

Graduate Studies

Master of Business Administration

Master of Science in Education

Master of Science in Education/Instructional
Technology Leadership

Master of Science in Education/Lead Teacher

Master of Science in Education/Athletic-Activity
Administration

Master of Science in Educational Administration

Education Specialist in Educational Administration

Doctor of Physical Therapy

COLLEGES AND ACADEMIC DEPARTMENTS

Graduate

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INTRODUCTION

Within the mission of the University, Southwest Baptist University administers graduate programs and courses offered through the colleges and departments of the University. Currently there is a program in business administration offered through the College of Business and Computer Science, two programs in education offered through the College of Education and Social Sciences, and a program in physical therapy offered through the College of Science and Mathematics. Graduate courses are offered by several departments.

Admission to a graduate program at Southwest Baptist University presumes a degree of initiative on the part of the graduate student. Graduate students assume responsibility for engaging in intellectual activities at the graduate level as well as responsibility for complying with all policies and procedures as set forth in this catalog and in departmental regulations in earning an advanced degree.

Financial Information

A primary goal of Southwest Baptist University is to provide quality Christian higher education at a reasonable cost to the student.

The University does not provide banking services on campus. There are, however, several banks in Bolivar, all of which provide for personal. An ATM is available on campus for the convenience of our students.

Graduate Tuition and Fees

<u>Master of Science in Education and</u> <u>Master of Science in Educational Administration</u>	
Tuition per credit hour – All Locations	\$200
Technology	Program/location specific
<u>Education Specialist in Educational Administration</u>	
Tuition - per credit hour	\$215
Technology	Program/location specific
<u>Master of Business Administration</u>	
Tuition - per credit hour	
Regular and Online Courses	\$450
Technology	\$15 per course
<u>Doctor of Physical Therapy</u>	
Tuition - per semester	\$10,000
Technology - per semester	\$130
Curriculum/lab fees - per semester	\$215

Special Fees (Non-Refundable)

(Charged to students using the designated service)

Most common fees are identified on page 22 of this catalog.

Unique Program Fees

Application/transcript evaluation fee	\$45
Student Services fee	program/location specific
Continuous enrollment fee	\$55
Health Administration Certificate fee	\$70
MS Athletic/Administration Internship	\$50
MS Educational Administration Internship	\$50
Lab/course fees	see course descriptions

NOTE: All mandatory fees are non-refundable.

Payment of Accounts

Any student who is found to be negligent in making adequate arrangements to pay his or her account or is negligent in abiding by the arrangements made to pay his or her account is subject to immediate dismissal. **No student is permitted to finalize registration until all account balances have been settled or satisfactory arrangements have been made with the Credit and Collections Manager.** To aid students in paying accounts, the University offers a variety of financial avenues. Interest will be charged on unpaid balances at an annual rate of 9%. Delinquent accounts requiring additional collection efforts will be subject to the costs incurred for collection (including, but not limited to, legal fees and collection agency costs).

Education

Payment of graduate tuition and fees may be made by check, cash, or credit card - American Express, MasterCard, Discover. Payment may be in full or in installments with a promissory note at the start of the course. All tuition and fees must be paid before a diploma and/or grade reports will be issued.

Business Administration

All charges for tuition, fees, and books are due in full by the beginning of each course. Students unable to pay the full amount at the time of registration must select one of the payment plans. Complete information is sent to all new students each spring or may be obtained from the University's Office of Graduate Studies-Business.

The University offers payment options as follows:

1. Full amount paid upon enrollment (cash, check, credit card - American Express, MasterCard, Discover).
2. Promissory Note - The balance of all charges is payable in two monthly installments plus interest on the unpaid balance equivalent to an annual rate of nine percent. The unpaid balance is defined as the total initial charges less any prior payment. Full amount of the financial balance is due by the end of the course.

Physical Therapy

Students must pay a non-refundable \$500 deposit upon acceptance into the program which will be applied to tuition. All charges for tuition, fees, room and board are due in full twice a year in February and August at registration. Students waiting on loans to pay their account will be allowed to defer the amount due from the various loan programs until they are received by SBU. However, the out-of-pocket cost to the student must be paid in full before classes begin. Loan applications must be completed and in the possession of the Office of Financial Aid before consideration will be made for deferring that amount. Students unable to pay the full amount at the time of registration may make arrangements through the University's Credit and Collections Manager at 417-328-1570.

Tuition Refund Policy

Tuition Charge Refunds - Bolivar Campus

Refund policies may be found on page 23 of the catalog.

Graduate Student Loans

Southwest Baptist University offers Federal Direct Student Loans and limited Perkins loans to assist students in meeting their financial obligations. All assistance is awarded on the basis of financial need and the total amount of assistance cannot exceed that need. Application for assistance is made by (1) filing a Free Application for Federal Student Aid. (2) If selected for verification, supplying additional information as requested. All assistance application forms must be completed before aid can be awarded by the University. All questions concerning the application process, application deadlines or the following available assistance programs should be directed to the offices of Financial Aid or Admissions.

Federal Direct Subsidized Loan

Federal Direct Loans are made by the federal government to students who are enrolled on at least a half-time basis and who demonstrate financial need. Graduate students may borrow up to \$8,500 per year. Repayment begins six months after half-time enrollment status ceases at a minimum rate of \$50 per month plus interest. The interest rate is fixed at 6.8%. Please contact the Financial Aid Office regarding application procedures.

Federal Direct Unsubsidized Loan

The terms and conditions mirror those in the subsidized program described above. Graduate students may borrow up to \$10,000 per year if eligible. Deferments and interest rates are the same as for the Federal Stafford Loan; however, no in-school interest subsidies are provided by the federal government. Students will pay interest during in-school and deferment periods on a monthly or quarterly basis, although the interest can be capitalized.

Direct Plus Loan

As with Plus loans made to parent borrowers, eligible graduate and professional students may borrow under the Plus program up to their cost of attendance, less other aid offered. The interest rate is 7.9% and no in-school interest subsidies are provided by the federal government. Some deferment opportunities are available.

Work Opportunities

Graduate Assistantships

A limited number of graduate assistantships may be available. Contact the Office of Graduate Studies in Education for further details.

Student Life

Student Behavior

All graduate students are required to abide by the Student Life regulations listed on pages 33. Students should contact the appropriate graduate program director for clarification of student life regulations.

Student Housing

The University provides student housing in campus dormitory facilities during the summer sessions and regular semester sessions. In order for a student to request dormitory housing, a dormitory contract must be completed by the student 6 weeks before arrival on the Bolivar campus.

Housing information is available through the Office of Student Life. Prices for room and board are for actual school days and do not include holidays or periods between terms.

Graduate students must make a \$100 housing/enrollment deposit if they are full-time fall or spring semester students. Any damage for which the student is responsible will be charged to his/her account or deducted from the housing/enrollment deposit.

Cancellations must be made 14 days prior to the beginning of the semester. If the cancellation is received after this time the housing/enrollment deposit will be subject to forfeiture. Students who cancel housing reservations before the fifth day of classes during the fall or spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth day of classes will not receive a refund of semester housing charges.

Local motels are available in the Bolivar area for those students not wishing to stay on campus during short summer sessions. Students are responsible for making their own motel arrangements.

A variety of meal plan options are available for those students not living on campus but desiring to eat in the cafeteria. Contact the Collegiate Catering office (417-328-1542) on campus Monday-Friday (9:00-5:00).

Automobiles

The State of Missouri requires motorists to carry public liability and property damage insurance. Students from other states who bring automobiles to campus are urged to carry this insurance. Each student operating an automobile must purchase and display the University vehicle permit and obey University and community regulations regarding the care and use of an automobile.

Parking permits may be purchased from the Physical Plant office or the college/department office. The price of a parking permit is \$30 per semester. Parking permits are issued each academic year beginning with the fall semester. The permit may be used during the fall, spring, and summer terms. Tickets are issued for unidentified cars parked on campus.

Disabled or otherwise handicapped persons may obtain a handicap parking decal, good for any authorized parking space, provided that approval is documented by the University Health Center. Disabled permits may be obtained from the Physical Plant office.

For more information concerning parking on campus, please see the brochure "Motor Vehicle Regulations" available at the Physical Plant office or in college/department offices.

Student Identification Card

Each student is required to obtain a student identification card for identification and library purposes from the Office of Safety and Security. No charge will be made for the original card. The card is revalidated each semester of enrollment. The revalidation sticker is required for each semester of enrollment and is available from the accounting office.

If a replacement identification card is needed, the student will be assessed a \$25 replacement fee and may pick up the replacement at the Office of Safety and Security during regular office hours.

Student identification cards are important for library use, entrance to the dining hall on campus, and access to the campus computer network.

Student Services

Counseling and Testing

See page 35 of this catalog.

Career Services

The Career Services office is available to assist current students and alumni in the areas of: career assessments, giving students information that will guide them toward an academic major; career exploration, pointing students toward resources that give details on various careers; resume/cover letter writing, showing rules of proper format for resumes and cover letters. We will also critique resume and cover letter; job interview preparation, including proper dress, points on how to present yourself well on a job interview, practice interview questions; job postings for SBU students and general links to job listings. The Career Center is located in the office suite of Mabee Chapel on the main campus in Bolivar. The phone number is (417) 328-1610 or (417) 328-1689. Office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday.

Student Health Services

Southwest Baptist University offers a student health service which provides medical services for minor illnesses or injuries on a walk-in basis during the hours of operation. This service is extended to all undergraduate students through the health fee (optional for graduate students). The only charge made to the student is for laboratory work. The health center uses a referral system with local doctors when necessary. Undergraduate students at the Bolivar campus also have access to the out-patient clinics of Citizens Memorial Hospital in Bolivar (available to graduate students through the optional health fee). Additional information is available at the SBU Health Center. SBU offers no student health services for students at the Branch Campuses.

The student is responsible for expenses incurred for ambulance service, calls at a local physician's office, emergency services, and other services provided by any local hospital where students may be taking classes.

All international students accepted for admission to Southwest Baptist University are required to purchase a 12-month medical insurance policy from a United States based company prior to campus arrival. Once medical insurance is purchased, the student must provide documentation verifying the health policy to the University Health Center. If a student cannot make such arrangements, and provide documentation by the first day of classes, the University Health Center will automatically bill the student's account for a medical insurance plan provided by a qualified insurance company. A 12-month medical insurance policy must be maintained while the international student is attending SBU.

Technology Services

Information technology resources, services, and facilities of Southwest Baptist University are provided to support the mission of the University. Computing resources are available in a number of locations including University provided and maintained computer labs, classroom and office areas, My Wireless SBU, and in a variety of other open sites. In some cases, these resources may be accessible from remote sites by dialing in via computer modem or on local or wide-area networks.

Access to the Internet, or other wide-area networks and resources, through computer facilities is provided primarily to address the computing and information needs associated with the educational and scholarly activities of the University.

All currently enrolled students will be allowed to use academic computing resources as a privilege, subject to availability, current academic priorities, adherence to this and subsequent computing resource policies, and the payment of lab or other access fees.

Academic Advising

Each graduate student is assigned a faculty advisor in the degree program the student chooses. The advisor will assist the student in planning his/her program of study and adjusting to the academic demands of graduate studies.

University Libraries

See pages 9-10 of this catalog.

Goodson Student Union

The Felix Goodson Student Union is a center for student activities available for both the graduate student and the undergraduate student. Included in the Union are the snack bar, student lounge, game room, student leadership offices, bookstore, the Office of Student Life, University Ministries and Davis Theatre.

University Bookstore

The University Bookstore, located in the Goodson Student Union, carries a complete stock of textbooks, selected trade books, supplies, and many items for personal use. Sales are mainly on a cash basis, however, checks and major credit cards are accepted.

Student Organizations

Education

Students in the Master's Certification program are encouraged to join the Student Missouri Student Teacher Association. Information is available in the Office of Teacher Education.

Physical Therapy

Students in the physical therapy program are encouraged to join the American Physical Therapy Association. The SBU Student Physical Therapy Association is a student organization open to all students in the professional physical therapy program.

University Life And Ministry

Graduate students are not required to attend chapel. However, graduate students are invited to participate in this spiritual experience.

University Activities

See page 38 of this catalog.

Community Activities

See page 38 of this catalog.

Academic Regulations

Grades

A graduate student completing a graduate course at Southwest Baptist University will receive a final grade in the course of A, B, C, F, P, IP, or I.

A student must receive a grade of C or higher in each course on the approved program of study. No more than 6 semester hours of credit with a grade of C will be applied toward degree requirements.

Graduate students completing the M.S. in Education or Educational Administration or the Education Specialist may only have six (6) hours of C on a graduate-level transcript. Students with more than six (6) hours of C must retake these courses with Southwest Baptist University.

Credit earned by correspondence will not be applied toward graduate degree requirements.

Work experience may not be applied as credit toward the master's degree.

Graduation

Students must participate in commencement unless absence is approved by the Provost prior to the ceremony. The reason for not participating in commencement must be explained in writing to the Provost who will grant or to deny permission to be excused from commencement.

Students completing graduation requirements in January may participate in the December commencement if they have no more than 6 hours to complete and upon approval by the Provost. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) and upon approval by the Provost. These students need to receive permission to walk early by submitting the Request to Walk Early form and submitting it to their college dean. Student diplomas will be dated in the completion semester.

Incomplete Grades

An incomplete (I) grade may be given when a student is doing passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (such as illness or accident). In no case may an I be agreed to unless the student has completed at least eighty percent of the class. An I may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete the Application for Incomplete Grade form and it must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, instructor, academic advisor and the college dean. Requirements for completing the course and appropriate grade designations are to be specified on the application by the instructor.

It is the responsibility of the student to satisfactorily complete all of the course requirements within one year. If the incomplete is not cleared within this specified time limit the I will be changed to an F.

In-Progress Grades

An In-Progress (IP) grade may be given for courses that usually require more than one semester to complete; e.g., readings, projects, internships or practicum courses. Requirements for completing the course and a specific completion date are to be specified by the instructor on the application. The In-Progress Grade form must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, instructor, academic advisor and the college dean.

It is the responsibility of the student to satisfactorily complete all course requirements, under the supervision of the instructor, by the specified completion date. If the In-Progress grade is not cleared within this time limit, the IP will be changed to an appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.

Transcripts

See page 26 of this catalog.

College of Business and Computer Science

Master of Business Administration

Dean: Kenneth Bandy

Faculty: Alvin Holliman, Kenneth Holt

Director of MBA Operations: Mrs. Shelly Francka

Office: Taylor 132

(417) 328-2000 or 1-800-326-1921

<http://www.sbuniv.edu/mba/index.htm>

Calendar

Class Dates

Fall Online	August 22
Fall Session #1	August 22
Fall Session #2.....	October 17
January Session.....	January 2
Spring Online.....	January 23
Spring Session #1	January 23
Spring Session #2	March 26
Summer Online	June 6
June Session.....	June 6
July Session	July 5

Deadlines for Intent to Graduate Card

July 2012	May 18
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Graduation Dates

Fall 2011	December 16
Spring 2012	May 19
Summer 2012.....	July 27

Program Purposes

The College of Business and Computer Science offers a Master of Business Administration (MBA) and an MBA Health Administration. The MBA is a 40-43 hour program of study and the MBA Health Administration is 46-51 hours.

Mission Statement

The mission of the MBA program is to empower and equip graduate students, building on foundational business and biblical principles, with the interpersonal, critical thinking, and analytical skills to enable them to become servant leaders in a global community.

Objectives

MBA graduates will be able to:

1. Demonstrate an understanding of the biblical context of business;
2. Synthesize and evaluate scholarly research;
3. Apply an appropriate understanding of accounting, finance, economics, marketing, and management to analyze and evaluate organizational situations in domestic and international settings;
4. Utilize knowledge, skills, and technology to engage in effective decision-making;
5. Demonstrate effective communication skills including interpersonal, writing, and making presentations;
6. Analyze and evaluate organizational environments and create appropriate strategies to guide organizational action;

7. Recognize and analyze individual and organizational ethical situations and apply Judeo-Christian ethical values in creating appropriate responses.

Graduates of the MBA Health Administration program will also be able to:

1. Identify the distinctive functions of organizations that provide health services and the respective duties of administrators and leaders in the health care industry.
2. Define the legal responsibilities and relationships between regulatory authorities and health service providers.

Assessment

Periodic measurements of student perceptions and intellectual growth are obtained as one means for the University to assess and improve its academic programs and student learning. Additionally, student, alumni and employer needs surveys are conducted to determine curricular and programmatic changes. The MBA Major Field Assessment Test is also used in assessment and is required for all MBA students in the capstone course requirement. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students.

Admission Requirements

Admission to Unclassified Status

Students who do not wish to pursue a degree or the certificate program but who are eligible for graduate study may take up to nine graduate credit hours in the College of Business and Computer Science. The ability to transfer credit for the courses completed toward the graduate program at SBU, or another college or university, depends upon the course of study provided at the time of transfer by the receiving program. Applicants who have not completed the application process are also placed in this status until requirements are met.

