noted above) for at least six credit hours/term. Annual loan limits vary from \$3,500 to \$20,500 depending on grade level and dependency status. Subsidized Direct Loans are available to students who demonstrate financial need; the federal government pays the accrued interest on these loans while the student is enrolled. Unsubsidized Direct Loans are available to students regardless of dem-

onstrated need; students are responsible for accrued interest on these loans. Direct Grad PLUS loans are also available to graduate students.

Eligibility for Federal Grants and Federal Direct Loans is determined by completion of the Free Application for Federal Student Aid (FAFSA). An additional loan application is required for the Direct Loan Programs. These forms are available from the Financial Aid office, Sarah Brunet Hall, web address: <http://financialaid.richmond.edu>. (Tel: 804/289-8438, e-mail: [finaid@richmond.edu](mailto:finaid@richmond.edu)) Please note that if you will need financial assistance in order to pay for your tuition charges, then the required applications must be completed at least six weeks prior to the start of the enrollment period.

### Virginia Tuition Assistance Grant

The Virginia Tuition Assistance Grant (VTAG) is available to full-time undergraduate students who are residents of Virginia and who are enrolled in a degree program. (The amount of the grant for the current academic year is \$3,000.) The VTAG application may be obtained online at <http://financialaid.richmond.edu> or from the Financial Aid office. Deadline for applications is July 31.

### Satisfactory Academic Progress

To receive assistance from any of the need-based financial aid programs at the University of Richmond, from federal loan programs, or from most private loan programs, students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degree or certificate requirements. An evaluation of progress is made at the end of each academic year, including an analysis of earned credits and grade point average. All periods of attendance will be included in the evaluation regardless of whether the student received financial aid and including enrollment at schools other than the University of Richmond. Students not making satisfactory academic progress will be ineligible for further financial assistance until the deficit is made up. Waivers of these requirements may be granted for special circumstances upon appeal to the Director of Financial Aid.

The standards of academic progress outlined here are solely for the purpose of evaluating eligibility to continue receiving financial aid as defined above. They do not replace or modify academic standards required for continued enrollment at the University

of Richmond. The effect of incomplete coursework, withdrawals, and course repetitions impacts SAP in the following ways:

- Incomplete coursework is not included in GPA or in number of credits earned but is counted as attempted credit.
- Courses from which a student withdraws are not included in GPA or in number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. Both grades will be calculated in the cumulative grade point average.

### UNDERGRADUATE STUDENTS must meet the following minimum standards:

After the completion of two semesters of enrollment, a student must maintain a cumulative GPA of at least a 2.0. In addition, students must successfully complete at least 67% of the coursework attempted. The maximum timeframe allowed for completion of a program is 150% of the program length. (For example, if the program requires 60 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 90 hours.) Successful completion of a class means receiving one of the following grades for the class: A, B, C, or D.

### GRADUATE STUDENTS must meet the following minimum standards:

After the completion of two semesters of enrollment, a student must maintain a cumulative GPA of at least a 3.0. In addition, students must pass at least 67% of the coursework attempted within the guidelines established by the Graduate School, and must complete the curriculum requirements within 5 years of starting the program (unless the timeframe is amended by the Graduate Council.)

### Return of Financial Aid When a Student Withdraws

A student who withdraws during a semester may be entitled to a refund of certain charges per the University's Refund Policy outlined in the prior section.

Withdrawal may also affect a student's financial aid eligibility for the semester as outlined in the federal Return of Title IV Program Funds Policy and the Return of Non-Title IV Program Funds Policy.

### Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 and subsequent regulations issued by the Department of Education (43CFR 668.22) establish a policy for the return of Title IV grant and loan funds for a student who withdraws. Title IV grant and loan funds include the following programs: Federal Direct Loans, Federal Pell Grant, Federal ACG Grant, Federal SMART Grant, Federal Supplemental Educational Opportunity Grant, Federal TEACH Grant, Federal Perkins Loan, Federal Work-Study, Federal Direct PLUS Loans and Grad PLUS Loans.

The amount of Title IV funds the student earns, up to the withdrawal date, is based on a daily pro-rata determined by dividing the total number of calendar days completed by the total number of calendar days in the semester (excluding breaks of five or more consecutive days). This calculation must only be done up to the 60 percent point in time for the semester. After the 60 percent point in time, the student is considered to have earned all of the Title IV funds awarded for the semester.

Unearned Title IV funds must be returned to the Title IV programs. If the amount earned is greater than the amount that has been disbursed, the difference is treated as a late disbursement to the student. Unearned funds, up to the amount of total institutional charges (tuition, room and board) multiplied by the unearned percentage of funds, are returned to the Title IV programs by the University of Richmond. The student must return any portion of unearned funds not returned by the school. Only 50 percent of unearned grant funds must be returned. Title IV loan funds that must be returned by the student are repaid per the loan terms.

Unearned Title IV funds are returned to the Title IV programs in the following order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Perkins Loans, Federal Direct Grad PLUS Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Supplemental Educational Opportunity Grants and other Federal Title IV Grants.

## Return of Non-Title IV Program Funds Policy

Non-Title IV financial aid will be adjusted for a withdrawing student based upon the University's Refund Policy. Adjustments will be made through the sixth week of classes. The amount to be returned to the non-Title IV financial aid program is the same percentage that will be refunded to the student for tuition and room charges. After the sixth week, the student is considered to have earned all of the non-Title IV aid.

Non-Title IV financial aid funds are returned in the following order: institutional grants/scholarships, non-federal loans, agency scholarships, company tuition payments.

Students who are receiving financial aid and who are planning to withdraw from the University during a semester are strongly encouraged to meet with a Financial Aid Advisor to review the impact that their withdrawal will have on their institutional charges and on other financial aid in future terms.

For further information about the various financial aid programs, check our web site at <http://financialaid.richmond.edu> or contact the Financial Aid office at (804)289-8438 or at [finaid@richmond.edu](mailto:finaid@richmond.edu).

## SCHOLARSHIPS

### General Information

Scholarship funds are available for School of Continuing Studies students who are actively pursuing a planned program of study and have completed 12 semester hours in the School of Continuing Studies. Deadline for applications is July 1.

Applications for scholarships may be obtained from the School of Continuing Studies or online at <http://scs.richmond.edu/finances>.

**Richmond Dry Goods/Children's Wear Digest Scholarship.** Established in 1919, 1944 and 1945 by the Richmond Dry Goods Company as three separate scholarships and combined in 1995 into one, as a scholarship for students in the School of Continuing Studies.

**Larus and Brother Company Scholarship.** Established in 1945 by Larus and Brother Company, a Richmond-based cigarette manufacturer that ceased operations in 1974, as a scholarship for the Evening School of Business.

**Lawyers Title Insurance Corporation Scholarship.** Established in 1945 by Lawyers Title Insurance Corporation, a leading title insurance company in Richmond, as a scholarship for the Evening School of Business.

**James L. Narduzzi Scholarship.** Established in 2005 by students, alumni, faculty and friends in recognition of Dr. Narduzzi's 10th anniversary as dean of the School of Continuing Studies, as a scholarship for the Evening School.

**Reynolds Metals Company Scholarship.** Established in 1945 by Reynolds Metals Company, a Richmond-based manufacturer of aluminum products, as a scholarship for the Evening School.

**Martin L. Shotzberger Scholarship.** Established in 1968 by alumni and friends in recognition of Dr. Shotzberger's years as the first dean of University College, now the School of Continuing Studies, as he left to become president of Catawba College in Salisbury, N.C. Dr. Shotzberger who held B.S. and M.S. degrees in Business Administration from University of Richmond, as well as an honorary Doctor of Laws degree, passed away in 2004.

**J. May Reid Scholarship in Retail.** Established in 1999 by Children's Wear Digest, Inc. in appreciation of Mrs. Reid's 20 years of dedicated service to the company, to be awarded to a student in the retail management program of the School of Continuing Studies.

**Standard Oil Company of New Jersey Scholarship.** Established in 1945 by the Standard Oil Company of New Jersey, now Exxon Corporation, as a scholarship for the Evening School.

**Eugene B. Sydnor Scholarship.** Established in 1915 by Eugene B. Sydnor, former president of Richmond Dry Goods Company, Inc. and vice president of Virginia Mechanics Institute in Richmond, as a scholarship for the Evening School.

**Jean H. Proffitt Scholarship.** Established in 1996 by alumni, students, and friends in honor of Jean H. Proffitt, who was an inspiration to and advocate for many thousands of Evening School students, upon her retirement after 36 years of service. This scholarship has no minimum hour requirements and is available to all degree-seeking students.

**Thomas and Doris Pearson Endowed Scholarship.** Established in 2002 by Thomas Pearson to support undergraduate students in the School of Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

**School of Continuing Studies 40th Anniversary Scholarship.** Established in 2002 in recognition of the School of Continuing Studies' 40th anniversary.

**Sally Fairbanks Scholarship in Paralegal Studies.** Established in 2006 by members and friends of the Fairbanks family, designated to students enrolled in the Evening School paralegal studies program.

**Osher Reentry Scholarship Program.** Endowed by the Bernard Osher Foundation 2008, designated to students enrolled in the Evening School who meet specified criteria.

**Virginia, Patricia and Deborah Pearson Endowed Scholarship.** Established in 2004 by Thomas Pearson to support undergraduate students in the School of Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

**Sarah O. Gunn Scholarship.** Established in 2004 to support undergraduate students in the School of Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

**School of Continuing Studies Alumni Assn-SCS Student Government Assn Scholarship.** Established in 2007 to undergraduate or graduate students in the School of Continuing Studies Evening School who display good citizenship and act in a manner that enhances the University's program. [The scholarship may be renewed as long as the student remains enrolled in the SCS Evening School during his or her undergraduate or graduate years and maintains satisfactory academic progress.]

## TUITION ASSISTANCE

Recognizing the value of college training in the evening, many organizations in Richmond and the surrounding area pay tuition, in whole or in part for their employees. Students should inquire about possible educational benefits offered by their employers.

For graduate students, all requirements (including thesis, if appropriate) must be completed before the candidate can participate in the SCS Commencement Ceremony.

## VETERANS AFFAIRS

Students eligible to receive educational benefits administered by the Department of Veterans Affairs must submit an application to the Department of Veterans Affairs prior to registration to ensure maximum benefits. Eligible students must request that their school's VA certifying official certify their enrollment each term, including the summer session.

The Department of Veteran Affairs requires both the University and the student to notify the Department of Veteran Affairs promptly if there is a change in course load.

Students are expected to progress satisfactorily toward their approved educational objective. Instances of poor academic performance, courses taken which do not count toward an approved program, repeated courses and/or excessive absences or withdrawals must be reported. Such instances may result in a reduction or loss of benefits. For further information, contact the VA certifying official in the Office of the University Registrar, (804) 289-8408. For additional information regarding the application process and eligibility, contact the Department of Veterans Affairs at [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-442-4551.

## ALUMNI DISCOUNT POLICY

Alumni who received a bachelor's degree from the University of Richmond School of Continuing Studies, University College, Jepson School of Leadership, Robins School of Business, School of Arts and Sciences or TCW School of Law are eligible for a 50 percent discount in SCS undergraduate credit classes (except for summer school courses/programs or already discounted programs). Registration is on a space-available basis. Alumni who want to claim this discount must contact the School of Continuing Studies at (804) 287-6572 for details before attempting to register.

The Teacher Licensure Program and SCS graduate programs are not eligible for this discount.

## Student Services and Academic Support

At Richmond, you will be challenged to excel and reach your full potential. To help you succeed, the University offers a wealth of academic resources to assist you in making the most of your experience.

### ADVISING AND PROGRAM PLANNING

An academic advisor will help you plan a program suited to your needs. You are urged to use this service since information about programs and University regulations is important to your academic success. To make an appointment with an advisor, call the Evening School, 804-289-8133.

### DISABILITY ACCOMMODATIONS

The University seeks to comply with all applicable federal, state and local laws regarding the rights of individuals with disabilities. To facilitate such compliance, the Vice President for Student Development serves as the University's Disability Coordinator. The University does not discriminate on the basis of disability in admission. Therefore, applicants are not required to provide information about their physical condition or disability status prior to admission. Individuals with disabilities are invited to contact the Disability Coordinator (for the School of Continuing Studies this is the Director of Student Services) regarding any accommodations they may require upon matriculation or go online to <http://student-development.richmond.edu/disability/index.html> to obtain the application for disability accommodations and details on the disability policies. The University provides reasonable adjustments or accommodations in its academic programs as necessary for equal opportunity and participation for qualified students with disabilities.

### POLICIES

The University of Richmond is governed by policy statements which guide individual members in their actions toward each other and toward the larger community. These policy statements support the Univer-

sity's educational mission while seeking to assure that both individual and majority rights are appropriately observed and maintained.

### HONOR STATUTE

University Honor Statute governs such behavior as cheating, plagiarism, lying and academic theft.

Policy Statement on Standards of Conduct, Penalties and Disciplinary Procedures governs the conduct of students and their guests, as well as other individuals.

The determination of whether a policy has been violated and imposition of penalties, when necessary, will be effected according to established procedures, with procedural fairness observed and with appropriate appeal procedures available. Penalties for violations range from reprimand to expulsion from the University and, if appropriate, legal action may be invoked.

Students may obtain a copy of the policies from the Dean's Office, or consult the SCS Student Handbook, <http://scs.richmond.edu/student/handbook>.

### BOOKSTORE

The University Bookstore carries textbooks for all courses scheduled for a given term at the University. A comprehensive selection of reference books and general reading materials is also available. The store offers academically priced software, computer and office supplies, greeting cards, gifts, clothing and health and beauty aids. Services include UPS shipping and faxing. The website is <http://urspidershop.com>.

### IDENTIFICATION CARD/ONE-CARD

Each degree or certificate-seeking student will be issued a picture identification card (One-Card) upon request. This card verifies that the holder is eligible to receive University library and certain other campus privileges. A campus ID is required for check cashing and access to athletic facilities and serves as your meal

card if applicable. Neither the card nor its privileges is transferable.

All University students may sign up for the University's Spider Account, a declining balance program which allows students to access previously deposited funds via their University One-Card. The Spider Account allows students the ability to make purchases without carrying cash and can be used by all students at the bookstore, the Student Health Center, at most vending machines and at all campus dining locations. Complete information on the One-Card is available at <http://oncampus.richmond.edu/student/life/one-card>.

### STUDENT GOVERNMENT ASSOCIATION

The mission of the School of Continuing Studies Student Government Association (SCS SGA) is to promote and organize events and activities throughout the academic year designed to engage SCS students with each other as well as with the campus community.

Our events include hosting socials in fall and spring semesters, organizing events focused on academic resources available on campus, and sponsoring Exam Snack Week at the end of the fall and spring semesters as students prepare for finals.

SGA encourages you to take advantage of opportunities to meet your peers and members of the SCS faculty and staff as well as other members of the greater UR community, and support each other in accomplishing your academic and personal goals and objectives. Visit our website: <http://scs.richmond.edu/degrees/resources/current/sga.html>.

### SOCIETY OF HUMAN RESOURCE MANAGEMENT

The School of Continuing Studies has a Student Chapter of the Society of Human Resource Management. For additional information visit <http://scs.richmond.edu/hr>.

### SCS ALUMNI ASSOCIATION

The SCS Alumni Association mission is to benefit the school, our students, and our alumni through projects and programs that provide scholarship and

opportunities for service and fellowship. We welcome all alumni to our meetings and encourage volunteerism.

Last year, the association, in partnership with the SCS Student Government Association, completed funding the SCS Alumni Association-SCS SGA Scholarship award to provide increased scholarship support for Evening School students. The association hosted fundraisers during the Fall and Spring, and co-hosted a wine tasting festival with the SCS SGA. We have many more activities planned for 2009-2010, such as an alumni breakfast on November 7, as part of Homecoming Weekend, as well as our 3rd Annual SCS/SGA Scholarship Golf Tournament on April 12, 2010 at the Richmond Country Club.

We feel strongly that a cooperative partnership between students, alumni, and staff advances our mission and creates a culture of giving that benefits the entire SCS community. Please visit the SCS Alumni website for updated information and an explanation of benefits for both SCS and University of Richmond alumni. And, most important, please update your alumni profile at <http://www.uronline.net/ucscsalumni>.

### STUDENT IDENTIFICATION NUMBER

In an effort to better protect the privacy of each member of the University of Richmond community, the University has discontinued the use of social security numbers as the primary identification for University records. In summer 2004, the University began using randomly generated ID numbers for each student, employee, faculty member and alumnus.

Each student is assigned a University of Richmond ID number as the primary identification for University records when he/she enters the University. This eight-digit number is sent by mail to new SCS students and is printed on each student's One-card (unless the student requests it not be printed). This UR ID number is also used in conjunction with a confidential PIN for students to register for classes and access their academic records through the Web using the University of Richmond's Student Information System (BannerWeb).

A Social Security Number is still required to be on file with the University to fulfill IRS and Federal reporting requirements.

## ACADEMIC SKILLS CENTER

The Academic Skills Center provides academic support to all students (i.e., undergraduate, graduate, etc.). Operating from a holistic vantage point, the Center incorporates counseling and academic skills (i.e., test-taking, note-taking, information processing, concentration, time management, etc.) techniques which address the academic performance of students and their social adjustment to the University environment.

SCS students are permitted to make three appointments with tutoring staff each semester via the Center's online scheduler. Students who need to utilize the services of the Center more than the stipulated times are permitted to see an available tutor on a walk-in basis. Visit the Academic Skills Center's website at <http://asc.richmond.edu> for details.

## CAREER DEVELOPMENT RESOURCES

### ReadyMinds

ReadyMinds is the career counseling service dedicated to School of Continuing Studies students. With convenient and confidential career counseling, these national certified counselors work with students one-on-one via online and telephone interaction focusing on immediate occupational needs as well as long term career goals. The program is provided to a limited number of eligible students on a first come, first serve basis at no cost. Eligible students are those who:

- are admitted to a certificate, graduate certificate, associate, bachelor or master's degree-seeking program,
- have completed 12 semester hours at the University of Richmond and
- are in good academic standing.

More information about ReadyMinds is available on the School of Continuing Studies website, <http://scs.richmond.edu/career>.

### Career Development Center (CDC)

SCS students within two semesters of completing their degrees may establish a *SpiderConnect* account

through the CDC. The account allows all Richmond students to search job and internship listings. Students enrolled in the teacher licensure program may also establish a teacher credential file with the CDC. All students can take advantage of CDC resources, including the resource library and online guides at [cdc.richmond.edu](http://cdc.richmond.edu).

## THE SPEECH CENTER

The Speech Center serves the entire University community in the pursuit of speaking proficiency. Designed to support courses emphasizing speech and oral presentations across the curriculum, the Speech Center welcomes students seeking assistance with extracurricular presentations as well.

For information, call 804-289-8814, visit the Center's website, <http://speech.richmond.edu>, or visit the Speech Center on the fourth floor of Weinstein Hall.

## THE WRITING CENTER

The Writing Center provides individual tutoring in writing for undergraduate and graduate students in any course or academic discipline. For information visit the Center's Web site at <http://writing.richmond.edu>. Continuing Studies may also receive help online from the Center's School of Continuing Studies specialist. Students should check the Online Writing Lab (OWL) link from their My Blackboard pages.

## DINING SERVICES

### General Information

University of Richmond Dining Services consists of a wide variety of dining venues, retail stores and catering.

Located across Westhampton Lake from the library is the award-winning Heilman Dining Center providing unlimited food options including many cook to order selections with continuous service from breakfast to dinner during the week, and brunch through dinner on the weekends. Off the main lobby in the Dining Center is the fully stocked campus convenience store, ETC. Central to campus in the Tyler Haynes Commons are; Tyler's Grill which is a quick serve style restaurant, The Cellar; a late-night

pub style eatery, and Freshens; the campus smoothie bar. Located on the Richmond side of campus in Boatwright Library is Eight-Fifteen at Boatwright; a coffee shop serving specialty coffee beverages, assorted desserts and pastries. For late night grab and go snacks or beverages, the Dean's Den is located on the lower level of the Whitehurst building.

### Hours of Operation and Other Services

When classes are in session, food is available somewhere on campus as early as 7:15am during the week, 8:00am on weekends and every night until 1:00am. A wide variety of additional services including nutrition counseling, meals to go and catering services are also available. For a complete list of hours, menus and services go to our web site at <http://dining.richmond.edu>.

The University of Richmond's Dining Services is committed to providing each and every individual with exemplary service, outstanding quality food with passion and commitment to excellence. We hope your dining experience with us will be both relaxing and enjoyable.

## DEPARTMENT OF RECREATION AND WELLNESS

The mission of the Department of Recreation and Wellness is to enhance the lives of its members by providing quality recreational and educational programs in an environment that promotes healthy lifestyles, academic productivity and personal growth.

The Weinstein Center for Recreation and Wellness provides a comprehensive facility that includes a two-level fitness and wellness center, three-court gymnasium with an elevated walking and jogging track, two multipurpose rooms, pool, game room, racquetball and squash courts, as well as locker room and sauna facilities. Participants will have the opportunity to experience a full range of cardio and strength equipment, in addition to a wellness resource center and computer lab. Outdoor playing fields and lighted basketball and sand volleyball courts are available for recreational use too. Also available for recreational use when not scheduled for intramurals, intercollegiate athletics or special events are 13 tennis courts, a 400 meter track and cross country trails. The Fitness and Wellness program offers group exercise, indoor cycling and other fitness instructional programs

throughout the day. In addition, special screenings, assessments and services are offered to address health and wellness topics. Services often include massage therapy, personal training, cholesterol screenings, blood pressure checks and fitness assessments. The Intramural Sports program offers a wide range of major and minor sports at a variety of skill levels. More than 25 sport clubs provide student leadership opportunities as well as competitive options for students who are not part of the varsity athletic program. The Natural High and Outdoor Adventure programs offer activities and trips throughout the year, often including whitewater tubing and rafting, camping, skiing, rock climbing and hiking. Participants may also experience our newly built multi-level High Ropes Odyssey course designed to promote confidence, self esteem, communication and team building. You can also take advantage of our beautiful facilities to rent for your events. From sporting tournaments to birthday parties to receptions we can do it all. A beautiful courtyard and atrium, 22,000 feet of open area in the gymnasium, a pool and outdoor fields. We can accommodate any group.

The following facilities are available for rent: Gymnasium (1-3 courts); 2 Multipurpose Rooms; 3 Intramural Fields; Outdoor Sports Complex; Racquetball/Squash Courts; Indoor Swimming Pool; Millhiser Gymnasium.

# Academic Procedures

For more information about Recreation and Wellness programs or the Weinstein Center, please visit [www.richmond.recreation.edu](http://www.richmond.recreation.edu)

The University of Richmond School of Continuing Studies has, for each academic program, procedures and degree requirements that must be satisfied before the degree can be granted. The student is responsible for knowing the specific requirements and planning appropriately to allow for the completion of these requirements. SCS provides, depending on the program, either or both academic advisors and administrative personnel to assist students with their plans. In any case, the final responsibility for following procedures and meeting degree requirements rests solely with the student.

The following sections describe academic policies, regulations, and procedures.

## FLEXIBLE WAYS TO EARN CREDIT

### General Information

The School of Continuing Studies has a liberal transfer policy and matriculated students can earn credits toward their degree through examination College Level Examination Program (CLEP), American Council on Education (ACE), Advanced Placement Program (AP), independent study or through portfolio assessment of prior learning. Consult your academic advisor for details. Additional information is available at <http://scs.richmond.edu/credit>.

### College Level Examination Program (CLEP)

The School of Continuing Studies awards credit based on acceptable performance on specified tests of the College Level Examination Program. Generally, a student may not attempt credit by examination for a course in which a failing grade was received or for a basic course in those areas in which acceptable college credit has been earned at a more advanced level. For information about general and subject examinations, contact the School of Continuing Studies.

### American Council on Education (ACE)

ACE's College Credit Recommendation Service reviews and offers college-level credit recommendations for many training courses, apprenticeship programs and examinations. An official ACE Credit Recommendations Transcript must be submitted directly to the School of Continuing Studies for review of the equivalence and transfer. For more information on ACE or to order a transcript contact the web site at <http://www.acenet.edu>.

### Advanced Placement Program (AP)

The School of Continuing Studies participates in the Advance Placement program of the College Board. A student that successfully completed AP examinations prior to their entry in a college-level program may have official scores submitted to the University for review. Scores submitted within ten years of completion of the examination will be considered for the equivalence and transfer of credit. To order test scores contact [www.ETS.org](http://www.ETS.org).

### Independent Study

An independent study is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. In rare cases, when scheduling or other conflicts exist, a regular course may be taken as an independent study. Independent study courses may be used in the Areas of Study and General Distribution and may be used to enhance courses in the major. Consult with your academic advisor before applying to earn credit by independent study.

### Transfer Credit

Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work is completed. A grade of or equivalent to C (2.0) or better must have been earned in the particular course. Course work accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Continuing Studies. Transfer work will be accepted during the final se-

mester of a program only with prior approval. CLEP exams are considered transfer credits.

The School of Continuing Studies generally does not accept credits earned with a Pass/No Pass designation.

No transfer credit shall be formally accepted or recorded until the University has received an official transcript directly from the records office of the institution which offered the course work. If course work is being transferred from more than one institution, a transcript must be received from each institution. It is the responsibility of the student to be aware of the unit of credit awarded when enrolling at another institution for the purpose of transferring credits. Transferable work completed on the quarter hour system will be accepted at two-thirds of a semester hour.

Transfer credits will be accepted during the semester prior to graduation only with prior approval.

Note: Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by one of the following regional accrediting associations at the time the course work is completed:

- Middle States Association of Colleges and Schools/Commission on Higher Education;
- New England Association of Schools and Colleges/Commission on Technical and Career Institutions;
- North Central Association/Commission on Accreditation and School Improvement;
- Northwest Association of Colleges and Schools/Commission on Colleges;
- Southern Association of Colleges and Schools/Commission on Colleges;
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities;
- Western Association of Schools and Colleges/Accrediting Commission of Community and Junior Colleges

### Transfer Credit from Non-U.S. Institutions

Students who have attended institutions outside of the United States are required to provide official transcripts (mark sheets) to the School of Continuing Studies and to have these official transcripts evaluated by one of the educational credit evaluation ser-

vices listed on the National Association of Credential Evaluation Services (NACES) website. An official copy of the evaluation must be sent directly to SCS from the evaluation service.

A listing of acceptable evaluators is available through the National Association of Credential Evaluation Services (NACES) on their website [www.naces.org](http://www.naces.org). In addition the University of Richmond will accept evaluations from the American Association of Collegiate Registrars and Admission Officers (AACRAO). Information is available from their website [www.aacrao.org](http://www.aacrao.org).

The service must supply an official transcript evaluation according to the following guidelines:

- High school transcripts need a document to document evaluation.
- Applicants to graduate programs need a document to document evaluation, including cumulative GPA.
- Applicants for undergrad programs with possible transfer work will need a course by course evaluation, including cumulative GPA.
- Applicants must provide the original mark sheets form. (If the student does not want to part with the originals, they can present the originals in person to the SCS office to be photocopied.)

SCS will check with the service to be sure that the evaluation was completed using the same mark sheets provided by the student.

### Portfolio Assessment of Prior Learning

Yet another way for students to earn academic credit is by portfolio assessment of prior learning. This involves developing a learning portfolio that demonstrates college-level learning that occurred on the job or during training, through volunteer work or by other means. By preparing and submitting a learning portfolio, SCS students can earn up to 30 credits toward a bachelor's degree and 15 credits toward an associate degree. Six hours of portfolio credit may be applied toward the certificate or toward the major. Students are eligible to submit portfolios upon official admission to a degree program in the School of Continuing Studies.

A portfolio is a formal written communication made up of an introductory essay, a detailed narrative on a specific course and documentation. Portfolios have been successfully submitted in leadership, jour-

nalism, English, speech and many other disciplines. These portfolios are available for examination in the SCS office.

In order to submit a portfolio, a student must enroll in ADED 200U Experiential Learning and Portfolio Preparation. This course serves as an elective and provides students with the necessary information about how to evaluate their experiential learning, match the learning to a course and how to prepare a portfolio. At completion of the course, each student is able to make a decision about whether to proceed in earning credit in this manner. Students who have completed the course are eligible to submit portfolios throughout their academic careers at the University.

Students who have completed ADED 200U and wish to earn credit by portfolio assessment register for ADED 201U Portfolio Submission and Assessment during the regular registration period and pay the nonrefundable assessment fee of \$100. Portfolios can be submitted at any time during the semester in which the student is registered for ADED 201U, however the following submission dates determine when credit is awarded:

- For credit earned in the fall semester, portfolios must be submitted by October 15.
- For credit earned in the spring semester, portfolios must be submitted by February 15.
- For credit earned in the summer semester, portfolios must be submitted by June 15.

Qualified faculty members with expertise in the particular discipline review the portfolios. The assessors will recommend credit based on the extent and depth of the student's learning as demonstrated in the portfolio. The review process may include an interview with the student. After reviewing the assessors' recommendations, the associate dean will make the final decision regarding credit.

Once the credits have been awarded, students will be billed \$150 per semester hour. Portfolio credits will show a P for passed and the specific course in which credit was assigned. Portfolio credits do not carry a letter grade and do not affect the grade point average.

## REGISTRATION POLICIES

### General Information

Registrations are accepted on the Web via BannerWeb at <https://bannerweb.richmond.edu>. Complete registration instructions are printed in the Schedule of Classes and on the Web and are available prior to each semester—July for the fall semester and November for the spring semester. Call (804) 289-8133 for the Schedule of Classes or view a list on the University of Richmond's website at [registrar.richmond.edu](http://registrar.richmond.edu).

### Normal Class Load

The University of Richmond School of Continuing Studies operates on the semester system. A normal course load for students who are employed full time is six semester hours. Some students find it possible to pursue nine semester hours. Your academic advisor will help you determine the appropriate schedule.

During the Fall and Spring semesters, students may not take over 18 credit hours without the dean's approval.

Students may enroll in no more than a total of 18 credit hours during the entire Summer Term without the Dean's approval.

### Changes (Add/Drop, Withdrawal)

Changes in registration (Add/Drop, withdrawal) must be initiated by the student within the deadlines specified in the academic calendar. Ordinarily, a student may not withdraw from a course after the end of the seventh week of classes except for medical reasons.

Course Drop (using BannerWeb) before the end of the second week of classes is not shown on the academic record. Withdrawal after the end of the second week through the seventh week of classes carries the grade of W on the academic record.

All withdrawals after the second week of class must be requested in writing to the School of Continuing Studies. The withdrawal date will be the date the written request is received.

Students who stop attending class without notifying the School of Continuing Studies office will receive the grade of V (failure due to excessive absences) regardless of the last date of attendance and are responsible for payment of any fees due.

### Audit

Normally, courses are taken for grade and academic credit, however, a student may take a course as audit. The audit reserves a place in the class for the student, but there are no attendance requirements nor credit given at the end of the term. The audited course is shown as such on the permanent academic record with a grade of Z for Audit.

Students who wish to audit a course or courses register and pay in the usual manner. After registering, the Audit Form must be completed to change a course from credit to audit status. Audit forms are available from the Registrar or the School of Continuing Studies office. The completed form must be filed in the School of Continuing Studies office prior to the mid-semester date published in the academic calendar. Once filed, the audit status is not reversible. Students who took a course as audit (grade of Z) may not later take the same course for a standard grade.

### Graduate Study

Upper level undergraduate students may be approved to enroll in a limited number of graduate courses for either undergraduate or graduate credit purposes, according to the following criteria:

**For Undergraduate Credit.** School of Continuing Studies (SCS) undergraduate students may enroll in SCS graduate-level course work for undergraduate credit, provided they meet the following criteria:

- an overall GPA of 3.0 or above;
- the written approval of their program director; and,
- demonstrated ability to succeed in course work at the graduate level, based upon a combination of prior experience and/or formal college education.

Note: Specific programs within the SCS may require additional criteria.