Admission to Classified Status

Students may be fully admitted or conditionally admitted to the graduate program. Classified status students are admitted to the program in one of four classification categories:

1. **Fully Admitted** - The student meets all admission standards and has been admitted to the program of study.
2. **Conditionally Admitted**
 - a. **Contingent Admission** - Any student who has not completed the academic program prerequisites is conditionally admitted to graduate study. However, the graduate student may take no more than nine semester hours of graduate courses without satisfying program prerequisites.
 - b. **Academic Probationary Admission** - The student meets all admission standards except that the student does not present a 2.75 grade point average. This student may be admitted as a probationary student pending completion of nine hours of graduate level work with grades of "B" or better.
 - c. **Senior Admission** - A senior in the last semester of his baccalaureate degree program may enroll for graduate work as a dually-enrolled student if:
 1. The total number of hours taken does not exceed 16 semester hours, which includes no more than nine semester hours of graduate courses.
 2. The student has at least a 2.75 grade point average.
 3. The student completes the bachelor's degree at the end of the semester.
 4. The student meets all other standards for admission.

A student seeking admission to the Master of Business Administration program shall meet the following admission standards:

1. Hold a baccalaureate degree from a regionally accredited college or university;
2. Have an undergraduate grade point average of at least 2.75 on a 4.00 scale;
3. Submit a completed "Application for Admission to the College of Business and Computer Science Master of Business Administration Program;"
4. Submit an official transcript of all baccalaureate and graduate level records from colleges and universities attended; and
5. Pay a \$45 transcript evaluation fee.
6. Score a minimum total of 425 on the GMAT.

International Students

International students must meet the admission requirements stated in the previous sections. Official records of all higher education, including certificates of degrees with the dates the degrees were conferred, must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject.

Prerequisites

The Master of Business Administration program require that students be prepared with knowledge in certain areas before taking the course in that discipline. Students must satisfy all outstanding prerequisites courses with the grade of C or better. Courses can be completed by on-line or in class delivery, correspondence, or completion at another regionally accredited institution. Individuals requiring information on how to fulfill the prerequisites courses should contact the Director of Graduate Studies.

- Computer Proficiency
- ACC 2013 Principles of Financial Accounting *or* ACC 5003 Accounting Foundations
- MGT 3013 Principles of Management *or* MGT 5003 Management Foundations (*or* approved alternative)
- MKT 3023 Principles of Marketing *or* MKT 5003 Marketing Foundations
- ECO 2023 Principles of Economics *or* ECO 5003 Economics Foundations
- BUS 2023 Business Statistics *or* BUS 5003 Statistics Foundations
- FIN 3053 Business Finance *or* FIN 5013 Finance Foundations

Transfer Credit

Nine graduate semester hours completed at another regionally accredited institution may be transferred and applied to the degree. These credits must be comparable to courses offered at Southwest Baptist University and must be approved by the Graduate Council or the college dean.

Degree Requirements

Students are eligible to graduate after fulfilling the requirements described below. Students who enroll in another college or university without prior permission of the Dean of Graduate Studies are considered to have withdrawn from Southwest Baptist University. Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University must obtain prior approval from the Director of Graduate Studies within the College of Business and Computer Science.

Comprehensive Examination

Each student is required to pass a comprehensive examination at the end of the study for the degree and must be completed at the conclusion of the course on Organizational Strategy. This course is the last course taken in the program and cannot be taken unless all other course work is completed. The examination will test the extent to which the student can analyze, synthesize, evaluate and apply that which has been learned from the various graduate study experiences. Responses on the examination will be evaluated by a committee of graduate faculty. The examination will be administered by the Office of Graduate Studies and monitored by members of the graduate faculty.

Master of Business Administration

To receive the MBA degree, a student must:

1. Meet all graduate admission standards, including completion of a baccalaureate degree, and completion of admission application and file;
2. Complete a plan of graduate study consisting of at least 36 semester hours;
3. Maintain a graduate level GPA of at least 3.00 on a 4.00 scale with no grade below a C (2.00). Students receiving two grades of "F" are automatically dismissed from the graduate program. Students may reapply for admission after a mandatory one-year suspension. Individual graduate programs may require additional standards for students receiving failing grades;
4. Complete an administrative core of 27 hours;
5. Complete all degree requirements within a five-year period following admission to the graduate degree program; and
6. Participate in commencement exercises unless absence is approved by the Provost.

MBA Health Administration Concentration

To receive the MBA Health Administration Concentration degree, a student must:

1. meet all Master of Business Administration requirements listed above;
2. complete a plan of graduate study consisting of at least 45 semester hours.

Program of Study And Academic Regulations

The MBA degree program will consist of at least 39 credit hours. The MBA Health Administration Concentration degree will consist of at least 48 credit hours. The Master's program of study is based upon the belief that experienced administrators should have a working knowledge of business on which to build. The following programs of study will ensure that administrators have the tools and knowledge to succeed in their careers.

MBA Program of Study (40-43 credit hours)

MBA CORE Requirements (25 hours)

ACC 5113	Managerial Accounting	
<i>or</i>		
ACC 5223	Financial Accountability	3 hours
CIS 5123	Management Information Systems and E-Commerce	3 hours
BUS 5053	International Business	3 hours
ECO 5043	Managerial Economics	
<i>or</i>		
ECO 5053	International Trade.....	3 hours
FIN 5023	Financial Management	
<i>or</i>		
FIN 5033	International Finance.....	3 hours
MGT 5043	Organizational Behavior and Servant Leadership.....	3 hours
MGT 5093	Organizational Strategy.....	3 hours
MGT 5111	History of Management Thought	1 hour
MKT 5023	Marketing Management	3 hours

MBA Additional Requirements (12-16 hours)

BUS 5023	Business Communications and Culture	
<i>or</i>		
MGT 5013	Managerial Communications	3 hours
BUS 5043	Ethics and Critical Thinking in Business Administration	
<i>or</i>		
LDR 5043	Ethical Leadership in Organizations	3 hours
BUS 5063	Law of Commerce and International Trade.....	3 hours
MGT 5073	Human Resource Management	3 hours
BUS 5083	Research Methods in Business Administration	3 hours
*BUS 598(1-2)	Internship	1-2 hours

MBA Health Administration Concentration Additional Requirements (21-25 hours)

BUS 5023	Business Communications and Culture	
<i>or</i>		
MGT 5013	Managerial Communications	3 hours
HAD 5013	Health Administration Law and Risk Management.....	3 hours
HAD 5043	Ethics and Critical Thinking in Health Administration	3 hours
HAD 5083	Research Methods in Health Administration.....	3 hours
HAD 5103	Health Service Systems.....	3 hours
HAD 5183	Health Service Organizations.....	3 hours
*HAD 598(1-2)	Internship	1-2 hours

* Or over four years supervisory management experience. Students with 2-4 years supervisory management experience may only be required to take one hour of internship.

Health Administration Certificate Program

The Health Administration Certificate program is an eighteen-hour sequence involving two health administration courses (6 hours) and four graduate business courses (12 hours). The completion of the six hours of health administration courses, plus four of the seven graduate leveling courses, would result in the student being awarded a Certificate of Health Administration along with a “pinning” ceremony. Within a year a student can finish the certificate program and gain knowledge and skills in fundamental areas of health care organization. Credit earned in the certificate program can also be applied toward Southwest Baptist University’s Master of Business Administration with a concentration in Health Administration.

Health Administration Certificate Program (18 semester hours)

HAD 5103	Health Service Systems.....	3 hours
HAD 5183	Health Service Organizations.....	3 hours
ACC 5003	Accounting Foundations I (cross-listed with ACC 2023)	3 hours
MGT 5003	Management Foundations (cross-listed with MGT 3013).....	3 hours
FIN 5013	Finance Foundations (cross-listed with FIN 3053)	3 hours
MKT 5003	Marketing Foundations (cross-listed with MKT 3023).....	3 hours

If a student enters the program having taken the equivalent of one of the foundations courses at the undergraduate level, other courses listed in sequential preference would be taken to satisfy the eighteen graduate hours required for completion of the certificate program:

- 1 BUS 5003 Statistics Foundations
- 2 ECO 5003 Economics Foundations
- 3 Other graduate business courses as approved

A minimum of 18 graduate business hours must be completed through Southwest Baptist University to earn the Health Services Administration Certificate.

Course Repetition

(See page 44)

**Location of Branch Campuses:
Springfield, Missouri**

COURSE DESCRIPTIONS

In order to provide the appropriate academic training the following courses will be included in our current graduate offerings:

ACCOUNTING

ACC 5003. Accounting Foundations (cross-listed with ACC 2013) - 3 hours

A study of the basic fundamentals of Financial Accounting, concentrating on the complete accounting cycle for both the service and merchandising business. Included in this study are inventory systems, internal control, financial reporting and financial statement analysis. This course is a leveling course which meets an MBA prerequisite; it can not be counted or substituted for another MBA course.

ACC 5113. Managerial Accounting - 3 hours

The application of accounting principles and techniques to managerial planning and controlling activities. Areas emphasized will include behavior of cost, budgeting, accounting analysis, and improving managerial tools used in decision making. Prerequisite: Accounting Principles (ACC 2013/5003).

ACC 5223. Financial Accountability – 3 hours

This is a two-part course that addresses the issues typically included in graduate level courses in managerial accounting and finance principles and tools to achieve exceptional, comprehensive stewardship of all organizational resources. Prerequisite: ACC 2013/5003.

ACC 599(1-3). Independent Study in Accounting - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

BUSINESS

BUS 5000. Continuous Enrollment

This course designation provides a mechanism for tracking students who have received a grade of "I" or "IP" in a graduate course and are not currently enrolled in another graduate offering at SBU. The course designation neither carries graduate credit nor requires tuition. The student is assessed a course fee utilized by the University to provide a current student identification card, allowing access to library resources at SBU and other university/college libraries, as well as providing funds to support related program record keeping. Course fee \$50 per eight-week term.

BUS 5003. Statistics Foundations (cross-listed with BUS 2023) - 3 hours

Emphasizes collection, tabulation, graphic presentation and interpretation of business and economic data. Includes measures of central tendency and dispersion, elementary probability, sampling theory and linear correlation, computer applications. A practical research project in business or health administration will be conducted. This course is a leveling course which meets an MBA prerequisite; it cannot be counted or substituted for another MBA course.

BUS 5023. Business Communication and Culture – 3 hours

This course prepares students to deal with the challenges of language and culture in global legal, social and political settings that may vary significantly from that of the parent company.

BUS 5043. Ethics and Critical Thinking in Business Administration - 3 hours

This course will consider biblical, traditional (classic) and contemporary methods in the field of ethics and moral philosophy and will assess their usefulness in everyday organizational life. In analyzing contemporary organizational issues, the learner will be expected to look carefully at the factors within the work environment and society which contribute to ethical dilemmas, to think constructively about how these might be changed, and where the responsibility for such change lies. Using established critical thinking methods, tools, and concepts, learners will explore and analyze the nature of work, the role of ethical leadership, the ethical characteristics of human organization, the relationship of the organization to society, and the development of an ethical organizational culture.

BUS 5053. International Business - 3 hours

This course equips students to deal effectively with the challenges of establishing and managing international subsidiaries. It includes identifying and evaluating international opportunities and risks as well as the fundamentals of international sales and distribution. It also introduces students to the important roles of international organizations such as the World Bank, IMF, WTO, EXLM, PEFCO, OPIC, OPEC, regional development banks and a variety of key trade agreements. Prerequisite: MGT 3013.

BUS 5063. Law of Commerce and International Trade - 3 hours

This course explores the key concepts, laws and application of the legal system governing international economic transactions and international economic relations. The course examines the World Trade Organization, the General Agreement on Tariffs and Trade, debates centered on Trade-Related Intellectual Property Rights, the growing economic interdependence of the world, and the role of law in international affairs.

BUS 5083. Quantitative Business Research - 3 hours

This course equips students to understand and use the principles and tools of quantitative analysis for decision making across all functional areas of the organization. It includes decision theory and contemporary practices, including a familiarization with many of the most widely used software packages. Prerequisite: Statistics proficiency and computer literacy.

BUS 5192. Comprehensive Exam Review – 2 hours

This course is an interactive comprehensive review of all the course material in the program and includes additional contemporary readings that familiarize the students with the most recent global economic, ethical, legal, political, social and competitive challenges facing today's enterprise.

BUS 598(1-3). Internship - 1-3 hours

Academically planned and supervised work experience (160 hours) in area(s) of the student's specialization, approved by a graduate faculty member. A paper will be required related to the internship experience in business.

BUS 599(1-3). Independent Study in Business - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

COMPUTER AND INFORMATION SCIENCES**CIS 5503. Principles of Information Assurance - 3 hours**

This course provides an overarching model for information assurance for businesses, government agencies, and other enterprises needing to establish a comprehensive plan. All the components of security and how they relate are featured. Students will be guided through the construction of an effective security policy. Topics include asset identification, human factors, compliance with regulations, personnel security, risk assessment and ethical considerations are covered, as well as computer and network security tools and methods. This course studies the information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality and non repudiation, including providing for the restoration of information systems by incorporating protections, detection and reaction capabilities.

CIS 5123. Management Information Systems and E-Commerce - 3 hours

This course equips students with the knowledge and skill needed to use effectively integrated (ERM, ERP) computer based information systems for planning and decision support and operational control throughout all functional areas of the organization. It also equips students to understand and interact with e-business systems and to keep up with rapidly changing technologies. Prerequisite: computer proficiency.

CIS 5513. Digital Forensics Principles and Practices - 3 hours

This course provides the student a thorough background in the principles and practices employed in the field of digital forensics. The course provides students with a working foundation of the types of computer and electronic crimes being committed today, and identifies techniques used by offenders to compromise computer systems as well as vulnerabilities of computer and electronic systems. Practical applications of theory and academic study are included in outside of class laboratories. The goal of digital forensics is to explain the current state of a *digital artifact*, meaning a computer system, a storage medium (such as a hard disk or CD-ROM), an electronic document (e.g., an email message or JPEG image) or even a sequence of packets moving over a computer network. The explanation can be as straightforward as "what information is here?" and as detailed as "what is the sequence of events responsible for the present situation?"

ECONOMICS**ECO 5003. Economic Foundations (cross-listed with ECO 2023) - 3 hours**

A study of economic principles with emphasis upon microeconomics. Includes a study of economics of the firm, consumer demand theory and current problems. A practical research paper in managerial economics will be conducted. This course is a leveling course which meets an MBA prerequisite; it cannot be counted or substituted for another MBA course.

ECO 5043. Managerial Economics - 3 hours

Combines basic microeconomic theory with statistical methods to provide a basis for practical application of economics attaining desired objectives. Particular attention is given to using quantitative methods to choose optimal production, marketing, management, and finance options. Prerequisite: Economics proficiency (ECO 2023/5003).

ECO 5053. International Trade – 3 hours

This course equips students to initiate and sustain effective exporting and sourcing strategies. It addresses tariffs and duties, shipping, insurance, customs, clearance, bonded warehousing, Incoterms, the use of export management companies, import and export documentation, and regulations. Prerequisite: Economics proficiency (ECO 2023/5003).

ECO 599(1-3). Independent Study in Economics - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

FINANCE**FIN 5013. Finance Foundations (cross-listed with FIN 3053) - 3 hours**

Study of the principles of financing short-term and long-term capital needs of business firms in keeping with an objective of maximizing the firm's value to its shareholders, i.e. stock price. Special attention given to Capital Asset Pricing Model, the various capital budget theories, computer applications, and spreadsheet analysis. A practical research project in Business Finance will be conducted. This course is a leveling course which meets an MBA prerequisite; it can not be counted or substituted for another MBA course.

FIN 5023. Financial Management- 3 hours

The study of management techniques for the effective utilization of the financial resources, personnel, and facilities of a physical resources institution. Topics include analyzing organizational, financial performances, financial management strategies, and financial decision making for capital acquisitions. Prerequisite: Finance Principles.

FIN 5033. International Finance – 3 hours

This course prepares students to deal with the challenges and opportunities of operating in a world of multiple currencies, including the effects of IRP, PPP, IFE, methods for forecasting FX rates, estimating FX transaction and translation exposure, hedging, and short-term and long-term financing. Prerequisite: Finance Principles. ????????

FIN 599(1-3). Independent Study in Finance - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

HEALTH ADMINISTRATION**HAD 5013. Health Administration Law and Risk Management - 3 hours**

The principles, regulations, rules of law, and procedures as they relate to local, state, national, and professional involvement in the operation of health services. Topics include legal responsibilities of the governing board, medical staff, etc.; admission and discharge of patients; consent for treatment; negligence and malpractice; employee relations; medical records; and specialized records.

HAD 5043. Ethics and Critical Thinking in Health Administration - 3 hours

Introduces biblical principles of ethical thinking and applies them to situations and models for decision making. Explores and analyzes ethics relating to the nature of the organization, work in the organization, the relationship of the organization to society, and the development of organizational culture. Provides a conceptual and systematic study of organizational ethics in efforts to help the student develop consistent criteria for ethical decision making. The course will consider biblical, traditional (classic) and contemporary methods in the field of ethics and moral philosophy and will assess their usefulness in everyday organizational life. In analyzing contemporary organizational issues, the student will be expected to look carefully at the factors within the work environment and society which contribute to the dilemmas, to think constructively about how these might be changed, and where the responsibility for such change lies. The course will include a research subject in the health field preparing students for decision-making, analysis of biblical and ethical issues, and applying various models for decision making.

HAD 5083. Quantitative Health Administration Research - 3 hours

This course examines the nature and role of research in a professional context. The emphasis of the course is on the logical development and application of research methods based upon philosophical, theoretical and practical considerations. Procedures for developing research questions, reviewing current literature and designing research are reviewed, developed and implemented. A practical research project in health administration will be conducted and presented. Prerequisite: Statistics proficiency and computer literacy.

HAD 5103. Health Service Systems - 3 hours

Introduction to the American health delivery system, including the commonalities and distinctive functions of the institutions that function in the provisions of health services and possible future alternatives.

HAD 5183. Health Service Organizations - 3 hours

The study of the process of planning, organizing, and leading the varied government boards, officers, care providers, professional and support personnel involved in the operation of patient care.

HAD 598(1-3). Internship - 1-3 hours

Academically planned and supervised work experience (160 hours) in area(s) of the student's specialization, approved by a graduate faculty member. A paper will be required related to the internship experience in health administration.

HAD 599(1-3). Independent Study in Health Administration - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

LEADERSHIP

LDR 5043. Ethical Leadership in Organizations – 3 hours

A significant percentage of those completing the requirements for the masters program are destined for positions of authority in government, industry, NGOs and church organizations. This course equips the students to determine if they have the desire to lead, to determine if they are willing to accept the responsibility and accountability that comes with leadership and to equip them with leadership perspectives, principles and skills they will need to lead.

MANAGEMENT

MGT 5003. Management Foundations (cross-listed with MGT 3013) - 3 hours

The study of the process of management which is the coordination of all the resources of organizations in order to achieve organizational objectives. The management process will be described, analyzed, and applied to all types of organizations indicating the universality of management. A research project in management will be conducted. This course is a leveling course which meets an MBA prerequisite; it cannot be counted or substituted for another MBA course.

MGT 5013. Managerial Communications - 3 hours

The study of administrative communications specifically from the perspective of personnel management. Recruitment, selection, interviewing, testing, training, development, supervision, and performance evaluation are the major areas emphasized. Course fee: \$25.

MGT 5043. Organizational Behavior and Servant Leadership - 3 hours

This course integrates concepts, principles, and theories concerned with human behavior in organizations. Three core areas are addressed: factors related to the individual, factors related to groups and teams, and factors related to organizational systems and culture. Principles of leadership are integrated into each of the three core areas, with emphasis on servant leadership attitudes and practices. Prerequisite: MGT 5003.

MGT 5073. Human Resource Management - 3 hours

This course explores the key concepts, theories and application of human resource management. The course examines the human resources administrative environment, planning and recruitment strategies, assessment, development and performance management, compensation and benefit design, and labor relations and collective bargaining. Additional focus will be centered on the strategic use of human resources management to gain competitive advantage in a global economy. Prerequisite: MGT 5003.

MGT 5093. Human Resource Management - 3 hours

This course explores the key concepts, theories and application of human resource management. The course examines the human resources administrative environment, planning and recruitment strategies, assessment, development and performance management, compensation and benefit design, and labor relations and collective bargaining. Additional focus will be centered on the strategic use of human resources management to gain competitive advantage in a global economy.

MGT 5093. Organizational Strategy - 3 hours

This course equips the students to deal with the complexities of managing entire organizations from the perspective of the CEO or COO. It teaches the students to deal with the competing demands for limited resources and the challenges of a competitive global marketplace. It follows up on the concepts of the Balanced Score Card and sustainable returns introduced in earlier returns introduced in earlier courses.

MGT 5111. History of Management Thought – 1 hour

This course explores many of the contributions and contributors to the field of management from ancient times to the present. Its purpose is to help the student grasp the evolving nature of the field and to compare and contrast perspectives, principles and practices suggested by various approaches. In particular it helps the student understand the impact of the secular materialist worldview and to compare and contrast secular materialism with alternative perspectives.

MGT 5233. Management for Results – 3 hours

This course places emphasis on acquiring the knowledge and skills typical of graduate level organization management courses. Its primary topics are business intelligence, planning, organizing, controlling and leading. The distinctive focus is teaching the student to manage self and to be accountable for measurable results of other individuals and teams.

MGT 599(1-3). Independent Study in Management - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

MARKETING

MKT 5003. Marketing Foundations (cross-listed with MKT 3023) - 3 hours

The study of the system of activities that constitute marketing with emphasis on the theories, principles, policies, and strategies utilized to identify and satisfy the needs and wants of customers. The universal application of marketing management in all forms or organizations is stressed and a research project in marketing will be conducted. This course is a leveling course which meets an MBA prerequisite; it can not be counted or substituted for another MBA course.

MKT 5023. Marketing Management - 3 hours

This course equips students with the knowledge and skills necessary to plan and execute strategies and tactics typically assigned to the marketing function of organizations. It addresses critical factors affecting product and enterprise competitiveness, including allocating resources; designing, pricing and positioning products; creating awareness through promotion; creating accessibility through distribution strategies; and integrating the marketing function with other functions in the organization. Prerequisite: MKT 5003.

MKT 599(1-3). Independent Study in Marketing - 1-3 hours

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies.

MINISTRY**MIN 5012. Interpersonal Communication and Conflict Management – 2 hours**

A study of the process of interpersonal communication and conflict management in churches and Christian organizations. Students will develop competence in communication models, conflict management, conflict resolution, the productive use of conflict and interpersonal communication skills.

MIN 5043. Christian Ethics – 3 hours

This course introduces the student to the practice of Christian ethics. It does not provide an exhaustive treatment of its subject matter, addressing every ethical quandary that a pastor and/or Christian worker may face. Rather, it treats a representative sample of such issues. No specialized knowledge of the Old Testament and New Testament is assumed in this course, to say nothing of a specialized knowledge either of moral philosophy in general or Christian moral philosophy in particular.

MIN 5113. New Testament Survey I: Gospels and Acts – 3 hours

This course is an expository survey of the Gospels and the book of Acts.

MIN 5142. Workplace Ministry and the Law – 2 hours

An introduction to American laws impacting individuals in ministry. Discussion of various federal, state and local laws, including common law, statutes, regulations and court cases focusing upon such topics as employment status, income taxes, confidential communications, defamation, clergy malpractice, political activity and religious liberty.

MIN 5222. Leadership in Church and Organizational Change – 2 hours

A study of the pastoral role in facilitating change.

MIN 5232. Logic and Critical Thinking – 2 hours

This course explores the elements of critical thinking with special reference to the techniques, fallacies and patterns of informal reasoning.

MIN 5322. Educational Administration – 2 hours

This course is a survey of the principles and administrative approaches of the educational ministry of the local church.

MIN 5413. Theology I – 3 hours

The first semester in Christian Theology introduces the student to the foundations of theology. The nature of theology, its method and its sources are discussed and assessed. Special attention is given to the doctrines of revelation, Scripture and God. Demonstration of growth in theological thinking involves both verbal and written expression of the Christian faith in the light of biblical teaching and in the context of the history of theological development.

MIN 5712. Introduction to Apologetics – 2 hours

The purpose of this course is to provide an overview of the major questions arising in the field of Christian philosophy and apologetics. This set of questions would include the nature of the Christian worldview, the rationality of religious belief, the existence of God, the possibility of miracles, the problem of evil and the historical evidence for the resurrection of Jesus Christ.

College of Education and Social Sciences

Master of Science in Education
Master of Science in Education/Lead Teacher
Master of Science in Education/Instructional Technology
Master of Science in Education/Athletic-Activity Administration
Master of Science in Educational Administration
Education Specialist in Educational Administration

Director and Department Chair: Michael Arnold

Office: 120 Gott Educational Center

(417) 328-1700 or 1-800-792-4191

Faculty: Pam Hedgpeth, Tom Hollis, Bob Perry, Joe Sartorius, James Truelove

<http://www.sbuniv.edu/mseducation/index.htm>

<http://www.sbugraded.blogspot.com>

Calendar

Campus Classes Begin

Fall 2011August 22
 Spring 2012January 23
 Summer 2012.....June 4

Deadlines for Enrollment for Independent Study, Reading, and Symposium Credit

Fall 2011 September 9
 Spring 2012February 10
 Summer 2012.....June 8

Deadlines for Completion of Independent Study, Reading, Symposium Credit and Master's Project

Fall 2011December 5
 Spring 2012May 7
 Summer 2012..... July 16
 Master's Project 4 weeks prior to graduation

Deadlines for Intent to Graduate Card

December 2011..... October 14
 May 2012.....March 16
 July 2012 May 18

Graduation Dates

Fall 2011December 16
 Spring 2012 May 19
 Summer 2012.....July 27

Program Purposes

The Graduate Programs in Education seek to provide learning experiences that are grounded in the mission and vision of the university and college. In doing so the programs assist teachers and administrators to be caring, effective practitioners in today's schools. Learning experiences are designed to assist teachers and prospective administrators to improve their capability to teach and lead in today's schools at every level. The program is designed to assist graduate students in attaining a number of outcomes.

Assessment

In the Master of Science in Education degree program, periodic measurements of student perceptions and intellectual growth are obtained as one means for the University to assess and improve its academic programs and student learning. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students.

Alumni of the program will be surveyed every 2-5 years. They will be asked to evaluate the major degree program components and appropriateness of relationship to their work in education. The Alumni Questionnaire prepared by ACT will be the basic instrument in addition to 30 questions prepared locally. Students in the educational administration program will be surveyed upon completion of the degree. A follow-up survey will be conducted two years following graduation.

All students in seeking the Master of Science in Education will take EDU 5073 MS Capstone for the purpose of demonstrating through articulation and performance how the degree has impacted the teaching and learning process in the k-12 setting.

When possible, the immediate supervisor of graduates will be surveyed to determine the adequacy of the graduate program in preparing people for the principalship.

In the Master of Science in Educational Administration degree program, each student will be required to complete EAD 6132 - Capstone Experience in which they will be responsible for demonstrating the knowledge, dispositions and performance objectives of the program through case studies, vignettes, problem-based learning activities and the completion of a comprehensive plan. Additionally, all students will be required to complete the School Leaders Licensure Assessment (SLLA) prior to receiving initial certification as a building level administrator.

In the Education Specialist degree program, each student will be required to complete EAD 7132-Capstone Experience in which they will be responsible for demonstrating the knowledge, dispositions and performance objectives of the program through case studies, vignettes, problem-based learning activities and the completion of a comprehensive plan. Additionally, all students will be required to complete the School Leaders Licensure Assessment (SLLA) prior to receiving initial certification as a building level administrator and/or the School Superintendent Assessment (SSA) prior to receiving advanced certification as a building or district level administrator.

Admission Requirements

All applicants accepted for graduate study must have graduated, or be scheduled to graduate during the current academic year, from a regionally accredited college or university with a baccalaureate degree comparable in content and credit hours with degrees granted by Southwest Baptist University.

For admission into the Master of Science in Educational Administration program, students must currently possess a baccalaureate degree in education and a current teaching certificate issued by the state of Missouri. Also required are three letters of recommendation from persons having knowledge of professional ability and character and validation of at least two years of teaching experience.

For admission into the Education Specialist program students must currently hold a master's degree and hold a valid teaching certificate and at least five years of teaching experience. There are three tracks for admission to the program depending on the graduate degree held and certification as a building level administrator.

Admission to Unclassified Status

Unclassified graduate students are persons taking graduate courses, but not pursuing a Master of Science in Education degree or a Master of Science in Educational Administration degree at Southwest Baptist University, and persons who are taking courses prior to admission to a M.S. Degree program at SBU. Admission of unclassified graduate students is granted by the Office of Graduate Studies on the basis of the general admission requirements stated in Step 1 of page 239.

Admission to Classified Status for Degree-Seeking Students

Graduate students in classified status are those who have been admitted to the Master of Science in Education degree program or the Master of Science in Educational Administration degree program.

Persons wishing to pursue either master's degree at Southwest Baptist University should complete the process of admission to the graduate program as a classified degree-seeking student by the second term of their enrollment.

At least 15 hours must be completed at Southwest Baptist University after official admission to the Master of Science in Education degree program. Admission to the Master of Science in Educational Administration and Education Specialist degree programs must be accomplished prior to the completion of 12 credit hours at SBU.

An applicant for admission to either of the Master of Science Degree programs may be fully or unconditionally admitted or may be admitted with limitations or conditions.

Criteria for full or unconditional admission to the Master of Science degree programs are:

1. A Missouri Teaching Certificate, or a Pass for Missouri certification on the PRAXIS II or 1040 or higher combined total for the Verbal and Quantitative score and 4.0 or higher for the Analytical Writing portion on the Graduate Record Exam; and
2. An undergraduate Grade Point Average of at least 2.75 on a 4.00 scale; and
3. A positive recommendation for admission from the Graduate Education Admissions Committee.

Conditional Admission may be granted upon the recommendation of the Graduate Education Admissions Committee for a person who does not fully meet the criteria given above. When a person is granted conditional admission, the conditions for continuing in the program are communicated in writing by the Office of Graduate Studies.

Steps to be followed in obtaining admission to one of the Master of Science Degree programs are:

Step 1: Submit the following materials to the Office of Graduate Studies:

1. An **official** transcript showing completion of a bachelor's degree.
2. **Official** transcript(s) showing any previous graduate study.
3. A Graduate Studies application form.
4. One of the following:
 - a. A copy of the applicant's Missouri Teaching Certificate (PC-1) issued after September 1, 1991, *or*
 - b. An official report of passing scores made on the PRAXIS II *or*
 - c. An official report of passing scores made on the Graduate Record Examination (GRE).
(An M.S. degree from an accredited school may be substituted for testing requirement.)
5. A \$25 application fee.

Step 2: Admission Questionnaire

An admission questionnaire, including a handwritten statement describing the applicant's motivation for pursuing the master's degree at Southwest Baptist University, must be submitted by the applicant. This form is mailed to the student upon request and should be submitted by the student with the application.

Step 3: Committee Action

After all admissions materials are filed, the Graduate Admissions Committee will meet and determine the admissibility of the candidate. One of the following actions will be taken:

1. The candidate may be unconditionally admitted to the graduate program at Southwest Baptist University.
2. The candidate may not be admitted to the graduate program and may not pursue a graduate degree at Southwest Baptist University.
3. The candidate may be conditionally admitted and may proceed to pursue the appropriate master's degree if stated conditions are continuously met.

The Graduate Admissions Committee may grant conditional admission to persons who do not fully meet all admissions criteria, but in the view of the committee demonstrate potential for completing the program and making a worthy contribution through teaching or building level administration.

Step 4: Notification

The Office of Graduate Studies will notify the applicant in writing of the decision of the Graduate Admissions Committee. If the applicant is admitted conditionally, the conditions for continuing in the program will be listed and communicated in writing. An advisor will be announced in the letter. Students should communicate with their assigned advisor as soon as possible.

Steps to be followed in obtaining admission to the Education Specialist are:

1. An official transcript showing the completion of a bachelor's degree and master's degree, as well as all undergraduate and graduate work attempted. The transcript must come directly from the sending institution. No "issued to student", faxed, or photocopied transcripts will be accepted.
2. \$25 application fee.
3. Graduate application and questionnaire.
4. A copy of the candidate's administrative and/or teaching certificate.
5. Successful completion of the SLLA (scores submitted) or a professional development plan.

Admission of a Last-Semester Senior (Master of Science in Education ONLY)

An undergraduate student, enrolled on the SBU campus in Bolivar, interested in taking courses for graduate credit during the last year of undergraduate work may register for graduate courses with the approval of the Office of Graduate Studies in Education. To be considered, a transcript of completed work indicating a cumulative GPA of 2.75 on a 4.00 scale, a schedule of classes for the semester the work is to be completed, an application for admission to the Graduate Program, and letters of recommendation from two undergraduate faculty members must be submitted to the Office of Graduate Studies in Education. This information must be processed at least three weeks before the beginning of the semester. Students may complete up to 12 graduate hours prior to the completion of the baccalaureate degree. The graduate courses taken will be held in escrow until the degree is completed. These hours may not be transferred to another university until the baccalaureate degree is completed. Combined total enrollment shall not exceed 16 hours. Undergraduate tuition rate will be assessed for all undergraduate students taking graduate hours.

International Students

International students must meet the admission requirements stated in the previous sections. Official records of all higher education, including certificates of degrees with the dates the degrees were conferred, must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject. International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

Transfer Credit

Upon approval, a student may transfer a maximum of 12 semester hours of graduate credit from regionally accredited colleges and/or universities. **Transfer courses must have been completed within the last 7 years.** Previous graduate hours must be submitted prior to admission to graduate study at Southwest Baptist University.

Courses must be applicable to a student's SBU graduate program and become a part of the program of study when transferred. Official transcripts indicating the courses to be transferred must be on file in the Office of Graduate Studies in Education **prior** to admission.

The Director of Graduate Studies in Education and the Dean of Graduate Studies must approve transfer credits. Graduate courses transferred to Southwest Baptist University must have grades of A, B, S, P, or CR and must be similar to graduate courses offered by Southwest Baptist University. **Official transcripts must be submitted.**

A student currently admitted as a classified graduate student at Southwest Baptist University who desires to complete graduate course work at another regionally or nationally accredited institution and transfer it to SBU must have **prior approval** of the advisor and the Director of Graduate Studies in Education. The Transfer Course Approval Form must be completed and approved by the above persons prior to taking the course work.

Course work in Educational Administration completed outside the state of Missouri can not be transferred to Southwest Baptist University and will not be applied to the Master of Science in Educational Administration degree. **No correspondence courses will be accepted for transfer credit.** Southwest Baptist University reserves the right to accept or reject any credit for transfer.

Any student receiving an "F" for the course will be required to retake the course through Southwest Baptist University. Transfer credit from another institution will not be accepted in the event a student must retake a course due to receiving a grade of "F".

Auditing a Course

A person who wishes to audit a course must have permission from the instructor and enroll as an auditor at the same time and under the same procedures as for credit. This status will permit the student to attend class but does not allow the student to take tests or have assignments graded by the instructor. Regular class attendance is expected. Auditors should consult with the instructor regarding restrictions and expectations. Change from credit status to audit status must be approved by the instructor and

the Director of Graduate Studies in Education. Persons who are not currently enrolled in the University must apply for admission in order to register as an auditor. Tuition for auditing a class is one-half (2) the rate charged for regular enrollment.