**For Graduate Credit.** School of Continuing Studies (SCS) undergraduate students may enroll in SCS graduate level course work for graduate credit, provided they meet the following criteria:

- satisfactory completion (including transfer) of at least 100 semester hours of course work toward the baccalaureate degree;
- an overall GPA of 3.30 or above; and,
- acceptance into a graduate certificate program as a regular student by its standard procedures.

Until students have completed a baccalaureate degree, no more than three courses may be taken for

graduate credit and not more than two courses may be taken in any given semester.

Although a student who is accepted in this option may be enrolled in undergraduate and graduate courses simultaneously, the undergraduate and graduate transcripts will be kept separately. Courses taken for graduate credit under this option will not apply to the bachelor degree.

Note: Specific programs with the School of Continuing Studies may require additional criteria.

**Graduate Course Credit - MLA program.** Certain undergraduate courses may be taken for graduate credit. Graduate students are expected to achieve at a higher level and to complete more work than the undergraduates in these courses. Undergraduate courses approved for graduate credit have course numbers below 500. In registering, a student must indicate that an approved course below the 500-level is being taken for graduate credit; otherwise, the course will be counted as undergraduate. A student cannot change the level at which such a course is being taken after the first 10 class days in a semester. Courses taken for undergraduate credit cannot be counted toward hours required for a graduate degree even though undergraduate course work may be required to remove deficiencies in preparation. All work taken becomes a part of the student's permanent record regardless of the course level and whether it is taken to make up deficiencies, to earn professional certification, or as an elective.

### Repeated Courses

Coursework may not be repeated for credit toward graduation except as sanctioned by the University; however, particular coursework may meet more than one requirement for graduation. An example of a sanctioned repeat-for-credit is the subsequent registration for a course in which the content changes from term to term such as Special Topics or Independent Studies. Also, certain courses in a major or program may have to be repeated if the grade earned the first time does not meet requirements in such a case, the credit hours will be counted only once but both grades will be calculated in the cumulative grade point average.

Courses taken on an audit basis cannot be repeated for credit unless approved by the appropriate dean. Except in clear situations, the Office of the University Registrar should be consulted before registration

to learn if a proposed repeat is sanctioned for credit or if sanction is possible.

All courses taken at the University of Richmond become a part of the permanent academic record. The grade for a course repeated at the University of Richmond becomes a part of the grade point average if the grade otherwise would be included in the computation.

## COURSE ADMINISTRATION

### Class Attendance

Each student is expected to attend all meetings of all classes, including lectures, seminars, laboratories and drills, in which he or she is enrolled. The specific attendance policy in each course, however, is determined by the instructor of the course, subject to the section on University Holidays below. The specific attendance policy for each course will be announced to the students and distributed on the course syllabus at the beginning of the course.

Faculty members will honor an official notification from the appropriate dean that a student is to be excused for participation in a University-sponsored event, such as choral performances off campus, intercollegiate athletic events, or judicial hearings at which the student must be present.

A student generally will be held responsible for all work of a class or laboratory missed during an absence. Acceptance of any excuse for an absence, other than those excused by the appropriate dean in the previous paragraph, and any provision for make-up, will be at the discretion of the instructor provided it is consistent with the announced policy for the course and with the University Holiday Schedule below. Missed classes, work, tests and/or excessive absences with or without good cause may result in a poorer grade, or failure, in the course. (NOTE: Students enrolled in Business School or School of Continuing Studies courses must attend at least 75% of the class meetings regardless of the reasons for absence to be eligible to receive credit for the course.)

Generally, absences that may be excused by faculty members include accident or illness, death or serious illness of a family member, bona fide religious holiday observance, or participation in other University activities such as field trips. Students should make arrangements with their instructors as far in advance as possible for the make up of any missed work. Stu-

dents experiencing difficulty in making reasonable arrangements for make-up work may see their dean.

### University Holidays

With the increasing diversity of the University community and the limited flexibility in setting the academic calendar, it is not possible to avoid some religious and secular holidays that are very important to some members of our faculty, staff, and student body. However, the University is very sensitive to the special needs of those who need to observe such holidays and will make accommodations for them to make up the time missed if arrangements are made in advance.

The University is officially closed on New Year's Day, Thanksgiving Day, and Christmas. In addition, some schools are closed for classes on Memorial Day, July 4th, and Labor Day while others hold classes on those days. (See the appropriate academic calendar on the Registrar's Website for specifics.)

Other holidays affecting University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, Good Friday, and Easter Sunday. In consideration of their significance for our students, students who observe these holidays will be given an opportunity to make up missed work in both laboratory and lecture courses. If a test or examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday. Faculty and staff should be aware that Jewish and Islamic holidays begin at sunset on the evening before the published date of the holiday.

The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat, and Simchat Torah, as well as the Islamic New Year, Ra's al-sana, and the Islamic holidays Eid-al-Fitr and Eid-al-Adha.

**Students who wish to observe any such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later, so that alternative arrangements convenient to both the student and instructor can be made at the earliest opportunity. Students who make such arrangements will not be**

**required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. To facilitate this, faculty will announce and distribute all anticipated test and examination dates on the course syllabus, distributed at the beginning of each semester. Students should be aware that faculty may need to adjust these dates as necessary.**

### Class Meetings

Class meeting times and locations are noted in the Schedule of Classes, and any corrections are noted on the Web at <https://bannerweb.richmond.edu>.

Seldom are classes canceled. If cancellation due to severe weather is necessary, a notice will appear on the television or be on WRVA radio encouraging students to call the University hotline at (804) 289-8760.

### Grading Policies

The level of students' performance in classwork and examinations is indicated by letters. A (excellent), B (good), C (average) and D (poor) indicate that the work has been passed. The foregoing grades may be accompanied by a plus (+) or minus (-) to indicate a relative position within the grade category. Z shows that a course was audited. S and U indicate satisfactory or unsatisfactory performance in nonacademic courses or in a Pass/No Pass credit course.

W indicates that the student withdrew from a course with a passing average. Marks indicating failure are included as such in the grade point average by F, M (withdrew from a course with a failing average) and V (failure because of excessive absences). The X indicates that the grade is not available from the instructor. The assignment of grades is the sole right and responsibility of the instructor.

I and Y mean that a course has not been completed by the term's end. The I, which provisionally counts as a failing grade, is given when the reasons for incomplete work are deemed unjustifiable by the instructor. The work is to be made up by the date the instructor specifies, but no later than the mid-semester of the next regular semester. If the work is not made up during the grace period, the I will be converted to F. The Y, which does not count as a failing grade, is given when the reasons for incomplete work are deemed justifiable by the instructor, or at

the end of the first term of a course that continues into a succeeding term. There is no deadline for completion of the work unless the instructor so specifies. In all cases, it is the student's responsibility to make arrangements for and progress to the completion of an incomplete course.

Grades are deemed correct unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

### Transcripts

Most colleges and universities require an official transcript to consider transfer credit. If you need a transcript, contact the Office of the University Registrar located in Sarah Brunet Hall or visit the website at [registrar.richmond.edu](http://registrar.richmond.edu). Requests must be made in writing.

### Residency Requirement

Students must complete at least 60 semester hours in residence at the University of Richmond to be eligible for any bachelor's degree offered by the School of Continuing Studies. ENGL 201U, ENGL 202U, and ENGL 203U must be taken during the first three regular semesters (excluding summer) and students must earn a grade of "C" or better in each course. The last 12 hours of coursework must be taken at the University of Richmond.

Students must complete at least 30 semester hours in residence at the University of Richmond to be eligible for the associate degree in liberal arts offered by the School of Continuing Studies. ENGL 201U, ENGL 202U, and ENGL 203U must be taken during the first three regular semester (excluding summer) and students must earn a grade of "C" or better in each course. The last 12 hours of coursework must be taken at the University of Richmond.

Certificates in Paralegal Studies and Information Systems require 21 semester hours. Transfer work into these certificates will be evaluated on a case-by-case basis.

In Education, the graduate certificate in Teacher Licensure Preparation requires 30-33 hours depending on credentialing requirements.

Note: Transfer work will be accepted during the final semester of any program only with prior approval.

## Credit and Grade Point Average

The University of Richmond School of Continuing Studies, School of Law, Graduate School of Business and Graduate School of Arts and Sciences uses the semester hour value. A semester hour is determined by a combination of factors that include contact time with a faculty member in a formal setting and expectations of independent student work through a nominal 15-week semester.

The grade point average is based on two factors:

**GPA Hours** - The accumulation of academic semester hours that have grades to which grade point values are assigned; and

**Grade Points** - Given for each semester hour's grade according to the following scale:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = 0.0	I = 0.0	M = 0.0
		V = 0.0

**Calculation** - The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA hours. The grade point average is represented to two significant decimal figures.

The accumulations and average are shown each term on the permanent academic record. Also shown is the accumulation of Earned Semester Hours. Earned hours are the academic semester hours in which the student has earned passing grades, plus semester hours credit, if any, for accepted transfer work.

## Academic Reports

Grades are available on BannerWeb generally 48 hours after the grade due date published in the Academic Calendar. Students can also check grade changes, incomplete make-ups and posting of transfer credit throughout the year from any location. Grades are deemed correct unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

If students need an official copy of their academic record, they can request a transcript through the Office of the University Registrar. All courses taken at the University of Richmond become a part of the permanent academic record.

## Academic Standing

Students are expected to achieve in the classroom and make steady academic progress. Good standing is defined as earning at least 2.0 grade points for each academic hour attempted. A student is automatically placed on Academic Warning (AW) when the student's cumulative grade point (GPA) falls below a 2.0 at the conclusion of any term of attendance-fall, spring, or summer. A student on academic warning should take active steps to improve academic performance. A student remains on AW for one term of attendance, at the end of which time the student must obtain a cumulative GPA of at least 2.0. Failure to achieve this GPA results in the student being placed on Academic Probation.

A student is placed on Academic Probation (AP) when the student's cumulative GPA falls below 2.0 for two consecutive terms of attendance. Students on AP are expected to improve their cumulative GPA within two consecutive terms of attendance. A student who achieves a cumulative GPA of at least 2.0 is removed from Academic Probation. If a student fails to meet the minimum of a 2.0 GPA, he/she will be suspended from the School of Continuing Studies. Once placed on Suspension (SP), a student may re-apply for admission after one full academic year from the term of suspension.

Students with a cumulative GPA of less than 1.0 after two consecutive semesters are automatically suspended from the School of Continuing Studies. Once suspended, a student may reapply for admission after a minimum of one full academic year.

## Academic Standing – Graduate Programs

A student is expected to maintain a cumulative grade point average of at least 3.0 in the graduate program to remain in the program. Only grades of A, B, or C will receive credit; there is no D grade, and an F receives no credit. The student may re-take a course in which an F grade was received. However, both the former grade and the new grade will remain part of the student's academic record. In addition, the student is advised that he or she will be responsible for incurring whatever tuition costs are necessary in order to retake the course. A student whose cumulative grade point average falls below 3.0 at any time may be dismissed from the program.

A student who has been dismissed may apply for readmission after the lapse of three academic years. Applicants for readmission must meet current admission requirements. Readmission is not guaranteed.

Masters of Liberal Arts students are expected to maintain at least a B (3.00) average to remain in the MLA program. A student who earns less than B- (2.7) in two graduate courses will not be permitted to continue in the MLA program. A student who has been dropped from a MLA program must reapply if readmission is desired. Readmission would not take place before the next application/admission cycle (i.e., one semester).

## Undergraduate Nondegree-seeking and Unclassified Students

Students may earn 12 semester hours within the school as a nondegree-seeking (NDS/unclassified) student after which she or he will be encouraged to declare a major or explore options with a student advisor.

## Undergraduate Degree-seeking Students

Students who have not completed a class in the School of Continuing Studies for three or more successive semesters (including summer) must resubmit an application and be readmitted under the current catalog requirements. Academic files will be kept for five years from the date of the last class taken. After that time they will be destroyed.

## Graduate Non-degree Seeking Students

Students who wish to pursue non-degree graduate study in the School of Continuing Studies may enroll in a maximum of nine (9) semester credit hours of study at the graduate level provided the following conditions are met:

- The student must submit a completed Application for Non-degree Graduate Study;
- The student must provide an official transcript from the regionally accredited college/university that conferred his/her baccalaureate degree, prior to registering for any graduate course. This does not apply to students applying for graduate credit who are in-service educators or the general public

who wish to take education courses through the professional development course offerings.

- The student must meet all prerequisite requirements of the course/courses in which they wish to enroll.
- The student must obtain written approval from the program chair of the respective discipline in which enrollment is desired (approval of application for non-degree graduate study).
- The student understands that credits obtained as a non-degree seeking graduate student may or may not apply at a later time to a graduate degree program in the School of Continuing Studies.
- The program chair may elect under special circumstances to permit a student to take more than nine hours of graduate credit for transfer to another institution of higher education, provided the student can document evidence of admission to a graduate program of study at that institution and acceptance of these credit hours toward the program. Additionally, the program chair reserves the right to make exceptions to this policy deemed appropriate to his/her program area.

## Graduate Course Credit – Master of Liberal Arts (MLA)

Graduate credit is allowed only for courses approved for graduate credit in which grades of B- (2.7) or better are received. No credit toward graduation will be given for a continuing studies or arts and sciences graduate course in which the student earns a grade lower than B- (2.7).

Certain undergraduate courses may be taken for graduate credit. Graduate students are expected to achieve a higher level and to complete more work than the undergraduate in these courses. Undergraduate courses approved for graduate credit have course numbers below 500. In registering, a student must indicate that an approved course below the 500-level is being taken for graduate credit; otherwise, the course will be counted as undergraduate. A student cannot change the level at which such a course is being taken after the first 10 class days in a semester. Courses taken for undergraduate credit cannot be counted toward hours required for a graduate degree even though undergraduate coursework may be required to remove deficiencies in preparation. All work taken becomes a part of the student's permanent record regardless of the course level and

whether it is taken to make up deficiencies, to earn professional certification, or as an elective.

### To Change Degree or Major

Students wishing to change the degree and/or major into which they were originally accepted must submit the request in writing. If approved, the degree requirements will be those of the most recent catalog and an updated audit sheet will be mailed to the student with acknowledgment of the change. A meeting with the student advisor may or may not be required.

### To Apply for a Minor

A student must complete the Declaration of Minor form available in the SCS. The minor will appear on the official transcript and all classes in the minor must be completed at the University of Richmond. Visit <http://scs.richmond.edu/degrees/minors/index.html>.

### Master's Thesis Regulations

The thesis process must be initiated no later than the beginning of the academic year prior to the student's planned graduation date, although the student is strongly advised to conduct research on any topics of interest when doing coursework prior to initiating the thesis process. Although six semester hours of graduate credit are awarded upon completion of the thesis process for academic convenience, the student should not relate the six semester hours to the actual time that is required to write and to have an acceptable thesis approved. An advising committee shall be appointed for each candidate writing a thesis to complete his or her degree program. The committee will supervise the preparation of the thesis. The committee shall have a minimum of two academically qualified faculty members from the candidate's department with the option of more readers at the discretion of the department. One member of the committee, with the approval of the Graduate Program Director, may be from outside the University, but cannot serve as the chair. The chair of the committee shall be the candidate's principal advisor, but all members of the committee are expected to read and comment on the thesis.

Approved copies of theses must be submitted to the Associate Dean of the School of Continuing Studies by the last Monday in April for May candi-

dates and by the first Thursday in August for August candidates. The master's degree will not be awarded, nor will a diploma be released, until the required number of bound copies has been submitted and all binding and microfilming fees have been paid. The copies of the theses retained by the University are deposited in the author's home department, Boatwright Library and the University Archives. Theses in Boatwright Library are available to be checked out by library patrons and can be ordered by other institutions through Interlibrary Loan.

### Evaluation

Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Grading Policies) to the University Registrar for recording. In the event of a question about the accuracy of the recorded grade, a student should direct inquiries to the instructor and/or the Office of the University Registrar within three months of the specified semester.

It is recognized that each class and each student in a class has unique characteristics that the instructor alone is in the best position to evaluate; consequently, except in unusual circumstances, formal appeals to others concerning the evaluation on which a grade is based are not appropriate.

If unusual circumstances appear to have existed which could have affected the evaluation, the student should first bring the matter to the attention of the instructor (if available). If that informal inquiry is impossible, or if its results are disputed, the student may next bring the matter to the attention of the Student Advisor. In the event of continued dispute, the student may formally petition the Dean; then the Academic Council for a decision.

### Graduation

To graduate a student must file a degree application. The University graduation ceremonies are held in May. Students planning to complete BAS, BLA, ALA, Certificate, Graduate Certificate or Master degree requirements in the coming May or August must file a degree application by the second Friday in September. Students planning to complete degree requirements in December should file a degree application by the end of the previous spring semester.

Students will be notified by Spiderbytes, the University's e-communication tool, to apply for the up-

coming December, May and August graduations by the deadline date. Students who plan to complete requirements in the Summer School (for undergraduate students no more than 6 hours) participate in the May ceremony as prospective August graduates. For graduate students, all requirements (including thesis, if appropriate) must be completed before the candidate can participate in the SCS Commencement Ceremony.

Degree applications are available online via BannerWeb, in the School of Continuing Studies and the Office of the University Registrar.

Note: Transfer work will be accepted during the semester prior to graduation only with prior approval. CLEP examinations are considered transfer credits.

### Graduation Attendance Policy

**Attendance at commencement is required unless absentia status is approved. A student who expects to graduate in the spring commencement may request absentia status by explaining in writing the very unusual circumstance that prevents participation in the ceremony. The request should be addressed to Susan Breeden, University Registrar and should be received no later than eight working days before the ceremony. The University Registrar will notify the degree candidate of the status granted by the University. Unless approved as absentia, a candidate for graduation who does not participate in the commencement ceremony does not graduate. To request absentia please contact the Registrar's Office at [registrar@richmond.edu](mailto:registrar@richmond.edu).**

### Degree With Honors (Latin Honors)

General academic honors of three ranks are awarded only to graduates receiving associate and baccalaureate degrees on the basis of their cumulative grade point average of work completed at the University of Richmond.

Cum Laude: 3.20-3.49

Magna Cum Laude: 3.50-3.79

Summa Cum Laude: 3.80-4.00

### Changes in Catalog Information

Caution: The course offerings and requirements of the University of Richmond are under continual examination and revision. This catalog is not a contract; it merely presents the offerings and require-

ments in effect at the time of publication and in no way guarantees that the offerings and requirements will not change. The University specifically reserves the right to change requirements for any major, minor and/or program and to implement them during any particular year.

In the event the University adopts new general education and/or major, minor and program requirements, efforts will be made to accommodate hardships during the transition period.

At times the University may elect to discontinue a degree program or focus area. Officially admitted students will be given five years from the date a program is discontinued to complete graduation requirements.

The student assumes full responsibility for compliance with all academic requirements.

## OFF CAMPUS LOCATIONS

### Weekend College

#### Fredericksburg

Germana Community College, 10000 Germana Point Drive, Fredericksburg, VA 22408

#### Southside Virginia

Danville Community College, 1008 South Main Street, Danville, VA 24541

## CONFIDENTIALITY/PRIVACY RIGHTS/RIGHTS TO KNOW

University of Richmond procedures and the Family Educational Rights and Privacy Act (FERPA) prohibit the unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. Directory information includes: name; addresses, including permanent, campus, local (off-campus), e-mail, and campus computer network (IP) address; associated telephone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought; expected date of completion of degree requirements and graduation; degrees conferred; awards and honors (e.g., dean's list); full- or part-time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of an athletic team; and photograph. A full list of information considered directory information is available on the Office of the University Registrar's Web page at [registrar.richmond.edu](http://registrar.richmond.edu) or by contacting the Office of the University Registrar. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the University Registrar, completed, and returned to that office. Once filed, this form remains in effect until withdrawn by the student in writing to the Office of the University Registrar. For further information, contact the Office of the University Registrar.

### RIGHTS WITH RESPECT TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. Access to Education Records: students have the right to inspect and review their education records within 45 days of the day the University receives a written request for access. Students should submit their request to the Office of the University Registrar and specify the record(s) they wish to inspect. Arrangements will be made for access and the student notified of the time and place where the records may be inspected.
2. Request for Amendment of Education Records: students have the right to request amendment of their education records if they believe the records are inaccurate. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
3. Disclosure of Education Records: students have the right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent);

a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses records without consent to officials of another school in which a student seeks or intends to enroll.

4. Right to File a Complaint: Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

The University's complete policy statement can be found on the University Registrar's Web page at: <http://oncampus.richmond.edu/academics/registrar/policy/ferpapolicy.html>.

NOTE: Because of the access afforded by a University ID, this number is not considered directory information and will not be released without a student's consent except in situations as listed above. Students should treat the University ID as confidential—it should be protected and not carelessly shared with others. It will be used for a student's entire time at the University of Richmond, so it should always be treated in a confidential manner.

### Right To Know

In accordance with the Student Right To Know and Campus Security Act, the University of Richmond makes graduation rates available to all current and incoming students. These figures can be found on the Office of Institutional Effectiveness Web page at [oir.richmond.edu/](http://oir.richmond.edu/).

## Programs of Study

Business.....38	Information Systems .....46
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• Graduate Certificate in Educational Leadership and Policy Studies	• Accelerated Bachelor of Liberal Arts (Weekend College)
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Human Resource Management .....44	• Law and Public Policy Studies Minor
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• Graduate Certificate in Human Resource Management	
• Bachelor of Applied Studies	
• Minor	

## BUSINESS

### The Business Minor

18 semester hours

Select 18 semester hours from the following. All 18 semester hours must be taken at the University of Richmond, but transfer courses may be used as pre-requisites to other courses in the minor (e.g. accounting and economics).

ACCT 300U	Survey of Accounting Principles, 3
ACCT 301U	Fundamentals of Financial Accounting, 3
ACCT 302U	Fundamentals of Managerial Accounting, 3
ECON 201U	Microeconomics, 3
ECON 202U	Macroeconomics, 3
FIN 360U	Principles of Financial Management, 3
LAW 300U	Business Law, 3
MATH 265U	Applied Statistics, 3
MGMT 341U	Principles of Management, 3
MGMT 342U	Operations Management, 3
MKT 321U	Principles of Marketing, 3

Credit toward the minor will not be given for both ACCT 300U and ACCT 301U. Students preparing for graduate studies in business should review specific admission requirements and recommendations for masters programs of interest. MATH 103U or higher should be taken before FIN 305U, MATH 365U, or MGMT 342U.

## DISASTER SCIENCE AND EMERGENCY MANAGEMENT

The Master of Disaster Science and the Graduate Certificate in Disaster Science deal with the causation, impact and outcomes of a wide variety of natural and man-made disasters in an interdisciplinary context. Both programs build on professional technical training and undergraduate education by involving students in the discovery of the theory of disasters and teaching them the research tools needed to discover new knowledge in the field. The framework of these graduate programs is ideal for the individual who needs a more in depth understanding of disasters in relation to emergency management duties and responsibilities.

The Master of Emergency Management is a highly focused master's degree program designed to prepare individuals to manage governmental response to disasters.

A maximum of six semester hours of transfer work may be accepted into the Master of Disaster Science or the Master of Emergency Management.

### Master of Disaster Science

36 semester hours

This degree requires completion of twelve (12) courses, 36 semester hours of graduate credit. A thesis or major project is not required.

#### Required: 36 semester hours

ESM 503U	Research Practicum, 3
ESM 505U	Disasters, Characteristics and Physical Impacts, 3
ESM 509U	Social Dimensions of Disasters, 3
ESM 540U	The History of Emergency Management Organizations and Theory, 3
ESM 541U	The Politics of Disaster, 3
ESM 542U	Economic Impacts of Disaster, 3
ESM 543U	Religion in Disaster, 3
ESM 544U	The Law of Disaster, 3
ESM 549U	Comparative International Disasters, 3
ESM 550U	War, Terrorism, and Conflict and Their Impact
ESM 551U	Disasters and the Corridors of Production – Globalism and Its Impact
ESM 595U	Hazards and Threats for the Future, 3

#### Degree Requirements

To qualify for the Master of Disaster Science, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable course work and the completion of the curriculum requirements within five years of starting the program.

### Master of Emergency Management

36 semester hours

This degree requires completion of twelve (12) courses, 36 semester hours of graduate credit. A thesis or major project is not required. Courses will be delivered in three major areas of knowledge.

- I. Context and Management
- II. The Disaster Environment
- III. Disaster Operations

#### Required

#### Context and Management Courses

ESM 540U	The History of Emergency Management Organization and Theory, 3
ESM 560U	Sources of Knowledge: How to Understand and Apply Research and the Sciences to Disaster Problems, 3
ESM 561U	Managing Governmental Organizations, 3
ESM 562U	Volunteer Organizations in Disaster, 3

#### The Disaster Environment Courses

ESM 505U	Disasters: Characteristics and Physical Impacts, 3
ESM 563U	Hazard, Vulnerability and Risk Management, 3
ESM 564U	Defense of Communities: An Integrated Approach, 3
ESM 595U	Hazards and Threats for the Future. 3

#### Disaster Operations Courses

ESM 565U	Disaster Planning, 3
ESM 566U	Disaster Exercises and Tests, 23
ESM 567U	Managing Emergency Operations, 3
ESM 568U	Disaster Logistics, 3

### Graduate Certificate in Disaster Science

12 semester hours

This certificate requires completion of four (4) courses, 12 semester hours of graduate credit. No transfer hours will be accepted into the Graduate Certificate in Disaster Science.

#### Required

Choose twelve (12) semester hours from the courses listed below.

ESM 503U	Research Practicum, 3
ESM 505U	Social Dimensions of Disasters, 3
ESM 540U	The History of Emergency Management Organizations and Theory, 3
ESM 541U	The Politics of Disaster, 3
ESM 542U	Economic Impacts of Disaster, 3
ESM 543U	Religion in Disaster, 3
ESM 544U	The Law of Disaster, 3
ESM 549U	Comparative International Disasters, 3

ESM 595U Hazards and Threats for the Future, 3  
Students who have taken ESM 305U may not take ESM 505U, and students who have taken ESM 309U may not take ESM 509U.

#### Degree Requirements

To qualify for the Graduate Certificate in Disaster Science a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable course work and the completion of the curriculum requirements within three years of starting the program.

Note: Students wishing to earn 18 semester hours of Disaster Science courses to meet concentration requirements for university teaching in emergency management or for other reasons may complete six courses listed in the curriculum.

## EDUCATION

### Graduate Certificate in Teacher Licensure Preparation

The Graduate Certificate in Teacher Licensure is offered for those who want the following endorsements in teaching: elementary (preK-6); secondary (6-12) in the following subjects – English, History & Social Studies; Mathematics; Sciences (Biology, Chemistry, or Physics); or comprehensive (pre-K-12) in the following subjects – Art and Foreign Languages (French, German or Spanish).

#### All Candidates

11 semester hours. All candidates must complete the following courses:

EDUC 517U	American Education: Foundations of Teaching and Learning, 3
EDUC 558U	Classroom and Behavior Management, 3
EDUC 518U	Diverse Learners, 2
EDUC 538U	Instructional Technology Integration, 3

#### Elementary Candidates

9 semester hours. All elementary candidates must complete the following courses:

EDUC 506U	Integrated Curriculum Methods 3
EDUC 524U	The Teaching of Reading, 3
EDUC 527U	The Teaching of Mathematics, 3

**Secondary & Comprehensive Candidates**

6 semester hours. All secondary and comprehensive candidates must complete the following courses:

- EDUC 510U Curriculum Methods, 3
- EDUC 550U Content Area Reading, 3

**Field Experience**

14 semester hours (appropriate Student Teaching plus EDUC 585U Seminar)

- EDUC 575U Student Teaching, Elementary (PreK-6), 12
- EDUC 577U Student Teaching, Secondary (6-12), 12
- EDUC 578U Student Teaching, Comprehensive (PreK-12), 12
- EDUC 585U Student Teaching Seminar, 2

All course work must be completed prior to Student Teaching (EDUC 575U, 577U or 578U) and the accompanying Student Teaching Seminar (EDUC 585U).

Passing scores on Praxis I and II are required for admission to the Teacher Licensure Preparation program.

**Transfer Courses**

Because of the nature of course work in the Teacher Licensure Preparation program, many college courses might not be acceptable for transfer to the Program. All requests to transfer courses into the TLP must include the course description and be submitted to the Director of the program. No more than two courses, not to exceed six semester hours, may be transferred into the program.

**Grade Requirements**

A grade point average of 3.0 must be achieved for completion of the Teacher Licensure Preparation program. No more than one "C" grade will be permitted in classes taken for credit in the program at the University of Richmond. All course work must be completed before student teaching.

**Exit Requirements**

All candidates seeking a teaching license in Virginia must complete the Virginia Communication and Literacy Assessment test. Additionally, all candidates for an Elementary Education Teaching License must complete the Virginia Reading Assessment before applying for an elementary education license.

**Concentration in Education****For BLA Students**

The Concentration in Education is an option for undergraduate students to enter the Teacher Licensure Preparation program. The Concentration in Education is offered for those Bachelor of Liberal Arts students at the University of Richmond who want the following endorsements in teaching: elementary (preK-6); secondary (6-12) in the following subjects – English, History & Social Sciences; Mathematics; Sciences (Biology, Chemistry, or Physics); or comprehensive (pre-K12) in the following subjects – Art and Foreign Languages (French, German or Spanish). To earn a Concentration in Education, BLA students must apply to the Teacher Licensure Preparation program after earning approximately 50 semester hours towards the BLA. Passing scores on Praxis I and II are required for admission to the Teacher Licensure Preparation program. Interested BLA students may call (804) 289-8427 for an application packet.

**Transfer Courses**

Because of the nature of course work in the Teacher Licensure Preparation program, many college courses might not be acceptable for transfer to earn the Concentration in Education. All requests to transfer courses must include the course description and be submitted to the Director of the program. No more than two courses, not to exceed six semester hours, may be transferred into the program.

**Grade Requirements**

A grade point average of 3.0 must be achieved for completion of the Teacher Licensure Preparation program. No more than one "C" grade will be permitted in classes taken for credit in the program at the University of Richmond. All course work must be completed before student teaching.

**Exit Requirements**

All candidates seeking a teaching license in Virginia must complete the Virginia Communication and Literacy Assessment test. Additionally, all candidates for an Elementary Education Teaching License must complete the Virginia Reading Assessment before applying for an elementary education license.

**All BLA/Concentration in Education Candidates**

11 semester hours. All candidates must complete the following courses:

- EDUC 317U American Education: Foundations of Teaching and Learning, 3
- EDUC 358U Classroom and Behavior Management, 3
- EDUC 318U Diverse Learners, 2
- EDUC 338U Instructional Technology Integration, 3

**BLA/Concentration in Education****Elementary Candidates**

9 semester hours. All elementary candidates must complete the following courses:

- EDUC 306U Integrated Curriculum Methods 3
- EDUC 324U The Teaching of Reading, 3
- EDUC 327U The Teaching of Mathematics, 3

**BLA/Concentration in Education****Secondary & Comprehensive Candidates**

6 semester hours. All secondary and comprehensive candidates must complete the following courses:

- EDUC 310U Curriculum Methods, 3
- EDUC 350U Content Area Reading, 3

**Field Experience**

14 semester hours (appropriate Student Teaching plus EDUC 585U Seminar)

- EDUC 475U Student Teaching, Elementary (PreK-6), 12
- EDUC 477U Student Teaching, Secondary (6-12), 12
- EDUC 478U Student Teaching, Comprehensive (PreK-12), 12
- EDUC 485U Student Teaching Seminar, 2

All course work must be completed prior to Student Teaching (EDUC 475U, 477U or 478U) and the accompanying Student Teaching Seminar (EDUC 485U).

**Master of Education in Curriculum and Instruction (M.Ed) Graduate Certificate Completion**

This program is designed for those students who have completed the Graduate Certificate in Teacher Licensure Preparation at the University of Richmond.