A student cannot change from a credit to audit (or admit to audit) after the third class meeting.

Degree Requirements

To receive the **Master of Science in Education** degree a student must:

1. complete all core requirements;
2. complete a minimum of 24 hours of elective courses;
3. complete all course work with no more than 6 semester hours of C;
4. receive a C or higher in all course work;
5. complete a minimum of 6 hours in residence on the Bolivar campus, by on-line residency, or by approved ITV;
6. no more than 49% of the degree may be taken at one location with the exception of the Bolivar, Mountain View or Salem campuses;
7. complete all requirements within 5 years of the date admitted to the graduate program;
8. participate in commencement exercises unless absence is approved by the Provost.

Core Curriculum (15 hours)

EDU 5023	Curriculum Design and Development
EDU 5033	Learners and the Learning Process
EDU 5053	Philosophies of Education
EDU 5073	Master's Capstone
EDU 5083	Educational Research

The professional specialization area is comprised of the remaining 21-24 semester hours of the degree program. This area provides latitude for the student to select courses that strengthen competency in an area of professional teaching practice such as teaching at the elementary level or teaching at the secondary level. The degree seeking student must complete, file and obtain approval of an official plan of study within 2 weeks following admission to the program. Plan of Study forms are available from the Office of Graduate Studies in Education. **At least 15 hours must be completed after official admission to the degree program.** The student should develop the plan of study in consultation with their advisor. As the student progresses through the program, any necessary changes in the plan of study must have the approval of the same advisor and the Director of Graduate Studies in Education. Advisors will note changes in the permanent file of the student in the Office of Graduate Studies.

The Master of Science in Educational Administration degree leads to recommendation for certification as an elementary, secondary or K-12 school principal. The elementary and secondary school certificates require 38 credit hours. The middle school endorsement requires completion of either the elementary or secondary school principal requirements plus additional course work as required by the Missouri Department of Education (DESE). Contact the office of graduate studies in education for details concerning middle school principal certificate endorsement.

Persons completing the Master of Science in Education degree and teacher certification must fulfill the above requirements and the requirements for certification. The master's certification program is available on the Bolivar campus only. Master certification students are required to complete the comprehensive exam. Students should consult their advisor.

The **Master of Science in Education/Lead Teacher** degree will include the following courses:

EDU 5033	Learners and the Learning Process
EAD 6053	School Supervision
EAD 6083	Essentials in Law, Finance, and Buildings
EAD 6143	Educational Organizations, Leadership & Change**
EAD 6014	School Administration (Residency)
EAD 6024	School Curriculum (Residency)
EDU 5213	Current Issues in Educational Technology**
EDU 5083	Educational Research
EDU 5023	Curriculum Design and Development
EDU 5313	Clinical Field Study
EDU 5323	Improving Instruction**
EDU 5593	Spiritual Issues in Public Schools

**Indicates courses to be taught online

The **Master of Science in Education/Instructional Technology** degree will include the following courses:

EDU 5053	Philosophies of Education
ITL 5723	Advanced Media Management and Supervision**
ITL 5613	The Instructional Role of Educational Media and Technology**
ITL 5813	Technology Planning and Budgeting**
ITL 5643	Advanced Hardware and Software (Residency)
ITL 5623	Multimedia Tools and Applications (Residency)
EDU 5213	Current Issues in Educational Technology**
ITL 5633	Instructional Material Design and Application**
EDU 5083	Educational Research
ITL 5733	Leadership in School District Technology**
ITL 5093	Field-Based Research in Instructional Technology

**Indicates courses to be taught Online.

Master of Science in Education/Athletic-Activity Administration (34 hours)

AAD 5003	Organization and Administration of Athletics/Activities
AAD 5002	Leadership Philosophy in Athletics/Activities (Online with one face-to-face meeting)**
AAD 5001	Athletic/Activity Internship I
AAD 5032	Technology for Athletic/Activity Administration**
AAD 5023	Legal Issues in Athletics/Activities
AAD 5011	Athletics/Activities Internship II
EAD 6053	School Supervision
AAD 5021	Athletics/Activities Internship III
AAD 5033	Character Development in Coaching**
AAD 5043	Sports Psychology & Stress Management
AAD 5053	Diversity in Athletics/Activities**
AAD 5012	Public Relations in Athletics/Activities
AAD 5031	Athletics/Activities Internship IV
AAD 5022	Facility and Game Management (Online Residency)
AAD 5063	Finance & Fundraising in Athletics (Online Residency)
AAD 5041	Athletics/Activities Internship V

**Indicates courses to be taught online.

The **Master of Science in Educational Administration** degree will include the following courses:

Elementary or Secondary School Principal Certificate:

EDU 5033	Learners and the Learning Process
EDU 5083	Educational Research
EAD 6001	Introduction to Technology for Administrators**
EAD 6002	Foundations of Educational Administration**
EAD 6014	School Administration
EAD 6024	School Curriculum
EAD 6053	School Supervision
EAD 6062	Internship 1
EAD 6072	Internship 2
EAD 6083	Essentials in Law, Finance and Buildings**
EAD 6093	Administration of Special Programs
EAD 6113	Administrative Communication, Innovation and Management
EAD 6132	Capstone Experience
EAD 6143	Educational Organizations, Leadership and Change**

**Indicates courses to be taught Online.

Upon completion of the Master of Science in Educational Administration degree the candidate will be recommended for certification in the grade levels of their undergraduate teaching field and recommended for endorsement in K-12 administration. Students must successfully complete the SLLA to receive certification in the State of Missouri.

Residency requirements for the Master of Science in Educational Administration

The residency requirement for the Master of Science degree in Educational Administration may be met in one of two ways: (1) six hours of course work on the SBU Campus, or (2) fifty-one percent (51%) of the courses for the degree taught by full-time SBU instructors. Transfer courses from other institutions will not be counted toward residency.

The **Education Specialist** degree will include the following courses:

EAD 7000	Continuous Enrollment (as needed to complete field study)
EAD 7002	Educational Technology **
EAD 7003	School District Administration
EAD 7013	Personnel Administration **
EAD 7023	Advanced School Finance
EAD 7033	School Planning & Maintenance**
EAD 7043	Research and Statistics
EAD 7053	Advanced School Law **
EAD 7063	Field Study
EAD 7072	Internship I in Superintendency
EAD 7082	Internship II in Superintendency
EAD 7093	Politics in Education
EAD 7123	The Superintendency
EAD 7132	Capstone

**Indicates courses to be taught Online.

Students who possess a Master's degree and wish to pursue the Specialist degree in Administration must complete the following leveling courses:

EAD 6002	Foundations of Educational Administration**
EAD 6053	School Supervision
EAD 6093	Administration of Special Programs
EAD 6014	School Administration
EAD 6024	School Curriculum for Administrators
EAD 6062	Internship I

Students must also complete a minimum of three (3) hours in Advanced Educational Psychology and a minimum of three (3) hours of Educational Research at the masters level. If not completed as evident on and official transcript, the additional six (6) hours must be completed as part of the leveling process.

Students completing the leveling courses and the Education Specialist will receive endorsement as a building level administrator (Initial Principal's Certificate in either elementary or secondary administration).

Residency requirements for the Education Specialist

The residency requirement for the Education Specialist may be met in one of two ways: (1) six hours of course work on the SBU Campus, or (2) fifty-one percent (51%) of the courses for the degree taught by full-time SBU instructors. Transfer courses from other institutions will not be counted toward residency.

Program of Study and Academic Regulations

The program of study for the Master of Science in Education degree is focused on the professional growth and development of elementary and secondary teachers. The degree is usually sought by persons who are experienced teachers; however, a growing number of persons are completing the Master of Science Degree prior to beginning their teaching career.

The Master of Science in Education B Emphasis Lead Teacher is a post baccalaureate degree that will provide practicing educators the opportunity to gain the necessary skills to become lead teachers/department chairs in their building without completing a degree in Educational Administration. Additionally, this program is being developed to attract a smaller pool of candidates to a unique program that will offer them administrative course work as well as curriculum that will permit them to remain in the classroom or enter the field of administration through the completion of additional courses and certification requirements.

The Master of Science in Education/Instructional Technology Leadership (ITL) is designed for individuals who want to lead the way in improving teaching and learning in education and training settings through the application of educational technology theory and practice. By completing this program, students will be prepared with the knowledge and abilities necessary to effectively solve learning problems in a variety of settings with an emphasis in instructional technology. The ITL program is specifically designed for students who wish to participate in improving the quality of education at school, work, and community through the informed use of educational technologies. To support this design, the ITL makes use of video, audio, computer and telecommunication technologies uniquely combined to optimize information access and learning at the graduate level. Courses integrate new curricular experiences involving cooperative learning, project-based assessments, expert interview, product demonstrations, role-modeling, field-based inquiry, and worldwide networking with traditional listen and read methods. The 33 credit hour program includes

required course work in the theory and practice of educational technology systems, instructional design and applications, and school leadership in instructional technologies.

The Master of Science in Education/Athletics-Activities Administration is designed for individuals who seek to lead the athletic and activity program in their school. Courses in this program will lead students to certification through the National Interscholastic Athletic Administrators Association (NIAAA).

Southwest Baptist University offers a Master of Science and an Education Specialist in School Administration specifically designed to prepare students for leadership roles at the building and district level. Recommendation for initial certification as elementary and secondary school principals with the opportunity to complete the coursework for middle level endorsement as well as recommendation for advanced certification in district level administration. The program has been developed in accordance with certification requirements established by the State Board of Education of the State of Missouri. (Certification programs are administered by the Department of Elementary and Secondary Education (DESE)).

The Educational Administration program is coordinated and administered through the Office of Graduate Studies in Education at SBU. Current policies related to the existing Master of Science in Education degree (as printed in this catalog) apply to the Master of Science in Educational Administration and the Education Specialist degrees. The Coordinator of the Educational Administration program is responsible for the day to day concerns of the Educational Administration program.

The Master of Science in Educational Administration degree leads to recommendation for certification as an elementary, secondary or K-12 school principal. The elementary and secondary school principal certificate programs are 38 credit hours each. Endorsement may be obtained as a middle level principal by completing additional course work.

The Education Specialist degree leads to recommendation for certification as a district level administrator. The program is 36 credit hours with students required to maintain continuous enrollment until the completion of the field study.

Individualized Study Limitations

(Applies to the Master of Science in Education degree program ONLY)

A graduate student is limited to 3 hours of independent study, 3 hours of readings credit, and 3 hours of symposium credit. Each of these must be supervised by an authorized graduate faculty member. Arrangements may be made with the student's supervisor or other authorized graduate studies faculty member. Application forms may be requested through the Office of Graduate Studies in Education.

Independent studies, readings, and symposium credits will not be granted in the Educational Administration degree program.

The deadline for registering for the independent study, readings credit, and/or symposium credit is two weeks after the beginning of the semester (Fall or Spring) and by June 1 if the student is planning to graduate in July. Individualized study must be completed by December 1 for the fall semester, May 1 for the spring semester and July 15 for the summer semester.

Students will be notified in writing when the work is approved. No regularly offered courses may be taken for independent study.

Maximum Load

A graduate student may enroll in a maximum of 12 hours per semester. A full-time graduate student is one enrolled in 6 or more semester hours of graduate credit during the fall and spring semesters and 6 semester hours during the summer session. The average enrollment for graduate students is 6 hours per semester.

Time Limitations

The student is required to complete the Master of Science Degree within 5 years of the date of admission. Requests for extensions must be made in writing and submitted to the Director of Graduate Studies in Education.

Course Repetition

Graduate courses taken at Southwest Baptist University for which the grade is F must be repeated at Southwest Baptist University. Exception to the number of times a course can be repeated may be granted only by the Provost.

Graduate courses taken for which the grade is C may be repeated only once. If the course is repeated at another college or university, prior approval must be received from the department chair and Director of Graduate Studies in Education at SBU. Courses taken for which the grade is A or B cannot be repeated.

Residency Requirement

Southwest Baptist University offers graduate courses in education and educational administration at selected branch campuses and off-campus sites. To receive the Master of Science Degree, a minimum of 6 hours of organized course work (excluding independent study, readings, master's project, internships, and other independently supervised work) must be completed in residence on the campus at Bolivar, Missouri. Course work taken through Instructional Television from the Bolivar campus and specific online residency course work may be counted toward the in residence requirement. One credit hour workshops held on the Bolivar campus cannot be used to satisfy the residency requirement.

Withdrawal from Southwest Baptist University

Students who wish to withdraw from the University, must withdraw officially through the Office of Graduate Studies in Education.

If a student withdraws from school after 60% of the class has elapsed, a grade of W will be assigned in all courses where the student is passing as of the date of the withdrawal. In the event the student fails to notify the necessary office, his/her withdrawal is not complete and grades of F will be recorded for failure to attend classes.

Enrollment in the course is defined as: a student who pre-enrolls via telephone, a pre-enrollment form by mail, or an in-class enrollment. Following initial enrollment, the student is responsible to notify the proper officials if the student wishes to drop a course.

Enrollment Policy

Southwest Baptist University reserves the right to cancel any course having an enrollment which falls below the minimum enrollment established by the Graduate Council.

The Master's Degree Teacher Certification Program

Southwest Baptist University offers a program by which qualified graduate students may become certified to teach in elementary, middle or secondary schools while earning the Master of Science in Education degree. The program is designed so that the participant may meet requirements for a Missouri teaching certificate (PC-1) and concurrently complete the requirements for the Master of Science in Education degree. The graduate level courses are open only to students with a bachelor's degree except by special permission from the Director of Graduate Studies in Education. The intent of the program is to attract outstanding persons from other areas of study for entry into teaching. The program is designed for persons whose undergraduate study was related to the fields in which they plan to teach and who have an outstanding undergraduate record.

Since the program involves study leading to both the Master of Science Degree and the Missouri teaching certificate (PC-1), the degree is not granted until certificate requirements are met, and the certificate is not processed until the Master of Science Degree requirements are met. The program enables the graduate student to earn a Master's Degree and meet teacher certification requirements in a setting which encompasses a Christian perspective. The program is offered by Southwest Baptist University only on the campus in Bolivar. Participants in the program are charged the graduate rate of tuition for all required undergraduate leveling or certification course work. However, only persons fully admitted to the program or in their first semester of study while seeking admission to the program will be approved to take undergraduate leveling courses at the graduate tuition rate. The program is available only to persons who have been formally admitted to the teacher education program.

Criteria for admission into the Master's Degree Teacher Certification program are the same as for admission to Graduate Studies in Education. Among criteria for admission to the Teacher Education program are the development of a complete student file in the Office of Teacher Education, passing scores on all sections of the C-BASE test, and EDU 2113 and EDU 2313, or their equivalents.

After an initial interview with the Certification Officer in Teacher Education at SBU, prospective students are assigned an advisor who provides guidance in admission to and completion of both the Master's Degree and teacher certification requirements. It is the student's responsibility to make arrangements for the interview with the Certification Officer in Teacher Education. Completion of the program involves meeting both Missouri teacher certification and Master of Science in Education degree requirements. MS Certification students will take the comprehensive exam in lieu of EDU 5073.

Locations of Branch Campuses and Off-Campus Sites

Southwest Baptist University offers the Master of Science in Education degree at several locations around the state of Missouri. The Master of Science in Educational Administration degree will be offered at the St. Louis and Bolivar locations only. However,

a limited number of cohorts may be started at additional locations. To determine if there are courses being offered near your residence, call the Office of Graduate Studies at 1-800-792-4191.

Temporary Authorization Certificate (TAC) Program Program Description

A. Objectives

The Temporary Authorization Certificate (TAC) program at Southwest Baptist University is designed to:

1. Assist Missouri school districts within the service area in staffing secondary school subject areas with teachers who are well prepared and are quality servant leaders;
2. Provide a strong alternative certification program in secondary school teacher education with a Christian worldview for the non-traditional student.

B. Application Criteria and Admission Procedures

1. The criteria for admission to the ACP at Southwest Baptist University is pursuant to an approved program registered with the State Department of Elementary and Secondary Education (DESE).
2. To receive unconditional admission, a candidate must present evidence of employment or intent to employ by a school district in the state of Missouri contingent upon certification. The candidate may be conditionally admitted if he/she is not able to obtain employment during the first year of the program. To obtain unconditional admission, the candidate must obtain employment within two (2) years of the beginning of their program.
3. The applicant must hold at least a bachelor's degree from an institution of higher learning that is accredited either regionally or nationally with a grade point average of 2.50 or higher on a 4.00 scale. All official transcripts of undergraduate work must be submitted prior to admission into the ACP.
4. The applicant must submit an approved application form, questionnaire, application fee, official transcripts, and PRAXIS II scores to receive unconditional admission into the Master's degree program.
5. Students seeking vocational certification should consult the Missouri Department of Education for any additional classes, and communicate with their superintendent and SBU advisor.

* For up to date criteria view DESE website for TAC regulations.

C. Structure of the program

1. Program Courses:

PSY 5133	Adolescent Development
EDU 5853	Classroom Management
EDU 5333	Principles and Methods of Teaching (secondary)
EDU 5832	Assessment and Evaluation of Learners
EDU 5842	Teaching Diverse Learners
EDU 5613	Teaching Reading in the Content Areas
EDU 5873	Integrating Technology in K-12 Classrooms
EDU 5943	Educational Capstone Experience

Master's degree option: Students must complete the five core courses and 2 hours of electives (39 hours) to complete the requirements for the M.S. in Education degree. These courses do not have to be taken on the Bolivar campus, but must be approved by the Director of Graduate Studies in Education prior to enrollment in the courses. A student will be permitted a maximum of 6 hours in transfer credits from an accredited college or university as long as the course work has been completed within the past 7 years. Transfer credits will not be accepted toward the Educational Capstone Experience.

COURSE DESCRIPTIONS

ATHLETIC - ACTIVITY ADMINISTRATION

AAD 5001, 5011, 5021, 5031, 5041. Internship in Athletic/Activity Administration - 1 hour each semester.

Designed to provide the student with valuable supervised practical experience in athletic/activity supervision and administration. As part of the degree program students will be required to enroll in the internship each of the semesters they are in the program. Internships are sequential and students must complete the previous internship before moving to the next. Internship Fee: \$50 per class.

AAD 5002. Leadership Philosophy in Athletics - 2 hours.

The goal of this course is to provide the student with an understanding of issues of leadership and to examine applications of leadership principles to the college and high school athletic environment. The course serves as an overview for interscholastic athletic administration and introduces the philosophy of athletic administration, then focuses on the roles of the NIAAA, the NFHS, the State Athletic/Activity Associations, and the State Athletic Administrator's Associations. The NIAAA Leadership Training and Certification Program LTC 501 will be part of this course. Successful completion of the material will lead toward initial athletic administration certification.

AAD 5003. Organization and Administration of Athletics - 3 hours.

This course provides an overview of the theoretical foundations and applied areas in administration of athletic programs. Topics to be covered include: human resources management, facility management, sport marketing, budgeting, fundraising, ethics, and the future of athletics administration. The course is intended as a basic introduction into the principles of athletic administration. Successful completion of the material will lead toward initial athletic administration certification.

AAD 5012. Public Relations in Athletics - 2 hours.

This course examines the marketing process in interscholastic athletics. Through the process, the student will study the theories, research, and development of sport marketing and public relations. The course focus will be on the implementation of a sport marketing plan. The course will also look at the communications and public relations activity as it pertains to sport organizations and emphasizes athletic promotion, fundraising, finance, economics, and marketing.

AAD 5022. Facility and Game Management - 2 hours.

This course focuses on the application of both theory and practice of planning and managing facilities and athletic events in interscholastic athletics. Upon completion of the course, participants will be able to understand the complexities involved in managing various types of athletic facilities and in planning, production, and evaluation of athletic events. Topics to be covered in this course include planning and design of athletic facilities, management of athletic facilities, housekeeping and maintenance, event planning, and production.

AAD 5023. Legal Issues in Athletics - 3 hours.

This course provides in-depth coverage of all aspects of liability for sports injuries and risk management, including the duties imposed on athletic administrators, coaches, athletic trainers, and other athletic personnel. In addition, fundamentals of an effective risk management program and development of a strategic plan for risk management will be discussed. This course will also include an extensive study of Title IX and gender equity in athletic programs. Successful completion of the material will lead toward initial athletic administration certification.

AAD 5032. Technology for Athletic Administration - 2 hours.

This course introduces advanced features in Word, e-mail applications, EXCEL and PowerPoint to improve the quality and presentation of materials. Additional areas covered are mail merge using Microsoft Word, and creating charts in Microsoft Excel, Mansker, and other athletic software, and web page development. The course requires the student to interact with the software in the process of developing presentations and daily administrative reports.

AAD 5033. Character Development in Coaching - 3 hours.

Character-based educational athletic principles will be used to encourage improved communication between school boards, superintendents, principals, parents and boosters. This character-based program will help support and embrace the values and views lived daily in the school setting by the student athletes, coaches, athletic department and school faculty. This course will empower the athletic administrator to motivate the entire community by creating strategies to use in the school community.

AAD 5043. Sports Psychology and Stress Management - 3 hours.

This course introduces participants to managing human resources in interscholastic athletic organizations, such as athletic departments in middle and high schools. Various aspects of managerial functions and human behavior in interscholastic athletic organizations, intervening stress as well as the importance of communication, leadership, negotiation, motivation, and decision making will be addressed.

AAD 5033. Diversity in Athletics - 3 hours.

This course is designed to provide an overview of current issues in athletics and to teach learners what diversity is and how it applies to sports in general and more specifically to gender, race, religion and various cultures. This course will help learners understand the unique challenge for sports leaders to better understand diversity and through this understanding help all participants involved in athletic programs.

AAE 5063. Finance & Fundraising in Athletics - 3 hours.

Examination of current fiscal challenges and concerns in athletics. The knowledge and skill sets of this course serve as a foundation for administration of athletics at various levels. Topics include financial pressures for sports leaders, fundraising practices, effective marketing, public relation campaigns, fiscal management, accountability and stewardship. Students exercise analytical thinking skills and develop a respect for financial stewardship for successful athletic administration.

EDUCATIONAL ADMINISTRATION**EAD 6001. Introduction to Technology for School Administrators - 1 hour**

Introduction to technology is an on-line course designed to introduce prospective administrators to the technology standards for school administrators, review the process for developing a building level technology plan and review sources of funding for technology. Additionally students will be introduced to the portfolio component of Bb so they may begin the process of developing their on-line administrative portfolio.

EAD 6002. Foundations of Educational Administration - 2 hours

Designed to provide an overview of the essential elements of organizations and management theory for the student entering the program. Administration history, basic theories, and major areas of responsibility in school administration will be discussed.

EAD 6014. School Administration - 4 hours

Designed as a course in building level K-12 administration to prepare prospective school administrators in the areas of instructional leadership, decision-making and problem solving. School improvement, building management and basic personnel and program management are also part of this course.

EAD 6024. School Curriculum - 4 hours

Designed to provide K-12 administrators principles and theory of curriculum design and procedures for developing curriculum in the K-12 setting. Emphasis is placed on the role of the teacher and the administrator in curriculum development and evaluation.

EAD 6053. School Supervision - 3 hours

This course will focus on the problems, processes and techniques in the evaluation, supervision and improvement of instructional programs. Focus will be placed upon leadership roles necessary for creating a supportive climate for change.

EAD 6062/6072. Internship - 2 hours (each)

Practical experience intended to augment classroom instruction under the supervision of a practicing administrator and a university supervisor. Foundations of Educational Administration (EAD 6002), School Supervision (EAD 6053), School Administration (EAD 6014), School Curriculum (EAD 6024) and admission to the program are prerequisites for the internship. Internship Fee: \$50.

EAD 6083. Essentials in School Law, Finance and Buildings - 3 hours

This course is designed to prepare future building level administrators by studying laws and current legislation affecting public and private schools. It will also view school revenue sources, expenditure practices and management responsibilities as they relate to the building budget. Finally students will examine problems in building planning and plant utilization.

EAD 6093. Administration of Special Programs - 3 hours

Designed to prepare principals for their responsibilities related to the supervision of special education programs. The legal basis for special education, legal concern, the budget, management and supervision will be emphasized. Material Fee: not to exceed \$15.

EAD 6113. Administrative Communication, Innovation and Management - 3 hours

Intensive examination of the school and its environment. Emphasis is placed on interacting with internal and external publics.

EAD 6132. Educational Administration Capstone Experience - 2 hours

Students will have the opportunity to summarize and synthesize knowledge and skills they have acquired in solving hypothetical problems they will face as a building level administrator. A major focus is to prepare students for the Assessment Center requirement mandated by DESE for initial certification as a principal. Capstone must be taken the last semester of the program, mandated by DESE for initial certification as a principal.

EAD 6143. Educational Organizations, Leadership and Change - 3 hours

Designed to help students develop a diverse set of perspectives for analyzing organizations and for taking effective leadership in them. The focus of the course will be to understand how organizations work and what to do to make them better through organizational change, to allow students to look at their own ideas of leadership and to assess themselves on the skills they will need to be effective leaders, and to respond to emerging challenges in today's schools.

EDUCATIONAL SPECIALIST

EAD 7000. Continuous Enrollment

As needed to complete the field study. Students will be charged for one credit hour at the specialist rate each semester the research paper is not completed. Students not enrolled in any specialist course work will not be charged the one credit hour. No credit is given for EAD 7000. Course fee \$215.

EAD 7002. Educational Technology - 2 hours

Hands on application of technology used in day-to-day functions of the superintendent as well as tools used for research in the field of education.

EAD 7003. School District Administration - 3 hours

Prepare prospective superintendents in the areas of instructional leadership, decision-making, problem solving and the change process at the district level. School improvement, district management, and personnel and program management will be included in this course.

EAD 7013. Personnel Administration - 3 hours

Processes and procedures required in implementing policies and practices of effective school personnel administration including instructional and non-instructional personnel.

EAD 7023. Advanced School Finance - 3 hours

The study of school budgeting procedures, revenue and expenditure accounting, problems related to local, state, and federal financing of public school operations.

EAD 7033. School Planning & Maintenance - 3 hours

The development of a master plan and educational specifications for a school facility. Attention will be given to site and building evaluations, bond issues, remodeling, energy conservation, contractor and architectural responsibilities, equipping and maintaining plants and barrier-free facilities.

EAD 7043. Research and Statistics - 3 hours

A study of current research techniques and related statistical application. The course will be taken in conjunction with or prior to the initiation of the field study in educational administration.

EAD 7053. Advanced School Law - 3 hours

Constitutional, statutory and case law that relates to all staff personnel, students, school district and board members' legal rights and responsibilities.

EAD 7063. Field Study - 3 hours

The completion of a field project in the form of a specialist research paper. The study may be done in cooperation with a public school district or appropriate agency. Requires formal investigation and survey of a recognized problem with a selected institution. The nature of the investigation may also be an in-depth independent research relevant to current practice in the field of education. An advisory committee made up of full-time college instructors must approve the subject for research. An oral review of the project must be presented. A course fee is determined based on cost of binding the specialist paper.

EAD 7072/7082. Internship in Superintendency - 2 hours (each)

Field experience in the superintendency.

EAD 7093. Politics in Education - 3 hours

Origins, nature and impact of political forces surrounding and influencing schools. The course will also include the increasingly complex political web of American education as well as the debate of local control versus the expanding role of state and federal government. Education and the social order will be analyzed from the perspective of school politics, demands made in the school community and the intervening variables associated with school issues.

EAD 7123. The Superintendency - 3 hours

Taken in conjunction with the internship, students will analyze and discuss topics related to current problems of school district management involving decision making, data processing, operations, research, work and wages, unions and management, state and federal control and purchasing.

EAD 7132. Capstone - 2 hours

Designed to bring all aspects of the superintendency together through summary and synthesis of the knowledge and skills acquired throughout the program. Students will develop a personal growth plan for continuing their professional endeavors. Focus will be placed on the preparation for the national assessment for superintendents.

EDUCATION

EDU 5000. Comprehensive Exam Seminar

All M.S. certification students planning to take the Comprehensive Examination will be enrolled in EDU 5000 and are required to complete the seminar and quiz. Once they have completed the quiz, they will receive a letter from the office of graduate studies in education that will serve as their admission into the exam site. Students who do not complete the seminar and quiz will not be admitted into the Comprehensive Exam. The student will not be assessed a fee for EDU 5000.

EDU 5002. Teaching Social Sciences I - 2 hours

A study of social sciences in the elementary school with emphasis on methods and techniques of presenting important concepts from the several disciplines comprising the social sciences. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5003. Adapted Physical Education - 3 hours

Basic terminology, fundamental values, and an overview of special populations and their problems related to physical education. Surveys of settings, services, resources, and programs in physical education for the handicapped. Only offered on the Bolivar campus.

EDU 5022. Teaching Social Sciences II - 2 hours

A study of social sciences in elementary/middle schools with emphasis on methods and techniques of presenting concepts from geography and economics. The focus will be on the five central themes of geography and the four major concepts of economics. Assessment of social studies skills in geography and economics will be addressed. Prerequisites: EDU 5002. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5023. Curriculum Design and Development - 3 hours

The study of principles and theory of curriculum design and procedures for developing curriculum in elementary and secondary education. Emphasis is on the role of the teacher in curriculum development in the local school. Review of literature relating to curriculum development and study of current school curriculum guides are an important part of the course.

EDU 5033. Learners and the Learning Process - 3 hours

The study of how students learn with emphasis on current theories of learning, the relationship between learning and development, the characteristics of learners and effective methods for measuring learning. The overarching purpose of the course is to enhance endeavors of teachers to improve student learning. Prerequisite: EDU 2113 or hold teaching certificate.

EDU 5043. Brain-Based Teaching and Learning for Special Needs Students - 3 hours

Examination of how to address the unique learning problems of students with special needs, with a focus on insights gained from research on the function of the human brain. Quality learning experiences will be designed based on knowledge acquisition and learning modalities of students. Strategies will be discussed/developed to create learning environments for special needs students.

EDU 5053. Philosophies of Education - 3 hours

This course provides an in-depth examination of major philosophies of education, and their relation to teaching practice, methods, curriculum, and educational administration. Philosophies examined include idealism, perennialism, pragmatism, existentialism, romanticism, hermeneutics and perspectivism.

EDU 5063. Human Growth and Development - 3 hours (Fall, Spring)

A "Life-Span" study of human growth and developmental processes including physiological, psychological and sociological influences and effects. Students receiving credit for this course cannot receive credit for both PSY 3053 and PSY 4033. Prerequisites: PSY 1013 or EDU 2113.

EDU 5073. Master's Capstone - 3 hours

An overarching course designed to have students synthesize, articulate and apply knowledge obtained from the four core courses as well as their electives. The capstone course for the Master of Science in Education degree will provide an avenue for students to demonstrate a direct link to the impact that their individual programs have in the preK-12 learning environment. Specifically, students will demonstrate through the use of classroom or school data the impact on student achievement. Comprehensive exams will also be taken as part of this course. The Master's Capstone course must be taken after all four of the core courses have been completed.

EDU 5083. Educational Research - 3 hours

Concepts of research design, methodology, sampling techniques, internal and external validity, the scientific method in educational problem solving, and statistical treatment. Included are assumptions underlying the use of statistical tests, selection of appropriate statistical techniques, and the interpretation of the results of the analysis. Critical analysis and evaluation of published educational research studies and the writing of educational proposals are major components.

EDU 5093. Master's Project - 3 hours

The Master's Research Project consists of a field-based project centering upon a practical problem of special interest to the student. The student will identify the problem and develop a proposed plan, complete the project under supervision (usually in one's place of work), and develop a comprehensive report. The written report will be bound and placed in the Hutchens Library. Prerequisite: EDU 5083.

EDU 5103. Cooperative Learning - 3 hours

This course will provide basic information concerning the history, development, strategy, and forms of cooperative learning. Students will develop strategies that can be used in their respective disciplines.

EDU 5112. Teaching Writing - 2 hours

This course is designed to stress the teacher's role in the writing process and introduce writing activities that may be implemented in the classroom for different areas of the curriculum. A variety of instructional approaches to teaching middle school students to write will be addressed. The course will focus on writing as process and product. Preservice teachers will experience assessing students' writing. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. Offered only on the Bolivar campus during the fall semester.

EDU 5114. Teaching Reading/Language Arts I - 4 hours

Explores the rationale for and methods of integrating the teaching of the language arts (reading, writing, speaking, listening, viewing, and visually representing) in today's elementary classroom. Prerequisites: EDU 2113, 2313, 2343, 2353 and Teacher Education requirements. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5123. Teaching in the 21st Century - 3 hours

This course addresses possible approaches/solutions to critical issues facing educators in the future. Many subjects will be identified and discussed concerning issues facing teachers in the 21st century.

EDU 5124. Teaching Reading/Language Arts II - 4 hours

Emphasizes application of the principles of integrated language arts teaching throughout the curriculum. Preservice teachers will plan instruction and prepare materials to be used to foster developmental and functional reading strategies which enable students to use reading as a tool to learn. Preservice teachers will also assess and evaluate students with diverse needs. Prerequisites: EDU 5114. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5133. Developing Positive Attitudes & Motivation in Students - 3 hours

This course will examine topics and strategies to create a more positive classroom. All types of motivational strategies will be applied to the classroom teachers' perspective. Students will share viewpoints on topics such as humor in the classroom, student-centered learning, motivational techniques, and self-motivation.

EDU 5143. Integrating Art, Music and Physical Education into the Classroom B 3 hours

Designed to enable the student to integrate art, music and physical education into the classroom. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5162. Teaching Integrated Math - 2 hours

Study of methods of teaching math in the elementary/middle school and of integrating mathematics in other content areas, particularly science, in ways that are developmentally appropriate and are reflective of the NCTM standards. Prerequisites: EDU 2113, 2313, two (2) college level math courses above MAT 0123, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science - Chemistry (CHE), Earth Science or Introduction to Physical Science, etc. (PHS), or Physics (PHY) - with a lab and Teacher Education requirements. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5173. Learning Styles - 3 hours

This course is based on the recognition that there are distinct personality characteristics that are intrinsic to an individual's method of learning. Personalities are identified and a climate is created where communication is developed to bring about an increase in a student's sense of dignity, respect, worthiness, and esteem.

EDU 5182. Teaching Integrated Science - 2 hours

Study of methods of teaching and integrating science in the elementary/middle schools with a particular emphasis on process inquiry skills. Prerequisites: EDU 5162. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5183. Brain Based Teaching and Learning - 3 hours

Students will examine how the brain processes information/learns, including the role of emotions and the aspect of multiple intelligence. Quality learning experiences will be designed based on knowledge acquisition and learning modalities of students. Strategies will be discussed/developed to create learning environments that facilitate the construction of knowledge and retention of information.