**Professional Studies and Field Experience**

Requires 30-33 semester hours completed as part of the Graduate Certificate in Teacher Licensure Preparation (Professional Studies and Field Experience courses)

**Core Courses: 18 semester hours**

- EDUC 650U Advanced Educational Psychology, 3
- EDUC 651U Assessment and Evaluation in Education, 3
- EDUC 652U Differentiated Instruction, 3
- EDUC 653U Issues, Ethics and Policy in Education, 3
- EDUC 680U Content Specialization and Action Research I, 3
- EDUC 681U Content Specialization and Action Research II, 3

**Capstone Experience**

Select 1 Capstone Experience: 1) Thesis; 2) Comprehensive Oral Examination; or 3) Comprehensive Written Examination.

**Graduation Requirements**

Students will complete all required courses with a minimum grade point average of 3.0 and successfully complete a capstone experience selected from a thesis option, comprehensive oral exam or comprehensive written exam.

**Master of Education in Curriculum and Instruction (M.Ed)**

This program is designed for practicing teachers who already possess initial licensure and are seeking professional development and an advanced degree. Students will have the option of entering one of two areas of concentration, either elementary or secondary curriculum and instruction.

**Core Courses: 18 semester hours**

- EDUC 650U Advanced Educational Psychology, 3
- EDUC 651U Assessment and Evaluation in Education, 3
- EDUC 652U Differentiated Instruction, 3
- EDUC 653U Issues, Ethics and Policy in Education, 3
- EDUC 680U Content Specialization and Action Research I, 3
- EDUC 681U Content Specialization and Action Research II, 3

**Additional Courses: 6 semester hours**

EDUC 660U	Curriculum Development, 3
EDUC 661U	Instructional Leadership, 3

**Field Experience: 6 semester hours**

EDUC 675U	Reflective Teaching Experience, 3
EDUC 676U	Reflective Practitioner, 3

**Capstone Experience**

Select 1 Capstone Experience: 1) Thesis; 2) Comprehensive Oral Examination; or 3) Comprehensive Written Examination.

**Graduation Requirements**

Students will complete all required courses with a minimum grade point average of 3.0 and successfully complete a capstone experience selected from a thesis option, comprehensive oral exam or comprehensive written exam.

**Graduate Certificate in Educational Leadership and Policy Studies**

The Graduate Certificate in Educational Leadership and Policy Studies designed for educators who have a minimum of three years professional work experience and want to obtain an endorsement for leading a public school in Virginia. Candidates must have earned a bachelor's and a master's degree. The Graduate Certificate requires 15 semester hours of coursework and six semester hours of reflective leadership study, which includes both theory and practice.

**Professional Studies Core: 15 hours**

EDUC 601U	Foundations of Educational Leadership Studies, 3
EDUC 602U	Data for Decision-Making, 3
EDUC 603U	Leading and Supervising Instruction, 3
EDUC 604U	Communicating and Leading, 3
EDUC 605U	School Law and Ethics, 3

**Field Experience: 6 hours**

All candidates must complete 320 hours of practicum outside of the classroom to qualify for the endorsement. Each of the core courses listed above has a requirement of 30 hours of practicum for a total of 150 hours. The additional 170 hours is done in Reflective Leadership Seminar I and II. All students much complete the following courses.

EDUC 610U	Reflective Leadership Seminar I, 3
EDUC 611U	Reflective Leadership Seminar II, 3

**Capstone Experience**

Select 1 Capstone Experience: 1) Thesis; 2) Comprehensive Oral Examination; or 3) Comprehensive Written Examination.

**Graduation Requirements**

Satisfactory completion of all courses in the degree with a minimum grade point average of 3.0, fulfillment of practicum hours, and successful completion of a capstone experience.

**Master of Education in Educational Leadership and Policy Studies**

The M.Ed. in Educational Leadership and Policy Studies is designed for educators who have a minimum of three years professional work experience and want to obtain an endorsement for leading a public school in Virginia and earn a master's degree to meet the requirements for the endorsement. Candidates must have earned a bachelor's degree. The M.Ed. requires the same 15 semester hours of core course work and six semester hours of reflective leadership study, which includes both theory and practice, as the Graduate Certificate candidates. M.Ed. candidates must then take five additional courses.

**Professional Studies Core: 15 hours**

EDUC 601U	Foundations of Educational Leadership Studies, 3
EDUC 602U	Data for Decision-Making, 3
EDUC 603U	Leading and Supervising Instruction, 3
EDUC 604U	Communicating and Leading, 3
EDUC 605U	School Law and Ethics, 3

**Professional Studies Additional: 15 hours**

EDUC 630U	School Technology, 3
EDUC 631U	Human Resource and Fiscal Leadership, 3
EDUC 632U	Leading Change in Educational Settings, 3
EDUC 633U	Leadership and School Culture, 3
EDUC 634U	Context of Educational Public Policy and Politics, 3

**Field Experience: 6 hours**

All candidates must complete 320 hours of practicum outside of the classroom to qualify for the endorsement. Each of the core courses listed above has a requirement of 30 hours of practicum for a total of 150 hours. The additional 170 hours is done in Reflective Leadership Seminar I and II. All students much complete the following courses.

EDUC 610U	Reflective Leadership Seminar I, 3
EDUC 611U	Reflective Leadership Seminar II, 3

**Capstone Experience**

Select 1 Capstone Experience: 1) Thesis; 2) Comprehensive Oral Examination; or 3) Comprehensive Written Examination.

**Graduation Requirements**

Satisfactory completion of all courses in the degree with a minimum grade point average of 3.0, fulfillment of practicum hours, and successful completion of a capstone experience.

**EMERGENCY SERVICES MANAGEMENT****Bachelor of Applied Studies in Emergency Services Management**

With a Minor in Emergency Management, Business Continuity or Homeland Defense On-line Degree Completion Program

Every year natural, man-made and national security disasters and emergencies threaten the safety of communities and their citizens and the productivity of their businesses. Our degrees in emergency services management assist in preparing the student to manage public sector emergency management and private sector business continuity programs in the context of events ranging from routine emergencies to catastrophes. We focus on the integration of emergency management, fire, emergency medical services, law enforcement, business continuity and voluntary agencies in a comprehensive approach to protecting life, property, government and the economy. Minors in Emergency Management, Business Continuity and Homeland Defense give the student an opportunity to specialize in either public or private sector program management. Online courses allow you to work with fellow professionals across the United States in a diverse and experienced student

body representing virtually every emergency related discipline.

The degree completion program allows students to complete from 60-64 semester hours of on-line course work toward a Bachelor of Applied Studies in Emergency Services Management with a Minor in Emergency Management, Business Continuity or Homeland Defense.

Selected exceptional students in their senior year as undergraduates can apply for admission to either the Master of Disaster Science or Master of Emergency Management degree. Students accepted could enroll for and apply 9 graduate hours of credit to completion of their Bachelor's degree to meet the 120 hour undergraduate requirement. If the student earns a grade of B or higher in a graduate course, that course will also be applied to meet the 33 (MDS) or 36 hour requirements (MEM) of the Master's Degree. See the Admissions section of this catalog or contact the program chair for details.

**General Education: 33-34 semester hours****I. Communication Core: 15-16 semester hours**

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ESM 303U	Research Practicum, 3
ESM 319U	Writing for Decisions, 3
ISYS 203U	Collaborative Technologies, 3
ISYS 101U	Online Learning and Teaching, 1*

\*Recommended for students who do not have prior experience taking online courses.

Note: ENGL 201 and, ENGL 202U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of "C" or better in each is necessary to satisfy the requirements for successful completion of these courses.

**II. Areas of Study: 18 semester hours**

Students must take at least one 3 credit course from each area:

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic
6. The Arts

**General Distribution: 57 semester hours**

Selected from across the curriculum. No more than 21 semester hours of business courses. Each student will receive an audit sheet outlining the specific requirements.

The 18 semester hour minor will be completed in this area. Students will choose one of the following three minors: Emergency Management, Business Continuity or Homeland Defense.

**Emergency Management Major: 30 semester hours****I. Core Courses: 15 semester hours**

ECON 381U	Public Budget and Finance, 3
ESM 300U	Integrated Emergency Services, 3
ESM 350U	Externship, 3
ESM 354U	Management and Organization of Public Agencies, 3
ESM 355U	Management by Fact, 3
PBAD 338U	Decision Making in Public Administration, 3

**II. Focus Courses: 12 semester hours**

Select 12 semester hours from across the Emergency Services Management curriculum.

**III. Capstone: 3 semester hours**

ESM 495U	Hazards and Threats for the Future, 3
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**Emergency Management Minor**

18 semester hours

ESM 312U	Emergency Management Systems and Theory, 3
ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 305U	Disaster, Characteristics and Physical Impacts, 3
ESM 313U	Disaster Exercises, 3

One of the following courses is required:

ESM 314U	Defending Communities—Integrating Mitigation, Preparedness and Recovery, 3
ESM 322U	Emergency Operations Center Design, Management and Operations, 3

**Business Continuity Minor**

18 semester hours

ESM 315U	Business Continuity Program Management, 3
ESM 310U	Business Continuity Planning, 3

ESM 305U	Disaster, Characteristics and Physical Impacts, 3
ESM 317U	Risk, Hazard and Impact Analysis, 3
PBRL 331U	Introduction to Public Relations, 3

One of the following courses is required:

ESM 307U	Managing Emergency Operations, 3
ESM 313U	Disaster Exercises, 3
ESM 316U	Information Technology Disaster Recovery, 3

**Homeland Defense Minor**

18 Semester Hours

ESM 331U	Homeland Defense Policy and Programs, 3
ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 318U	Weapons of Mass Destruction, 3
LAW 330U	Terrorism Law, 3

**HUMAN RESOURCE MANAGEMENT**

The Master of Human Resource Management and the Graduate Certificate in HRM consist of graduate level courses designed for individuals interested in acquiring a greater understanding of management principles pertaining to human resources.

**Master of Human Resource Management**

36 semester hours

A maximum of six semester hours of transfer work may be accepted into the Master of Human Resource Management.

The following courses must be completed:

**I. Core course: 18 semester hours**

ECON 507U	Labor Economics, 3
HRM 531U	Human Resource Management, 3
HRM 532U	Legal Issues in Human Resource Management, 3
HRM 533U	Quantitative Analysis and Research in HRM, 3
HRM 534U	Strategic Human Resource Development, 3
PSYC 530U	Organizational Psychology, 3

**II. Focus courses: 18 semester hours**

HRM 635U	Managing Compensation and Benefits, 3
HRM 638U	HRM Leadership Theory and Application, 3
HRM 639U	Recruitment and Retention, 3
HRM 647U	Human Resource Information Systems, 3
HRM 657U	HRM in the Global Environment, 3
HRM 697U	HRM Strategy and Policy, 3

**Degree Requirements**

To qualify for the Master of Human Resource Management degree, a candidate must maintain a cumulative grade point average (G.P.A.) of 3.0 with no grade lower than “C” in any course and must complete the curriculum requirements within five (5) years of starting the program.

**Graduate Certificate in Human Resource Management**

18 semester hours

No transfer hours will be accepted into the Graduate Certificate in HRM. The following courses must be completed.

HRM 531U	Human Resource Management, 3
HRM 532U	Legal Issues in Human Resource Management, 3
HRM 534U	Strategic Human Resource Development, 3
HRM 635U	Managing Compensation and Benefits, 3
HRM 647U	Human Resource Information Systems, 3
HRM 657U	HRM in the Global Environment, 3

**Degree Requirements**

To qualify for the Graduate Certificate in HRM, a candidate must maintain a cumulative grade point average (GPA) of 3.0 with no grade lower than “C” in any course and must complete the curriculum requirements within three years of starting the program.

**Bachelor of Applied Studies in Human Resource Management**

Managing people and processes has become an essential skill for today’s worker across most professions and across all levels of the organization. The BAS in

Human Resource Management is designed for students with a specific interest in the dynamic field of people relations and management. The general focus of this program is to develop strong interpersonal skills as well as a thorough grounding in HRM procedures, training, federal regulations and law.

No more than 30 hours of business courses (accounting, finance, marketing or management) may be included in the 120 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 semester hours with a maximum of six (6) hours toward the major.

**General Education: 30 semester hours****I. Communication Core: 12 semester hours**

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of “C” or better is necessary to satisfy the requirement for successful completion of the English courses.

**II. Areas of Study: 18 semester hours**

Students must take at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic
6. The Arts

**General Distribution: 60 semester hours**

Students in the BAS in HRM may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Information Systems, Law and Technology, Law and Public Policy or Paralegal Studies. Other electives in general distribution may be taken in any subject area.

**Major: 30 semester hours****I. Core Courses: 15 semester hours**

ECON 377U	Principles of Economics, 3
HRM 343U	Human Resource Management, 3
LAW 322U	Employment Law and Policy, 3
MGMT 341U	Principles of Management, 3
MATH 307U	Quantitative Methods in Social Science, 3

**II. Focus Courses: 12 semester hours**

Select 12 semester hours from the following:

HRM 345U	Human Resource Development, 3
HRM 388U	Internship, 3
HRM 452U	Quality Management, 3
HRM 454U	Compensation and Benefits, 3
HRM 460U	HR in an IT World, 3
HRM 498U	Special Topics, 1-3
HRM 467U	International Human Resource Management, 3
MKT 321U	Principles of Marketing, 3
PSYC 327U	Organizational Psychology, 3

**III. Capstone Course: 3 semester hours**

HRM 499U	Senior Seminar in HRM, 3
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**Human Resources Management Minor**

18 hours

HRM 343U	Human Resource Management, 3
HRM 345U	Human Resource Development, 3
HRM 454U	Compensation and Benefits, 3
HRM 460U	HR in an IT World, 3
HRM 467U	International Human Resource Management, 3
LAW 322U	Employment Law and Policy, 3

**INFORMATION SYSTEMS**

There are two bachelor degrees offered in Information Systems. The Bachelor of Applied Studies in IT Management provides studies in information systems, business, and applied mathematics. The Bachelor of Applied Studies in Information Systems prepares students for careers in information systems with flexibility to take additional courses in liberal arts and other subject areas.

Strong analytical skills are required for the design, implementation and administration of database management systems, e-business applications and

networks. Oral and written communication skills, quantitative and analytical abilities are emphasized. Interdisciplinary courses in law and technology, disaster recovery and other areas expose students to related IT applications.

Up to 30 hours of business courses may be included in the 120 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours into the bachelor degree with a maximum of six semester hours in ISYS courses. (Other information systems transfer courses become elective credits.)

**Bachelor of Applied Studies in Information Technology Management****General Education: 30 semester hours****I. Communication Core: 12 semester hours**

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of "C" or better is necessary to satisfy the requirement for successful completion of the English courses.

**II. Areas of Study: 18 semester hours**

Students must take at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic  
Pre-calculus or calculus is required.
6. The Arts

**General Distribution: 60 semester hours**

Selected from across the curriculum. IT Management majors must complete the 18 hour minor in Business, selected from:

ACCT 301U	Fundamentals of Financial Accounting, 3
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ACCT 302U	Fundamentals of Managerial Accounting, 3
ECON 201U	Microeconomics, 3
ECON 202U	Macroeconomics, 3
FIN 360U	Principles of Financial Management, 3
LAW 300U	Business Law, 3
MATH 265U	Applied Statistics, 3
MGMT 341U	Principles of Management, 3
MGMT 342U	Operations Management, 3
MKT 321U	Principles of Marketing, 3

Other electives in general distribution may be transferred in from previous course work or taken in any subject area.

**MAJOR: 30 semester hours**

All IT Management majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level ISYS courses.

**I. Core Courses: 15 semester hours**

Math/Quantitative Problem-Solving. 3 semester hours:

MATH 265U	Applied Statistics, 3
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Technical Core. Select 3 semester hours from:

ISYS 204U	Hardware and Operating Systems, 3
ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3

The following courses must be completed:

ISYS 306U	Systems Analysis and Design, 3
ISYS 311U	Database Design, 3
ISYS 450U	Project Management, 3

**II. Focus Courses: 15 semester hours**

Students considering graduate school in Business or Information Technology are advised to check the entrance requirements for several programs when making selections from the following list of courses.

ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 303U	IT Security, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Web Design and Development with Scripting, 3
ISYS 353U	Advanced Tools for Web Development, 3
ISYS 355U	Computer Programming in Java, 4

ISYS 356U	Advanced Computer Programming in Java, 4
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 388U	Internship in Information Systems, 3
ISYS 398U	Selected Topics, 1-6
ISYS 490U	Managing in an Information Age, 3
ISYS 499U	Research in Information Systems, 3
ESM 316U	Information Technology Disaster Recovery, 3
LAW 325U	CyberLaw, 3

**Bachelor of Applied Studies in Information Systems****General Education: 30 semester hours****I. Communication Core: 12 semester hours**

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of "C" or better is necessary to satisfy the requirement for successful completion of the English courses.

**II. Areas of Study: 18 semester hours**

Students must take at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic  
MATH 103U, pre-calculus or calculus is required for Information Systems majors. (MTH 151 or higher in the Virginia Community College System)
6. The Arts

**General Distribution: 60 semester hours**

Students in the BAS in Information Systems may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources Management, Law and Technology or Paralegal Studies. Management,

organization psychology, accounting, economics and marketing are strongly recommended. Other electives in general distribution may be transferred in from previous course work or taken in any subject area.

### MAJOR: 30 semester hours

All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS.

#### I. Core Courses: 15 semester hours

Math/Quantitative Problem-Solving, 3 semester hours:

MATH 265U Applied Statistics, 3

Technical Core. Select 3 semester hours from:

ISYS 204U Hardware and Operating Systems, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

The following courses must be completed:

ISYS 306U Systems Analysis and Design, 3

ISYS 311U Database Design, 3

ISYS 450U Project Management, 3

#### II. Focus Courses: 15 semester hours

Students considering graduate school in Business or Information Technology are advised to check the entrance requirements for several programs when making selections from the following list of courses.

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U IT Security, 3

ISYS 307U Information Technology Evaluation and Selection, 3

ISYS 351U Web Design and Development, 3

ISYS 352U Web Design and Development with Scripting, 3

ISYS 353U Advanced Tools for Web Development, 3

ISYS 355U Computer Programming in Java, 4

ISYS 356U Advanced Computer Programming in Java, 4

ISYS 360U Electronic Commerce on the Internet, 3

ISYS 388U Internship in Information Systems, 3

ISYS 398U Selected Topics, 1-6

ISYS 490U Managing in an Information Age, 3

ISYS 499U Research in Information Systems, 3

ESM 316U Information Technology Disaster Recovery, 3

LAW 325U CyberLaw, 3

## Certificate in Applied Studies in Information Systems

21 semester hours

To be admitted to the Certificate in Applied Studies in Information Systems, students must have completed a bachelors degree or higher, with a cumulative GPA of 2.0 or higher on all previous college work. The Certificate in Applied Studies provides a credential for students changing careers or the prerequisites for graduate study in information technology or management.

#### I. Core Courses: 9 semester hours

The core courses are designed to give students the foundation commonly required by graduate programs in Information Technology.

Technical Core. Select 3 semester hours from:

ISYS 204U Hardware and Operating Systems, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

The following courses must be completed:

ISYS 306U Systems Analysis and Design, 3

ISYS 311U Database Design, 3

#### II. Focus Courses: 12 semester hours

Students interested in going on to graduate study are advised to check the entrance requirements for several programs when making selections from the following list of focus courses.

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U IT Security, 3

ISYS 307U Information Technology Evaluation & Selection, 3

ISYS 351U Web Design and Development, 3

ISYS 352U Web Design and Development with Scripting, 3

ISYS 353U Advanced Tools for Web Development, 3

ISYS 355U Computer Programming in Java, 4

ISYS 356U Advanced Computer Programming in Java, 4

ISYS 360U Electronic Commerce on the Internet, 3

ISYS 388U Internship in Information Systems, 3

ISYS 398U Selected Topics, 1-6

ISYS 450U Project Management, 3

ISYS 490U Managing in an Information Age, 3

ISYS 499U Research in Information Systems, 3

ESM 310U Business Continuity Planning, 3

ESM 316U Information Technology Disaster Recovery, 3

ESM 317U Risk, Hazard and Impact Analysis, 3

LAW 325U CyberLaw, 3

LAW 327U Cybercrimes, 3

MATH 260U Discrete Mathematics, 3 or

MATH 265U Applied Statistics, 3 or

MATH 270U Applied Calculus, 3

**Interdisciplinary Course Sequences.** Students pursuing the Certificate in Applied Studies in Information System may consider meeting their focus course requirements by taking an interdisciplinary course sequence. Some suggested sequences are listed below. Additional sequences may be designed with the Program Director.

#### Law and Technology/IT Security

Focus Courses selected from:

ISYS 302U Local Area Networks, 3

ISYS 303U IT Security, 3

LAW 325U CyberLaw, 3

#### Web Design/E-Commerce

Focus Courses selected from:

ISYS 307U Information Technology Evaluation & Selection, 3

ISYS 351U Web Design and Development, 3

ISYS 352U Web Design and Development with Scripting, 3

ISYS 353U Advanced Tools for Web Development, 3

ISYS 355U Computer Programming in Java, 4

ISYS 356U Advanced Computer Programming in Java, 4

ISYS 360U Electronic Commerce on the Internet, 3

ISYS 450U Project Management, 3

#### Business Continuity/Disaster Recovery

Focus Courses selected from:

ESM 310U Business Continuity Planning, 3

ESM 316U Information Technology Disaster Recovery, 3

ESM 317U Risk, Hazard and Impact Analysis, 3

#### Information Systems Minor

18 hours

Select 18 semester hours from the following:

ISYS 204U Hardware and Operating Systems, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U IT Security, 3

ISYS 306U Systems Analysis and Design, 3

ISYS 307U Information Technology Evaluation & Selection, 3

ISYS 311U Database Design, 3

ISYS 351U Web Design and Development, 3

ISYS 352U Web Design and Development with Scripting, 3

ISYS 353U Advanced Tools for Web Development, 3

ISYS 355U Computer Programming in Java, 4

ISYS 356U Advanced Computer Programming in Java, 4

ISYS 360U Electronic Commerce on the Internet, 3

ISYS 398U Selected Topics, 1-6

ISYS 450U Project Management, 3

ISYS 490U Managing in an Information Age, 3

ESM 316U Information Technology Disaster Recovery, 3

LAW 325U CyberLaw, 3

#### Law and Technology Minor

18 hours

Select 18 semester hours from the following:

ISYS 204U Hardware and Operating Systems, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U IT Security, 3

ISYS 360U Electronic Commerce on the Internet, 3

LAW 300U Business Law, 3

LAW 325U CyberLaw, 3

LAW 326U Intellectual Property, 3

## LEADERSHIP STUDIES

### Certificate in Applied Studies in Leadership

21 hours

LDSP 200U must be completed before or while enrolled in other certificate classes.

LDSP 200U Introduction to Leadership Studies, 3

LDSP 278U Communication in Leadership, 3

LDSP 302U Leadership and Ethical Action and the Law, 3

LDSP 348U Leadership, Conflict Management and Group Dynamics, 3

LDSP 358U Historical Perspective of Leadership, 3

LDSP 368U	Leadership in the Global Environment, 3
LDSP 478U	Strategic Thinking for Leaders, 3

## Leadership Minor

18 hours

### Required

Select 18 semester hours. LDSP 200U is required and must be completed before or while enrolled in other classes.

LDSP 200U	Introduction to Leadership Studies, 3
LDSP 278U	Communication in Leadership, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 348U	Leadership, Conflict Management and Group Dynamics, 3
LDSP 358U	Historical Perspective of Leadership, 3
LDSP 368U	Leadership in the Global Environment, 3
LDSP 478U	Strategic Thinking for Leaders, 3

## LIBERAL ARTS

### Bachelor of Liberal Arts

The Bachelor of Liberal Arts (BLA) is designed for the student who is interested in studying in the general humanities or social sciences areas. It requires 120 semester hours with certain courses in Communication Skills along with a choice of courses in specific Areas of Study, a series of courses across the curriculum and certain core and focus courses in the major. The specific major is designed by the student, in consultation with an advisor, to reflect a specific focus. (A student may transfer no more than 60 semester hours with a maximum of 6 semester hours in the major.)

#### General Education: 30 semester hours

#### I. Communication Core: 12 semester hours

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A

grade of “C” or better is necessary to satisfy the requirement for successful completion of the English courses.

#### II. Areas of Study: 18 semester hours

Students must take at least one three credit course from each area:

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning
6. The Arts

#### General Distribution: 60 semester hours

Selected from all courses across the curriculum but no more than 30 hours of business courses may be included in the 120 semester hours for the Bachelor of Liberal Arts degree.

Note: Students in the BLA may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources, Information Systems, Law and Technology, Law and Public Policy or Paralegal Studies. The minor(s) will be used in general distribution.

#### MAJOR: 30 semester hours

#### I. Core Courses: 12 semester hours

IDST 301U	The Realm of Ideas I: Context and Chronology, 3
IDST 302U	The Realm of Ideas II: Self, Society and Science, 3
IDST 303U	The Realm of Ideas III: Human Expression, 3
IDST 395U	The Realm of Ideas IV: Capstone Seminar for Liberal Arts Majors, 3

#### II. Focus Courses: 18 semester hours

Eighteen semester hours in the Humanities and/or Social Sciences with at least 12 semester hours at the 300 level.

### Bachelor of Liberal Arts Focus Areas

You may design a “focus area” in the major to meet your needs in consultation with your advisor. To assist you in planning your program, we have outlined below typical focus areas. These are composed of recommended courses, optional electives and prerequisites where appropriate.

### Accelerated Bachelor of Liberal Arts in Interdisciplinary Studies (Weekend College)

The Accelerated Bachelor of Liberal Arts (Weekend College) is a unique academic program designed to prepare students for successful careers in the commercial, industrial and service sectors of the economy as well as the non-profit world. Students will examine the universe as an integrated whole and will be encouraged to expand their intellectual and practical horizons. The goal of the program is to promote the growth of effective citizens who bring to life a wider, more holistic perspective on the world around them. Weekend College also responds to the growing need in the corporate arena for leaders who are trained in problem solving and conflict analysis, whose approach to complex matters of business and commerce is less vocational and more sophisticated as well as being vigorously practical.

Weekend College participants take one highly concentrated course at a time. The curriculum consists of ten interdisciplinary six-semester hour courses. Over a two year period, students will complete five courses a year, during fall, spring and summer semesters for a total of 60 semester hours; two courses each fall and spring semester and one six hour course in each May term of summer school.

Students will be organized into component groups who will proceed through the program together. Class meetings will be held on Saturday during the day and on some Friday evenings. There is also a weekly on-line component.

Students entering the program must have earned a minimum of 45–60 transferable semester hours of undergraduate general education courses.

In order to graduate with the Bachelor of Liberal Arts with a major in Interdisciplinary Studies the following requirements must be satisfied:

#### General Education: 60 semester hours

#### Areas of Study: 18 semester hours

Students must take at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic
6. The Arts

#### General Distribution: 42 semester hours (minimum)

Selected from all courses across the curriculum.

#### Accelerated Bachelor of Liberal Arts in Interdisciplinary Studies (Weekend College): 60 semester hours

#### I. Core Courses: 54 semester hours

ADED 300U	Knowledge Management—Methods of Learning and Thinking, 6
HIST 345U	The History of Ideas (equivalent to HUM 345U), 6
HUM 346U	The History of Human Expression, 6
ISTY 301U	Understanding the Global Village, 6
PLSC 301U	The Rights and Responsibilities of Citizenship, 6
GSCI 301U	Role of Science and Technology in Shaping the Modern Era, 6
MGMT 345U	Business Literacy, 6
LDSP 310U	Leadership and Ethical Decision Making, 6
IDST 310U	The Examined Life—What We Know about the Human Condition (equivalent to SA 310U), 6

#### II. Capstone Course: 6 semester hours

IDST 495U	Capstone Course Senior Seminar, 6
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### Associate in Liberal Arts

The Associate in Liberal Arts requires 60 semester hours of approved academic credit. Students may transfer 30 semester hours into the degree.

#### General Education: 33 semester hours

#### I. Communication Core: 15 semester hours

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3
SPCH 105U	Interpersonal Communication, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of “C” or better is necessary to satisfy the requirement for successful completion of the English courses.

**II. Areas of Study: 18 semester hours**

Students must complete at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic
6. The Arts

**General Distribution: 15 semester hours**

Selected from any courses across the curriculum

Core Courses: 12 semester hours

- IDST 301U The Realm of Ideas I: Context and Chronology, 3
- IDST 302U The Realm of Ideas II: Self, Society and Science, 3
- IDST 303U The Realm of Ideas III: Human Expression, 3
- IDST 395U The Realm of Ideas IV: Capstone Seminar for Liberal Arts Majors, 3

**Focus on American Studies\***

- ANTH 301U North American Indians
- ART 313U American Art: Colonial to 1890
- ART 314U American Art: 1890 to Present
- ART 320U The Age of Jefferson
- ENGL 206U Selected Readings in American Literature
- ENGL 330U Survey of American Literature
- ENGL 331U Twentieth Century American Literature
- ENGL 332U The American Short Story
- ENGL 334U Literature of the South
- ENGL 340U Black Women Writers
- ENGL 347U Edgar A. Poe
- HIST 205U The United States to 1865
- HIST 206U The United States from 1865
- HIST 300U Women and the American Experience
- HIST 305U Richmond Across the Centuries
- HIST 308U Social/Cultural History of American Women in the 19th and 20th Centuries
- HIST 310U An Age of Giants
- HIST 312U Great Issues in American History
- HIST 315U Great Disasters and Their Impact in the History of the United States: 1861 to the Present
- HIST 316U The New South
- HIST 317U The Old South
- HIST 320U Virginia History

- HIST 322U Moments in Time: of the Americas
- HIST 323U Westward Ho!
- HIST 324U Women & the American West
- HIST 327U Belles, Steel Magnolias and Good Ol' Gals
- HIST 328U Southern Women's Civil War
- HIST 347U The Age of Jefferson
- LAW 303U Constitutional Law
- LAW 304U First Amendment Law
- LAW 310U Women and the Law
- LA 302U The Judicial System
- PLSC 205U Introduction to American Government
- PLSC 207U Virginia Government and Politics
- SOC 309U Social Problems
- SOC 310U Criminology
- SOC 316U Race and Ethnicity in America
- SOC 320U Alternative Lifestyles and Contemporary Families

**Focus on Anthropology/Archaeology\***

- ANTH 205U Introduction to Cultural Anthropology
- ANTH 301U North American Indians
- ANTH 315U Introduction to Physical Anthropology
- ANTH 398U Selected Topics in Anthropology
- ARCH 285U Historical Archaeology and the Truth About the Past
- ARCH 300U Archaeology of Ancient Civilizations
- ARCH 301U Archaeology of Egypt and Mesopotamia
- ARCH 303U Archaeology of the Holy Land
- ARCH 305U Images of the Past: Introduction to Archaeology
- ARCH 398U Selected Topics in Archaeology
- HIST 308U Social/Cultural History of 19th and 20th Century American Women
- SOC 101U Introduction to Sociology

**Focus on Art\***

- ART 208U Techniques and Aesthetics of Photography
- ART 209U Photography as Art
- ART 212U Art Appreciation
- ART 225U History of French Art and Architecture
- ART 300U Color Photography
- ART 301U Introduction to Photoshop for Photographers
- ART 302U Advanced Photoshop for Photographers
- ART 313U American Art: Colonial to 1890
- ART 314U American Art: 1890 to Present

- ART 315U Art of the Renaissance
- ART 317U Nineteenth-Century Art
- ART 318U Twentieth-Century Art
- ART 320U Great American Landscapes
- ART 324U Impressionism, Post Impressionism
- ART 326U Baroque, Art in the Age of Rembrandt
- ART 328U Women in the Arts
- ART 345U Philanthropy in the Arts
- ART 347U The Age of Jefferson
- ART 360U Victorian England: Whistler, Ruskin and the Nature of Truth
- ART 398U Selected Topics

**Focus on Arts Management\***

- ART 322U/THTR 312U Summer Study Abroad, London Seminar in Museum Studies (or Approved Substitute)
- MUS 310U Managing Performing Arts Organizations
- ACCT 300U Survey of Accounting Principles
- MKT 321U Principles of Marketing
- ART 345U Philanthropy in the Arts

One course in dance, theatre or music is also required. Student advisor may be consulted for recommendation based on student's area of interest.

**Focus on History\***

- HIST 105U-106U Ideas and Institutions of Western Civilization I-II
- HIST 205U The United States to 1865
- HIST 206U The United States Since 1865
- HIST 300U Women and the American Experience
- HIST 301U Women in European Civilization
- HIST 305U Richmond Across the Centuries
- HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women
- HIST 310U An Age of Giants
- HIST 312U Great Issues in American History
- HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present
- HIST 316U The New South
- HIST 317U The Old South
- HIST 320U Virginia History
- HIST 321U Moments in Time I: World History
- HIST 322U Moments in Time II: History of the Americas
- HIST 323U Westward Ho!
- HIST 324U Women & the American West

- HIST 327U Belles, Steel Magnolias and Good Ol' Gals
- HIST 328U Southern Women's Civil War
- HIST 337U Tudor England
- HIST 338U Stuart England
- HIST 347U The Age of Jefferson
- HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth
- HIST 398U Selected Topics

**Focus on Literature\***

- ENGL 206U Selected Readings in American Literature
- ENGL 207U Literature and Human Issues
- ENGL 222U Short Fiction
- ENGL 225U Western World Masterpieces
- ENGL 229U The Modern Novel
- ENGL 230U Women in Modern Literature
- ENGL 325U All the World's A Stage
- ENGL 326U Shakespeare and Film I
- ENGL 327U Shakespeare and Film II
- ENGL 330U Survey of American Literature
- ENGL 331U Twentieth-Century American Literature
- ENGL 332U The American Short Story
- ENGL 334U Literature of the South
- ENGL 335U Selected Short Fiction of William Faulkner
- ENGL 336U Selected Works of Tennessee Williams
- ENGL 337U Southern Drama
- ENGL 338U Biblical Themes in Literature
- ENGL 340U Black Women Writers
- ENGL 342U The Family in Fiction
- ENGL 344U Major Themes in Literature
- ENGL 345U Gothic Literature
- ENGL 346U To Go on Pilgrimage
- ENGL 347U Edgar Allan Poe
- ENGL 348U The Legend of King Arthur
- ENGL 350U The World of Jane Austen
- ENGL 360U Women of the Bible
- ENGL 368U Creative Writing: Fiction
- ENGL 369U Creative Writing: Poetry
- ENGL 398U Selected Topics

**Focus on Psychology\***

- PSYC 101U Introductory Psychology
- PSYC 190U Child Psychology
- PSYC 198U Selected Topics
- PSYC 222U Motivation and Emotion

PSYC 230U	Psychology of Women
PSYC 298U	Selected Topics
PSYC 300U	Principles of Psychological Measurements
PSYC 303U	Psychology of Gender
PSYC 305U	Stress and Its Management
PSYC 313U	Social Psychology
PSYC 327U	Organizational Psychology
PSYC 328U	Personnel Psychology
PSYC 337U	Psychological Development Across the Life Cycle
PSYC 338U	Forensic Psychology
PSYC 339U	Abnormal Psychology
PSYC 398U	Selected Topics
SOC 305U	Deviance
SOC 309U	Social Problems
SOC 322U	Collective Behavior
HUM 301U	Intimate Relationships

**Focus on Sociology\***

HUM 340U	Effective Helping Skills
ANTH 205U	Introduction to Cultural Anthropology
SOC 101U	Introduction to Sociology
SOC 305U	Deviance
SOC 309U	Social Problems
SOC 310U	Criminology
SOC 316U	Race and Ethnicity in America
SOC 322U	Collective Behavior
SOC 324U	Sociology of Law
SOC 328U	Social Gerontology
SOC 342U	Dying, Death and Grief
SOC 398U	Selected Topics

**Focus on Women's Studies\***

ART 328U	Women in the Arts
ENGL 230U	Women in Modern Literature
ENGL 340U	Black Women Writers
ENGL 360U	Women of the Bible
HIST 300U	Women and the American Experience
HIST 301U	Women in European Civilization
HIST 308U	Social and Cultural History of Nineteenth- and Twentieth-Century American Women
HIST 324U	Women & the American West
HIST 327U	Belles, Steel Magnolias and Good Ol' Gals
HIST 328U	Southern Women's Civil War
HUM 302U	Women and Culture
HUM 398U	Selected Topics
PSYC 230U	Psychology of Women

\*Note: Any course in this subject area offered in the Evening School or Summer School may be used in this focus area. Course numbers not designated with a "U" are offered through the School of Arts and Sciences.

**Concentration in Education**

Coursework Required for Secondary Candidates Only  
3 semester hours  
EDUC 350U Content Area Reading

**Coursework Required for All Candidates**  
11 semester hours

EDUC 317U	Foundations of Teaching and Learning
EDUC 358U	Classroom and Behavior Management
EDUC 318U	Diverse Learners
EDUC 338U	Instructional Technology Integration

**Coursework Required for Elementary Candidates Only**  
9 semester hours

EDUC 306U	Integrated Curriculum Methods
EDUC 324U	The Teaching of Reading
EDUC 327U	The Teaching of Mathematics

**Coursework Required for Secondary Candidates Only**  
6 semester hours

EDUC 310U	Curriculum Methods
EDUC 350U	Content Area Reading

**Field Experience**

14 semester hours.

All candidates must complete the appropriate student teaching at the appropriate grade level or content area and the EDUC 485U Seminar.

EDUC 475U	Student Teaching, Elementary (PreK-6)
EDUC 477U	Student Teaching, Secondary (6-12)
EDUC 478U	Student Teaching, Comprehensive (preK-12)
EDUC 485U	Student Teaching Seminar

**Master of Liberal Arts**

The Master of Liberal Arts program is a cross-disciplinary program designed for students who wish to work toward a master's degree without limiting their study to a single discipline. Offering a rich varied

education experience, the program invites students to design their own course of study.

Each student will choose a program Focus in consultation with the Coordinator. It is expected that the student will formulate papers that contribute to that Focus in each course taken including the required courses. MLA 500U will be taken no later than the second course in the student's program. MLA 599U will normally be the last course taken.

The program is oriented toward part-time study and students will normally take no more than two courses during any given semester.

**Curriculum**

The Master of Liberal Arts requires five core elective courses (15 semester hours) plus an additional five courses (15 semester hours) chosen by the student in consultation with the MLA Coordinator.

**Required Courses**

MLA 500U	Methods and Themes in Liberal Studies, 3
MLA 506U	Humanities Seminar, 3
MLA 507U	Social Sciences Seminar, 3
MLA 508U	Science Seminar, 3
MLA 599U	Seminar in Liberal Studies, 3

Five remaining courses, which the student chooses in consultation with the MLA Coordinator, may be drawn from courses approved for graduate credit in both the School of Continuing Studies and in the School of Arts and Sciences.

**PARALEGAL STUDIES****Bachelor of Applied Studies in Paralegal Studies**

The paralegal (legal assistant) profession is dynamic and growing. The efficient law office of today is incomplete without the prudent use of paralegals, working under the supervision of lawyers. Paralegals generate profitability to law firms, lower bills for clients and cost-effective management of law firms. Indeed, the paralegal profession is a key fixture on the legal services landscape of the 21st Century.

The interdisciplinary BAS in Paralegal Studies is designed for students with specific interest in the paralegal profession, whether they have never worked in a law office before or, are or were once employed in a law office and now desire to upgrade their paralegal

skills. For those who aspire to law school, the BAS is also a good pre-law type academic experience. The general focus of this program is to develop strong basic legal skills. The curriculum seeks to accomplish this with courses in the paralegal profession, the judicial system, legal research, legal writing and a broad spectrum of other undergraduate classes on practice areas in the law.

Professional ethics is an integral and crucial component of paralegal education and practice. Ethical conduct in the profession is expected and required at all times. Thus, every course in the Paralegal Studies Program demonstrates the ethical duties, rules, responsibilities and guidelines that are necessary for paralegal practice.

No more than 30 hours of business courses may be included in the 120 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours with a maximum of six (6) semester hours into the major.

**General Education: 30 semester hours****I. Communication Core: 12 semester hours**

ENGL 201U	Strategic Reading, 3
ENGL 202U	Advanced Academic Writing, 3
ENGL 203U	Research Process, 3
ISYS 203U	Collaborative Technologies, 3

Note: ENGL 201U, ENGL 202U and ENGL 203U must be taken within the first three regular semesters (fall and spring) at the University and shall be taken in numerical sequence. (ENGL 201U and ENGL 202U may be taken in the same semester.) A grade of "C" or better is necessary to satisfy the requirement for successful completion of the English courses.

**II. Areas of Study: 18 semester hours**

Students must take at least one 3 credit course from each of the following areas.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Symbolic Reasoning: Math and/or Logic
6. The Arts

**General Distribution: 60 semester hours**

Selected from courses across the curriculum. No more than 30 hours of business courses may be included in this section.

Note: Students in the BAS in Paralegal Studies may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources, Information Systems, Law and Technology and Law and Public Policy. The minor(s) will be used in general distribution.

**Major: 30 semester hours****I. Core Courses: 21 semester hours**

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation, 3
LA 310U	Real Estate, 3
LA 316U	Contract Law, 3

**II. Focus Courses: 9 semester hours**

Select 9 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 312U	Family Law, 3
LA 313U	Evidence, 3
LA 314U	Bankruptcy and Creditor's Rights, 3
LA 315U	Torts, 3
LA 317U	Securities Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 323U	Interviewing and Investigation, 3
LA 324U	Trial Practice and Techniques, 3
LA 328U	Advanced Legal Research, 3
LAW 330U	Terrorism Law, 3
LA 329U	Computerized Legal Research, 3
LA 335U	Product Liability Law, 3
LA 398U	Selected Topics, 1-6
LAW 300U	Business Law, 3
LAW 302U	Law and Economics, 3
LAW 303U	Constitutional Law, 3
LAW 304U	First Amendment Law, 3
LAW 305U	Consumer Law, 3
LAW 321U	Land Use Law, 3
LAW 322U	Employment Law and Policy, 3
LAW 325U	CyberLaw, 3

LAW 326U	Intellectual Property, 3
LAW 335U	Sports Law, 3
LAW 398U	Selected Topics, 1-6

**Certificate in Applied Studies in Paralegal Studies****21 semester hours**

To be admitted to the Certificate in Applied Studies in Paralegal Studies, students must have completed a bachelor degree or higher, with a cumulative GPA of 2.0 or higher on all previous college coursework. The Certificate in Applied studies is ideal for those aspiring to enter the paralegal workforce quickly and for those aspiring for law school.

**I. Core Courses: 18 semester hours**

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation, 3
LAW 303U	Constitutional Law, 3

**II. Elective**

Select 3 semester hours from LA and LAW courses.

**Paralegal Studies Minor****18 hours****I. Core Courses: 12 semester hours**

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3

**II. Focus Courses: 6 semester hours**

Select six semester hours from the following:

LA 306U	Litigation, 3
LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U	Real Estate, 3
LA 312U	Family Law, 3
LA 313U	Evidence, 3
LA 314U	Bankruptcy and Creditor's Rights, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 317U	Securities Law, 3
LA 318U	Administrative Law, 3

LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 323U	Interviewing and Investigation, 3
LA 324U	Trial Practice and Techniques, 3
LA 328U	Advanced Legal Research, 3
LA 329U	Computerized Legal Research, 3
LA 335U	Product Liability Law, 3
LA 398U	Selected Topics, 3

**Law and Public Policy Studies Minor****18 hours**

Select 18 semester hours from the following:

LAW 300U	Business Law, 3
LAW 302U	Law and Economics, 3
LAW 303U	Constitutional Law, 3
LAW 304U	First Amendment Law, 3
LAW 305U	Consumer Law, 3
LAW 321U	Land Use Law, 3
LAW 322U	Employment Law and Policy, 3
LAW 325U	CyberLaw, 3
LAW 326U	Intellectual Property, 3
LAW 398U	Selected Topics, 3

## Course Descriptions

Selected Topics (ST) courses may be offered in various disciplines. Consult the SCS Schedule of Classes for specific departments and prerequisites. 1-6 sem. hrs.

Independent Study (IS) may be available. Departmental approval and formal learning contract are required. 1-6 sem. hrs.

**Accounting (ACCT)****ACCT 300U Survey of Accounting Principles**

Analytical and interpretative approach to the study of financial and managerial accounting. Emphasis on the effects of transactions on financial statements; interrelationships among financial statements; use of financial statements, cost accounting and budgets for decision-making. 3 sem. hrs.

**ACCT 301U Fundamentals of Financial Accounting**

Basic theory, concepts and procedures necessary to develop and interpret publicly reported financial accounting data., 3 sem. hrs.

**ACCT 302U Fundamentals of Managerial Accounting**

Basic theory, concepts and procedures necessary to develop and interpret managerial accounting data, including cost and budget information and capital project evaluation for managerial decision-making. Prerequisite: ACCT 300U or ACCT 301U recommended. 3 sem. hrs.

**ACCT 314U-315U Intermediate Accounting**

Intensive analysis of assets, liabilities and owners' equity accounts; preparation, analysis and interpretation of financial statements. 3-3 sem. hrs.

**ACCT 317U Tax Accounting**

Federal income law with respect to individuals, partnerships, corporations, estates and trusts. 3 sem. hrs.

**ACCT 398U Selected Topics**

1-6 sem. hrs.

**ACCT 399U Independent Study**

1-6 sem. hrs.

**Adult Education (ADED)****ADED 200U Experiential Learning and Portfolio Preparation**

Exploration of experiential learning, portfolio assessment and other alternative methods of earning college credit. Helps students gain confidence in critical thinking, organizing and writing and a clearer sense of educational goals. In preparation for submitting a portfolio, demonstrates how to identify and assess learning that has occurred outside of the classroom, develop a narrative and document their learning. This class is required for students planning to request credit by portfolio assessment. 3 sem. hrs.

**ADED 201U Portfolio Submission/Assessment**

For students who wish to seek credit for prior learning through the Portfolio program. Prerequisite: Adult Education 200U. Requires \$100.00 non-refundable portfolio review fee. 0 sem. hrs.

**ADED 299U Independent Study**  
1-3 sem. hrs.

**ADED 300U Knowledge Management– Methods of Learning and Thinking**

Exploring techniques of learning and developing access skills and opportunities for critical thinking. Required for accelerated Bachelor of Liberal Arts. Registration open to College Students only. 6 sem. hrs.

**ADED 301U The Adult Learning Process**

Explores strengths, differences and experiences adult learners bring to classroom. Topics include barriers to learning, motivation, learning theories and characteristics of adult learners. Provides strong foundation for teachers and trainers of adults as well as adult students. 3 sem. hrs.

**ADED 302U The Consultant**

Examines many components of consulting process. Topics include client-consultant relationship, multiple roles and functions of consultant, external and internal interventions and stages of consulting process. Ethical issues for consultants covered. 3 sem. hrs.

**ADED 303U Thinking About the Paranormal**

A recent Gallup Poll shows that about three in four Americans hold some paranormal belief - in at least one of the following: extrasensory perception, haunted houses, ghosts, mental telepathy, clairvoyance, astrology, communicating with the dead, witches, reincarnation, and channeling. How reasonable are these beliefs? Can they be supported or discounted via modern science or are they purely a matter of faith or personal opinion? What makes one belief or explanation more reasonable than another? Is it immoral to hold beliefs that are not supported by strong evidence? This course examines these and other questions. 3 sem. hrs.

**ADED 398U Selected Topics**

1-6 sem. hrs.

**ADED 399U Independent Study**

1-6 sem. hrs.

**ADED 598U Selected Topics**

1-6 sem. hrs.

**American Sign Language (ASL)**

**ASL 100U American Sign Language**

Designed to introduce students to the rich and complex language of the deaf community. Focuses on

basic elements and structure of ASL along with exploration of cultural aspects of the deaf community as appropriate. 3 sem. hrs.

**Anthropology (ANTH)**

**ANTH 205U Introduction to Cultural Anthropology**

Evolution of culture from hunting/gathering bands to modern industrial states. Cross-cultural perspective on social structure, religion, economy and politics. 3 sem. hrs.

**ANTH 301U North American Indians**

By 1492 Native Americans lived in a wide variety of cultures all over North America. Focuses on specific groups in each region from Arctic hunters to South-eastern kingdoms and confederacies. Daily life, before European contact, discussed, along with what happened when cultures clashed. 3 sem. hrs.

**ANTH 315U Introduction to Physical Anthropology**

Combines research and data from biological and social sciences. Primarily concerned with human beings as biological entities and the relationship between human biology and culture. In addition to basic evolutionary theory and principles of biological inheritance, topics include hominid evolution, primate studies, biological and cultural adaptation to new and/or changing environments and forensic anthropology. Current issues include cloning, DNA manipulation, Out of Africa vs. Multi-evolution theories, race as a cultural, non-biological construction. 3 sem. hrs.

**ANTH 398U Selected Topics**

1-6 sem. hrs.

**ANTH 598U Selected Topics**

1-6 sem. hrs.

**Archaeology (ARCH)**

**ARCH 285U Historical Archaeology and the Truth About the Past**

Examination of the nature of historical truth using the disciplines of historical archaeology, history and ethno-history. Primary focus will be on the history of people who are infrequently written about—"people without history." 3 sem. hrs.

**ARCH 300U Archaeology of Ancient Civilizations**

The rise and fall of ancient civilizations through archaeological investigations. 3 sem. hrs.

**ARCH 301U Archaeology of Egypt and Mesopotamia**

Exploration of these two ancient cultures from anthropology perspective. Includes chronological and thematic elements such as art, ritual, social organization and daily life; explores how knowledge of these cultures helps us understand aspects of modern world. 3 sem. hrs.

**ARCH 303U Archaeology of the Holy Land**

Explores archaeology of lands that gave birth to three of world's major religions. Focus on early cultures in near East and rise of tribal and state societies, such as Israelites and neighbors Mesopotamia and Assyria. Student initiative required. Preference given to students with previous courses in archaeology or anthropology, or students with strong interest. Prerequisite: Departmental Approval. 3 sem. hrs.

**ARCH 305U Images of the Past: Introduction to Archaeology**

Around the world—across four million years. Focus on archaeological sites that have had major impact on knowledge of ourselves. Journey begins with origins of human beings and ends with rise of great civilizations in Asia, Europe, Africa and the Americas. Investigation of how archaeologists have interpreted artifacts and bones to tell the story of human prehistory. 3 sem. hrs.

**ARCH 398U Selected Topics**

1-6 sem. hrs.

**ARCH 399U Independent Study**

1-6 sem. hrs.

**Art (ART)**

**ART 208U Techniques and Aesthetics of Photography**

Hands-on explanation of technical process involved with black and white photography from exposure to finished print with detailed instruction of processing and printing, classroom critique of students' and other professional work and introduction to different types of photography. Students encouraged to express desires, emotions and intentions visually through photographic medium. 3 sem. hrs.

**ART 209U Photography as Art**

Basic black and white photographic techniques emphasizing development of aesthetic sensibilities. History of photography through exposure to work of past and contemporary photographers. (Adjustable camera required.) 3 sem. hrs.

**ART 212U Art Appreciation**

Introduction to the arts, designed to broaden students' background. 3 sem. hrs.

**ART 225U History of French Art and Architecture**

French art and architecture from Romanesque to modern period, specifically styles from early ninth century to 20th century. 3 sem. hrs.

**ART 299U Independent Study**

1-3 sem. hrs.

**ART 300U Color Photography**

Introduction to technical considerations and development of artistic expression with color materials. Student work discussed in context of larger aesthetic history of color photography. Focus placed on new media and electronic darkroom. 3 sem. hrs.

**ART 301U Introduction to Photoshop for Photographers**

An introduction to using Photoshop as a digital darkroom and a powerful means of processing images using digital and traditional photography. Topics will include navigation and tools, selections and layer masks, history palette and history brush, file formats, color correction, digital zone system and image resolution. 3 sem. hrs.

**ART 302U Advanced Photoshop for Photographers**

This course is designed as an online course for students who have a strong understanding of the fundamentals of Photoshop and an interest in taking their study further. The software program will be used as a creative tool to achieve aesthetic results through digital techniques. 3 sem. hrs.

**ART 313U American Art: Colonial to 1890**

North American art from colonial beginnings. Folk art and crafts, regionalism, romanticism. 3 sem. hrs.

**ART 314U American Art: 1890 to Present**

From 1890s through present day, course includes regionalism, abstract expressionist pop art and contemporary trends. 3 sem. hrs.

**ART 315U Art of the Renaissance**

Italian and Northern Renaissance Art. 3 sem. hrs.

**ART 317U Nineteenth-Century Art**

Major art trends during 19th century. 3 sem. hrs.

**ART 318U Twentieth-Century Art**

Major movements and developments on Continent through current United States trends. 3 sem. hrs.

**ART 320U Great American Landscapes**

Nineteenth- and twentieth-century American artists' interpretations of landscape theme. Emphasis on Winslow Homer and American impressionists. Required field trips. Seminar format with limited enrollment. 3 sem. hrs.

**ART 322U Summer Study Abroad**

London Seminar in Museum Studies.

**ART 324U Impressionism, Post Impressionism**

Major European impressionists and post impressionists from 1860-1900. 3 sem. hrs.

**ART 326U Baroque: Art in the Age of Rembrandt.**

Emphasis on understanding concepts, interrelationships and artistic methods/techniques of this period. Work of selected major artists and its impact on Baroque time period, as well as on development of western art explored. 3 sem. hrs.

**ART 328U Women in the Arts**

From Renaissance through twentieth century, course focuses on relationship of female artists to society and culture in which they lived and worked. While emphasis is on female artists, male artists' images related to women explored. 3 sem. hrs.

**ART 345U Philanthropy in the Arts**

Survey of strategies, tools and techniques involved in generating contributed income for arts organizations from private individuals, foundations, corporations, businesses and government agencies. Central issues addressed include the underlying psychological and practical bases of fundraising in the arts and exposure to the research methods involved in developing donor prospects. Students will learn a variety of techniques for soliciting contributions, including direct mail, telemarketing, grant writing, personal appeals, major gift solicitations, special events, capital campaigns, endowment campaigns, sponsorships and planning. Prerequisite: MUS 310U or permission of the instructor. 3 sem. hrs.

**ART 347U/547U The Age of Jefferson**

See HIST 347U/547U. 3 sem. hrs.

**ART 360U Victorian England: Whistler, Ruskin and the Nature of Truth**

See HIST 360U. 3 sem. hrs.

**ART 398U Selected Topics**

1-6 sem. hrs.

**ART 399U Independent Study**

1-6 sem. hrs.

**ART 547U The Age of Jefferson**

See HIST 547U. 3 sem. hrs.

**ART 598U Selected Topics**

1-6 sem. hrs.

**Studio Art (ARTS)****ARTS 105U Art for Non-Majors: Introduction to Drawing**

An introduction to the basic elements of drawing, including materials and techniques, two dimensional design and color theory. The execution of a three dimensional work of art will be required. The course is a hands-on, lab-style. No previous experience will be assumed. 3 sem. hrs.

**ARTS 115U Art for Non-Majors: Introduction to Painting**

Students will explore the traditional use of oil paints and techniques through still life and abstract painting assignments. Lectures on art history and technical demonstrations will be included. Some previous drawing experience is suggested but not required. 3 sem. hrs.

**ARTS 125U Art for Non-Majors: Introduction to Design**

An introduction to the basic elements of design (line, shape, value, texture, and hue), the principles of design (unity and variety, balance, repetition, rhythm, movement, and emphasis), the elements of color (hue, value, and saturation), and the basics of drawing (proportion and tone) through lectures, demonstrations and assignments. 3 sem. hrs.

**ARTS 198U Selected Topics.**

1-3 sem. hrs.

**Biology (BIOL)****BIOL 221U Environmental Biology.**

Humankind's position in and influence on ecosystems of world, viewed biologically and physically. 3 sem. hrs.

**BIOL 223U Basics of Biology**

Non-laboratory course for more mature student concerning major aspects of basic biological principles, behavior, genetics, reproduction, evolution and diversity. 3 sem. hrs.

**BIOL 299U Independent Study**

1-3 sem. hrs.

**BIOL 300U Conservation: Agenda for the Future**

Selected topics in conservation facing world today. Includes endangered species, protection of rain forests, genetics of population and others. 3 sem. hrs.

**BIOL 301U Environmental Ethics**

Examination of complexities of environmental relationships and issues, including scientific knowledge, economic, political, social and moral values within the U.S. and among countries of the world. Will explore alternative solutions to environmental problems from multiple perspectives through various value/moral systems. 3 sem. hrs.

**BIOL 398U Selected Topics**

1-6 sem. hrs.

**BIOL 598U Selected Topics**

1-6 sem. hrs.

**Economics (ECON)****ECON 201U Microeconomics**

Study of supply and demand, market structure, production, market failure (e.g., pollution) and benefits and costs of government intervention. 3 sem. hrs.

**ECON 202U Macroeconomics**

Study of inflation, unemployment, GDP determination, money supply, balance of payments, currency markets, rise of fiscal and monetary policies. 3 sem. hrs.

**ECON 285U Teacher Summer Economic Institute**

A survey course designed to introduce classroom educators to the field of economics and economic thought. Provides an introduction to both micro and macro principles. Also includes hands on sessions to

facilitate the integration of economics into classroom instruction. 3 sem. hrs. (Graded Pass/Fail)

**ECON 377U Principles of Economics**

Introduction to the general economic principles that guide the nation's economy. Topics will include inflation, exchange rates, consumer price index and supply and demand. Focus will be placed on the influence of economic variables on supply of labor, compensation, recruitment and retention. 3 sem. hrs.

**ECON 380U Economics for Teachers**

Focuses on developing understanding of basic economic principles and how various economic systems work, with emphasis on market economy. 3 sem. hrs.

**ECON 381U Public Budget and Finance**

Introduction to theory and practice of public finance in areas of budgeting, revenues and expenditures. 3 sem. hrs.

**ECON 386U Macroeconomics for Teachers**

Focuses on the full spectrum of economic activity, including issues of growth, inflation, unemployment, productivity and national economic policy relating to these issues. 3 sem. hrs.

**ECON 387U Microeconomics for Teachers**

Focuses on developing basic understanding of microeconomic principles, including laws of supply and demand, consumer and business behavior and role of government in economic decision making. 3 sem. hrs.

**ECON 398U Selected Topics**

1-6 sem. hrs.

**ECON 507U Labor Economics**

Introduction to the essential economic principles which guide HRM strategy. Particular attention will be paid to the acquisition and compensation of employees in light of economic variables such as unemployment statistics, supply and demand, money rates and other relevant variables. 3 sem. hrs.

**ECON 598U Selected Topics**

1-6 sem. hrs.

**Education (EDUC)****EDUC 200U Foundations of Education**

Social and philosophical foundations of education from historical and contemporary perspectives; overview of roles and responsibilities of teachers and

schools of present and future. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

#### **EDUC 301U ESL Assessment**

Introduction for prospective ESL teachers to assessment tools available for determining a student's language proficiency. Assist ESL teachers in selection of appropriate commercially available classroom materials to ensure intended learning outcomes. One of series of courses required for ESL endorsement. 3 sem. hrs.

#### **EDUC 306U/506U: Integrated Curriculum Methods**

Comprehensive examination of curriculum, instruction, assessment and learning in pre K-6 science and social studies education. Requires 10 hours of field study in an elementary school. 3 sem. hrs.

#### **EDUC 310U Curriculum Methods**

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. Students will complete a 10-hour practicum that will include classroom observations in either an elementary or secondary school, lesson plan development, and reflective analysis of the practicum experience. 3 sem. hrs.

#### **EDUC 315U Introductory Internship**

Involves extended observation experiences of teachers and students in the classroom. (Graded Pass/Fail). 2 sem. hrs.

#### **EDUC 317U/517U American Education: Foundations of Teaching and Learning**

Series of forums for discussion and examination of critical issues related to teaching profession. Topics include Orientation to the Profession; History of Education in the United States, Curriculum Development; Teaching Diverse Learners; and Legal Issues in Education. 3 sem. hrs.

#### **EDUC 318U/518U Diverse Learners**

Provides students with historical and contemporary perspectives on the critical issues, professional practices and state and federal laws influencing the education of exceptional students; and an understanding of

the characteristics and needs of children in the most prevalent disability categories. 2 sem. hrs.

#### **EDUC 320U Reading Instruction and Classroom Applications**

Focus on practical teaching strategies that will accelerate a student's progress in reading. Phonemic awareness, phonics, fluency, vocabulary and comprehension will be emphasized with the teacher using, in part, his/her own curricular materials to develop lessons that can be used in the classroom the next day. Needs of the reader will be explored with a comprehensive review of skills needed as student moves from primary grades to upper grades and how instruction changes to meet needs of a diverse student population. 3 sem hrs.

#### **EDUC 324U The Teaching of Reading**

In-depth examination of developmental nature of language and reading ability and its link to literacy development. Study of methods and materials associated with reading instruction. 3 sem. hrs.

#### **EDUC 327U The Teaching of Mathematics**

Examination of the strategies and methodologies of teaching elementary mathematics integrating state and national standards, problem solving, manipulatives, current research and learning theories. 3 sem. hrs.

#### **EDUC 328U Differentiated Instruction in the Regular Education Classroom**

This course will provide the teacher with methods to differentiate instruction for students in the regular education classroom: students with special needs, whether gifted or academically weak. 3 sem. hrs.

#### **EDUC 330U Midterm Internship**

Involves practical experience in interacting with teachers and students in the classroom. (Graded Pass/Fail.) 2 sem. hrs.

#### **EDUC 332U Elementary Seminar**

Series of forums for discussion and examination of critical issues related to the teaching and learning of elementary mathematics, science, social studies and language arts. 2 sem. hrs.

#### **EDUC 334U Secondary Seminar**

Series of forums for discussion and examination of critical issues related to the teaching and learning of secondary English, social studies, mathematics, science, foreign languages, or computer science. 2 sem. hrs.

#### **EDUC 337U Technology in Today's Classroom**

Focuses on appropriate integration into K-12 curriculum. Project-based learning and class activities will focus on utilization of various technologies to positively affect teaching and learning. Participants will produce numerous items including SOL-focused lesson plans for use in their own classrooms. Topics will include evaluating web resources, creating web pages and Webquests, using various online resources including Blackboard and Beyond Books, using digital cameras, scanned images and digital authoring software and research and defining best practices in technology integration. 3 sem. hrs.

#### **EDUC 338U Instructional Technology Integration**

Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences and future uses of instructional technology to address the needs of all learners. Pre- or Corequisite: EDUC 310U, Curriculum Methods. 3 sem. hrs.

#### **EDUC 340U Teaching of Phonics**

Will provide students with an opportunity to examine most current theories and instructional strategies of teaching phonics. Emphasis on relationships between letters, sounds, spelling and speech. The role of the teacher in formulating strategies of phonics instruction is explored. Meets the criteria for a licensure class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

#### **EDUC 342U The Magic of Educational Data in Age of Accountability**

For principals and aspiring principals to understand myriad of data in schools and how to disaggregate and use it to have impact on student performance, teacher performance and, ultimately, school improvement. Will research current trends and current debates on the use of data, participate in discussion on the significance of the politics of data use and engage in hands-on manipulation of data as a must use-tool to improve student achievement, to affect teacher performance and to change culture of a school into a learning community. 1 sem. hr.

#### **EDUC 343U Using Data for Instructional Improvement**

Purpose is to help teachers use various kinds of data to improve the teaching and learning process. Questions to be examined include the following: Where does the data come from? How do we organize and collect meaningful information? How should data be used? What does the data really mean? Multiple experiences will be provided to actually input, manipulate and interpret sample data. Time will be spent understanding some of the leading and relevant researchers. Emphasis will be on analyzing data related to the SOLs and how the data can be made useful to the classroom teacher. 1 sem. hr.

#### **EDUC 344U Tools for Teaching**

An integrated discipline, instruction and motivation system. Intended for the practicing K-12 professional, this course will focus on organizing a classroom to reduce disruption and increase time on task, increase learning and retention of material. Examines the use of the "Say, See, Do" instructional approach and Visual Instruction Plans (VIPs) to decrease backtalk and teacher nagging, and turn problem students around with an incentive system that builds responsible behavior. Will also examine techniques for managing the classroom environment that include reducing disruptive incidents, improving effective communication with students, and achieving a higher level of student achievement. 3 sem. hrs.