EDU 5203. Curriculum Methods in Early Childhood Education - 3 hours

Exploration of the subject of early childhood programming with a focus on the importance of preparing materials and learning techniques to advance the physical, emotional, and cognitive development of young children. Emphasis is on adapting materials and methods to the needs of young children. Offered only on the Bolivar campus.

EDU 5213. Current Issues in Educational Technology - 3 hours

Instructional technology is at the center of many of both the opportunities and the controversies in education and training today. Using a problem-based learning instructional strategy, this course helps students examine many of the issues at the forefront of our field, from what instructional technology is through designing instruction to what students might find on the Internet. The set of issues is always shifting as the field grows and changes. The course is meant for those nearing the completion of their degree, not for beginners.

EDU 5223. Issues and Trends in Early Childhood Education - 3 hours

Current trends and issues in early childhood education with emphasis on the study of research and recent findings in the development, modification and implementation of programs for young children.

EDU 5233. Literature for the Young Child - 3 hours

Designed to acquaint the student with exemplary literature for the young child and to develop competency in the use of effective and sound methods for using books to enrich the lives of young children.

EDU 5243. Creative Writing in Secondary Classrooms - 3 hours

This course will focus on learning how to create and maintain an exciting and motivating environment for creative writing in the classroom.

EDU 5253. Educational Grant Writing - 3 hours

Individuals enrolled in this course will become familiar with grant writing procedures employed in the basic fill in the blank type grants as well as the procedures and formats utilized in the more complex grants.

EDU 5263. Literature Based Classrooms - 3 hours

This course will focus on the effective use of literature in all content areas throughout the curriculum. Special attention will be given to American literature as a tool to motivate students into research and critical thinking skills. This course is designed for teachers K-12. Balanced literacy, guided reading and literature circles will be a focus of this course.

EDU 5273. Teaching Reading Comprehension - 3 hours

Strategies for improving decoding and comprehension skills through individual leaning styles of students and teacher. Emphasis will be upon how to diagnose and remedy common reading deficiencies, how to assess level of performance and to utilize effective instructional strategies and how to determine students' learning styles in order to help them attain better comprehension.

EDU 5283. Teaching Students To Study Smarter, Not Harder - 3 hours

The course focuses on how to teach students to learn. Study skills will be taught that incorporate preferred learning styles, memory strategies, concentration and listening skills, note-taking, textbook mastery, test-taking, time management, and motivation strategies.

EDU 5293. Creating Lifetime Writers - 3 hours

This course will focus on learning how to create and maintain an exciting and motivating environment for creative writing in the classroom.

EDU 5313. Clinical Field Study - 3 hours

The completed field study will require the student to chair a committee designed to address one goal of their district/building strategic plan from development to completion. The study may be done in cooperation with a public or private school district or appropriate agency. In order to complete this task the student must (1) have a comprehensive review of the literature pertaining to this goal, (2) strategic plan included time line, budget, person(s) responsible, resources needed to achieve the goal, (3) a formal presentation to the board of education outlining the approach to achieving the desired outcomes, (4) formal presentation to the board of education summarizing the committees activities and accomplishments as they relate to the achievement of the district/building goal.

EDU 5323. Improving Instruction - 3 hours

The course will provide practical field-tested teaching strategies designed to impact the teaching and learning process at the classroom and building level. Students will be exposed to and apply current theory and practices designed to improve classroom instruction.

EDU 5333. Principles and Methods of Secondary School - 3 hours

Emphasis on the basic teaching methods, the teaching of critical thinking skills, analysis of various teaching models, analysis of learners and the learning process, and development of communication skills. EDU 5333 must be taken at SBU. A Field-Based Internship must be taken concurrently. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Offered only on the Bolivar campus during the fall and spring semesters.

EDU 5343. The Leadership Brain - How Classroom Teachers Lead Effectively - 3 hours

Students will examine how brain-compatible practices can sustain effective teaching and learning. Making use of the latest cognitive neuroscience insights about how the brain interacts with the learning environment will provide a basis for understanding: learning differences, brain-compatible curriculum and assessment, higher-order thinking, the nature of creativity, ethical and spiritual leadership, and the role of thinking habits on learning. The course will also address initiating and leading productive school change.

EDU 5353. Reading Miscue Analysis - 3 hours

The study of a procedure based upon whole language and psycholinguistic theory that enables the teacher to investigate and understand the reading of an individual reader, to develop an understanding of how readers transact with text to build comprehension, and to use this procedure as a base for constructing and implementing an individual developmental or remedial plan. Offered only on the Bolivar campus.

EDU 5373. Issues and Trends in Reading Instruction - 3 hours

An intensive analysis of reading problems from the standpoint of current development and remedial methodologies. Offered only on the Bolivar campus.

EDU 5383. Supervision of Instruction in Reading - 3 hours

The supervisory responsibilities and problems concerned with reading, including the building of reading programs appropriate for a school population and community, utilizing appropriate research in the operation of a quality reading program, using supervisory techniques appropriate to the task, and serving as a leader in the change process of a school reading program. Offered only on the Bolivar campus.

EDU 5413. Internet Applications for Teachers - 3 hours

An introduction to the variety of educational resources on the Internet and the essential skills of use of Internet e-mail, FTP, Telnet, and World Wide Web through Netscape. Basic computer skills are required. Students will print, save to disk, and create portfolios that can be used in their curriculum.

EDU 5423. Computer Applications in Education - 3 hours

Introduces the role of computers in education, including classroom instruction, administration, and counseling. Emphasizes computer-assisted instruction, computer-managed instructional techniques, and administrative uses. Includes practical experience in software development for educational applications. Lab fee \$15.

EDU 5433. Blogs, Podcasts, Wikis & Web Page Application for Teachers - 3 hours

This course is designed for educators who are interested in creating and maintaining blogs, podcasts, Wikis, and web pages to enhance internal and external communication and the teaching and learning process. Participants will learn how to create a podcast as well as how to create and maintain a Wiki, blog, and web page.

EDU 5463. Middle School Philosophy and Organization - 3 hours

A focus on the historical and philosophical foundations of the traditional junior high and subsequent middle school movement emphasizing a connection between practice and research. Prerequisites: EDU 2113 and 2313 and Teacher Education requirements.

EDU 5473. Psychology of the Middle School Student - 3 hours

This course offers a broad overview of the history of young adolescent psychology, its advocates, researchers, and its implications for middle level educational practices. Prerequisites: EDU 2113, 2313, 2463 and Teacher Education requirements.

EDU 5493. Middle School Curriculum - 3 hours

This course offers an in-depth study of curriculum development and instructional strategies targeting the young adolescent. As a result of this course, students will develop pedagogical practices that meet the vast physical, emotional, social, intellectual, and affective developmental needs of young adolescents. A Field-Based Internship must be taken concurrently. Prerequisites: EDU 2113, 2313, 2463 and Teacher Education requirements.

EDU 5503. Organization and Administration of Physical Education - 3 hours

Advanced organization and management of physical education and interscholastic athletic programs. Only offered on the Bolivar campus during the fall semester.

EDU 5512. Methods of Teaching Art, K-12 - 2 hours

Understanding motivation, materials and techniques in school art programs. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Offered only on the Bolivar campus during the fall semester.

EDU 5513. Methods of Teaching Mathematics in the Middle and Secondary Schools - 3 hours

Theory and application of current practices in teaching mathematics in middle and secondary schools. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

EDU 5522. Methods of Teaching Science in the Middle and Secondary Schools - 2 hours

Course will provide practical methods for the prospective teacher to use for the instruction of middle and secondary school students in such areas as laboratory safety, investigative and questioning skills. Course activities will include inquiry teaching, use of demonstrations in teaching, budgeting and supply ordering, science fairs and projects, and the use of the computer in the science classroom. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester.

EDU 5523. Methods of Teaching Business Subjects in the Secondary School - 3 hours

Designed to analyze instructional techniques and procedures utilized in teaching business subjects. Special attention given to objectives, subject matter content, instructional materials, class activities and methods of evaluating in typewriting, accounting, shorthand, office practice, and general business. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus on sufficient demand.

EDU 5533. Methods of Teaching Health and Physical Education, 5-12 - 3 hours

Teaching methods, selection of activities, program planning, emphasis on development of a progressive curriculum (restricted to health and physical education majors and minors). Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester.

EDU 5542. Methods of Teaching Social Studies in the Middle and Secondary Schools - 2 hours

Exploration of basic concepts within each of the social sciences and possible teaching methods. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

EDU 5543. Methods of Teaching Writing in the Secondary School - 3 hours

Theory and application in the teaching of writing and grammar in secondary schools with emphasis on the writing process. A requirement for secondary English majors. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

EDU 5552. Methods of Teaching Speech in the Middle and Secondary Schools - 2 hours

Emphasis on principles, techniques and problems that are unique in teaching speech. Unit and course plans are developed for all areas of speech. Attention is given to directing forensics and dramatic activities. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus on sufficient demand.

EDU 5553. Measurement and Evaluation in Physical Education - 3 hours

A course to acquaint students with various evaluation methods in physical education. Practice is given to administering tests and interpreting results with appropriate statistical procedures.

EDU 5562. Methods of Teaching Instrumental Music in the Middle and Secondary Schools - 2 hours

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching instrumental music in the middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, MUS 1621, MUS 1623, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester (even years).

EDU 5563. Methods of Teaching Foreign Language - 3 hours

Study of methods of teaching modern languages in public school. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Only offered on the Bolivar campus on sufficient demand.

EDU 5573. Methods of Teaching Vocal Music in the Middle and Secondary Schools - 3 hours

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching vocal music in middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, MUS 1621, MUS 1623, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester (odd years).

EDU 5583. Character Education - 3 hours

This course will provide a knowledge and background of Character Education. We will explore the development of good. Character building skills, such as respect, responsibility, and work ethic will be addressed. Students will discuss methods of initiating a Character Education program into a school system as well as incorporating character skills into curriculum.

EDU 5593. Spiritual Issues in Public Schools - 3 hours

This course is designed to help teachers plan curriculum in ways that stay true to one's faith and helps teach Christian values in a multicultural community. Students will review which laws determine the religious rights of students and teachers in public schools and how to apply these laws to real situations in the classroom.

EDU 5603. Issues and Trends in Education - 3 hours

This class is focused on developments, trends and issues in education with emphasis on relating current research to contemporary educational practice. Legal issues will be addressed.

EDU 5613. Teaching Reading in the Content Areas - 3 hours

Designed to assist middle school/junior high and/or secondary teachers in the use of functional reading strategies which enable students to use reading as a tool to learn in various content areas. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Only offered on the Bolivar campus during the fall and spring semesters.

EDU 5623. Working With At-Risk Students - 3 hours

This course examines why significant numbers of students fail to achieve their academic potential. Principles of effective thinking skills programs are examined.

EDU 5643. Sport and Physical Education in American Society - 3 hours

A study of the place of sports and physical activity in American society. Principles, historical events and current status of sports and physical activity will be studied.

EDU 5653. Counseling for the Classroom Teacher - 3 hours

This course will emphasize the application of counseling, guidance, and counseling psychology principles in the classroom. Teachers will improve upon their skill for dealing with students' academic, personal, and social problems.

EDU 5663. Child Abuse and Neglect - 3 hours

This course is designed to acquaint the student with child abuse and neglect, causes, treatment and prevention.

EDU 5673. Teaching Critical Thinking Skills - 3 hours

In this course students will learn to think about their thinking and understand the ways people think. Students will define critical thinking, select suitable thinking outcomes for their lessons and remodel lesson plans to help their own students engage in higher order thinking.

EDU 5683. Effective Inclusion Practices - 3 hours

Students will investigate the Individuals With Disabilities Education Act and its implications for teachers. Special placement, the continuum of service models, and the areas of exceptionality will be defined. Modifications required in the regular classroom for implementation of IEP's will be explored.

EDU 5693. Understanding Human Addictions - 3 hours

The intent of this course is to enable educators to further their understanding of the issues involving drugs, to further develop a personal philosophy regarding drug issues based on this knowledge and to help the educator utilize this knowledge and philosophy into their daily teaching.

EDU 5703. Physiology of Exercise - 3 hours

A study of the effects of exercise on the organs and systems of the body; special emphasis on the cardio-respiratory system. Course fee \$12.

EDU 5713. Current Problems in Physical Education - 3 hours

Recognizing, classifying, and reporting problems in physical education. Studying techniques and methods of solving problems. Current issues and problems in the field of physical education are studied. Only offered on the Bolivar campus.

EDU 5753. Web Tools, Design and Applications - 3 hours

This course focuses on the role of web tools in education, including classroom instruction, administration, and communication. Emphasis is placed on computerized instruction and computer-managed instructional techniques including Web Design. Content includes practical experience in software development for educational applications.

EDU 5783. Adolescent Development - 3 hours

A study of the development processes of the adolescent, beginning at puberty and continuing through the late adolescence.

EDU 5823. Integrating Technology Into the Classroom - 3 hours

The course focuses on knowledge and skills which: (1) make a person computer literate, (2) enable one to use computers in a variety of personal applications, (3) equip a person to use computers in teaching and learning, and (4) enable one to make effective use of a wide variety of media and technological systems in teaching. Prerequisites: CIS 1103, EDU 2113, 2313 and Teacher Education requirements. Designed for MS Certification Students only. Lab fee \$20.

EDU 5832. Assessment and Evaluation of Learners - 2 hours

Study of history of measurement, statistical terms and processes used in education, principles of constructing teacher-made tests, and examination of various testing programs for public school systems. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. Only offered on the Bolivar campus during the fall and spring semesters.

EDU 5833. Behavior and Classroom Management - 3 hours

Designed to introduce the student to procedures for managing the classroom, including organization, administration, and communication. Methods of discipline and behavior management are explored for various levels of teaching, and with individuals and small and large groups under varying conditions. The development of knowledge and attitudes that will enhance teachers' ability to develop pupil self-esteem and confidence are addressed. One section offered for elementary teachers during the spring semester, and one section offered for middle school/junior high and/or secondary teachers during the fall and spring semesters. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Only offered on the Bolivar campus during the fall and spring semesters.

EDU 5842. Teaching Diverse Learners - 2 hours

Mentally, emotionally, and physically exceptional children are studied. Diagnosis and methods of teaching gifted, mentally retarded, visual and sound-impaired, learning disabled, physically handicapped children, and children with communication and behavior problems are included. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. Only offered on the Bolivar campus during the fall and spring semesters.

EDU 5853. Classroom Management - 3 hours

A study of methods of discipline and behavior management in the classroom and of procedures for managing the classroom, including organization, administration, scheduling, record keeping and communication with administration and parents. Various models and systems are explored. Students will focus on aspects of classroom discipline and behavior management unique to their level of preparation.

EDU 5863. Schools By Design - 3 hours

This course offers a broad overview of the ideas, programs, strategies, research and results for school improvement. The course has two major themes: (1) building community relations for school change and (2) creating schools designed around the best practices.

EDU 5873. Integrating Technology into K-12 Classrooms - 3 hours

This survey course will introduce experienced educators to educational technology. Topics covered in this course will be areas that impact or have the potential to impact educators in the classroom. Special emphasis will be on constructing relevant and appropriate instructional environments.

EDU 5883. The School & Community Relations - 3 hours

This class will look at various media and at research leading to effective and responsive communications to meet the needs of the public. Participants will formulate, develop and implement a procedure for positive school and community relations in public education.

EDU 5893. School Law for Teachers - 3 hours

The study of Missouri and federal statutes, legal opinions and court decisions as applied to education is the focus of this course. Topics such as non-renewal and dismissal of teachers and collective bargaining will be discussed.

EDU 5911-3. Workshop - 1-3 hours

Workshops focusing on practical classroom application of the subject addressed are offered in areas of major interest and need by students. Some of the workshops that have been offered are: Basic DOS and Windows in the Classroom; Classroom Learning Centers; Computer Graphics for the Classroom; Cooperative Learning; Creative Writing; Displays for Learning; Internet in the School; Using Hypercard, CD-ROM and Interactive Video; Using TV in Teaching; Whole Language; Working with the At-Risk Student; Working with the Aggressive Student.

EDU 593(1-3). Readings - 1-3 hours

Readings may be developed in reference to an area of major interest and need of an individual student. The required reading and reporting are specified in writing with signatures of the student and instructor indicating agreement.

EDU 595(1-3). Special Topics - 1-3 hours

A special topic may be offered which focuses upon a subject of major interest and need by a group of students. Topic courses usually focus upon areas not covered by regular courses in the graduate curriculum. Among topics that have been offered are: Addressing the Needs of the Mainstreamed Child; Behavior Modification in the Classroom; Counseling for the Classroom Teacher; Instructional Improvement in the Secondary School; Movement Education; Parent Education; Teaching through Educational Tours.

EDU 596(1-3). Physical Education Seminar - 1-3 hours

A seminar may be offered relative to a subject of major interest and need by a group of students. Seminars usually focus at advanced levels on specific subjects not covered in depth in the regular graduate curriculum. Among seminars that have been offered are: Issues and Trends in Education; Seminar in Educational Change; Seminar in Middle School Education.

EDU 597(1-3). Symposium - 1-3 hours

Symposium credit may be earned by special approval of the advisor, the graduate faculty member who is to supervise the experience and the Office of Graduate Studies. Symposium credit is usually associated with participation to a significant degree in a professional development conference, workshop, or similar program sponsored by an organization not associated with the University.