#### **EDUC 345U Instructional Strategies for Co-Teaching and Inclusion**

Will include material on resources and knowledge needed to work with teachers in inclusive settings. Objectives include developing knowledge base for teaching exceptionalities in inclusive classrooms and describing different techniques for modifying instruction and assignments for all grade levels (K-12). In addition, will attempt to cover areas of assessment, grade reporting and support services. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem hrs.

#### **EDUC 346U Instructional Theory and Strategies in Differentiated Instruction**

Focus on developing methods and materials to meet special needs of gifted, talented and creative students, pre-K-12. Includes strategies for individualization of

assignments, modifications of standard curriculum, design of instructional materials and classroom organization. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

#### **EDUC 347U Characteristics of Students with Disabilities**

Focuses on nature and educational implications of serving students with disabilities. Participants will study various categories of disabilities covered under the federal law, the Individuals with Disabilities Act (IDEA). Emphasis will be on providing participants skills necessary to understand eligibility criteria for special education and related services, function as members of eligibility committees and compose the implement effective Individualized Education Programs (IEP's) for students with special needs in grades K-12. In addition, will address interaction of the IDEA, Virginia state regulations and local policy and procedure. 3 sem. hrs.

#### **EDUC 348U Emergent Reading Instruction**

Designed for teachers who want to learn how best to nurture emerging reading and writing abilities of young learners and how crucial early intervention of at-risk readers is for children who demonstrate need. Will examine developmental process of early reading and writing in children. Will also focus on sound educational practices for beginning readers and writers, intervention techniques for children who need more support and what research says about the developmental nature of reading and writing. 3 sem. hrs.

#### **EDUC 349U Legal Aspects of Students with Disabilities**

Focus on legal aspects of special education at national and state levels. Classroom teachers will be exposed to theory and application of regulatory requirements associated with the identification, education and evaluation of students with disabilities. 3 sem. hrs.

#### **EDUC 350U/550U Content Area Reading**

Reading and critical thinking in secondary school content areas. Specific strategies are explored that enhance comprehension, concept development and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. 3 sem. hrs.

#### **EDUC 358U Classroom and Behavior Management**

Behavioral principles and procedures for reducing classroom problems, increasing motivation and strengthening desired classroom behavior. 3 sem. hrs.

#### **EDUC 360U Teaching with Technology**

Theory and pedagogy of using technology for instruction in all areas of K-12 curriculum. Demonstrates how Internet resources can be used effectively in classroom instruction. Some effort spent on learning "PowerPoint," a presentation tool. Meets the criteria for a licensure class and is provided for K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

#### **EDUC 398U Selected Topics.**

3 sem. hrs.

#### **EDUC 475U Student Teaching, Elementary (PreK-6)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all Core courses. Corequisite: EDUC 485U. 12 sem. hrs.

#### **EDUC 477U Student Teaching, Secondary (6-12)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Corequisite: EDUC 485U. 12 sem. hrs.

#### **EDUC 478U Student Teaching, Comprehensive (PreK-12)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in

upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Corequisite: EDUC 485U. 12 sem. hrs.

#### **EDUC 485U Student Teaching Seminar.**

This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students' teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample. Prerequisite: Completion of undergraduate teacher preparation coursework. Corequisite: EDUC 475U, 477U or 478U. 2 sem. hrs. See PSYC 190U, Child Psychology

#### **EDUC 500U: Foundations of Education**

This course is a graduate level course that explores the social, legal, and philosophical foundations of education from historical and contemporary perspectives. The roles and responsibilities of teachers and schools are examined. Emphasis is placed on using research to understand the evolution of education throughout American history. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers who are seeking initial licensure. 3 sem. hrs.

#### **EDUC 506U/306U: Integrated Curriculum Methods**

Comprehensive examination of curriculum, instruction, assessment and learning in pre K-6 science and social studies education. Requires 10 hours of field study in an elementary school. 3 sem. hrs.

#### **EDUC 510U: Curriculum Methods**

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. 3 sem. hrs.

#### **EDUC 517U/317U Foundations of Teaching and Learning**

Series of forums for discussion and examination of critical issues related to teaching profession. Topics include orientation to the profession; philosophical, political and social issues in education; child development; teaching diverse learners, and legal issues in education. 3 sem. hrs.

#### **EDUC 518U/318U Diverse Learners**

Designed to provide students with historical and contemporary perspectives on the critical issues, professional practices, and state and federal laws influencing the education of exceptional students; and an understanding of the characteristics and needs of children placed in the most prevalent disability categories. 2 sem. hrs.

#### **EDUC 524U: The Teaching of Reading**

In-depth examination of developmental nature of language and reading ability and its link to literacy development. Study of methods and materials associated with reading instruction. Prerequisite: EDUC 510U recommended 3 sem. hrs.

#### **EDUC 527U: The Teaching of Mathematics**

In-depth examination of the strategies and methodologies of teaching elementary mathematics integrating state and national standards, problem solving, manipulatives, current research, and learning theories. Prerequisite: EDUC 510U recommended 3 sem. hrs.

#### **EDUC 538U: Instructional Technology Integration**

Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences, and future uses of instructional technology to address the needs of all learners. Prerequisite: EDUC 510U recommended 3 sem. hrs.

#### **EDUC 550U: Content Area Reading**

Reading and critical thinking in secondary content areas. Specific strategies are explored that enhance comprehension, concept development, and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas.

Prerequisite: EDUC 510U recommended. 3 sem. hrs.

#### **EDUC 558U: Classroom and Behavior Management**

Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior. Prerequisite: EDUC 510U recommended. 3 sem. hrs.

**EDUC 575U: Student Teaching, Elementary (PreK-6)**

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisite: Completion of all professional studies coursework. Note: Graded pass/fail; however a comprehensive evaluation is completed for each student teacher. EDUC 585U is co-requisite. 12 sem. hrs.

**EDUC 577U: Student Teaching, Secondary(6-12)**

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisite: Completion of all professional studies coursework. Note: Graded pass/fail; however a comprehensive evaluation is completed for each student teacher. EDUC 585U is co-requisite. 12 sem. hrs.

**EDUC 578U: Student Teaching, Comprehensive (PreK-12)**

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisite: Completion of all professional studies coursework. Note: Graded pass/fail; however a comprehensive evaluation is completed for each student teacher. EDUC 585U is co-requisite. 12 sem. hrs.

**EDUC 585U: Student Teaching Seminar**

This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students' teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample.

Prerequisite: Completion of all professional studies coursework. Note: Co-requisite: EDUC 575U, 577U or 578U. 2 sem. hrs.

**EDUC 598U: Selected Topics**

3 sem. hrs.

**EDUC 601U - Foundations of Educational Leadership Studies**

A survey of the fundamental leadership theories and models as they apply to educational leadership. Includes historical and contemporary conceptions, col-

laborative case study work on current educational leadership approaches, personal reflection and leadership development, and bridging theory and practice in twenty-first century schools. 3 sem. hrs

**EDUC 602U - Data for Decision-Making**

A survey of tools and techniques used in conducting and utilizing assessment data. Includes current research approaches, project design, and data collection. Also included is methods for using data to identify school needs, evaluate personnel, track student performance, and develop strategies for increasing performance as necessary. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 603U - Leading and Supervising Instruction**

This course will prepare students to effectively oversee instruction practices in their school. These include aligning curriculum and instruction with assessment to achieve high academic success, innovative instruction techniques, strategies for monitoring instruction and providing feedback, and encouraging academic freedom and innovation while respecting benchmarks and standards. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 604U - Communicating and Leading**

A broad review of communication as a critical skill in effective school leadership. This includes understanding how students communicate with each other and their instructors, helping students develop basic communication techniques and strategies, communicating effectively with teachers and administrators, and understanding the impact of the new communications age as well as how to effectively use it to improve communication within schools. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 605U - School Law and Ethics**

This course will examine the legal and moral aspects of educational leadership. Includes evolution of school law, major ethical spheres of thought, current trends and school law, and critical thinking and problem-solving strategies. Course will utilize case studies and consider Virginia School Code. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 610U - Reflective Leadership Seminar I**

Students will apply their coursework to modern education settings and reflect on where and how the lessons and theory from those courses are relevant to working and leading in today's schools. This in-

cludes assessing how and where strategies and ideas explored in previous coursework can be infused into school leadership. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 611U - Reflective Leadership Seminar II**

The second of two required seminars to complete the practicum. Students will continue the reflective process by studying leadership first-hand in a school. Students will spend a minimum of 220 hours in a designated school and regularly report on a series of online reflection prompts addressing various issues affecting educational leadership. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 630U - School Technology**

This course is designed to advance technological literacy for school leaders. This includes running software, using programs to generate and manipulate data, compiling data in order to present it, troubleshooting basic computer challenges, using technology to communicate and collaborate with others, and using technology to support instruction. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 631U - Human Resource and Fiscal Leadership**

This course will introduce students to the principles of human resource and financial management. This includes recruiting and developing quality personnel, the budgeting process, and fiscal decision-making. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 632U - Leading Change in Educational Settings**

This course will focus on identifying new trends in schools and education policy as well as preparing for and successfully embracing change. This includes demographic shifts, the impact of globalization and the computer age, the evolving relationship between schools and their greater communities, implementing new policy, and ensuring successful transitions to changes involving policy, personnel, and student body. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 633U - Leadership and School Culture**

This course will explore the sociological trends impacting the modern school environment and how to lead various groups within a school. This includes conflict resolution, balancing interests and decision-making, promoting a learning environment which maximizes student performance, and managing relationships among groups operating within a school as

well as the larger community. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 634U - Context of Educational Public Policy and Politics**

A survey of contemporary issues and legislation affecting education policy. Includes review of current and emerging issues, strategies for influencing policy, and techniques for adopting new policy into current school culture and process. Prerequisite: EDUC 601U. 3 sem. hrs.

**EDUC 650U: Advanced Educational Psychology**

Advanced study of the basic principles of cognitive psychology and its position in education, to include cognitive processes, knowledge acquisition and transfer, beliefs and motivation, and the application of these ideas to classroom instruction. 3 sem. hrs.

**EDUC 651U: Assessment and Evaluation in Education**

Introduction to testing, measurement, and evaluation related to instruction, the construction and use of teacher-made tests, a survey of standardized tests, test interpretation, and basic statistical procedures. 3 sem. hrs.

**EDUC 652U: Differentiated Instruction**

Introduction to differentiated instruction and examination of why it is appropriate for all learners, how to plan for it, and how to become comfortable enough with student differences to make school comfortable for every learner in the classroom. 3 sem. hrs.

**EDUC 653U: Issues, Ethics and Policy in Education**

Examination and reflection on the critical issues in policy, ethics, and law that teachers need in order to make informed decisions regarding a variety of issues facing schools today. 3 sem. hrs.

**EDUC 660U: Curriculum Development**

Identification and understanding of the underlying philosophical principles, societal expectations, and practical demands which must be reflected in the development, delivery and evaluation of school curricula. 3 sem. hrs.

**EDUC 661U: Instructional Leadership**

This course emphasizes techniques of improving instruction through application of research on effective schools and models of instruction. Topics covered include foundations of leadership, leadership for curriculum instruction and assessment, leadership

for supervision and professional development, leadership for communication and community partnerships, and leadership for organizational management. 3 sem. hrs.

**EDUC 675U: Reflective Teaching Experience**

Involves full time teaching and working closely with a mentor/coach to further develop skills in curriculum planning and delivery, reflection and self-assessment. Encompasses an entire semester. 3 sem. hrs.

**EDUC 676U: Reflective Practitioner Seminar**

This biweekly seminar for teachers provides a forum for discussion of and reflection on critical issues related to their daily responsibilities as classroom teachers. Also provides guidance in the development and implementation of a Professional Growth Plan. Prerequisite: Co-requisite: EDUC 675U. 3 sem. hrs.

**EDUC 680U: Content Specialization and Action Research I**

Review of basic knowledge and skills required for reading, interpreting, and evaluating, followed by the examination of step-by-step procedures for planning, implementing, and evaluating classroom research. Prerequisite: Departmental approval required. Note: Requires field work with content area specialist. 3 sem. hrs.

**EDUC 681U: Content Specialization and Action Research II**

Field work and implementation of research project conceived during Content Specialization and Action Research I, to include the formal dissemination of research results. Prerequisite: EDUC 680U. 3 sem. hrs.

**Education – Professional Development (EDUC) Courses**

**EDUC 344U: Tools for Teaching**

An integrated discipline, instruction and motivation system. Intended for the practicing teacher (K-12), participants will learn how to organize a classroom to reduce disruption and increase time on task, increase learning and retention of material with the Say, See, Do instructional approach and Visual Instruction Plans (VIPs), eliminate backtalk and teacher nagging, and turn problem students around with an incentive system that builds responsible behavior. 3 sem. hrs.

**EDUC 500U: Foundations of Education**

Explores the social, legal, and philosophical foundations of education from historical and contemporary

perspectives. The roles and responsibilities of teachers and schools are examined. Emphasis is placed on using research to understand the evolution of education throughout American history. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers who are seeking initial licensure. 3 sem. hrs.

**EDUC 510U: Curriculum Methods**

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. Students will complete a 10-hour practicum that will include classroom observations in either an elementary or secondary school, lesson plan development, and reflective analysis of the practicum experience. 3 sem. hrs.

**EDUC 528U: Differentiated Instruction in the Regular Education Classroom**

This course examines methods for differentiating instruction for students in regular education classrooms, students with special needs, whether gifted or in need of specialized academic support. Research on best practices, the history of differentiation, and use of data in instructional decision-making are employed. This course is recommended for professional educators seeking to expand their methodologies for successful teaching in a diverse classroom. 3 sem. hrs.

**EDUC 536U: Human Growth and Development**

This course explores the theory and research related to education, human development and counseling. A strong emphasis is placed on the adolescent period of development and the psychological, emotional, physical and social changes that occur. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers who are seeking initial licensure. 3 sem. hrs.

**EDUC 548U: Emergent Reading**

This course is designed for teachers to develop language acquisition skills and methodologies that nurture emerging reading and writing abilities of young learners. Emphasis is placed on the critical issue of early intervention for students at-risk for falling behind in the development of reading and comprehension skills and on current research of the developmental nature of reading and writing. Sound edu-

cational practices for beginning readers and writers and intervention techniques for children who need support are explored. This course is recommended for professional educators seeking to expand their skills for working with young learners. 3 sem. hrs.

**EDUC 550U: Content Area Reading**

Reading and critical thinking in secondary content areas. Specific strategies are explored that enhance comprehension, concept development, and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. 3 sem. hrs.

**EDUC 558U: Classroom and Behavior Management**

Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior. 3 sem. hrs.

**EDUC 560U: Behavior Is Language**

This course is an interactive computer-based instruction (CBI) course designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the “language” of their behavior. The course teaches behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce your workloads and burnout. This program helps you, as well as students, find creative, effective solutions to behavioral problems. 3 sem. hrs.

**EDUC 565U: Foundations and Legal Aspects of Special Education**

This is an introductory course that provides an overview of the nature and educational implications of serving students with disabilities and emphasizes the legal aspects of special education at national, state, and local levels. Relevant legislation associated with the identification, education and evaluation of students with disabilities will be included in this foundations course. 3 sem. hrs.

**EDUC 598U: Selected Topics.**

3 sem. hrs.

**Emergency Services Management (ESM)**

**ESM101U When Disaster Strikes - Introduction to Emergency Management and Homeland Security/Summer Scholars**

This course presents a detailed view of the knowledge set required for local governmental emergency managers in dealing with disasters. Note: Open only to pre-accepted Summer Scholars students. 4 sem. hrs.

**ESM 199U Emerging Knowledge and Technology in Emergency Services**

Offered at selected major emergency services educational conferences to provide students exposure to new and developing theories, practices and technology in the emergency services. Students who complete a minimum of 15 hours in conference presentations document their learning in a reflective workbook. Completion of the workbook provides insights into the most effective ways to learn from professional symposia. 1 sem. hr.

**ESM 300U Integrated Emergency Services in the Community.**

Basic overview of roles and functions of emergency services. Explores major issues in their management. 3 sem. hrs.

**ESM 301U Technologies for Emergency Management.**

Explores how to select, implement, manage and employ technology systems (including Internet applications) to increase the effectiveness of incident detection and location, response management and recovery. Prerequisite: Information Systems 203U. 3 sem. hrs.

**ESM 302U Emergency Planning**

Exposes students to basic emergency planning concepts at federal, state, local and business level. Also introduces students to design and use of exercises to test and refine plans. 3 sem. hrs.

**ESM 303U/503U Research Practicum**

Introduction to formal research in emergency services, including guided research project. 3 sem. hrs.

**ESM 304U Current Issues in Emergency Services Management**

Examination of current issues in field, such as volunteers, emergency communications, grants and fund raising, staffing levels, etc. Prerequisite: Emergency

Services Management 300U or permission of ESM Academic Program Director. 3 sem. hrs.

**ESM 305U/505U Disasters: Characteristics and Physical Impacts**

Overview of characteristics of disasters, their impact on population, infrastructure and economy and disaster management cycle. 3 sem. hrs.

**ESM 306U Law and Ethics for the Emergency Services Manager**

Current legal principles and ethical issues which impact emergency services, including both provision of care and services and management of service. 3 sem. hrs.

**ESM 307U Managing Emergency Operations**

Covers management of complex emergency operations in field using incident management systems and role of emergency operations centers in directing disaster response. 3 sem. hrs.

**ESM 308U Terrorism**

Examines political basis for terrorism and identifies potential motivations of terrorists and their operational implications. Explores terrorist weapons and tactics. Discusses courses of action for terrorism prevention, detection and response. 3 sem. hrs.

**ESM 309U/509U Social Dimensions of Disaster**

Examines how populations respond to disasters including such areas as response to warnings, evacuation reactions and looting. Suggests strategies for management of formal and emergent organizations and disaster stressors on individuals, organizations and groups. Discusses development of effective programs for management of community change to increase disaster resistance. 3 sem. hrs.

**ESM 310U Business Continuity Planning**

Explores the role, organization and management of business continuity planning in surviving the impact of disaster, continuing to operate to serve clients or customers and rapidly recovering to full operations. 3 sem. hrs.

**ESM 311U Advanced Planning Practicum**

Focus on complete planning process for an organization or community resulting in the drafting of a complete agency or jurisdiction emergency operations plan or business continuity plan. Prerequisite: ESM 302U or instructor permission. 3 sem. hrs.

**ESM 312U Emergency Management Systems and Theory**

Examines the structure and missions of local, state, national and international emergency management agencies and their relationship with public safety and voluntary organizations and other government departments. Relates structure and processes to legal requirements for disaster management. Discusses current theoretical approaches to disasters and to emergency management program management. Based on structure, legal requirements and theory, suggests courses of action for effective local program management. 3 sem. hrs.

**ESM 313U Disaster Exercises**

Examines the role of disaster exercises and tests in an emergency management or business continuity program and addresses how to design and conduct exercises for training and for evaluation. Identifies strategies for use of lessons learned to improve operations and teaches principles of management of an exercise program. 3 sem. hrs.

**ESM 314U Defending Communities—Integrating Mitigation, Preparedness and Recovery**

The integration of mitigation, preparedness and recovery activities is critical to protecting communities from disaster impacts. Addresses value of each phase of emergency management and discusses strategies for effective plans and linkages in building community disaster resistance. 3 sem. hrs.

**ESM 315U Business Continuity Program Management**

Addresses management of business continuity programs and activities in both the corporate and public sector environments. Discusses components of a business continuity program and their relationships to the overall enterprise. Identifies the role of business continuity as a key component of strategy and highlights areas of concern in ensuring a business continuity program supports the entire organization in its response to disaster. 3 sem. hrs.

**ESM 316U Information Technology Disaster Recovery**

Information technology applications now routinely handle hundreds of millions of dollars in commerce in large corporations. Addresses the issues of information technology risk and examines the technical alternatives to protect critical data and information

services from loss or disruption in disasters. 3 sem. hrs.

**ESM 317U Risk, Hazard and Impact Analysis**

Identification of the impacts of disaster events is critical to understanding how an organization can survive the impact and continue to operate. Examines the business impact analysis process, how to manage it and how to use the analysis as the first step in continuity plan development. 3 sem. hrs.

**ESM 318U Weapons of Mass Destruction**

Nuclear, biological and chemical weapons offer both terrorists and rogue states a powerful selection of tools to swing the correlation of forces in their direction. Understanding range and characteristics of these weapons, how they are most effectively employed and potential impacts are critical to defending communities against them. Provides detailed look at history, capabilities and tactics and explores options available to both attacker and defender. 3 sem. hrs.

**ESM 319U Writing for Decisions**

Scenario-based course encouraging students to develop skills in identifying information requirements for decision making, analyzing the ways information can be presented, identifying outside factors that influence how communications are perceived and selecting the right format for the message. 3 sem. hrs.

**ESM 321U Crisis Communications**

Overview of the strategies, tactics and tools needed to identify audiences for crisis communications, select the appropriate media, method and time table for communications and frame the message for maximum positive impact. Identification of hostile agendas and methods for reducing the effectiveness of media driven campaigns against the organization will also be addressed. 3 sem. hrs.

**ESM 322U Emergency Operations Center Design, Management and Operations**

This course examines how emergency operation centers are designed, organized, managed and operated to coordinate responses during a disaster. 3 sem. hrs.

**ESM 323U Protecting the Responder: Managing Safety and Health During Emergency Response**

This course explores occupational safety, health regulatory requirements and management aspects necessary for the successful protection of first responders and disaster sister workers. Issues specific to private sector, non-governmental and volunteer organiza-

tions including all branches of public emergency response will be addressed. 3 sem. hrs.

**ESM 331U Homeland Defense Policy and Programs**

Describes evolution of homeland defense as policy, programmatic and organizational issue. Identifies current policies and programs, suggests evaluation measures and assesses their effectiveness against potential threats. Examines role of governmental and voluntary citizen organizations in creating an effective homeland defense. 3 sem. hrs.

**ESM 350U Externship**

Basis for student's entry into the emergency management workforce as a recognized professional. Through development of a professional portfolio, certification, professional training series completion, active participation in professional organizations and a professional reading program, the student develops and reflects on specific skills and knowledge required by working emergency managers. New students should enroll in this course immediately upon acceptance and declaration of the major, as it is designed to take one year to complete. 3 sem. hrs.

**ESM 351U-352U Internships in the Emergency Services**

Provides student opportunity to learn from significant new work or volunteer experiences in emergency services. Students complete a minimum of 250 hours of work in the internship setting with focus on performing management or staff duties appropriate to operation of the organization. Demonstrates ways students can evaluate and document their own learning on the job. Prerequisite: Completion of half of degree and 18 hours of ESM course work. 3-3 sem. hrs.

**ESM 353U Voluntary Agency Disaster Response and Recovery**

Provides managers of voluntary agencies with disaster roles examination of current issues in identification of agency roles and missions, the influence of evolving characteristics of disasters, government and public response to disasters and resource planning and management. 3 sem. hrs.

**ESM 354U Management and Organization of Public Agencies**

Examines why and how public agencies operate the way they do. Studies the forces acting upon public safety agencies and how those forces shape agencies'

internal and external practices in their political environment. 3 sem. hrs.

#### **ESM 355U Management by Fact**

When faced with a critical decision how do you separate fact from fantasy, determine what is relevant to your problem and decide when you have enough information to make a choice? Examines the critical analysis of information and its use as the basis for administrative and operational decision making. 3 sem. hrs.

#### **ESM 398U Selected Topics**

1-6 sem. hrs.

#### **ESM 399U Independent Study**

1-6 sem. hrs.

#### **ESM 401U Honors Directed Research**

Supervised research on topics of significance in the field. Topics are required to have a significant theoretical component. Completion of the research could result in an article acceptable for publication. Prerequisite: Approval of the Program Director. 3 sem. hrs.

#### **ESM 495U/595U Hazards and Threats for the Future**

Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic and social change. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

#### **ESM 499U Post-Baccalaureate Practicum**

This practicum is an integrated directed study in the subject of the certificate program. Under the supervision of a faculty member, students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1 sem. hr.

#### **ESM 503U Research Practicum**

Introduction to formal research in emergency services, including guided research project. 3 sem. hrs.

#### **ESM 505U Disasters, Characteristics and Physical Impacts**

Overview of characteristics of disasters, their impact on population, infrastructure, and economy, and disaster management cycle. 3 sem. hrs.

#### **ESM 509U Social Dimensions of Disasters**

Examines how populations respond to disasters, including such areas as response to warnings, evacuation reactions, and looting. Suggests strategies for management of formal and emergent organizations and disaster stressors on individuals, organizations, and groups. Discusses development of effective programs for management of community change to increased disaster resistance. 3 sem. hrs.

#### **ESM 539U Professional Seminar**

An introduction to writing, reading, basic statistics, research, and critical thinking at the graduate level for students returning to college after an extended absence. 3 sem. hrs.

#### **ESM 540U The History of Emergency Management Organizations and Theory**

Will examine how organizations have evolved to protect people, infrastructure and the environment from war and disasters and how changes in organization and threat have related to changes in the theory of how to respond to such events. 3 sem. hrs.

#### **ESM 541U The Politics of Disaster**

Will examine how disasters have shaped political processes and institutions and how political considerations at the organizational, national and international level have influenced disaster responses. 3 sem. hrs.

#### **ESM 542U Economic Impacts of Disaster**

Will examine impact of disasters on the economy of impacted areas and relative costs and benefits of various strategies for disaster mitigation, response and recovery. 3 sem. hrs.

#### **ESM 543U Religion in Disaster**

Examines the role of disasters in shaping religious beliefs, how modern religions transmit memories of ancient disasters and the role of religion in preparing for, responding to and recovering from disaster events. 3 sem. hrs.

#### **ESM 544U The Law of Disaster**

Examines the structure and sources of national and international law and identifies major trends affecting both. Case studies will be used to examine signifi-

cant incidents and their legal outcomes. Students will be presented with sources and methods for research applicable to disaster laws and the impact of law on governmental service delivery. 3 sem. hrs.

#### **ESM 546U-547U Concentration I—Concentration II**

Review of current literature, theory, management practices and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Areas of concentration may include governmental emergency management, business continuity, health care contingency planning and voluntary agency disaster response. Prerequisites: ESM 546U is prerequisite to ESM 547U. 3-3 sem. hrs.

#### **ESM 548U Thesis**

Individual research and writing of a thesis representing original research in the field of disaster science under the supervision of a director and two committee members from the SCS graduate studies faculty. 6 sem. hrs.

#### **ESM 549U Comparative Disasters in the International Environment**

Examines the vulnerabilities of the developing world to catastrophes, the role of serial disasters on a global scale and how we deal with events. Challenges common assumptions about disasters and encourages students to think in new ways about classifications and impacts. 3 sem. hrs.

#### **ESM 550U War, Terrorism, and Conflict and Their Impact**

This course explores the spectrum of conflict from civil discord to regional and global war. It focuses on the third type of disaster and highlights the impact of conflict on natural and built environments, economic, social, and political systems, and national response to disaster. 3 sem. hrs.

#### **ESM 551U Disasters and the Corridors of Production—Globalism and Its Impact**

This course examines how globalization has made international commerce and communication vital to any single nation and explores how these systems are increasingly vulnerable to disruption by disaster. A focus on case studies allows the student to better understand the effectiveness of various disaster prevention strategies. 3 sem. hrs.

#### **ESM 560U Sources of Knowledge: How to Understand and Apply Research and the Sciences to Disaster Problems**

Students will read, evaluate and apply research findings to identify shortfalls in knowledge that may produce areas for further study. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 561U Managing Governmental Organizations**

This course addresses the interplay of organization, legislation, staffing, budget, politics and emergency management with governmental culture. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 562U Volunteer Organizations in Disaster**

This course addresses the nature of voluntary agencies and their response including the differences between non-governmental disaster programs and governmental efforts to mobilize volunteers. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 563U Hazard, Vulnerability and Risk Analysis**

Examination of the interplay between hazards, threats, vulnerabilities, impacts and risk with an emphasis on the development of effective tools an emergency manager can use to address these factors in the context of the community. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 564U Defense of Communities: An Integrated Approach**

The course addresses the integration mitigation and preparation activities to use during the recovery and reconstruction periods as part of an overall strategy for future community disaster survival. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 565U Disaster Planning**

This course addresses making critical decisions ahead of the event and how to incorporate those decisions in an effective emergency operations plan. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

#### **ESM 566U Disaster Exercises and Tests**

Examination of the mock disaster process and highlights ways in which these exercises can be modified to meet specific training and testing needs. Note:

Open to Master of Emergency Management students only. 3 sem hrs.

### **ESM 567U Managing Emergency Operations**

Emergency managers must be able to implement their plans, use the organization and physical facilities of the emergency operations center, effectively allocate resources and track task completion. This course provides an overview of current practices and encourages critical evaluation of best practices. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

### **ESM 568U Disaster Logistics**

This course examines the role of emergency management agencies as logistics coordinators; integrating and supporting both internal and external resources, displaced persons, emergency recovery and reconstruction of impacted communities. Note: Open to Master of Emergency Management students only. 3 sem. hrs.

### **ESM 595U Hazards and Threats for the Future**

Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic and social change. Identifies current methods for future analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. 3 sem. hrs.

## **English (ENGL)**

Note: To promote academic success in all courses through writing proficiency, a passing grade of "C" or better is required for ENGL 100U/ENGL 101U, ENGL 112U for students admitted prior to fall 2007. For students admitted for fall 2007 and beyond, a passing grade of "C" or better is required for ENGL 201U, ENGL 202U and ENGL 203U to promote academic success in all courses through writing proficiency.

### **ENGL 100U The Research Process**

Introduction to modern on-line library skills and research techniques needed for a successful academic experience. Includes work with online library catalogs, indexes and Internet research. A directed re-

search paper is required. Corequisite: English 101U. 1 sem. hr.

### **ENGL 101U Composition**

Elements of composition, grammar, rhetorical strategy and reading. Particular emphasis on actual practice in writing, with one documented research paper. Corequisite: ENGL 100U. 3 sem. hrs.

### **ENGL 104U Professional Communication in a Retail Environment**

Communication in the retail environment, with emphasis on memorandum, report and business letters. (Retail minor only) 3 sem. hrs.

### **ENGL 112U Professional Communication**

Learn how to use the art of persuasion to get what you want (and where you want to be) in the business world. Emphasis on professional writing (memos, letters, e-mails, reports) and oral presentations. 3 sem. hrs.

### **ENGL 201U Strategic Reading**

Designed to support the development of critical reading skills across content areas. A transactional model of reading will be examined to enhance the importance of active, engaged reading for comprehension. Specific strategies to develop reading skills using a highly interactive approach. NOTE: Students must pass ENGL 201U with a grade of "C" or better in order to advance to ENGL 203U. ENGL 201U is required and must be repeated if a grade of "C" or higher is not earned; grades of "C-" or lower will not meet the requirements of the course. Students who are assigned a grade of "Y" in ENGL 201U must successfully complete the course before progressing to ENGL 203U. 3 sem. hrs.

### **ENGL 202U Advanced Academic Writing**

Course organized around academic writing including literary and critical essays. Practice of fundamentals of process writing such as pre-writing, drafting, revising and peer response. Critical readings of essays on a variety of topics will be central to the course, as will attention to sentence structure, grammar and mechanics and the integration of other writers' ideas into students own work. No research paper will be required. NOTE: Students must pass ENGL 202U with a grade of "C" or better in order to advance to ENGL 203U. ENGL 202U is required and must be repeated if a grade of "C" or higher is not earned; grades of "C-" or lower will not meet the requirements of the course. Students who are assigned a

grade of "Y" in ENGL 202U must successfully complete the course before progressing to ENGL 203U. Prerequisite or co-requisite: ENGL 201U. 3 sem hrs.

### **ENGL 203U The Research Process**

This course will cover the process of researching and writing a documented argument paper. Topics covered will include forming a strategy, learning the library's resources, incorporating evidence, avoiding plagiarism and writing correct citations. NOTE: Students must pass ENGL 201U and 202U with a grade of "C" or better in order to advance to ENGL 203U. ENGL 201U and 202U are required and must be repeated if a grade of "C" or higher is not earned; grades of "C-" or lower will not meet the requirements of the course. Students who are assigned a grade of "Y" in ENGL 201U must successfully complete the course before progressing to ENGL 203U Prerequisite: ENGL 201U and ENGL 202U. 3 sem. hrs.

### **ENGL 206U Selected Readings in American Literature**

Primarily for adult student. Readings and discussion topics include influence of religion, work ethic value, developing role of women and importance of individualism in American literature. 3 sem. hrs.

### **ENGL 207U Literature and Human Issues**

Major issues as treated by Western literature, past and present. 3 sem. hrs.

### **ENGL 222U Short Fiction**

Analysis of short story from various critical perspectives. 3 sem. hrs.

### **ENGL 225U Western World Masterpieces**

Survey of major literary works of western world emphasizing their importance in development of our civilization. 3 sem. hrs.

### **ENGL 229U The Modern Novel**

Selected works of 20th century including modern novelists' treatment of family life, rejection of traditional values, sense of alienation and attempt of artist to create his or her own vision of modern world. 3 sem. hrs.

### **ENGL 230U Women in Modern Literature**

Modern woman's search for identity and struggle for self-realization through study of selected figures from 19th- and 20th-century literature. 3 sem. hrs.

### **ENGL 325U All the World's A Stage**

Study of Shakespeare's development as playwright through reading and analysis of selected comedies, histories and tragedies. 3 sem. hrs.

### **ENGL 326U Shakespeare and Film I**

Students will read Hamlet, Much Ado About Nothing, Romeo and Juliet and A Midsummer Night's Dream and analyze alternative film versions of the plays. 3 sem. hrs.

### **ENGL 327U Shakespeare in Film II**

Students will read Shakespearean drama, screen alternative film approaches to the plays, explore film analysis techniques and work in groups on a film project. 3 sem. hrs.

### **ENGL 330U Survey of American Literature**

Development of major patterns in American literature from colonial period to present. 3 sem. hrs.

### **ENGL 331U Twentieth-Century American Literature**

Development of literary form and thought from American experience. 3 sem. hrs.

### **ENGL 332U The American Short Story**

Students will read selected short stories by American writers. Through these readings the development of the short story and the unfolding of the social and cultural history of our country will be examined. Writers may include Hawthorne, Irving, Poe, Twain, Gilman, Wharton, London, Hemingway, Faulkner, Hughes, Hurston, Bradbury, Walker, Silko and Leavitt. 3 sem. hrs.

### **ENGL 334U Literature of the South**

Representative poetry and prose of Southern states, with attention to cultural, social and political backgrounds. 3 sem. hrs.

### **ENGL 335U Selected Short Fiction of William Faulkner**

Focuses on life and achievement of Nobel Prize winning writer William Faulkner and explores Faulkner's south through his representative short fiction. 3 sem. hrs.

### **ENGL 336U Selected Works of Tennessee Williams**

Readings and analysis of selected major plays by Tennessee Williams and a comparative study of the plays adapted into screenplays and film. 3 sem. hrs.

**ENGL 337U Southern Drama**

Study and comparative analysis of plays and films set in the South, written by Southerners. Focus on William Faulkner, Tennessee Williams, Carson McCullers, Beth Henley and Robert Harling. 3 sem. hrs.

**ENGL 338U/538U Biblical Themes in Literature**

Examines selected texts from Paradise Lost to the modern novel. 3 sem. hrs.

**ENGL 340U Black Women Writers**

Exploration of literary careers of Zora Neale Hurston, Alice Walker and Toni Morrison. 3 sem. hrs.

**ENGL 342U The Family in Fiction**

Students explore representation of family life from variety of genres and literacy periods. 3 sem. hrs.

**ENGL 344U Major Themes in Literature**

Study of fiction, poetry and drama with emphasis on basic literary themes of innocence and experiences, conformity and rebellion, love and hate and presence of death. 3 sem. hrs.

**ENGL 345U Gothic Literature**

Overview of Gothic classics and their connection to gender politics, depth psychology and the anti-realistic character of both romantic and modernist writings. 3 sem. hrs.

**ENGL 346U To Go on Pilgrimage**

Literature of quests, pilgrimages and search to include The Canterbury Tales and The Blue Bird. 3 sem. hrs.

**ENGL 347U/547U Edgar Allan Poe**

Examines the work of a writer who, although one of the remarkable rationalists of his time, has become a popular symbol of the deranged and depraved. Focuses on Poe's fiction, poetry and criticism and explores roots of Poe's art, as well as the interplay between rational and irrational forces in that art. Central questions: Within the world of a given Poe tale or poem, which things actually exist and which things are only illusions? Within Poe's created worlds, what are the true sources of knowledge? What can be known with certainty? What must be doubted and why? 3 sem. hrs.

**ENGL 348U The Legend of King Arthur**

Examines evolution of the legend from medieval times to present, with special emphasis on Malory, Tennyson and the modern novel. 3 sem. hrs.

**ENGL 350U The World of Jane Austen**

Examines Jane Austen as a woman and a writer without ruining one's love for her novels by overindulging in "analysis paralysis." Students will read *Pride and Prejudice* and *Persuasion* together and explore the other four novels through reports and film 3 sem. hrs.

**ENGL 360U Women of the Bible**

This examines how women of the Bible transcended the traditional roles of wives, mothers, and daughters. Students will examine the depiction of women in the Old and New testaments and how they have contributed to gender construction in western religion and society. 3 sem. hrs.

**ENGL 368U Creative Writing: Fiction**

Examines general principles of creative writing; analysis of literary models and students' own writing. Prerequisite: ENGL 101U or 202U. 3 sem. hrs.

**ENGL 369U Creative Writing: Poetry**

Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students' own poetry. 3 sem. hrs.

**ENGL 398U Selected Topics**

1-6 sem. hrs.

**ENGL 399U Independent Study**

1-6 sem. hrs.

**ENGL 538U/338U Biblical Themes in Literature**

Examines selected texts from Paradise Lost to the modern novel. 3 sem. hrs.

**ENGL 547U/347U Edgar Allan Poe**

Examines the work of a writer who, although one of the remarkable rationalists of his time, has become a popular symbol of the deranged and depraved. Focuses on Poe's fiction, poetry, and criticism and explores roots of Poe's art, as well as the interplay between rational and irrational forces in that art. Central questions: Within the world of a given Poe tale or poem, which things actually exist and which things are only illusions? Within Poe's created worlds, what are the true sources of knowledge? What can be known with certainty? What must be doubted and why? 3 sem. hrs.

**ENGL 598U Selected Topics**

1-6 sem. hrs.

**Finance (FIN)****FIN 360U Principles of Financial Management**

The foundation and tools of finance, including examination of financial markets, investments and financial management in large corporations, small businesses, and personal financial planning. Prerequisite: MATH 103U or higher and ACCT 301U or equivalent preparation in financial accounting are required. Statistics course also recommended; may be taken concurrently. 3 sem. hrs.

**FIN 398U, Special Topics**

3 sem. hrs.

**French (FREN)****FREN 101-102U Introductory French**

Introduction to French language and culture with emphasis on developing basic reading, writing and oral communication. (Must be taken in sequence.) 3-3 hrs.

**FREN 398U Selected Topics**

1-6 sem. hrs.

**FREN 399U Independent Study**

1-6 sem. hrs.

**General Science (GSCI)****GSCI 301U The Role of Science and Technology in Shaping the Modern Era**

The opportunities and perils of scientific inquiry. Registration open to Weekend College students only. 6 sem. hrs.

**GSCI 398U Selected Topics**

1-6 sem. hrs.

**GSCI 399U Independent Study**

1-6 sem. hrs.

**Geology (GEOL)****GEOL 320U The Geology of Disaster**

An overview of how basic geological principles may be applied to help predict the occurrence and impact of natural disasters. Students will be encouraged to consider the application of basic scientific principles to earth science. Exploration of the impact of the earth's varied internal processes is intended to give students a new perspective on environmental change and human evolution. 3 sem. hrs.

**GEOL 321U Volcanology**

This course is an introduction to the fascinating topic of volcanoes. Students will study the origins, ascent, crystallization, emplacement, and eruption of molten rock (magma) and the impact of volcanic activity on earth resources, the environment, and civilization. This course can be taught either on-line or in the classroom. 3 sem. hrs.

**GEOL 598U Selected Topics**

1-6 sem. hrs.

**Geography (GEOG)****GEOG 201U World Geography**

Study of world by regions, with emphasis on cultural differences among nations. 3 sem. hrs.

**GEOG 202 Introduction to Geo-Politics**

Current and emerging issues at the confluence of geography and international relations are examined. Emphasis on areas in transition or which pose a threat to global peace. Issues covered are globalization, terrorism, Fundamentalism, multi-lateral organizations, modern warfare, economic development, cultural and ethnic conflict. 3 sem. hrs.

**GEOG 215U Urban Geography**

Global pattern of increased urbanization and the features and structure of selected major cities are examined. Contrasts differences between cities in richer vs. poorer countries. Issues may include: overcrowding, slums and urban poverty, mass transportation, traffic congestion, segregation, environmental problems, culture, urban planning, gentrification, and urban sprawl. 3 sem. hrs.

**GEOG 299U Independent Study**

1-6 sem. hrs.

**GEOG 399U Independent Study**

1-6 sem. hrs.

**History (HIST)****HIST 105U-106U Ideas and Institutions of Western Civilization**

Topical study of European heritage. First semester: Classical Greek through Reformation. Second semester: Age of Absolutism to present. 3-3 sem. hrs.

**HIST 205U The United States to 1865**

Survey of American history from colonies through Civil War. 3 sem. hrs.

**HIST 206U The United States Since 1865**

Survey of American history from Reconstruction to present. 3 sem. hrs.

**HIST 300U Women and the American Experience**

Survey of unique experience of women in history of U.S. from colonial times to present; attitudes held by and toward them; varied roles they have played in nation's development. 3 sem. hrs.

**HIST 301U Women in European Civilization**

In-depth study of place of women in European civilization and how ideas, institutions and practices of civilization determined and/or changed that place. 3 sem. hrs.

**HIST 305U Richmond Across the Centuries**

Survey of history of city of Richmond as it developed between 1660 and the present. 3 sem hrs.

**HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women**

Place and role of women in family, religion, education, reform movements, entertainment, literature and the arts. Impact of institution of slavery in women's lives. Particular attention given to work of women writers and artists in their historic context. 3 sem. hrs.

**HIST 310U An Age of Giants**

Washington, Adams, Jefferson, Madison, Marshall, Hamilton and Franklin as representative of their age and its ideas and their roles in shaping a new nation. Topical approach includes such issues as structure of society, women, slavery, the Constitution and development of political parties. 3 sem. hrs.

**HIST 312U Great Issues in American History**

Introductory course explores three central issues in American history: revolution and formation of constitutional government, causes of Civil War and process of Reconstruction and rise of United States to role of world power. 3 sem. hrs.

**HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present**

This course examines the impact of certain terrible catastrophes/disasters that America suffered from 1861 to 2001. The influence of the presentation of the disasters by the media, art forms, literature and government action will be analyzed. 3 sem. hrs.

**HIST 316U The New South**

Growth of the New South from Reconstruction to present. Examines life in the South under Reconstruction, economic, social and political developments that created the New South. Race relations, Jim Crow laws, segregation, civil rights and integration examined historically as well as the changing role of women. Works of Southern writers examined as sources of norms and values and as agents for changing them. 3 sem. hrs.

**HIST 317U The Old South**

Historical examination of the South from colonial days through Civil War. The Southern family, role of women, importance of religion in region, literature, arts and architecture as both expressions of values and tastes and as an agent to form them. Political life. Development and impact of slavery. 3 sem. hrs.

**HIST 320U Virginia History**

Social, cultural and political history of Virginia from Colonial period to present. 3 sem. hrs.

**HIST 321U Moments in Time I: World History**

Using important events in world history, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program A Moment in Time, allows students to examine events in their historical context and take first steps toward becoming historians. 3 sem. hrs.

**HIST 322U Moments in Time II: History of the Americas**

Using important events in the history of the Americas, this course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program A Moment in Time, allows students to examine significant events in the Americas in their historical context. 3 sem. hrs.

**HIST 323U Westward Ho!**

Forging westward was part of American experience from colonial times. Examines causes, course and results of drive West through events and developments including Lewis & Clark's Expedition, Manifest Destiny, Gold Rush, railway building and conflict with Indian tribes. Popular literature on West and classic "Westerns" used to assess commonly held views of Americans on the Great West. 3 sem. hrs.

**HIST 324U Women and the American West**

American Women - White, Native American, Black, Hispanic, and Asian - played important and varied roles in the settlement and development of the American west. "Women and the American West" examines and assesses their lives, influences, and contributions - especially during the second half of the 19th century - in the larger context of the history of the American west. 3 sem. hrs.

**HIST 327U Belles, Steel Magnolias and Good Ol' Gals**

This course examines class and regional differences, the institution of slavery, the Civil War, emancipation, Reconstruction, and modern issues of race, class, gender and other topics that uniquely affect Southern women. 3 sem. hrs.

**HIST 328U Southern Women's Civil War**

Southern Women's Civil War is designed to examine what in their pre-war lives shaped the views of southern women - white and black, free and slave - on slavery, recession, and the war; some of the many ways in which those women experienced the Civil War years; and something of the impact of the war and its outcome on their post-war lives. 3 sem. hrs.

**HIST 337U/537U Tudor England**

Political, institutional, social and cultural study emphasizing reigns of Henry VIII and Elizabeth I. 3 sem. hrs.

**HIST 338U Stuart England**

Emphasis on conflict between Stuarts and Parliament. Cromwell and the Civil War, the Restoration and Revolutionary settlement. 3 sem. hrs.

**HIST 345U The History of Ideas**

Exploring the intellectual development within the western tradition. Required for accelerated Bachelor of Liberal Arts. Weekend College students only. 6 sem. hrs. (HIST 345U is equivalent to HUM 345U.)

**HIST 347U/547U The Age of Jefferson**

Comprehensive study of life and times of Thomas Jefferson including historical perspective of him as statesman, politician and writer as well as study of him as architect and planner. Includes field trips to Monticello, University of Virginia and Virginia State Capitol. 3 sem. hrs. (Same as ART 347U/ART 547U).

**HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth**

Focuses on opposing concepts of truth in Victorian England as exemplified and espoused by two major cultural figures of the time, John Ruskin and James McNeill Whistler. (Same as ART 360U) 3 sem. hrs.

**HIST 398U Selected Topics**

1-6 sem. hrs.

**HIST 537U/337U Tudor England**

Political, institutional, social and cultural study emphasizing reigns of Henry VIII and Elizabeth I. 3 sem. hrs.

**HIST 547U/347U The Age of Jefferson**

Comprehensive study of life and times of Thomas Jefferson including historical perspective of him as statesman, politician and writer as well as study of him as architect and planner. Includes field trips to Monticello, University of Virginia and Virginia State Capitol. 3 sem. hrs. (Same as ART 547U/ART 347U).

**HIST 598U Selected Topics**

1-6 sem. hrs.

**Human Resource Management (HRM)****HRM 343U Human Resource Management**

Survey of traditional human resources functions and their relation to effective personnel and organizational results. Examines recruitment and selection, performance appraisal, collective bargaining, labor relations, training, human resource and management development, salary administration, and promotions and their relationship to communication, motivation, and leadership in organization. 3 sem. hrs.

**HRM 345U Human Resource Development**

Organization's purpose and effectiveness; identifies influencing variables, diagnostic techniques, strategies for planned change and development of supportive systems; explores large and small group processes. 3 sem. hrs.

**HRM 388U Internship**

Applied experience in Human Resource Management in an organizational setting for students enrolled in the HRM of the BAS degree programs. Working closely with an assigned faculty member and a site supervisor, student will be assigned projects or duties that are outside of his or her normal job. Intent is to offer the student opportunities to gain new

knowledge or skills in the field of HRM. Students may receive credit for only one (1) internship while enrolled in the School of Continuing Studies. At the discretion of the student, this course may be credited as a focus course or as an elective. Prerequisite: Student must have completed the HRM Core Courses (15 credits) prior to being considered for this course. 3 sem. hrs.

#### **HRM 398U Selected Topics**

3 sem. hrs.

#### **HRM 399U Independent Study**

1 - 6 sem hrs.

#### **HRM 452U Quality Management**

History and origin of quality movement explored along with basic tool and hands-on techniques necessary for successful quality and process improvement. 3 sem. hrs.

#### **HRM 454U Compensation and Benefits**

Examination of the use of incentive systems in the motivation of goal-oriented behavior. The effects of reward systems on recruiting, performance, satisfaction and tenure will be discussed. Explores compensation system components such as: entry position rates, job evaluation systems, merit pay plans and employee income systems. Legal considerations such as federal wage and hour laws and the Employment Retirement Income Security Act are included. 3 sem. hrs.

#### **HRM 460U HR in an IT World**

Course offers an integration of human resource management with information technology. Provides hands-on experience in evaluation, design and implementation of use of automation within major functional areas of HR. Exploration of various resources such as software, platforms, intranet and Internet will be included. 3 sem. hrs.

#### **HRM 467U International Human Resource Management**

This course is designed to place the role of human resource management within a global perspective and demonstrate the borderless and fluid workforce which is emerging. Issues considered will include outsourcing, worker visas, multi-national companies, cultural differences, immigration patterns and other global issues affecting HRM efforts. Prerequisite: Students must complete a minimum of 18 hours in the HRM curriculum to include HRM 343, Human

Resource Management, and HRM 377, Principles of Economics. 3 sem. hrs.

#### **HRM 498U Special Topics**

1-3 sem. hrs.

#### **HRM 499U Senior Seminar**

Course represents the summary experience for graduating seniors. The course includes a collection of case studies that allows the student to apply the knowledge obtained in previous HRM courses contained within the undergraduate curriculum. Prerequisite: Students must complete a minimum of 18 hours in the HRM curriculum to include HRM 343, Human Resource Management, and HRM 377, Principles of Economics. 3 sem. hrs.

#### **HRM 531U Human Resource Management**

This course in human resources uses an HR development point of view in which employees are considered assets to be developed rather than costs to be minimized. Topics include recruiting, hiring, training, retaining, rewarding and promoting employees; employment planning, performance management systems, succession planning and managing out-source relationships. Special attention is given to quality of working life issues; the balance between work and non-work; traditional and nontraditional incentives and generational, cultural and ethnic differences in employees' needs and values. 3 sem. hrs.

#### **HRM 532U Legal Issues in Human Resource Management**

Every manager and HR professional will face numerous legal challenges to managing people in a workplace. In fact, employment-related litigation is one of the greatest financial risks facing any organization. This class will explore in a practical way the federal and state laws associated with hiring, firing and discipline, medical leave (including FLA, ADA and worker's compensation), discrimination, harassment, immigration, labor law, unemployment compensation, religion in the workplace and state law torts including defamation and privacy. The course will also explore workplace investigations, workplace violence and employment-related legal processes, including EEOC Charges and lawsuits. 3 sem. hrs.

#### **HRM 533U Quantitative Analysis and Research in HRM**

Human Resource professionals must be able to gather appropriate data, analyze it and present it to line managers in a convincing way if they are to be strate-

gic partners in the organization. This course includes an overview of the design, delivery and analysis of employee and client satisfaction surveys; use of market analysis and benchmarking data and understanding the statistical profile of the workforce. 3 sem. hrs.

#### **HRM 534U Strategic Human Resource Development**

This course includes an overview of business strategy and emphasizes the role of human resource management and development for effective strategy implementation. Models of organizational diagnosis and change, transformational leadership, reengineering, divesting, merging, acquiring and downsizing are examined from a strategic and operational human resource perspective. Students will learn project management skills and integrate their course work by undertaking a major company-based project. 3 sem. hrs.

#### **HRM 635U Managing Compensation and Benefits**

Course examines the goals of the organization in its employment of human resources. Use of reward systems (especially monetary) in the motivation of goal-oriented behavior as a major factor in influencing behavior. The effects of reward systems on recruiting, performance, satisfaction and tenure are examined. Explores pay system components such as entry position rates, job evaluation systems, merit pay plans and employee income security systems. Legal aspects such as federal wage and hour laws and the Employee Retirement Income Security Act are included. 3 sem. hrs.

#### **HRM 638U HRM Leadership Theory and Application**

Course explores leadership theory as it pertains to the HRM environment. Focus will be placed on the application of various leadership theories to address current challenges with the Human Resource Management field. 3 sem. hrs.

#### **HRM 639U: Recruitment and Retention**

Various methods for recruiting, selecting, and retaining employees are examined. Topics may include equal employment opportunity, human resource planning, determination of staffing needs, internal and external recruitment strategies, selection interviews, tests and assessment procedures, placement,

promotion, transfer policies, and retention strategies. 3 sem. hrs.

#### **HRM 647U Human Resource Information Systems**

Application of computer and communications technologies to solving HRM problems, e.g., labor sourcing; employee collaboration, training and development; knowledge management; managerial decision-making. Use of multimedia, storage, and mobile devices, networks, HRIS database technologies, and collaborative Internet technologies supporting the contemporary workplace. 3 sem. hrs.

#### **HRM 657U HRM in the Global Environment**

Introduction of the impact of the global environment on HRM efforts. Aspects of the course will include strategic positioning in the face of such issues as outsourcing, worker visas, multi-national companies, cultural differences and immigration. Prerequisite: Students must complete a minimum of 18 hours in the HRM curriculum to include HRM 531, Human Resource Management, and HRM 507, Labor Economics. 3 sem. hrs.

#### **HRM 697U Strategy and Policy**

A case study approach to integrate the skills and knowledge obtained within the curriculum to resolve HRM issues. Emphasis will be placed on developing effective strategy and policy from a senior managerial perspective. Prerequisite: Students must complete a minimum of 18 hours in the HRM curriculum to include HRM 531, Human Resource Management, and HRM 507, Labor Economics. 3 sem. hrs.

### **Humanities (HUM)**

#### **HUM 201U Introduction to Iconology**

Introductory approach to understanding symbols, allusions and metaphors in art and literature. 3 sem. hrs.

#### **HUM 202U The World of Enchantment: Legends, Romances and Tales**

Exploration of folklore from many lands, from medieval romances to popular worlds of J.R.R. Tolkien and C.S. Lewis. 3 sem. hrs.

#### **HUM 205U Travel Through Literature**

Vicarious travel through famous descriptions of journeys, explorations and voyages, with writings from Marco Polo to Rudyard Kipling, Mark Twain and

Paul Theroux; supplemented by slide presentations and films. 3 sem. hrs.

### **HUM 212U Applied Ethics**

Study of ethics and ethical decision making in professional world. Examination of current ethical issues such as privacy and information systems, workplace ethics, responsible journalism and trend in corporate and governmental ethics. Particular emphasis on how individual decision making can have broad ethical consequences, both positive and negative. 3 sem. hrs.

### **HUM 299U Independent Study**

1-3 sem hrs.

### **HUM 300U Mediation of Interpersonal Conflicts**

Basic principles and process of mediation as cooperative model to resolve disputes. Focuses on historical development and various models of mediation, practical application to case studies and factors affecting negotiations in personal and professional encounters. 3 sem. hrs.

### **HUM 301U Intimate Relationships**

Basic concepts and ideas in marriage and family to help students understand better their individual attitudes, behavior, socialization experiences and present and future life options as they relate to their particular families and general social order. 3 sem. hrs.

### **HUM 302U Women and Culture**

Survey of varieties of gender roles played by people in wide range of cultures. Special emphasis on effect these roles have had upon women's power and status. 3 sem. hrs.

### **HUM 303U Partners in the Arts Summer Institute**

Directs teachers through a guided discovery of the arts and its incorporation into the traditional K-12 curriculum (e.g., math, science, language arts, history, etc.). Involves a combination of lectures, workshops, hands-on activities, field trips to arts resources and lesson plan development. Departmental approval required. 3 sem. hrs.

### **HUM 305U Bridge to Business**

Designed specifically for liberal arts students. Topics may include key concepts and principles in Accounting, Finance, Marketing, Economics and Management. Classroom instruction, team projects and guest lectures by various business executives will be

utilized. Students will be required to develop and deliver a business presentation. 6 sem. hrs.

### **HUM 309U-310U Survey of the Western Traditions in the Humanities I-II**

Interdisciplinary course designed to introduce student to panorama of Western civilization. Literature, art, music and history combined to present "Man's great adventure" from Stone Age to Jet Age. (Must be taken in sequence.) Prerequisites: ENGL 100U and ENGL 101U or ENGL 201U, ENGL 202U and ENGL 203U. 3-3 sem. hrs.

### **HUM 311U Advanced Iconology**

Further investigate signs, symbols, metaphors and allusions that pervade Western culture. Integrates class readings and independent research. Humanities 201U not required, but highly desirable. 3 sem. hrs.

### **HUM 313U Career and Life Development**

Exploration of adult development and career topics to help students better understand how to successfully plan their lives. Focuses on stages of adulthood and transitions, skills assessments, career management strategies, life balance and goal setting. 3 sem. hrs.

### **HUM 314U Issues in Aging**

Overview of aging process with respect to oneself, one's associates and loved ones. Emphasis on theories and skills necessary to embrace and maximize aging process. 3 sem. hrs.

### **HUM 340U Effective Helping Skills**

To improve both personal and professional communication and helping skills, with integration of theories, methods and techniques. Includes helping strategies, verbal and nonverbal communication, values, stress management and use of community resources. 3 sem. hrs.

### **HUM 345U The History of Ideas**

Exploring the intellectual development within the western tradition. Required for accelerated Bachelor of Liberal Arts. Weekend College students only. 6 sem. hrs. (HUM 345U is equivalent to HIST 345U.)

### **HUM 346U The History of Human Expression**

Examination of the arts in their wide variety: visual, literary, plastic and melodic. Required for accelerated BLA. Registration open to Weekend College students only. 6 sem. hrs.

### **HUM 398U Selected Topics**

1-6 sem. hrs.

### **HUM 598U Selected Topics**

1-6 sem. hrs.

## **Information Systems (ISYS)**

### **ISYS 101U Online Learning and Teaching**

Intensive short course that explains in depth the software and technology used in the university's online courses. Discusses how changes in learning methods and styles relate to changes in the way we work, addresses intellectual property issues and examines the future of online learning. Strongly recommended for students with no previous online course experience. 1 sem. hr.

### **ISYS 198U Selected Topics**

1-3 sem. hrs.

### **ISYS 201U Software Tools**

Application of basic and advanced software features for research papers, advanced documents, oral presentations, web page design, and data analysis and reporting in an academic or business environment. Each student will select three of the following software tools for customized and comprehensive study during the semester: Microsoft Word, PowerPoint, Excel and other software tools for photos and publishing. Computer assignments required. 3 sem. hrs.

### **ISYS 202U Software Tools for Data Management and Analysis**

For experienced personal computer users. Helps develop skills in data organization, analysis and reporting, using spreadsheet and database software. Use Microsoft Excel to format data, use calculations and functions, perform basic statistics and produce customized graphs and charts for reports. Use Microsoft Access to build multi-table databases with input forms, queries and reports. Prerequisite: ISYS 201U or equivalent proficiency is recommended. Computer assignments required. 3 sem. hrs.

### **ISYS 203U Collaborative Technologies**

The application of information technologies in organizations to work collaboratively, facilitate decision-making and achieve competitive advantage. Use of multimedia, storage, and mobile devices, networks, databases, and collaborative Internet technologies supporting work and academics. Computer assignments required. 3 sem. hrs.

### **ISYS 204U Hardware and Operating Systems**

Study of computer systems hardware and operating systems. Includes overview of digital logic, basics of large-scale and very large-scale integration and components necessary to create a functioning computer. Operating systems reviewed from primitive functions and inter-process communications through basic program loading, task control and input/output operations. Computer assignments required. Prerequisite-sites: ISYS 203U, MATH 103U or equivalent. 3 sem. hrs.

### **ISYS 205U Problem Solving with Programming**

Computer programming concepts applicable to any programming language. Development of analytical and problem-solving skills for programming. Includes top-down design and building blocks of structured programming. Introduces the Java programming language and object-oriented concepts. Lecture, lab and online assignments. 4 sem. hrs.

### **ISYS 301U Telecommunications**

Foundation knowledge in computer connectivity concepts, data communication standards, telecommunication methods and serial data communication. Topics include: asynchronous and synchronous data transmission; modems, OBI model, PC communication hardware and software, telephone systems, wide area networks and introduction to local area networks. Prerequisite: ISYS 204U. 3 sem. hrs.

### **ISYS 302U Local Area Networks**

Concepts of shared media local area networking including Ethernet, Token Ring and Fiber Distributed Data Interface (FDDI). Topics include LAN definition, use, topology, media, standards, network interface cards (NIC), protocols (layer 2, 3, 4), repeaters, hubs, bridges, switches and routers. Discussions include network design, design rules, administration, management and TCP/IP. Students present research projects on various networking topics. (Internet access required for current technology research.) Prerequisite: ISYS 204U. 3 sem. hrs.

### **ISYS 303U IT Security**

Computer and network security threats, prevention and response from technology and management perspectives. Development of security plans and architectures reflecting organizational requirements. Prerequisite: ISYS 302U or LAN background/experience. 3 sem. hrs.

**ISYS 306U Systems Analysis and Design**

Methods and techniques necessary for conducting systems project from preliminary investigation of project through system implementation and evaluation. Includes participation in one or more systems design projects. Prerequisites: ISYS 203U. 3 sem. hrs.

**ISYS 307U Information Technology Evaluation and Selection**

Guidelines and techniques for selection of computer hardware and software. Methods of system performance evaluation, vendor selection and development of system support requirements for both hardware and software from management perspective as well as information systems professional. Prerequisite: ISYS 204U. 3 sem. hrs.

**ISYS 311U Database Design**

Logical and physical design of database systems: rules of normalization in data modeling, SQL programming and physical design issues impacting the I/O performance of commercial-level databases. Oracle relational database platform. Computer assignments required. Prerequisites: ISYS 202U, or equivalent, and ISYS 204U. (ISYS 306U is also recommended.) 3 sem. hrs.

**ISYS 351U Web Design and Development**

Focus on planning and development of Web sites using proper design techniques, with design elements such as page layouts, graphics, color, lists, tables, frames, formatting, links, simple CSS styles, templates and basic forms. Topics include graphic techniques and editing modification of digital pictures. HTML coding, Dreamweaver MX and Java applets will be used to develop a website. 3 sem. hrs.

**ISYS 352U Web Design and Development with Scripting**

Use advanced CSS styles, VBScript and JavaScript for designing and creating dynamic and interactive Web sites. Code mouse rollovers, HTML form validation and verification, client/server-side scripts with programming elements like variables, loops, arrays, if statements, functions and string manipulation. Topics include advanced multimedia, virtual reality concepts, web font control and database connectivity using Dreamweaver and FrontPage database components. Dreamweaver MX, Microsoft FrontPage and Access are used. Prerequisites: ISYS 202U, ISYS

203U and ISYS 351U, or equivalent preparation in both Web design and database. 3 sem. hrs.

**ISYS 353U Advanced Tools for Web Development**

Contemporary advanced tools for web design and development. Prerequisite: ISYS 351U or equivalent proficiency. Note: Maximum of 6 semester hours; repeatable. 3 sem. hrs.

Note: ISYS courses numbered 355U and higher require completion of all math requirements as well as all business and ISYS core courses for the major.

**ISYS 355U Computer Programming in Java**

Concepts of structured and object-oriented programming, including data types, control structures, functions, arrays, strings, file operations, classes and inheritance. Emphasis on effective programming skills to promote software reusability, reliability and maintainability. Windows environment. Prerequisite: ISYS 204U and MATH 260U or higher, or permission of the instructor. Note: Lecture, lab and online assignments. 4 sem. hrs.