EDU 598(1-3). Internship/Practicum - 1-3 hours

Planned and supervised work experience related to the student's graduate study, usually in an elementary or secondary school setting. Internships and practicums may be taken only with advanced planning and approvals involving the supervising graduate faculty member, the department in which the credit is earned, and the Office of Graduate Studies. No more than four hours of credit from internships and practicums may normally be applied toward completion of the master's degree.

EDU 599(1-3). Independent Study - 1-3 hours

Directed study by an individual student of an area not covered in the regular graduate curriculum. Independent study may be taken only by advance approval of the supervising graduate faculty member, the department chair, and the Office of Graduate Studies.

INSTRUCTIONAL TECHNOLOGY LEADERSHIP**ITL 5093. Field-Based Research in Instructional Technology - 3 hours**

In Field-Based Research in Instructional Technology the student will carry out a formal research study in Instructional Technology and prepare a written report and oral report. Prerequisites: EDU 5083.

ITL 5613. The Instructional Role of Educational Media and Technology - 3 hours

Introduction to the skills of teaching as they relate to the role and use of educational media and technology. Students will learn how to design, develop, and evaluate an appropriate unit of instruction; develop and conduct a needs assessment; identify learning objectives; analyze learner characteristics; employ instructional strategies; and conduct evaluations.

ITL 5623. Multimedia Tools and Applications - 3 hours

Multimedia Tools and Applications cover issues in the design and development of interactive multimedia instructional lessons. Course covers the tools required for the creation of interactive multimedia, and is organized around individual student projects.

ITL 5633. Instructional Material Design and Application - 3 hours

Evaluation and design of computer-based instructional materials. Hands-on experiences with the design of computer-based lessons. Instructional Material Design provides an opportunity for a student to develop a deeper understanding of the intent and design of computer-based instruction.

ITL 5643. Advanced Hardware and Software - 3 hours

Investigates hardware and software issues that arise in the development and delivery of instruction. Topics include hardware and software troubleshooting, security, networks, and distance education and communication systems.

ITL 5723. Advanced Media Management and Supervision - 3 hours

Advanced Media Management and Supervision is the study of management and supervisory techniques and their application to the instructional media program. Includes management by objectives, staff development, and processes for change through the supervisory role of the media specialist.

ITL 5733. Leadership in School District Technology - 3 hours

This course provides an administrative perspective on instructional technology. It surveys methods of using technology to improve administrative functions, funding sources for educational technology, knowledge and sensitivity of cultural pluralism as it impacts technological considerations and legal ethical issues surrounding educational technology.

ITL 5813. Technology Planning and Budgeting - 3 hours

Designed to have students create a strategic technology plan that provides direction as well as informs various publics how technology may be used within a school or institution. Frameworks that set priorities for how to invest resources in technology aligned with institutional goals will also be discussed.

College of Science and Mathematics

Doctor of Physical Therapy

Director and Department Chair: Steven G. Lesh

Office: Wheeler 136, 137 - (417) 328-1672

Faculty: Cathy Beck, Kelly Coleman, Terry Cox, Amber Flear, Herb Hamann,
Dorothy Hash, Josh Layman, Connie Matheny, Beverly McNeal, Tom Sneed

<http://www.sbuniv.edu/pt>

Calendar

Fall 2011

August

18-19Reg./Orientation-first-year DPT students

22Classes begin

September

5 Labor Day-No Classes

October

1 Applications accepted for entry-level DPT

November

19-27 Thanksgiving Break

December

13-16 Final examinations

17 Christmas Break begin

Spring 2012

January

2 DPT Classes start-Jan term

23 DPT Classes start-Spring term

March

17-25 Spring Break

April

1DPT 1, 2 & 3 Portfolios Due

1 High School Early Acceptance applications
due for high school graduating class of 2012

May

15-18. Final examinations/Clin. Educ. Debriefing

29 Summer classes begin (tentative)

Entry-Level DPT Program History and Accreditation Status

The entry-level Doctor of Physical Therapy program at Southwest Baptist University prepares students for careers in physical therapy through the development of knowledge and skills needed for patient management, education, consultation, and clinical research. The entry-level program at Southwest Baptist University is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, accreditation@apta.org, (703) 684-2782 or (703) 706-3245. The entry-level DPT is also accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, www.ncahigherlearningcommission.org, (312) 263-0456 or (800) 621-7440.

Program Mission Statement *(rev. 11.17.04)*

Our Healing Mission: The physical therapy department at Southwest Baptist University is dedicated to providing society with physical therapists who engage in the art and science of physical therapy with a Christian worldview. The graduate will be a clinician generalist who is prepared to provide physical therapy services for a diverse population in an evolving society and health care environment.

Program Goals *(est. 11.17.04)*

A SBU Doctor of Physical Therapy graduate will be able to:

- 1) Integrate the Christian worldview into the practice of physical therapy.
- 2) Engage in the professional practice expectations on a diverse patient and client population throughout the lifespan.
- 3) Educate and communicate with appropriate stakeholders in the health care environment.
- 4) Serve the profession and society to promote and improve evolving health care delivery.
- 5) Reflectively practice the art and science of physical therapy by critically evaluating, integrating, and contributing to the expanding professional knowledge base.
- 6) Formulate a plan for life-long learning coupled with professional, personal, and spiritual growth.

Assessment

Periodic measurements of student perceptions, intellectual growth, clinical performance, and professional behaviors development are obtained as one means for the University to assess and improve its academic programs and student learning. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students. Students are required to compile and maintain a formal learning portfolio by which the student demonstrates progress towards and achievement of the established program goals by the end of the final year of the curriculum. Students also must successfully pass an annual comprehensive examination for successful matriculation.

Admission to the Physical Therapy Program

Physical Therapy Requirements

The following requirements must be met by an applicant before being admitted unconditionally to the physical therapy program:

1. Completion of a Baccalaureate degree from a Regionally Accredited Institution.
2. Completion of all prerequisite courses with a minimum of a C and a 3.00 GPA in prerequisite courses. Prerequisite courses should not be taken P/F.
3. Earn a minimum of 2.75 overall grade point average (for all previous course work or highest degree attained), **or** 3.00 overall grade point average in last 60 hours taken.
4. Completion of the PT application packet.
5. Documented experience/observation in physical therapy. Up to 40 hours will be counted. Variety of experience is recommended.
6. Completion of the Graduate Record Exam.

Applications not meeting the minimum GPA (either prerequisite or overall or both) will be scored and ranked for an alternate pool to be considered for conditional enrollment after all unconditional applications have been exhausted on a space available basis. Individuals requesting conditional enrollment are encouraged to meet with a physical therapy advisor and/or graduate admissions coordinator prior to application.

International Students

Official records of all higher education, including certificates or degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject. International applicants are required to submit proof of adequate finances for the entire period of study before admission can be granted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

Prerequisite Courses

Biology

Required: general biology (at SBU: BIO 1004), anatomy and physiology - one semester each or full year combined sequence with lab (at SBU: BIO 2204, 3304).

Highly recommended: pathophysiology (at SBU: BIO 4404)

General Chemistry

2 semesters each with lab (at SBU: CHE 1115, 1125), 8-hour minimum expected in sequence.

Note: chemistry may have a math prerequisite.

General Physics

2 semesters each with lab (at SBU: PHY 1115, 1125), 8-hour minimum expected in sequence.

Note: physics may have a math prerequisite.

Statistics

one course (at SBU: PSY 3243 *or* MAT 3343 *or* BUS 2023).

Psychology

any two psychology courses (excluding psychological statistics).

Prerequisite science classes must be current. Completion of each course sequence must be within seven years prior to admission to the PT program. Exceptions may be granted only if the applicant can show that knowledge of the course content is current. Applicants seeking an exception must submit a written petition with rationale for approval.

The policy for repeat grades as found in the Southwest Baptist University catalog will be followed. The grade for the repeated course will be used in computing GPA. *The grade for any science courses repeated due to the seven year rule will be substituted for the old class regardless of the first grade earned.*

General Admission Process

Applicants must apply to the Physical Therapy Program. Students must complete the courses required for entry into the program and complete a Baccalaureate Degree in another field prior to admission to the Physical Therapy Program. Students may have

courses in progress in the Spring or Summer semester prior to enrolling in the physical therapy program but all requirements must be completed prior to enrollment. Important admission dates include the following:

October 1:

Begin receiving and reviewing applications.

August:

New physical therapy entry-level DPT class begins. Students accepted into the entry-level program in physical therapy will be enrolled full-time in professional graduate courses for 33 consecutive months to finish with a Doctor of Physical Therapy degree.

Admission to the University does not guarantee admission into the graduate physical therapy program. Application priority points will be given to SBU undergraduate students and recognized undergraduate articulation school students.

Ranking of applications will consider criteria including as established by the core faculty as follows:

- prerequisite grade point average (30%),
- overall grade point average (8%),
- references (15%),
- observation experience (4%),
- written essay/narrative (5%),
- preferred attendance (8%),
- graduate record exam (30%)

Applicants are strongly encouraged to communicate frequently with the Graduate Admissions Coordinator and schedule an individual visit to campus. Starting with the initial review date, applications will be acted upon on a rolling basis and designated into one of the following categories with appropriate notification to the applicant:

- 1) selected for unconditional admission into the program (*i.e. met all admission criteria*);
- 2) selected for unconditional admission into the program contingent upon outstanding action items (*i.e. has currently met most admission criteria with the exception of a few items, which in the opinion of the committee will not make a major negative impact upon the overall status of the application. Outstanding items must be successfully completed prior to admission in program*);
- 3) selected for an alternate list including but not limited to conditional enrollment status (*i.e. the applicant failed to meet the established minimum GPA standards and is then scored and ranked in the applicant alternate pool. It is expected that beginning on or close to March 1 of each year, after the unconditional applicant pool has been exhausted, that applicants from the alternate pool will be considered for admission to the program*); or
- 4) held for subsequent review pending the submission of further requested or outstanding material.
- 5) denied admissions.

Medical Terminology is a required element once admitted to the program of study. Students demonstrating successful completion of a Medical Terminology course with a letter grade of "C" or better will be exempt from completing the Medical Terminology component of the DPT program.

In some cases, college credit is given for coursework (e.g., CLEP, Advanced Placement) and an actual grade is not recorded. Credit will be given if needed to meet an admissions requirement; however, if no transcribed grade can be produced, it will be omitted from GPA calculations.

High School Early Acceptance Program

High School Senior students with 24 ACT (or equivalent SAT) scores or higher are eligible to apply on a competitive basis for early conditional acceptance into the physical therapy program. High school students (or freshman with less than 30 credit hours completed), should contact the PT department for an application for early conditional acceptance.

Applications should be submitted to the department on or before the first of April prior to Fall freshman enrollment at SBU to ensure consideration. Notifications will be sent early in the summer for those receiving the award. A maximum of 10 awards will be given during any one academic year. If the 10 slots are not filled during the first selection cycle, a late cycle pool will be considered during February of the student's freshman year. If slots are not filled for any one academic year, they will not roll over or be extended.

Once a student is accepted into the HSEA program, the student is expected to enroll immediately and begin taking a full time course load at SBU. All undergraduate classes must be taken at SBU. HSEA students must confirm their intent to matriculate into and pay the appropriate deposit for the professional phase of the program by the end of January in their intended enrollment year. Currently, the DPT program utilizes PTCAS (www.PTCAS.org) as a centralized application data base and all students applying to the program must complete this process with associated fees. For HSEA students, submitting the PTCAS application signals your intent to matriculate into the DPT program.

Students earning this conditional acceptance must meet the following standards to enter the professional phase of program:

- Submit a current overall graduate program application (*PTCAS currently utilized*)
- Earn an overall GPA of 3.00 and a prerequisite GPA of 3.25
- Document 40 hours of observation or work hours in physical therapy
- Participate in 50 hours of community service
- Complete the bachelor's degree in any major at Southwest Baptist University prior to enrollment in the physical therapy program
- Complete PTH 2523 Introduction to Physical Therapy at SBU
- Complete all prerequisite courses with a minimum of a "C" prior to enrollment.

Successful HSEA participants will receive a scholarship upon entering the professional phase of the physical therapy program with the potential of up to \$3000. Students will receive credit for the scholarship by attending and documenting mentoring sessions on a semester basis during their undergraduate semesters (max 8 semesters). The total scholarship is awarded in 3 equal annual installments upon entry to the SBU PT program. The award is not distributed as cash. If the student does not accept the HSEA enrollment into the SBU PT program, the award becomes null and void. If the student does not merit entry to the SBU PT program under the established guidelines as a HSEA participant, the award becomes null and void. Once enrolled in the professional phase of the program, the HSEA participant must meet established unconditional matriculation requirements or the remaining award distributions will be forfeited. Eligibility for awarding the HSEA is established at the point of SBU undergraduate graduation and all normal requirements must be completed at the time of recognized graduation.

Degree Requirements

Doctor of Physical Therapy

To receive the DPT degree the student must:

1. complete all the physical therapy courses and practical exams with at least a C, and have a minimum graduate GPA of 3.00;
2. pass all clinical education courses;
3. earn a passing grade on annual comprehensive examinations and learning portfolios; and
4. participate in commencement exercises unless absence is approved by the Provost.

Program of Study and Academic Regulations

Student Orientation

New students enrolled in the physical therapy program attend two full days of orientation at the beginning of their first year. At this time, they receive a *Physical Therapy Student Handbook* which includes the policies and procedures for the graduate program in physical therapy.

Clinical Coursework

Clinical education experiences are a required part of the student's educational program. Clinical work may be performed in and out of the state of Missouri, and students must be prepared for the extra expenses including uniforms, transportation, housing arrangements and food. Health exam, immunizations, professional liability insurance, individual health insurance, criminal background checks, 2-step TB skin test, drug screening, and current CPR/BLS for healthcare providers will be required at the student's expense prior to the clinical education experience (*some clinical education facilities may require other screenings not specifically mentioned as well*). Clinical experiences will be arranged through the Academic Coordinator of Clinical Education in consultation with the student and will depend on the availability of clinical sites and students' needs. Students will be expected to comply with the policies and procedures of the clinical facility during clinical education experiences. Additional clinical education policies and requirements are delineated in the *Physical Therapy Student Handbook*.

Before progression to clinical coursework the student must:

1. successfully complete all prior PT courses with a "C" or better and maintain an overall GPA of 3.00 in graduate courses;
2. have a satisfactory medical examination including current immunizations, 2-step TB skin test or chest x-ray, Hepatitis B vaccine (or signed risk statement), completed criminal background check, and drug screening;
3. present evidence of clinical liability insurance (\$1,000,000/3,000,000) for each succeeding semester; and
4. present evidence of current CPR/BLS for healthcare providers certification.

Curricular Schedule

Physical therapy professional courses may only be taken by those students accepted in the program and are delivered in a lock-step fashion. The following schedule may be subject to change.

Year 1: Fall

PTH 5133	Critical Inquiry
PTH 5013	Psychosocial Issues of Health Care
PTH 5047	Human Anatomy
PTH 5066	Clinical Kinesiology
PTH 5481	Christian Worldview I

Year 1: January

PTH 5221	Teaching and Learning
PTH 5593	Neuroanatomy

Year 1: Spring

PTH 5423	Therapeutic Exercise
PTH 5093	Physical Therapy Science
PTH 6273	Physical Therapist Management of Integumentary Disorders
PTH 5611	Professional Development Seminar I
PTH 5103	Therapeutic Modalities in Physical Therapy
PTH 5382	Pharmacology for Physical Therapists
PTH 5491	Christian Worldview II
PTH 6393	Motor Control and Learning

Year 1: Summer

PTH 6293	Physiology of Exercise
PTH 5233	Foundations of the Musculoskeletal System
PTH 6022	Today's Health Care
PTH 6082	Human Life Sequences

Year 2: Fall

PTH 5403	Physical Assessment
PTH 6245	Physical Therapist Management of Musculoskeletal Disorders I
PTH 6263	Prosthetics and Orthotics
PTH 6473	Pathology for Physical Therapists I
PTH 6501	Christian Worldview III
PTH 6326	Physical Therapist Management of Neurological Disorders I

Year 2: January

PTH 5412	Diagnostic Imaging for Physical Therapists
PTH 6332	Administration and Management

Year 2: Spring

PTH 5151	Clinical Investigations I
PTH 6255	Physical Therapist Management of Musculoskeletal Disorders II
PTH 7316	Physical Therapist Management of Neurological Disorders II
PTH 6603	Pathology for Physical Therapists II
PTH 6621	Professional Development Seminar II
PTH 6511	Christian Worldview IV
PTH 6583	Prevention, Health Promotion, Fitness, and Wellness

Year 2: Summer

PTH 7283	Physical Therapist Management of Cardiopulmonary Disorders
PTH 7343	Pediatric Physical Therapy
PTH 6353	Geriatric Physical Therapy
PTH 7362	Capstone

Year 3: Fall

PTH 5198	Clinical Education I
PTH 7458	Clinical Education II

Year 3: Jan/Spring

PTH 7459	Clinical Education III
PTH 7469	Clinical Education IV

Progression in the Physical Therapy Program

To be eligible for the clinical education component and/or matriculation to the next year of the program, students must successfully pass all prior courses in the program and maintain an overall GPA of 3.00 (on a 4.00 scale). Students must also successfully pass an annual comprehensive examination and submit an individual learning portfolio for formal annual assessment. Students earning a grade of "F" or "non-credit" in any given course will not be able to enroll in courses listing the failed course as a prerequisite. Any student who is unable to meet these requirements is subject to review by the Physical Therapy Review Committee which will in consultation with the student, determine a plan for further action which may include academic probation with a specific plan for remediation or dismissal from the program. Students will be expected to satisfactorily pass each practical examination and course. Students having difficulty will meet with course instructor and advisor to determine a plan of remediation. The Physical Therapy Review committee will, as part of the curriculum/program evaluation, monitor the standards. All exams will be criterion referenced and based on course objectives. Criteria for grading projects and papers will be stated in writing for the students. Determination of grades for each course will be established by the core or adjunct faculty member who is teaching the course. The policy and expectations of each instructor will be stated in writing on the class syllabus and explained to the class within the first few classes.