**ISYS 356U Advanced Computer Programming in Java**

Algorithm development and object-oriented concepts are expanded to develop applications, taking advantage of the Java Applications Programming Interface class libraries. Graphical User Interface (GUI) programs, exception handling, handling files and data streams, network connectivity, string handling and exception handling. Prerequisite: ISYS 355U. Lecture, lab and online assignments. 4 sem. hrs.

**ISYS 360U Electronic Commerce on the Internet**

Examines strategic uses of electronic commerce from a managerial perspective and technology solutions such as e-commerce applications, Web services, and e-business messaging. Prerequisites: ISYS 203U. 3 sem. hrs.

**ISYS 388U Internship in Information Systems: Applied Experiences in Information Systems in a Company Setting**

For ISYS majors or minors; must have 12 credit hours completed in Information Systems course at ISYS 202U or higher, including at least six credits in 300-level ISYS courses; GPA 3.0 in Information Systems major, 2.75 overall. Students may receive credit for only one internship while enrolled in the School of Continuing Studies. Departmental permission required. 3 sem. hrs.

**ISYS 398U Selected Topics**

1-6 sem. hrs

**ISYS 399U Independent Study**

1-6 sem. hrs.

**ISYS 450U Project Management**

Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating project proposals as well as managing technical and behavioral aspects of systems development projects. Project planning and estimation, scheduling, staffing and teamwork, costing and budgeting, managing change. Use of computerized tools (Microsoft Project and Excel) for project management, resource tracking and reporting. Prerequisite: ISYS 306U. 3 sem. hrs.

**ISYS 490U Managing in an Information Age**

Capstone course with an in-depth look at how organizations cope with the challenges of management in an information age. Using the case study method, management issues related to the internet, electronic commerce, information for competitive advantage, design and management of IT architecture and approaches to IT implementation are explored. Prerequisite: Completion of all business and all other Information Systems courses in the major are required. Departmental permission required. 3 sem. hrs.

**ISYS 499U Research in Information Systems**

Guided formal research in the field of information systems, including development of the research proposal, literature review, selection of methodology, data collection, analysis and written report. Preparation for comprehensive professional projects and for transition to graduate studies. Prerequisites: 6 semester hours of ISYS courses must be completed before this course. Departmental permission required. 3 sem. hrs.

**Interdisciplinary Studies (IDST)****IDST 301U The Realm of Ideas I: Context and Chronology**

An introduction to selected major ideas in ancient and modern world history, including philosophies, systems of belief, political ideologies, and concepts of social order; institutions through which the ideas have been manifested and implemented; methodologies used in the academic disciplines examined. 3 sem. hrs.

**IDST 302U The Realm of Ideas II: Self, Society and Science**

An introduction for liberal arts majors to important ideas in selected modern natural and social sciences, and methodologies used in their study and application. Prerequisite: IDST 301U. 3 sem. hrs.

**IDST 303U The Realm of Ideas III: Human Expression**

An introduction for Liberal Arts majors to important themes in selected significant movements in world literatures and arts; the methodologies used in their study and application. Prerequisite: IDST 302U. 3 sem. hrs.

**IDST 310U The Examined Life — What We Know About The Human Condition**

Exploring human behavior and the uniqueness of the human condition. Required for accelerated BLA. Registration open to Weekend College students only. 6 sem. hrs. (IDST 310U is equivalent to SA 310U.)

**IDST 395U The Realm of Ideas IV The Capstone Seminar for the Liberal Arts majors**

The capstone seminar for the Liberal Arts major: The culminating academic experience for liberal arts majors; emphasis on demonstrating through a substantive paper understanding of the connections among the liberal arts; also emphasis on relevant experiential learning opportunities. Prerequisite: IDST 303U 3 sem. hrs. Note: should be taken during the student's last semester of study.

**IDST 398U Selected Topics**

1-6 sem. hrs.

**IDST 399U Independent Study**

1-6 sem. hrs.

**IDST 495U Capstone Course: Senior Seminar**

Capstone course for Weekend College. Required for accelerated BLA. Registration open to Weekend College students only. 6 sem. hrs.

**IDST 598U Selected Topics**

1-6 sem. hrs.

**International Studies (ISTY)****ISTY 149U International Studies/Global Economics**

Focuses on providing an overview of basic economic principles and their application to analyzing the

world's economic order. By special admission only. 3 sem. hrs.

### **ISTY 249U International Studies/Global Economics**

Introduces student to world of international studies and global economics. Covers such factors as U.S. and foreign trade policies, sociocultural factors, international marketing and impact of international trade on domestic economy. 3 sem. hrs.

### **ISTY 301U Understanding the Global Village**

Interdisciplinary course focusing on the trends in an increasingly interdependent yet fragmented world. Required for accelerated BLA. Registration open to Weekend College students only 6 sem. hrs.

### **ISTY 399U Independent Study**

1-6 sem. hrs.

## **Japanese (JAPN)**

### **JAPN 101U-102U Elementary Japanese**

Introduction to Japanese language. Prerequisite: JAPN 101U is prerequisite to 102U. 3-3 sem. hrs.

## **Journalism (JOUR)**

### **JOUR 205U Photojournalism**

Theory and practice of news and feature photography, darkroom technique and properties of light and film. Student must have a 35mm single lens reflex camera. 3 sem. hrs.

### **JOUR 399U Independent Study**

1-6 sem. hrs.

## **LAC Languages Across the Curriculum**

### **LAC 250U: Spanish: Language Across the Curriculum**

Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course. Prerequisite: Proficiency in Spanish or permission of instructor and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made. Note: Graded pass/fail Offered 1 sem. hr.

### **LAC 251U: French: Language Across the Curriculum**

Students will be guided in their study and discussion of authentic French materials relevant to materials

in the primary course. Prerequisite: Proficiency in French or permission of instructor and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made. Note: Graded pass/fail. 1 sem. hr.

### **LAC 257U: Language Across the Curriculum: Other**

Students will be guided in their study and discussion of authentic materials in another language relevant to materials in the primary course.

Prerequisite: Permission of department and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made.

Note: Graded pass/fail Offered. 1 sem. hr.

### **LAC 299U: Language Across the Curriculum: Independent Study**

Prerequisite: Registration in the course to which the LAC section is connected or having taken the primary course in the past.

Note: Graded pass/fail. 1 sem. hr.

### **LAC 550U: Spanish: Language Across the Curriculum**

Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course. Prerequisite: Proficiency in Spanish or permission of instructor and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made. Note: Graded pass/fail. 1 sem. hr.

### **LAC 551U: French: Language Across the Curriculum**

Students will be guided in their study and discussion of authentic French materials relevant to materials in the primary course. Prerequisite: Proficiency in French or permission of instructor and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made. Note: Graded pass/fail. 1 sem. hr.

### **LAC 557U: Language Across the Curriculum: Other**

Students will be guided in their study and discussion of authentic materials in another language relevant to materials in the primary course.

Prerequisite: Permission of department and registration in the course to which the LAC section is connected or having taken the primary course in the past. Some exceptions might be made.

Note: Graded pass/fail. 1 sem. hr.

### **LAC 599U: Language Across the Curriculum: Independent Study**

Prerequisite: Registration in the course to which the LAC section is connected or having taken the primary course in the past. Note: Graded pass/fail. 1 sem. hr.

## **Law (LAW)**

### **LAW 217U Sarbanes-Oxley Act Compliance**

A legal and regulatory overview of the post-Enron corporate governance law that created a new federal agency, restructured the accounting industry and reformed Wall Street practices. 1 sem. hr.

### **LAW 227U Identity Theft Law**

An overview of the law and crime of identity theft, and the preventative and investigatory measures that organizations can take to protect themselves, customers and employees from what the FBI has identified as the top crime of the twenty-first century. 1 sem. hr.

### **LAW 237U Bankruptcy Law for Credit Card Companies**

This course focuses on the impact of federal bankruptcy law on the credit card industry, including examination of the legal processes for enforcing creditors' rights, warrants-in-depth, motions for judgment, liens, levies, attachments and garnishments. Debtor exemptions, Chapter 7 (liquidation) and Chapter 13 (wage earner plans) will also be examined. 1 sem. hr.

### **LAW 247U Securities Arbitration**

An overview of the Federal Arbitration Act, relevant state laws and contract law principles that impact pre-dispute arbitration agreements in the brokerage industry. Emphasis on broker-client disputes in the arbitral forum. 3 sem. hrs.

### **LAW 300U Business Law**

Principles of law relating to legal problems encountered in work environment, including contracts, business organizations and secured transactions. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

### **LAW 301U Elder Law**

Overview of unique problems of elderly and possible alternatives for resolution. Topics include financial planning; powers of attorney and advance medical directives; living facilities of elderly, pre-need contracts, viatical settlements, elder abuse and social security. 3 sem. hrs.

### **LAW 302U Law and Economics**

The study of the effect of economic policy on the legal system. Review of legal topics including property, contracts and torts. Particular emphasis on product liability claims and the economic policies that have shaped product liability jurisprudence. This course may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

### **LAW 303U Constitutional Law**

Examination of the U.S. Constitution, the U.S. Supreme Court and the major decisions of the Court rendered on issues including free speech, search and seizure and other police powers, right to bear arms, commerce, separation of church and state, separation of powers among the branches of the federal government, impeachment and other significant areas. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

### **LAW 304U First Amendment Law**

An overview and analysis of the laws protecting freedom of speech, religion, the press and privacy. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

### **LAW 305U Consumer Law**

Overview of consumer protection, privacy, credit and banking laws. Special focus on Internet/E-commerce issues and the elderly, disabled and military as the "special classes of consumers." This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

### **LAW 321U Land Use Law**

A study of comprehensive plans and the planning process of land. Topics will include land use control by zoning, including history, power and purposes of zoning, types of zoning and uses. Types of zoning relief, historic and agricultural preservation, private land use controls and eminent domain will also be discussed. Particular emphasis will be placed on Virginia law and procedure and field trips to local Planning Commission and Board of Zoning hearings

may be included. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

#### **LAW 322U Employment Law and Policy**

Survey of federal and state statutes and laws which govern the employment relationship. Covers topics such as establishing the employment relationship, discharge of employees, employee discrimination, wages, hours and benefits, conditions of employment, occupational safety and health and other topics. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

#### **LAW 324U Privacy Law**

History and development of the Fourth Amendment of the U.S. Constitution. Federal and state statutory protection for various types of informational privacy, including computer and Internet will be discussed. Topics may include Common Law tort privacy rights and protection for personality, identity and reputation as well as the impact of federal Homeland Defense legislation on privacy. 3 sem. hrs.

#### **LAW 325U CyberLaw**

Overview of federal and state laws, regulations and policies regarding operation and security of the Internet. Includes copyright, e-commerce and privacy issues. May be used as a focus course for Information Systems and Paralegal Studies majors. 3 sem. hrs.

#### **LAW 326U Intellectual Property**

Focus on building an understanding of trademarks, copyrights, patents and trade secrets and ownership thereof. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

#### **LAW 330U Terrorism Law**

Examines current state of national and international law on terrorism, including aviation and maritime law as applicable. Considers practical issues involved in enforcing laws on terrorism, and studies the interaction of law and policy in the context of protection of society from its enemies while preserving the essential fabric of law. 3 sem. hrs.

#### **LAW 335U Sports Law**

An overview of the law, policy and ethics of sports, including amateur status, contracts and negotiations, the player-agent relationship, drug testing, player misconduct, team management and NCAA rules and regulations. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

#### **LAW 398U Selected Topics**

1-6 sem. hrs.

#### **LAW 399U Independent Study**

1-6 sem. hrs.

### **Leadership Studies (LDSP)**

#### **LDSP 200U Introduction to Leadership Studies**

Introduction to history and theory of leadership, to critical thinking and methods of inquiry as they bear on subject of leadership, to ethics of leadership, to basic leadership competencies, to relevant leadership contexts and to leading groups and individuals. 3 sem. hrs.

#### **LDSP 278U Communication in Leadership**

Applied course to aid in the personal development of listening, writing, and speaking skills. Examination of leadership communication in organizational, group, and public contexts. Students will analyze their personal leadership styles and develop leadership communication skills through team projects and classroom exercises. 3 sem. hrs.

#### **LDSP 302U Leadership and Ethical Action and the Law**

Examines current ethical issues such as privacy, legal dilemmas, work place ethics and trends in corporate and governmental ethics. Applied ethics course where students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to various work place environments. Focus on understanding ethical meanings, contexts, paradigms and models associated with executive decision making. Emphasizes critical thinking and oral and written communication skills as students read, analyze, debate in small groups and make formal presentations. 3 sem. hrs.

#### **LDSP 348U Leadership, Conflict Management and Group Dynamics**

Examines the factors which contribute to the performance of effective groups. This includes exploring the kinds of interactions and human experiences typical in organizations and groups, how those interactions and experiences can facilitate achieving collective ends, and how they can impede accomplishing those ends. In addition the causes of conflicts and conflict-resolution strategies are covered via experiential exercises and research projects. 3 sem. hrs.

#### **LDSP 358U Historical Perspective of Leadership**

Analyzes leadership through the centuries by examining well known leaders throughout history. Discusses the evolution of leadership through the ages. In addition, the role of long-term social, political, economic forces will be examined. Emphasis will be on application to actual leaders within their respective contexts. 3 sem. hrs.

#### **LDSP 368U Leadership in Global Environment**

Explores leadership within a global context weighing issues such as culture, laws, language, and other differences. This course provides practical insights into leadership in the global environment. Topics covered include an analysis of global leading across cultures in modern societies. 3 sem. hrs.

#### **LDSP 398U Selected Topics**

3 sem. hrs.

#### **LDSP 478U Strategic Thinking for Leaders**

Provides the necessary skills for the individual to begin thinking more strategically about their respective industries. This course provides an understanding of how strategic thinking relates to design, planning and implementation of strategies and tactics meant to accomplish the organization's goals and objectives. 3 sem. hrs.

### **Legal Assistant (LA)/Paralegal Studies**

#### **LA 301U Introduction to Paralegalism**

Orientation and introduction to corporations, estate planning and administration of decedents' estates, real property, domestic relations, criminal law and role of paralegal. 3 sem. hrs.

#### **LA 302U The Judicial System**

Structure and meaning of courts and their jurisdiction, procedure and appeal; history and introduction to judicial process. 3 sem. hrs.

#### **LA 303U Legal Research and Library Use**

Law libraries and basic legal research methods; where and how to gather information. 3 sem. hrs.

#### **LA 304U Legal Writing**

Legal terminology and writing styles, development of analytical skills, exercises in legal composition and drafting. 3 sem. hrs.

#### **LA 306U Litigation**

Basic elements of substantive law; investigation of facts, discovery and preparation for trial, commence-

ment of lawsuit and trial, decision and settlement, file maintenance and docket control. 3 sem. hrs.

#### **LA 307U Corporate Law**

Types of businesses or organizations, formation and structure of corporations, shareholders' and directors' meetings, bylaws, corporate distributions and securities. 3 sem. hrs.

#### **LA 308U Estate Planning**

Study of laws governing wills, trusts, gifts, intestacy, probate administration, federal and state taxation, insurance, property and employee benefits with the purpose of being able to identify, preserve and expand or increase the assets owned by an individual and to provide for distribution of those assets, with the least possible tax expense, to those persons and charities the owner wishes to benefit during life and after death. Course content also includes an overview of crucial aspects of elder law. 3 sem. hrs.

#### **LA 309U Administration of Decedents' Estates**

Probate and administration of decedents' estates, preparation of federal and state death tax returns, and maintenance of fiduciary records. 3 sem. hrs.

#### **LA 310U Real Estate**

Land and its elements; law of fixtures; types of easements and how they are created; acquisition of title and other interest in real estate property by deed, will, inheritance and adverse possession; co-ownership and marital rights; the legal and practical matters or real estate contracts for residential, commercial and construction transactions; plats of survey and legal descriptions; form and substance of deeds; recording priorities; and title examination and title insurance. 3 sem. hrs.

#### **LA 312U Family Law**

Domestic problems requiring legal assistance: marriage, divorce, separation agreements, child custody and financial obligations; ramifications of legal action. 3 sem. hrs.

#### **LA 313U Evidence**

In-depth study of selected Rules of Evidence and overview of Code of Professional Responsibility (Ethics). Prerequisite: Legal Assistant 306U. 3 sem. hrs.

#### **LA 314U Bankruptcy and Creditor's Rights**

Legal processes for enforcing creditors' rights including warrants-in-debt, motions for judgment, liens, levies, attachments and garnishments. Debtor exemptions such as homestead. Bankruptcy law in-

cluding Chapter 7 (Liquidation), Chapter 11 (Business Reorganization) and Chapter 13 (Wage Earner Plans). 3 sem. hrs.

### **LA 315U Torts**

Survey of three traditional categories of torts: intentional, negligence and strict liability. 3 sem. hrs.

### **LA 316U Contract Law**

Law of formation, legal construction, execution and enforcement of and remedies under contracts. 3 sem. hrs.

### **LA 317U Securities Law**

An overview of the evolution and development of securities laws, including the interplay between federal and state securities laws, the regulatory enforcement process, arbitration and litigation, insider trading, restricted securities and exemptions from registration. 3 sem. hrs.

### **LA 318U Administrative Law**

Federal and Virginia Administrative agencies, with emphasis on agency history, structure and function; adjudication and appeals processes. 3 sem. hrs.

### **LA 320U Environmental Law**

Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

### **LA 321U Criminal Law**

Addresses substantive knowledge, practical skills and competencies and ethical guidelines needed to work in criminal law area. 3 sem. hrs.

### **LA 323U Interviewing and Investigation**

Study of interviewing and investigation skills for paralegals in both criminal and civil cases. Includes interview techniques for children of varying ages or individuals from diverse cultures. 3 sem. hrs.

### **LA 324U Trial Practice and Techniques**

Intensive trial practices and techniques using case-simulation. Strategies and practices for winning methods in voir dire, motions practice, direct and cross examination, oral arguments and jury instructions. Prerequisite: LA 306U. 3 sem. hrs.

### **LA 328U Advanced Legal Research**

Advanced library research in federal case and statutory law, federal and state regulatory law and international law. Continuation of skills developed in Legal Research and Library Use course through in-depth

research of complex legal issues. Prerequisite: LA 303U. 3 sem. hrs.

### **LA 329U Computerized Legal Research**

Comprehensive review of computerized legal research resources available to the paralegal, including Internet resources, online legal research databases and CD-Rom mini-libraries. Exposure to resources available by legal subject matter and the crafting successful searches. Prerequisite: LA 303U. 3 sem. hrs.

### **LA 335U Product Liability Law**

The study of the types of product liability claims and how they have evolved over time. Review of negligence, breach of warranty and strict liability claims. The elements of each claim, how they are applied to different scenarios and the common defenses to each type of product liability case will be discussed. 3 sem. hrs.

### **LA 398U Selected Topics**

1-6 sem. hrs.

### **LA 399U Independent Study**

1-6 sem. hrs.

## **Management (MGMT)**

### **MGMT 341U Principles of Management**

Fundamentals of management emphasizing application of scientific methods to solution of business problems; illustrations from various types of organizations, including manufacturing and service industries, government, charitable and other social institutions. 3 sem. hrs.

### **MGMT 342U Operations Management**

Overview of the management of production and service operations in corporate, government and non-profit organizations. Analysis of flow rates and bottlenecks throughout the supply chain. Implementation and interpretation of forecasting, statistical process control, inventory control and waiting line models. Prerequisite: MATH 103U or higher and Departmental Approval. 3 sem. hrs.

### **MGMT 345U Business Literacy**

Providing an overview of the issues facing those involved in domestic and international commerce. Required for accelerated BLA. Registration limited to Weekend College students only. 6 sem. hrs.

## **Marketing (MKT)**

### **MKT 321U Principles of Marketing**

Institutions involved, functions performed, and problems encountered in getting goods and services from producers to consumers. 3 sem. hrs.

## **Mathematics (MATH)**

### **MATH 103U Finite Mathematics**

Logical thinking and problem-solving using sets, logic, numeration and mathematical systems, real number system, algebra, counting methods. 3 sem. hrs.

### **MATH 140U Algebra with Applications**

Sets, functions, exponents, logarithms, matrix algebra, systems of linear equations, inequalities, binomial theorems, sequences, series, complex numbers and linear programming. Departmental approval required. 3 sem. hrs.

### **MATH 150U Pre-calculus and Trigonometry**

Concepts and applications of algebra and trigonometry. Topics include graphics, transformations and inverses of functions, linear, exponential, logarithmic, power, polynomial, rational and trigonometric functions. Prerequisite: College algebra or departmental permission. 3 sem. hrs.

### **MATH 260U Discrete Mathematics**

Introduction to the use of abstract reasoning skills for computer programming. Content includes sets, functions, elementary propositional and predicate logic, Boolean algebra, elementary graph theory, matrices, proof techniques and random numbers with applications to computing. Prerequisite: College algebra or departmental permission. 3 sem. hrs.

### **MATH 265U Applied Statistics**

Fundamentals of statistical methods supporting data analysis for decision-making in social sciences, life sciences, and business. Description statistics measuring central tendency and dispersion, basic probability, random variables, sampling distributions and statistical inference, confidence intervals, hypothesis testing, regression and correlation. Prerequisite: Math 103U or higher is recommended. 3 sem. hrs.

### **MATH 270U Applied Calculus**

Course content includes limits, continuity, differentiation, partial differentiation and integration of single and multi-variable functions with applications

to managerial, life and social sciences. Prerequisite: Pre-calculus or departmental permission. 3 sem. hrs.

### **MATH 307U Quantitative Methods in Social Science**

Introduction to the skills used to analyze data pertaining to the human resource management field such as retention patterns, compensation differences, performance measurements, etc. Topics will include descriptive statistics, regression and analysis of variance. Focus will be placed on finding answers to HRM questions and problems using a quantitative approach. 3 sem. hrs.

### **MATH 398U Selected Topics**

1-6 sem. hrs.

### **MATH 399U Independent Study**

1-6 sem. hrs.

## **Master of Liberal Arts (MLA)**

### **MLA 500U Methods and Themes in Liberal Studies**

This core course will provide an overview of modes of inquiry, analysis and research particular to at least two of the following fields of study: Historical Studies, Literary Studies, Social Analysis, and the Visual and Performing Arts. A special theme (which may vary from term to term) will provide focus for the practical application of these methodologies. It will also emphasize writing skills, relevant computer technologies and library use. To be offered in fall and summer semesters. Must be taken no later than the second course credited toward the students program. 3 sem. hrs.

### **MLA 506U Humanities Seminar**

An interdisciplinary graduate seminar in the humanities. Topics vary from semester to semester. May be repeated for credit. 3 sem. hrs.

### **MLA 507U Social Sciences Seminar**

An interdisciplinary graduate seminar in the social sciences. Topics vary from semester to semester. May be repeated for credit. 3 sem. hrs.

### **MLA 508U Science Seminar**

An interdisciplinary graduate seminar in Science. Topics vary from semester to semester. May be repeated for credit. 3 sem. hrs.

### **MLA 598U Selected Topics**

1-6 sem. hrs.

**MLA 599U Seminar in Liberal Studies**

Discussion of selected readings designed to assist student's drawing meaningful closure to the MLA program. Each student will develop a final project growing out of theme, interest or topic that has served to integrate student's program. Sharing of preparation and results of the projects will be an essential component of the course. Course to be offered both spring and summer term each year and should be taken as final course in student's program. 3 sem. hrs.

**Music (MUS)****MUS 111U Appreciation of Music**

For general student. Introduction to listening; present-day repertory and its historical development. 3 sem. hrs.

**MUS 310U Managing Performing Arts Organizations**

Reviews topics essential for successful management of performing arts organizations. Studies will include organizational structure, budget development and management, strategic planning, trustee development, trustee/staff relations, marketing, audience development, development of outreach programming, box-office management, mailing list and membership management, human resource management, union labor relations and contract negotiation. 3 sem. hrs.

**MUS 398U Selected Topics.**

1-6 sem. hrs.

**MUS 598U Selected Topics**

1-6 sem. hrs.

**Physics (PHYS)****PHYS 198U Selected Topics.**

1-3 sem. hrs.

**PHYS 398U Selected Topics**

1-3 sem. hrs.

**Political Science (PLSC)****PLSC 205U Introduction to American Government**

A multimedia, high-tech approach to the study of basic roles, structures and functions of American political institutions; an introduction to American political process. 3 sem. hrs.

**PLSC 207U Virginia Government and Politics**

A multimedia, high-tech approach to the study of Virginia government at state, county, municipal and special district levels emphasizing legislative, executive and judicial organization; and state politics and intergovernmental relations. 3 sem. hrs.

**PLSC 209U Introduction to Public Administration**

Structural, functional and human aspects of formal organization emphasizing relationship between public administration and policy-making process. 3 sem. hrs.

**PLSC 301U The Rights and Responsibilities of Citizenship**

Exploring the history and importance of civic participation in the American tradition. Service learning component. Required for accelerated BLA. Registration limited to Weekend College students only. 6 sem. hrs.

**PLSC 303U Metropolitan Problems and Politics**

Analysis of and practical involvement with major issues affecting metropolitan governments. 3 sem. hrs.

**PLSC 310U Public Administration: Intergovernmental Relations**

Administration of policy approached from intergovernmental perspective emphasizing relationship of cities to state and federal governments. 3 sem. hrs.

**PLSC 598U Selected Topics**

1-6 sem. hrs.

**Psychology (PSYC)****PSYC 101U Introductory Psychology**

Scientific principles of behavior. Survey emphasizing psychological methods and research involved in understanding human behavior. Research participation or equivalent required. 3 sem. hrs.

**PSYC 190U Child Psychology**

Introduction to biological, social, cognitive and emotional processes of development during prenatal to preadolescent developmental periods. 3 sem. hrs.

**PSYC 198U Selected Topics**

3 sem hrs.

**PSYC 199U Independent Study**

1-3 sem. hrs.

**PSYC 222U Motivation and Emotion**

Explanations of behavior and its likelihood of occurrence as well as physiological, cognitive and social-interactive responses which have tendency to facilitate or obstruct that behavior. 3 sem. hrs.

**PSYC 230U Psychology of Women**

Analysis of gender as function of biological and environmental forces. Emphasis on traditional and modern roles, developmental patterns of women and psychological problems unique to women. 3 sem. hrs.

**PSYC 298U Selected Topics**

3 sem. hrs.

**PSYC 300U Principles of Psychological Measurements**

Introduction to basics of testing and measurement, including statistics necessary to interpret test data and meaning of various concepts of testing. Determination of reliability and validity with emphasis on appropriate and ethical use of tests. 3 sem. hrs.

**PSYC 303U Psychology of Gender**

Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes and behavior. 3 sem hrs.

**PSYC 305U Stress and Its Management**

Physiological and psychological aspects of stressors and the stress response. Review of principles, research and methods of stress management. 3 sem. hrs.

**PSYC 313U Social Psychology**

Critical overview of current theory and research in social psychology, with emphasis on conceptual and empirical work on social cognition, social influence, affective processes, attraction, altruism, aggression and group dynamics. 3 sem. hrs.

**PSYC 327U Organizational Psychology**

Examination of industrial/organizational theories and psychological principles as applied to the workplace. Will examine job analysis, the screening, selection, training and development of employees, the performance appraisal process, motivation and job satisfaction, stress, leadership and organizational development. 3 sem. hrs.

**PSYC 328U Personnel Psychology**

Intensive study of psychological problems of personnel management emphasizing tests, ratings, incentives, emotional factors and morale. 3 sem. hrs.

**PSYC 336U Human Growth and Development**

Theory and research related to education, human development and counseling will be examined. A strong emphasis will be placed on the adolescent period of development and the psychological, emotional, physical and social changes that occur. 3 sem. hrs.

**PSYC 337U Psychological Development Across the Life Cycle**

Developmental changes and psycho biosocial processes from adolescent through adult life. 3 sem. hrs.

**PSYC 338U/538U Forensic Psychology**

Forensic Psychology is designed to give students an understanding of the interaction between our legal system and psychology. Roles and responsibilities of forensic psychologists will be examined. Topics covered will include criminal profiling with a focus on serial killers; the insanity defense; criminal competencies; child custody cases; eyewitness and expert testimonies; civil commitment for dangerous offenders; and victimization. 3 sem. hrs.

**PSYC 339U Abnormal Psychology**

Abnormal Psychology offers students an examination of theories and psychological principles underlying the study of abnormal psychology, the field and research methods, classification models, ethics and legal issues 3 sem. hrs.

**PSYC 398U Selected Topics**

3 sem. hours.

**PSYC 399U Independent Study**

1-6 sem. hrs.

**PSYC 530U Organizational Psychology**

The Organizational Psychology class will allow students to gain a broad understanding of many areas critical to effective human resource management. Further, the graduate level course will allow an in-depth understanding of many social sciences grounded theories and practices as applied to the real world business setting. The course will help students when faced with real world decisions including: determining selection strategies and selecting valid tools, how to drive performance and development with a performance appraisal tool, how to assess needs and train for results, how to develop and select effective leaders, how to design teams and deal with conflict, how to impact morale through satisfaction and motivation strategies and how to manage and cope with

work-related stress. The ultimate intention of the course is to equip students with the knowledge and tools they will need to positively impact their organizations. 3 sem. hrs.

### **PSYC 538U/338U Forensic Psychology**

Forensic Psychology is designed to give students an understanding of the interaction between our legal system and psychology. Roles and responsibilities of forensic psychologists will be examined. Topics covered will include criminal profiling with a focus on serial killers; the insanity defense; criminal competencies; child custody cases; eyewitness and expert testimonies; civil commitment for dangerous offenders; and victimization. 3 sem. hrs.

### **PSYC 598U Selected Topics**

1-6 sem. hrs.

## **Public Administration (PBAD)**

### **PBAD 301U Increasing the Productivity of Government**

Growth, development and characteristics of bureaucracy; its strengths and advantages; its particular weaknesses; and strategies for improving performance of bureaucracy. 3 sem. hrs.

### **PBAD 338U Decision Making in Public Administration**

Assists student to recognize decision-making process in public management/administration and to develop techniques to ensure timely decisions with accountability for action. Emphasis on determining methods of controlling administrative decisions within an organization while fostering atmosphere that allows decision making at appropriate level of organization. 3 sem. hrs.

### **PBAD 398U Selected Topics**

1-6 sem. hrs.

### **PBAD 399U Selected Topics**

1-6 sem. hrs.

## **Public Relations (PBRL)**

### **PBRL 309U Public Relations in Government**

Public relations as legislative tool in political campaigns. Role of public relations at all government levels. Case histories of how governments and governmental agencies promote issues and bring about

legislation through effective public relations. 3 sem. hrs.

### **PBRL 330U Introduction to Mass Media**

Identification of the media, development of print and the press, broadcasting, television, public relations and advertising and restraints on the media. 3 sem. hrs.

### **PBRL 331U Introduction to Public Relations**

History, principles, and practice of public relations in business, social welfare, governmental agencies and education; responsibilities and demands on public relations practitioner; how practitioner relates to employer, media and public. 3 sem. hrs.

### **PBRL 332U Copy Editing**

Basics of editing copy for print media and electronic media; preparation of copy with emphasis on style, grammar, clarity and reader interest. 3 sem. hrs.

### **PBRL 334U Advanced Public Relations**

Analysis of public relations procedures, organizing campaigns, solving company public relations problems, corporate identity, preparation of annual reports and SEC regulations. 3 sem. hrs.

### **PBRL 335U Graphics**

Variations in printing, type design and harmony, printing practices, copy fitting, usage of color and theme carry-over. 3 sem. hrs.

### **PBRL 398U Selected Topics**

1-6 sem. hrs.

### **PBRL 399U Independent Study**

1-6 sem. hrs.

## **Religion (RELG)**

### **RELG 200U Patterns in Religion**

Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus. 3 sem. hrs.

### **RELG 201U Introduction to Religion**

Religious dimensions of human existence with special attention to basic Jewish-Christian religious motifs, their historical development and their subsequent impact on Western culture. 3 sem. hrs.

### **RELG 240U Introduction to the New Testament**

Cultural milieu, development and thought of the New Testament. 3 sem. hrs.

### **RELG 356U Reformation Thought and the Contemporary Church**

Contemporary church and its concern about religious authority. The Reformation and its link with present, with emphasis on Luther and Calvin. 3 sem. hrs.

### **RELG 398U Selected Topics**

1-6 sem. hrs.

### **RELG 598U Selected Topics**

1-6 sem. hrs.

## **Retail Management (RTMT)**

### **RTMT 300U Developing a High Performing Retail Culture**

Survey of current environmental trends and retail strategies and the impact these factors have on role of the retail store manager. Emphasis will be placed on the building and maintaining of a high performance work environment that can successfully compete in the 21st century. 3 sem. hrs.

### **RTMT 310U Retail Information Systems**

Review of technology applications being utilized by the retail industry. Examines how information systems support strategic and day-to-day operation of retail environments. Programs such as frequent shopper, shelf management, time and attendance, product decision support and shrink management will be analyzed. Hands-on experience with several programs will be offered. 3 sem. hrs.

### **RTMT 320U Relationship Marketing**

Focus on techniques used to build long-lasting relationships with customers. Managing and measuring customers' shopping experiences, analyzing shopping behavior, establishing points of differentiation, good-will marketing and methods of customer communication will be reviewed. 3 sem. hrs.

### **RTMT 330U Financial Management in the Retail Sector**

Introductory finance course designed to help students develop basic understanding of financial management concepts and practices as they apply to the retail sector. 3 sem. hrs.

### **RTMT 395U Strategic Retailing**

Comprehensive review of retail market segmentation and positioning. Emphasis given to analyzing the strategies used to build brand image and market image to consumer. In addition, will review techniques

used to select store sites, create market entry and defender strategies and evaluate the success or failure of strategies. Numerous case studies will be used. 3 sem. hrs.

## **Social Analysis (SA)**

### **SA 300U Current Domestic and International Issues**

Survey covering issues of greatest concern to American public and its decision makers. Topics include: new world order, crime, welfare, education, social problems, workplace and other topics chosen by students. 3 sem. hrs.

### **SA 301U Social Analysis I**

Systematic study of individual and group behavior involving conscious examination of assumptions underlying nature of social life. Necessarily multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover patterns of meaning in human life. 3 sem. hrs.

### **SA 302U Social Analysis II**

Multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover relationships in and between economic theory, international relations and political science. 3 sem. hrs.

### **SA 310U The Examined Life – What We Know About the Human Condition**

Exploring human behavior and the uniqueness of the human condition. 6 sem. hrs. Note: Required for accelerated Bachelor of Liberal Arts. Weekend College students only.

### **SA 320U How to Be a Skeptic: Critical Thinking for Critical Times**

Techniques to separate the probable from the unlikely and to acquire and interpret the information necessary to think logically. Addresses current issues, urban legends, invented traditions and ancient "mysterics." Prerequisites: ENGL 100U/101U or ENGL 201, ENGL 202U and ENGL 203U. 3 sem. hrs.

### **SA 398U Selected Topics**

1-6 sem. hrs.

### **SA 399U Independent Study**

1-6 sem. hrs.

## Sociology (SOC)

### SOC 101U Introduction to Sociology

Fundamental concepts and principles of sociology; culture, socialization, social structure, stratification, social control, institutions, population and social change. 3 sem. hrs.

### SOC 305U Deviance

Social deviance at micro-sociological level, sociological explanations for and current methods of dealing with such behavior. Drug and alcohol abuse, sexual deviance, suicide, mental illness, and child and spouse abuse. 3 sem. hrs.

### SOC 309U Social Problems

Personal-social disorganization and maladjustment; physical and mental handicaps; economic inadequacies; programs and methods of social treatment and control. 3 sem. hrs.

### SOC 310U Criminology

Laws, prevalence and distribution of crime; theories of crime; types of criminal behavior; police actions; court actions; the penal system. 3 sem. hrs.

### SOC 316U Race and Ethnicity in America

Native peoples; immigration and settlement of U.S.; racial and ethnic groups; prejudice and discrimination; race relations in racially and culturally diverse society. 3 sem. hrs.

### SOC 320U Alternative Lifestyles and Contemporary Families

Changes in the family as a social institution and the impact on society. Blended families, inter-racial and same-sex marriages, gender roles and divorce are among the topics to be examined. 3 sem. hrs.

### SOC 322U Collective Behavior.

Social interaction in mass behavior; structure and functioning of crowds, audiences, public and mass movements. 3 sem. hrs.

### SOC 324U Sociology of Law

Introduction to development of laws within societies, including philosophy and development of U.S. Court System. Laws regarding both criminal and civil proceedings, legal terms and concepts and issues within legal system today. Strongly recommended for students planning career in law or criminal justice. 3 sem. hrs.

### SOC 328U Social Gerontology

Processes of aging and problems of aged; social adjustment, retirement, mobility, living arrangements and public and private programs of finance and care. 3 sem. hrs.

### SOC 342U/542U Death, Dying and Grief

Analysis of current American attitudes toward death and dying. Social/emotional responses of dying patient, relatives, friends and various helping professionals. Meaning and function of grief. Cross-cultural data included where possible. 3 sem. hrs.

### SOC 398U Selected Topics

1-6 sem. hrs.

### SOC 399U Independent Study

1-6 sem. hrs.

### SOC 542U/342U Death, Dying and Grief

Analysis of current American attitudes toward death and dying. Social/emotional responses of dying patient, relatives, friends and various helping professionals. Meaning and function of grief. Cross-cultural data included where possible. 3 sem. hrs.

### SOC 598U Selected Topics

1-6 sem. hrs.

## Spanish (SPAN)

### SPAN 100U Practical Everyday Spanish

Multifaceted course designed to appeal to individuals interested in using Spanish language for business or for travel. 3 sem. hrs.

### SPAN 101U-102U Elementary Spanish

Introduction to Spanish language with special emphasis on skills of reading, writing, speaking and understanding. 3-3 sem. hrs.

### SPAN 198U Selected Topics

3 sem. hrs.

### SPAN 300U Culture and Conversation

Study of Hispanic civilization with emphasis on Spanish America, through readings in Spanish and discussion in both English and Spanish. Students should expect gradual increase in use of Spanish in classroom. Prerequisite: SPAN 101U or equivalent. 3 sem. hrs.

## Speech (SPCH)

### SPCH 101U Principles of Speech

#### Communication

Confidence in delivering public speeches. Logical structure of ideas, effective use of language, application of evidence to arguments. Classroom speeches and critiques. 3 sem. hrs.

### SPCH 105U Interpersonal Communication

Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. 3 sem. hrs.

### SPCH 206U Group Communication

Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. 3 sem. hrs.

### SPCH 222U Business and Professional Speech

Making business presentation and giving corporate advocacy speech. Application to workplace of skills in listening, problem solving, interviewing, conducting meetings. 3 sem. hrs.

### SPCH 299U Independent Study

1-3 sem. hrs.

### SPCH 328U Gendered Relationships—An Overview

Investigation of relatively informal interpersonal and social relationships between same and opposite genders in friendships, romantic relationships, families and the workplace. Central organizing theory base is that of interpersonal communication theory. Seminar style where student participation maximized. 3 sem. hrs.

### SPCH 340U Cross-Cultural Communications

Studies dynamics of cross-cultural communication. Emphasis on familiarizing students with issues relating to diversity and improving student's skills in communication across cultural barriers. 3 sem. hrs.

### SPCH 398U Selected Topics

1-6 sem. hrs.

### SPCH 399U Independent Study

1-6 sem. hrs.

## Theatre (THTR)

### THTR 312U Summer Study Abroad

London Seminar in Museum Studies.

### THTR 398U Selected Topics

1-6 sem. hrs.

## Woman's Studies (WMST)

### WMST 598U Selected Topics

1-6 sem. hrs.

## Discontinued Programs

### EDUCATION

#### Post-Baccalaureate Certificate in Applied Studies in Teacher Licensure Preparation

##### Program Scope and Sequence

**Group I.** Must be completed by elementary and secondary Teacher Licensure students before taking classes from Group II.

- EDUC 317U Introductory Seminar, 2
- EDUC 310U Curriculum Methods, 3
- EDUC 358U Classroom Management, 3
- EDUC 318U Seminar in Special Education, 2

**Group II.** Courses from Groups II and III may be taken concurrently.

##### Elementary ONLY

- EDUC 324U The Teaching of Reading, 3
- EDUC 327U The Teaching of Mathematics, 3

##### Secondary ONLY

- EDUC 350U Content Area Reading, 3

##### Group III

- EDUC 338U Instructional Technology Integration, 3

**Group IV.** Courses from Group IV must be taken in the Fall or Spring Semester immediately before completion of the program.

- EDUC 475U Student Teaching, Elementary (PreK-6), 12 or
- EDUC 477U Student Teaching, Secondary (6-12), 12 or
- EDUC 478U Student Teaching Comprehensive (PreK-12), 12
- EDUC 485U Student Teaching Seminar, 2

All course work must be completed prior to Student Teaching (EDUC 475U, 477U or 478U) and the accompanying Student Teaching Seminar (EDUC 485U).

Passing scores on Praxis I and II are required for admission to the Teacher Licensure Preparation program.

##### Transfer Courses

Because of the nature of course work in the Teacher Licensure Preparation program, many college courses might not be acceptable for transfer to the Program. All requests to transfer courses into the TLP must include the course description and be submitted to the Director of the Teacher Licensure Preparation program at least four weeks prior to the student beginning the program. No more than two courses, not to exceed six semester hours, may be transferred into the program.

##### Grade Requirements

A grade point average of 3.0 must be achieved for completion of the Teacher Licensure Preparation program and before applying for a Virginia teaching license. No more than one "C" grade will be permitted in classes taken for credit in the program at the University of Richmond.

##### Exit Requirements

All candidates seeking a teaching license in Virginia must complete the Virginia Communication and Literacy Assessment test. Additionally, all candidates for an Elementary Education Teaching License must complete the Virginia Reading Assessment before applying for an elementary education license.

**Note:** Students who have earned a bachelor's degree from a regionally accredited college or university and desire admission to the Post-Baccalaureate Certificate in Applied Studies in Teacher Licensure Preparation may call (804) 289-8427 for an application packet. Students who have not yet earned a bachelor's degree must first apply to the Bachelor of Liberal Arts (BLA) program. These students may apply to the Certificate in Applied Studies in Teacher Licensure Preparation after earning approximately 50 semester hours towards the BLA.

### EMERGENCY SERVICES MANAGEMENT

#### Associate of Applied Studies in Emergency Services Management

The Associate in Applied Studies requires 61 semester hours, 30 of which must be taken in the School of Continuing Studies.

##### General Education: 34 semester hours

Students are required to choose one of three tracks.

English 101U, English 112U must be completed with a grade of C or better. ENGL 101U, ENGL 112U, ESM 303U and ISYS 101U must be completed within the first 16 semester hours of the program.

##### I. Communication Skills: 15-16 semester hours

- ISYS 101U Online Learning and Teaching, 1\*
- ENGL 101U Composition or equivalent and pass the English Challenge Exam, 3
- ESM 303U Research Practicum, 3
- ESM 319U Writing for Decisions, 3
- ENGL 112U Professional Communication, 3
- ISYS 203U Information Technology, 3
- SPCH 105U Interpersonal Communication, 3

\*Required for students who do not have prior experience taking online courses.

##### II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

##### Major: 27 semester hours

Note: Students will choose one of the following three tracks: Emergency Management, Business Continuity or Homeland Defense.

##### Emergency Management Track: 18 semester hours

- ESM 312U Emergency Management Systems and Theory, 3
- ESM 302U Emergency Planning, 3
- ESM 307U Managing Emergency Operations, 3
- ESM 305U Disaster, Characteristics and Physical Impacts, 3
- ESM 313U Disaster Exercises, 3
- ESM 314U Defending Communities—Integrating Mitigation, Preparedness and Recovery, 3

##### Business Continuity Track: 18 semester hours

- ESM 315U Business Continuity Program Management, 3
- ESM 310U Business Continuity Planning, 3

Choose one of the following:

- ESM 307U Managing Emergency Operations, 3
- ESM 313U Disaster Exercises, 3
- ESM 316U Information Technology Disaster Recovery, 3
- ESM 305U Disaster Characteristics and Physical Impacts, 3
- ESM 317U Risk, Hazard and Impact Analysis, 3
- PBRL 331U Introduction to Public Relations, 3
- ESM 499U\* Post-Baccalaureate Practicum, 1

##### Homeland Defense Minor: 18 Semester Hours

- ESM 331U Homeland Defense Policy and Programs, 3
- ESM 302U Emergency Planning, 3
- ESM 307U Managing Emergency Operations, 3
- ESM 308U Terrorism, 3
- ESM 318U Weapons of Mass Destruction, 3
- LAW 330U Terrorism Law, 3

##### II. Core Course: 3 semester hours

- ESM 300U Integrated Emergency Services in the Community, 3

##### III. Focus Courses: 6 semester hours

Select 6 semester hours from the following:

- ESM 301U Technologies for Emergency Management, 3
- ESM 306U Law and Ethics for the Emergency Services Manager, 3

**I. Core Courses: 18 semester hours**

ESM 300U	Integrated Emergency Services in the Community, 3
PBAD 338U	Decision Making in Public Administration, 3
ECON 381U	Public Budget and Finance, 3
ESM 350U	Externship, 3
ESM 354U	Management and Organization of Public Agencies, 3
ESM 355U	Management by Fact, 3

**III. Focus Courses: 9 semester hours**

Select 9 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 313U	Disaster Exercises, 3
ESM 313U	Disaster Exercises, 3
ESM 323U	Protecting the Responder: Managing Safety and Health During Emergency Response, 3

**IV. Capstone Course: 3 semester hours**

ESM 495U	Hazards and Threats for the Future, 3
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Note: Students may transfer up to 60 semester hours into the degree with a maximum of 6 semester hours transferred into the major.

ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 313U	Disaster Exercises, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3

**Emergency Services Management Certificate and Post-Baccalaureate Certificate in Applied Studies****Required: 30 semester hours**

Candidates may transfer up to six hours (two courses) of degree-related course work. Post Baccalaureate candidates may choose from any courses in the Core,

Focus, and Capstone based on their personally identified learning needs. Post-Baccalaureate candidates may transfer up to six hours (two courses) of degree-related course work.

**I. Core Courses: 12 semester hours**

ESM 300U	Integrated Emergency Services in the Community, 3
ECON 381U	Public Budget and Finance, 3

Choose one of the following:

HRM 342U	People and Organizations, 3
LDSP 200U	Introduction to Leadership Studies, 3
PBAD 338U	Decision-Making in Public Administration, 3

**II. Focus Courses: 15 semester hours**

Select 15 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 302U	Emergency Planning, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disasters, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 350U	Externship, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3
ESM 398U	Selected Topics, 3
HRM 350U	Training Design and Facilitation, 3
PBRL 331U	Introduction to Public Relations, 3

**III. Capstone Course: 3 semester hours**

ESM 495U	ESM Capstone Course, 3
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Note: We are no longer accepting new students into the Emergency Management certificate, post-baccalaureate certificate, or minor; or the certificate in Crisis Management.

**Emergency Services Management Certificate in Crisis Management (On-line only)**

The Certificate in Crisis Management is designed for online Internet delivery with a focus on courses of specific interest to emergency managers and business continuity professionals.

**Required: 30 semester hours.**

Candidates may transfer up to six hours (two courses) of degree-related course work. Select 30 semester hours from the following focus courses:

ESM 199U	Emerging Knowledge and Technologies in Emergency Services, 1
ESM 300U	Integrated Emergency Services in the Community, 3
ESM 301U	Technologies for Emergency Management, 3
ESM 302U	Emergency Planning, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 350U	Externship, 3
ESM 351U	Internship in the Emergency Services, 3
ESM 352U	Internship in the Emergency Services, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3

Note: We are no longer accepting new students into the Emergency Management certificate, post-baccalaureate certificate, or minor; or the certificate in Crisis Management.

**Certificate in Applied Studies in Emergency Management (on-line only)**

No transfer hours will be accepted into this program.

**Required: 18 semester hours**

ESM 302U	Emergency Planning, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 307U	Managing Emergency Operations, 3
ESM 312U	Emergency Management Systems and Theory, 3
ESM 313U	Disaster Exercises, 3
ESM 314U	Defending Communities—Integrating Mitigation, Preparedness and Recovery, 3
ESM 566U	Disaster Exercises and Tests, 3

**Certificate in Applied Studies in Business Continuity (on-line only)**

No transfer hours will be accepted into this program.

**Required: 18 semester hours**

ESM 305U	Disasters, Characteristics and Physical Impacts, 3
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Choose one of the following:

ESM 307U	Managing Emergency Operations, 3
ESM 313U	Disaster Exercises, 3
ESM 316U	Information Technology Disaster Recovery, 3
ESM 310U	Business Continuity Planning, 3
ESM 315U	Business Continuity Program Management, 3
ESM 317U	Risk, Hazard and Impact Analysis, 3
PBRL 331U	Introduction to Public Relations

**Certificate in Applied Studies in Homeland Defense (on-line only)**

No transfer hours will be accepted into this program.

**Required: 18 semester hours (certificate); 19\* semester hours (post-baccalaureate certificate)**

ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 318U	Weapons of Mass Destruction, 3
ESM 331U	Homeland Defense Policy and Programs, 3
LAW 330U	Terrorism Law, 3
ESM 499U*	Post-Baccalaureate Practicum, 1

## Emergency Services Management Minor (18 hours)

### I. Required: 12 semester hours

ESM 300U	Integrated Emergency Services in the Community, 3
ESM 302U	Emergency Planning, 3
ESM 305U	Disaster, Characteristics and Physical Impacts, 3
ESM 307U	Managing Emergency Operations, 3

### II. Electives: 6 semester hours

Select 6 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3
HRM 350U	Training Design and Facilitation, 3
PBRL 331U	Introduction to Public Relations, 3

Note: We are no longer accepting new students into the Emergency Management certificate, post-baccalaureate certificate, or minor; or the certificate in Crisis Management.

## HUMAN RESOURCE MANAGEMENT

### Human Resources Management Associate in Applied Studies

The Associate in Applied Science requires 61 semester hours, 30 of which must be taken in the School of Continuing Studies. (A student may transfer up to 30 semester hours into this program with a maximum of six hours toward the major.)

### General Education: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

### I. Communication Skills: 13 semester hours

ENGL 100U/101U	The Research Process/Composition, 1/3
ENGL 112U	Professional Communication, 3
SPCH 105U	Interpersonal Communication, 3
ISYS 203U	Information Technology, 3

### II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but no more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

### Major: 30 semester hours

#### I. Core Courses: 12 semester hours

ACCT 300U	Survey of Accounting Principles, 3
MGMT 341U	Principles of Management, 3
MKT 321U	Principles of Marketing, 3
HRM 343U	HR/Personnel Management, 3

#### II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

HRM 345U	Organizational Development, 3
HRM 348U	Application of Critical Human Resource Issues, 3
HRM 350U	Training Design and Facilitation, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 354U	Compensation and Benefits, 3
HRM 360U	HR in an IT World, 3
HRM 388U	Internship, 3
HRM 398U	Selected Topics, 1-6
PSYC 327U	Organizational Psychology, 3

#### III. Capstone Course: 3 semester hours

HRM 495U	Capstone Seminar in Human Resource Management, (PHR course), 3
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## Human Resources Management Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 21 semester hours (certificate), 22\* semester hours (post-baccalaureate certificate)

### I. Core Courses: 15 semester hours

HRM 343U	HR/Personnel Management, 3
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### II. Focus Courses: 3 semester hours

Select one 3-hour course from the following:

HRM 350U	Training Design and Facilitation, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 388U	Internship, 3

### III. Capstone Course: 3 semester hours

HRM 499U	Senior Seminar in HRM, 3
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### IV. Post-Baccalaureate Practicum: 1 semester hour

HRM 499U*	Post-Baccalaureate Practicum, 1
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## Human Resources Management Certificate and Post-Baccalaureate Certificate in Applied Studies in Performance Coaching Skills

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate), 19\* semester hours (post-baccalaureate certificate)

HRM 301U	Theory of Coaching—Application Skills, 3
HRM 302U	Foundations of Coaching—Self-Mastery, 3
HRM 303U	Performance Coaching Skills/Using Exemplary Communication for Great Coaching, 3
HRM 304U	Performance Skills/Organizational Diversity, 3
HRM 305U	Performance Coaching/Ethics and Legalties of Coaching, 3
LDSP 304U	Leading Groups and Building Teams, 3
HRM 499U*	Post-Baccalaureate Practicum, 1

## INFORMATION SYSTEMS

### Information Systems Associate in Applied Studies

#### General Education: 31 semester hours

A student may transfer up to 30 semester hours with a maximum of 6 semester hours in the major.

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

#### I. Communication Skills: 13 semester hours

ENGL 100U/101U	The Research Process/Composition, 1/3
ENGL 112U	Professional Communication, 3
SPCH 105U	Interpersonal Communication, 3
ISYS 203U	Information Technology, 3

#### II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic

a. Math 103U, discrete mathematics, precalculus or calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)

b. Math 104U or business statistics is required for Information Systems majors

6. The Arts

#### Major: 30 semester hours

The following courses are recommended as foundations before starting the major, if needed, but they will not count in the Associate Degree. All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

ISYS 201U	Software Tools for Communication and Research, 3
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ISYS 202U Software Tools for Data Management and Analysis, 3

### I. Core Courses: 12 semester hours

ACCT 300U Survey of Accounting Principles, 3  
 MGMT 341U Principle of Management, 3  
 MKT 321U Principles of Marketing, 3  
 ISYS 204U Hardware and Operating Systems, 3

### II. Focus Courses: 18 semester hours

Students must take at least 9 semester hours from the following:

ISYS 205U Problem Solving with Programming, 4  
 ISYS 301U Telecommunications, 3  
 ISYS 302U Local Area Networks, 3  
 ISYS 306U Systems Analysis and Design, 3  
 ISYS 307U Information Technology Evaluation and Selection, 3  
 ISYS 311U Database Design, 3

Select the remaining courses from the following. Courses numbered 355U and higher should be taken after all other math and core course requirements are met.

ISYS 303U IT Security, 3  
 ISYS 351U Web Design and Development, 3  
 ISYS 352U Web Design and Development with Scripting, 3  
 ISYS 353U Advanced Tools for Web Development, 3  
 ISYS 355U Computer Programming in Java, 4  
 ISYS 356U Advanced Computer Programming in Java, 4  
 ISYS 360U Electronic Commerce on the Internet, 3  
 ISYS 388U Internship in Information Systems, 3  
 ISYS 398U Selected Topics, 1-6  
 ISYS 450U Project Management, 3  
 ESM 316U Information Technology Disaster Recovery, 3  
 LAW 325U CyberLaw, 3

## LEADERSHIP STUDIES

### Post Baccalaureate Certificate in Applied Studies in Leadership Studies

**Required: 22 semester hours**

#### I. Core Courses:

LDSP 200U Introduction to Leadership Studies, 3  
 LDSP 301U Leadership and Organizational Culture, 3  
 LDSP 302U Leadership and Ethical Action and the Law, 3  
 LDSP 303U Skills for Leading Individuals, 3  
 LDSP 304U Leading Groups and Building Teams, 3  
 LDSP 305U Leadership in a Time of Change, 3

#### II. Capstone Seminar: 3 semester hours

LDSP 495U Philosophy of Professional Leadership, 3

#### III. Post-Baccalaureate Practicum: 1 semester hour

LDSP 499U Post-Baccalaureate Practicum, 1

## LIBERAL ARTS

### Certificate and Post-Baccalaureate in Liberal Arts

These programs are designed for students wishing to enhance their general educational level. The student must complete 18 semester hours in the focus courses with at least 12 semester hours at the 300 level. Up to six semester hours may be accepted from approved transfer work. A student with no prior college work is required to take English 100U/101U.

The Certificate in Liberal Arts requires 31 semester hours of academic credit and the Post-Baccalaureate Certificate in Liberal Arts requires 32\* semester hours.

#### I. Core Courses: 12-13 semester hours selected from the following:

ENGL 100U/101U The Research Process/Composition, 1/3  
 ENGL 112U Professional Communication, 3  
 HUM 309U/310U Survey of the Western Traditions in the Humanities I-II, 3-3

ISYS 203U Information Technology, 3  
 SPCH 105U Interpersonal Communication, 3  
 SA 301U/302U Social Analysis I-II, 3-3

#### II. Focus Courses: 18 semester hours

Selected from the following areas: anthropology/archaeology, art, communications, history, literature, psychology, sociology or women's studies. Twelve semester hours must be at the 300 level.

#### III. Post-Baccalaureate Practicum: 1 semester hour

HUM 499U\* Post-Baccalaureate Practicum, 1

## PARALEGAL STUDIES

### Paralegal Studies—Associate in Applied Studies

#### General Education: 25 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program. A student may transfer a maximum of 30 semester hours with a maximum of 6 semester hours into the major.

#### I. Communication Skills: 13 semester hours

ENGL100U/101U The Research Process/Composition, 1/3  
 ENGL 112U Professional Communication, 3  
 SPCH 105U Interpersonal Communication, 3  
 ISYS 203U Information Technology, 3

#### II. Areas of Study: 12 semester hours

Twelve semester hours from the following areas of study but not more than three semester hours from any one area and at least four difference areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

#### Major: 36 semester hours

#### I. Core Courses: 15 semester hours

LA 301U Introduction to Paralegalism, 3  
 LA 302U The Judicial System, 3  
 LA 303U Legal Research and Library Use, 3  
 LA 304U Legal Writing, 3  
 LA 306U Litigation, 3

#### II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U Corporate Law, 3  
 LA 308U Estate Planning, 3  
 LA 309U Administration of Decedents' Estates, 3  
 LA 310U-311U Real Estate, 3-3  
 LA 312U Domestic Relations, 3  
 LA 313U Evidence, 3  
 LA 314U Creditors' Rights and Bankruptcy, 3  
 LA 315U Torts, 3  
 LA 316U Contract Law, 3  
 LA 317U Securities Law, 3  
 LA 318U Administrative Law, 3  
 LA 320U Environmental Law, 3  
 LA 321U Criminal Law, 3  
 LA 323U Interviewing and Investigation, 3  
 LA 324U Trial Practice and Techniques, 3  
 LA 328U Advanced Legal Research, 3  
 LA 329U Computerized Legal Research, 3  
 LA 335U Product Liability Law, 3  
 LA 398U Selected Topics, 1-6  
 LAW 300U Business Law, 3  
 LAW 302U Law and Economics, 3  
 LAW 303U Constitutional Law, 3  
 LAW 304U First Amendment Law, 3  
 LAW 305U Consumer Law, 3  
 LAW 321U Land Use Law, 3  
 LAW 322U Employment Law and Policy, 3  
 LAW 325U CyberLaw, 3  
 LAW 326U Intellectual Property, 3  
 LAW 327U Cybercrimes, 3  
 LAW 335U Sports Law, 3  
 LAW 398U Selected Topics, 1-6

#### III. Capstone Course: 3 semester hours

LA 495U Paralegal Studies Senior Seminar (Capstone), 3

## Paralegal Studies— Post Baccalaureate Certificate in Applied Studies

### Required: 36 semester hours

Certificate and Post-Baccalaureate degree candidates may transfer up to six semester hours of degree-related course work.

### I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

### II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3-3
LA 312U	Domestic Relations, 3
LA 313U	Evidence, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 317U	Securities Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 323U	Interviewing and Investigation, 3
LA 324U	Trial Practice and Techniques, 3
LA 328U	Advanced Legal Research, 3
LA 329U	Computerized Legal Research, 3
LA 335U	Product Liability Law, 3
LA 398U	Selected Topics, 1-6
LAW 300U	Business Law, 3
LAW 302U	Law and Economics, 3
LAW 303U	Constitutional Law, 3
LAW 304U	First Amendment Law, 3
LAW 305U	Consumer Law, 3
LAW 321U	Land Use Law, 3
LAW 322U	Employment Law and Policy, 3
LAW 325U	CyberLaw, 3
LAW 326U	Intellectual Property, 3
LAW 327U	Cybercrimes, 3
LAW 335U	Sports Law, 3
LAW 398U	Selected Topics, 1-6

### III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar (Capstone), 3
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## RETAIL MANAGEMENT

### Retail Management—Certificate and Post-Baccalaureate Certificate in Applied Studies

#### Required: 30 hours (following sequence recommended)

ENGL 104U	Professional Communication in a Retail Environment, 3
RTMT 300U	Developing a High Performing Retail Culture, 3
ISYS 201U	Software Tools for Communication & Research, 3
RTMT 320U	Relationship Marketing, 3
LAW 300U	Business Law, 3
LDSP 305U	Leadership in a Time of Change, 3
RTMT 310U	Retail Information Systems, 3
HRM 342U	People and Organizations, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3

### Retail Management Minor (18 hours)

RTMT 300U	Developing a High Performing Retail Culture, 3
RTMT 310U	Retail Information Systems, 3
RTMT 320U	Relationship Marketing, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3
LAW 300U	Business Law, 3

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Attend as Observers:

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Susan Howson from the Registrar's Office

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**Alexander, Tammy T.**, *Program Coordinator, Paralegal Studies and Information Systems*, 2007, B.A.S. (School of Continuing Studies, University of Richmond)

**Allan, Mark R.**, *Adjunct Assistant Professor*, 2009, B.S., (Taylor University), M.Ed. (George Mason University), Ph.D. (Virginia Polytechnic Institute and State University), Director of Elementary Instructional Services for the Virginia Department of Education

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**Alley, Victoria**, *Adjunct Assistant Professor*, 2008, B.A. (George Mason University), M.Ed. (University of Richmond), Ed.D. (University of Virginia), Lower School Assistant Head, St. Christopher's School

- Amann, Patricia**, *Adjunct Assistant Professor*, 2006, B.S. (Averett College), M.Ed. (University of Virginia), Ed.D. (East Tennessee State), Specialist with the Virginia Department of Education
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- Baker, Elizabeth**, *Adjunct Assistant Professor*, 2005, B.A. (University of North Carolina), M.B.A. (University of Arizona), Ph.D. (Virginia Commonwealth University), Assistant Professor, Virginia Military Institute
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- Blumenthal, Martha**, *Adjunct Assistant Professor*, 2008, B.A. (College of William and Mary), M.U.R.P. and Ph. D. (Virginia Commonwealth University), Director of Research and Planning for Henrico County Public Schools
- Bray, Scott E.**, *Director of Instructional Technology for the TLP*, 2008, B.A. (Randolph Macon College), M.T. (University of Richmond), Ed.S. (University of Virginia)
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- Brown, Patricia Joy Johnson**, *Associate Professor*, 1995, B.S. (Michigan State University), M.S. (Indiana University), Ed.D. (Virginia Polytechnic Institute and State University), Senior Associate Dean, School of Continuing Studies, University of Richmond
- Brown, Steven D.**, *Adjunct Assistant Professor*, 2005, B.S. (James Madison University), J.D. (Brooklyn Law School), Partner and Vice President, LeClair Ryan Law Firm
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- Bunting, Kenneth P.**, *Adjunct Assistant Professor*, 2004, B.A. (Lebanon Valley College), M.A. (Eastern Kentucky University), Ed.D. (The College of William and Mary), Retired Director of Exceptional Education, Henrico County Public Schools
- Burgess, David G.**, *Adjunct Assistant Professor*, 2004, B.S. (Bloomsburg State University), M.P.S. (Western Kentucky University), Principal, Henrico County Public Schools
- Burnes, Kathryn**, *Adjunct Instructor*, 2003, B.A. (Duke University), M.Ed. (Virginia Commonwealth University), Administrator of Homebound Instruction, Chesterfield County Public Schools
- Burton, Raymond A.**, *Adjunct Instructor*, 2006, B.S., M.S. (Virginia State University), Instructor of Biology, Germanna Community College
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- Cash, Carol S.**, *Adjunct Assistant Professor*, 2007, B.S., M.A. (University of South Alabama), Ed.S. (George Washington University), Ed.D. (Virginia Polytechnic Institute and State University), Retired Principal with Hanover County Public Schools
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## **EMERITI FACULTY:**

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