Grades

Academic Grading Scale

90.0 - 100%	A
80.0 - 89.9	B
75.0 - 79.9	C
0 - 74.9	F
Incomplete.....	I

Comprehensive Exam Passing Score

75.0 to 100	Passing (P)
0 to 74.9	Failing (F)

Clinical Education and Selected Course Grading Scale

Pass.....	P
Fail.....	F
Incomplete	I

Individual Learning Portfolio

Exceeds Expectations	(E) Passing Score
Meets Expectations	(M) Passing Score
Fails to Meet Expectations	(F) Failing Score

Dismissal

A student may be placed on probation, suspended for a specific period of time, or dismissed for not meeting the professional behaviors as defined in the Southwest Baptist University Professional Behavior Definitions found in the *DPT Student Handbook*. All decisions for dismissal are made by the Physical Therapy Review committee and approved by the Department Chairperson with appropriate input from the Dean of Students. Students may be dismissed from the program based on the following:

1. A second final grade of "F" in any repeated course or final grades of "F" in any two courses (including courses already successfully completed).
2. A GPA of less than 3.00 while on conditional enrollment.
3. An "F" in any course if already on academic probation or conditional enrollment.
4. Non-compliance with the requirements stipulated in a remediation plan established by the ACCE or Physical Therapy Review Committee.
5. Cheating or plagiarism.
6. Any misconduct listed the *SBU Student Handbook* as serious offenses (class C).
7. Serious or repeated breach of professional behaviors found in SBU Professional Behavior Definitions.

Attendance

Attendance and active participation at all class sessions is essential for optimal learning. Class attendance is mandatory. Specific policies regarding absences including impact on grade or ability to make up work are determined by each instructor and may be found in the syllabus.

Withdrawal from Southwest Baptist University

See academic regulations section of this catalog.

Appeals

The faculty of the Department of Physical Therapy realize that occasionally some circumstances may prevent a student from performing optimally in every course in every module/semester. Any student wishing to appeal a decision by an individual faculty member or by the Physical Therapy Review Committee or Department Chairperson must first appeal to the decision maker then to the next level within the department. If the student is not satisfied with the department's decision, he/she may appeal as described in the SBU Catalog. The Grade Appeal Policy is described in the Academic Regulations section of this catalog.

COURSE DESCRIPTIONS

PTH 2523. Introduction to Physical Therapy - 45 clock hrs

Introduces students to the multifaceted role of the physical therapy profession. Topics include the diversity and growth of healthcare and physical therapy, methodologies used in physical therapy education, and the concept of the health care team. Introduction to medical terminology will also be made, teaching the student to form medical terms, and define medical terms used in medical documents to be able to read and write these documents. Prerequisite: none.

PTH 5013. Psychosocial Issues of Health Care - 45 clock hrs

Introduction to the process of professional socialization through an understanding of the interaction between the student, health professionals, and society as it relates to Christian and worldview biases. Psychological and sociological effects of impairments, functional limitations, and disability resulting from injury or disease, as applicable to the patient, client, family, and therapist. Communication skills are presented including conflict resolution, individual and cultural differences, interview, and group processes. Emphasis on increased awareness of self and interaction with others. Introduction to medical terminology. Prerequisite: Admission to the PT program.

PTH 5047. Human Anatomy - 105 clock hours

Normal human anatomy with emphasis on the musculoskeletal system and principles of articulation. Cadaver dissection. Prerequisite: Admission to the PT program.

PTH 5066. Clinical Kinesiology - 90 clock hrs

Study of biomechanical and kinesiological principles as they influence human movement of the upper & lower extremities and spine with introduction to pathokinesiology; Principles and measurement techniques of goniometry; Principles and performance of manual muscle testing the upper & lower extremity and trunk; Upper & Lower quarter surface anatomy and palpation; and postural assessment of normal and abnormal alignment. Course Prerequisite: Admission to the PT program.

PTH 5093. Physical Therapy Science - 45 clock hrs

This course presents the first-year clinical science and skills including gait analysis, safety, universal precautions, transfer training, gait training, bed mobility, and patient positioning as well as other foundational elements to prepare the student for clinical experiences. Prerequisite: PTH 5047 and 5066.

PTH 5103. Therapeutic Modalities in Physical Therapy - 45 clock hrs

Application of external energy (heat, cold, sound, light, compression, traction, water, electricity, and other forms of electromagnetic energy) to effect therapeutic physiologic changes in human tissues. Concepts of prescription, efficacy, safety, instrumentation, documentation and delegation are emphasized. Prerequisite: PTH 5047 and 5066.

PTH 5133. Critical Inquiry - 45 clock hrs

The principles and foundations of clinical research in physical therapy are presented in this course. Special emphasis will be applied to research methodology, interpretation of statistical techniques, and critical analysis of published literature. Prerequisite: Admission to the PT program.

PTH 5151. Clinical Investigations I - 15 clock hrs

This course will empower the learner to access professional databases, acquire relevant literature, and assess the quality of the published studies. Prerequisite: PTH 5133.

PTH 5198. Clinical Education I - 8 weeks of full-time clinical education

Each student will spend 8 weeks working full-time under the supervision of a licensed physical therapist in an outpatient orthopedic setting. Students will have opportunities to implement the patient/client management model in the outpatient orthopedic setting commensurate with didactic learning to date. Prerequisites: Completion of prior academic courses.

PTH 5221. Teaching and Learning - 15 clock hrs

Teaching and learning theory applied to clinical practice with peers, patient/clients and their families. Special emphasis placed upon teaching strategies and techniques for patient/client education and presenting clinically based in-services. Prerequisite: Admission to the PT program.

PTH 5233. Foundations of the Musculoskeletal System - 45 clock hrs

Foundational concepts and principles for application of the patient/client management model to the musculoskeletal system; basic science issues related to musculoskeletal tissues; introduction of medical/surgical management of musculoskeletal pathology. Prerequisite: PTH 5047 and 5066.

PTH 5382. Pharmacology for Physical Therapists - 30 clock hrs

This course presents the effects commonly used pharmacologic agents have on the body, how the body metabolizes and eliminates these agents, mechanisms of pharmaceutical administration, and pharmacological indications, contraindications and safety concerns as applied to patients/clients typically treated by the physical therapist. Prerequisite: PTH 5047 and 5066.

PTH 5403. Physical Assessment - 45 clock hrs

This course focuses on the physical examination and systems review process in evaluation of musculoskeletal, neuromuscular, cardiopulmonary, integumentary, GI/GU/renal and cognitive/behavioral systems. Hands-on application of assessment skills in health examination of patients. Prerequisite: PTH 5047 and 5066.

PTH 5412. Diagnostic Imaging for Physical Therapists - 30 clock hrs

Introduces diagnostic imaging modalities relevant to physical therapists with correlation to various clinical conditions and emphasis on a systematic approach to analyzing plain film radiography. Prerequisite: PTH 5233.

PTH 5423. Therapeutic Exercise - 45 clock hrs

The principles and techniques of therapeutic exercises are presented. Specific neurological, medical, surgical, and orthopedic conditions are studied. Prerequisite: PTH 5047 and 5066.

PTH 5481. Christian Worldview I - 15 clock hrs

An introduction of various worldview perspectives with emphasis on the Christian worldview. Prerequisite: Admission to the PT Program.

PTH 5491. Christian Worldview II - 15 clock hrs

Continuation of various worldview perspectives with emphasis on the Christian worldview. Prerequisite: PTH 5481.

PTH 5593. Neuroanatomy - 45 clock hrs

Human neuroanatomy of the central, peripheral and autonomic nervous systems. Cadaver dissection. Prerequisite: PTH 5047 and 5066.

PTH 5611. Professional Development Seminar I - 15 clock hrs

This first-year seminar focuses on the professional responsibilities of a doctoring profession in the context of becoming a servant leader in a global society. Prerequisites: PTH 5013.

PTH 6022. Today's Health Care - 30 clock hrs

Global factors that affect today's healthcare systems including providers, stakeholders, and beneficiaries. Legal responsibilities and the role of physical therapy as a profession in the healthcare system are emphasized. Prerequisite: PTH 5611.

PTH 6082. Human Life Sequences - 30 clock hrs

The developmental process from conception to death with emphasis on human motor performance. Sequence of study includes fetal life and infancy through the aging adult including: developmental changes in performance and musculoskeletal development in relationship to the human lifespan, life-span concepts of age-related change in motor behavior and development of posture and movement. Prerequisite: PTH 6393.

PTH 6245. Physical Therapist Management of Musculoskeletal Disorders I - 75 clock hrs

Concepts, principles, and procedures for application of the patient/client management model specific to musculoskeletal disorders of the upper and lower extremities. Prerequisite: PTH 5233.

PTH 6255. Physical Therapist Management of Musculoskeletal Disorders II - 75 clock hrs

The continuation of concepts, principles, and procedures for application of the patient/client management model specific to musculoskeletal disorders. Prerequisite: PTH 6245.

PTH 6263. Prosthetics and Orthotics - 45 clock hrs

This course presents the psychological reactions of limb loss and/or dysfunction. Emphasis is placed upon the patient/client management model for various levels of amputation; selection of prosthetic/orthotic materials and components including alignment; gait analysis and training; and fabrication or modification of various orthotic devices. Prerequisite: PTH 5047 and 5066.

PTH 6273. Physical Therapist Management of Integumentary Disorders - 45 clock hrs

Concepts, principles, and procedures for application of the patient/client management model specific to integumentary disorders with special emphasis on wound care management. Prerequisite: PTH 5047 and 5066.

PTH 6293. Physiology of Exercise - 45 clock hrs

Study of the effects of exercise on the organs and organ systems of both the healthy and the pathologically involved individual. Emphasis on the cardiopulmonary systems and on the formulation of exercise and intervention programs. Indications and contraindication of exercise in healthy and pathologically involved individuals. Prerequisite: PTH 5047 and 5066.

PTH 6326. Physical Therapist Management of Neurological Disorders I - 90 clock hrs

Concepts, principles, and procedures for application of the patient/client management model specific to neurological disorders with emphasis on spinal cord, demyelinating and lower motor neuron disorders. Prerequisite: PTH 6393.

PTH 6332. Administration & Management - 30 clock hrs

This course will focus on the administration and management of physical therapy services. Topics of organizational structure, management theory, practice management, human resource management, motivational theory, medical-legal-political issues and agendas, fiduciary responsibility, budgeting, strategic planning, business communication, marketing and accountability will be presented. Prerequisite: PTH 6022.

PTH 6353. Geriatric Physical Therapy - 45 Clock hrs

The patient/client management model is presented with respects to the unique needs of the geriatric population. Biological, cultural, psychological, and sociological changes with aging are discussed. Emphasis is placed upon societal attitudes, support systems, and demographics regarding the geriatric population. Prerequisites: PTH 5013 and 5233.

PTH 6393. Motor Control and Learning - 45 clock hrs

Basic neurosciences are presented with an emphasis on current theories of motor control and learning and the application of these theories and concepts to the patient/client management model in contemporary physical therapy practice. Prerequisite: PTH 5593.

PTH 6473. Pathology for Physical Therapists I - 45 clock hrs

General pathological conditions are presented with an emphasis on the natural course of musculoskeletal, neurologic, and systemic disorders/diseases managed by the physical therapist. Prerequisite: PTH 5047.

PTH 6501. Christian Worldview III - 15 clock hrs

Introduction of basic Christian principles through discipleship study. Prerequisite: PTH 5491.

PTH 6511. Christian Worldview IV - 15 clock hrs

Evaluation of life purposes from the Christian perspective. Prerequisite: PTH 6501.

PTH 6551. Clinical Investigations II - 15 clock hours

This course will focus on the development of a research proposal with applicable paperwork for human subjects review. Course Prerequisite: PTH 5151.

PTH 6561. Clinical Investigations III - 15 clock hrs

This course will focus on the collection and analysis of data related to the research proposal. Course Prerequisite: PTH 6551.

PTH 6583. Prevention, Health Promotion, Fitness, and Wellness - 45 clock hrs

This course presents preventive practice and is offered as a guide for health, fitness, and wellness. The purpose of this course is to broaden the student's perspective of Physical Therapy from a clinical to a community perspective. This course will establish a foundational understanding of the opportunities, obligations, and responsibilities of the physical therapy professional in health promotion. Prerequisite: PTH 5221.

PTH 6603. Pathology for Physical Therapists II - 45 clock hrs

Second part of general pathological conditions is presented with an emphasis on the natural course of musculoskeletal, neurologic and systemic disorder/diseases managed by the physical therapist. Prerequisites: PTH 6473.

PTH 6621. Professional Development Seminar II - 15 clock hrs

This second-year seminar focuses on the professional accountabilities of a doctoring profession in the context of becoming a servant leader in a global society. Prerequisites: PTH 5611.

PTH 695(1-3). Selected Topics - 15 to 45 clock hrs

Selected issues in physical therapy science or practice. Topics will vary depending on interest and need of student(s).

PTH 7283. Physical Therapist Management of Cardiopulmonary Disorders - 45 clock hrs

Overview of cardiac and pulmonary pathophysiology of patients. Discussions to include life-span changes, pharmacological management, and assessment and examination procedures, including ECG, stress testing, exercise prescription, and the implementation of the patient/client management model for cardiopulmonary disorders. Prerequisite: PTH 6293.

PTH 7316. Physical Therapist Management of Neurological Disorders II - 90 clock hrs

Concepts, principles, and procedures for application of the patient/client management model specific to neurological disorders with emphasis on brain and upper motor neuron disorders. Prerequisite: PTH 6326.

PTH 7343. Pediatric Physical Therapy - 45 clock hrs

Systematic, problem solving approach to the pediatric client with emphasis on prevention, etiology, clinical manifestations, and the application of the patient/client management model. Prerequisites: PTH 6082 and 6393.

PTH 7362. Capstone - 30 clock hrs

Capstone problem solving experience to address physical, emotional, psychosocial, spiritual, equipment, educational, and fiscal needs of patients and clients with complex and/or multi-system deficits. Emphasis on problem solving, professional behaviors, team management, documentation, and effective communication skills. Prerequisites: Successful completion of all prior didactic PT courses.

PTH 7458. Clinical Education II - 8-10 weeks of full-time clinical education

Each student will spend 8 - 10 weeks in each clinical experience working full time under the supervision of a licensed physical therapist implementing the patient/client management model. Each student will have four clinical experiences one each in OP orthopedics, acute/subacute care, adult neuro rehab, and elective physical therapy area of interest. The total minimum time for clinical education is 34 weeks. The length of time and the physical therapy area of interest will be negotiated with the ACCE. Prerequisite: PTH 7362.

PTH 7459. Clinical Education III - 8-10 weeks of full-time clinical education

Each student will spend 8-10 weeks in each clinical experience working full time under the supervision of a licensed physical therapist implementing the patient/client management model. Each student will have four clinical experiences one each in OP orthopedics, acute/subacute care, adult neuro rehab, and elective physical therapy area of interest. The total minimum time for clinical education is 34 weeks. The length of time and the physical therapy area of interest will be negotiated with the ACCE. Prerequisite: PTH 7362.

PTH 7469. Clinical Education IV - 8-10 weeks of full-time clinical education

Each student will spend 8-10 weeks in each clinical experience working full time under the supervision of a licensed physical therapist implementing the patient/client management model. Each student will have four clinical experiences one each in OP orthopedics, acute/subacute care, adult neuro rehab, and elective physical therapy area of interest. The total minimum time for clinical education is 34 weeks. The length of time and the physical therapy area of interest will be negotiated with the ACCE. Prerequisite: PTH 7362.

PTH 7533. Sports Physical Therapy - 45 clock hrs

Prepares the student for a career as sports physical therapist. Issues related to the sports epidemiology, care, prevention and emergency management of sports related injuries as well as effective venue management will be presented. Other elements will be designing and implementing strategies to enhance human performance based in sound physiological principles and issues related to appropriate counseling and education. Prerequisite: PTH 6255.

PTH 7543. Practicum in Physical Therapy - 45 clock hrs

Non traditional physical therapy experiences will be presented. This elective course is negotiated between the instructor and the student to prepare a learning practicum in a non-traditional physical therapy venue. Prerequisite: By permission only.

PTH 7553. Multicultural Learning in Physical Therapy - 45 clock hrs

A practical learning experience directed at exposing the student to multicultural issues and venues. Prerequisite: By permission only.

PTH 7571. Clinical Investigations IV - 15 clock hrs

This course will focus on the preparation and formal presentation of collected and analyzed data from research study. Course Prerequisite: PTH 6561.

PTH 7633. Advanced Orthopedics - 45 clock hrs

Prepares the student for a career as an advanced orthopedic physical therapist. Issues related to current evidence based practice and manual therapy will be presented. Focus on professional development skills and knowledge base to pursue advanced orthopedic credentials. Prerequisites: PTH 6255.