FINDLAY

THE UNIVERSITY OF FINDLAY

The University of Findlay Undergraduate Catalog

Effective Fall 2007

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2007 – 2008 UNDERGRADUATE ACADEMIC CALENDAR

Fall Semester 2007

August 20	Degree Completion Block I begins
August 21	President's Breakfast
August 22	Fall Faculty Activities
August 23	Residence halls open for students attending New Student Registration on August 24
August 24	Residence halls open for students who attended New Student Registration in summer
August 25	New Student Orientation
August 26	New Student Orientation and Arch Ceremony
August 26	Residence halls open for upperclassmen
August 27	CLASSES BEGIN - 7:00 am
September 3	Labor Day - NO CLASSES
September 4	Last day to add a class or section (6th class day)
September 7-8-9	Fall Weekend College begins
September 21-22-23	Fall Weekend College
October 5-6-7	Fall Weekend College
October 15	Degree Completion Block I ends
October 16	Degree Completion Block II begins
October 19-20-21	Fall Weekend College
October 22	Report of D's and F's due in Registrar's Office (40th class day)
November 2-3-4	Fall Weekend College
November 5	Last day to withdraw from classes (50th class day)
November 16-17-18	Fall Weekend College ends
November 20	CLASSES END - 10:00 pm
November 21-25	Thanksgiving Recess - NO CLASSES
November 26	CLASSES BEGIN - 7:00 am
December 7	Deadline for seniors to apply for Spring Graduation
December 7	CLASSES END - 10:00 pm
December 8	Baccalaureate 10:30 am Ritz Auditorium
December 8	Graduate & Undergraduate Commencement 2:00 pm Koehler Fitness & Recreation Complex
December 10-13	Exams
December 14	Degree Completion Block II ends
December 19	Final Grades Due in Registrar's Office - 9:00 am

Spring Semester 2008

January 4-5-6	Winter Weekend College begins
January 6	Residence Halls open - 2:00 pm
January 7	CLASSES BEGIN - 7:00 am
January 7	Degree Completion Block I begins
January 14	Last day to add a class or section (6th class day)
January 18-19-20	Winter Weekend College
January 21	Martin Luther King Day - NO CLASSES
February 1-2-3	Winter Weekend College
February 15-16-17	Winter Weekend College
February 29	CLASSES END - 10:00 pm
February 29, Mar 1-2	Winter Weekend College
March 1-9	SPRING BREAK - NO CLASSES
March 3	Degree Completion Block I ends (classes Spring Break)

March 4	Degree Completion Block II begins (classes March 24)
March 10	CLASSES BEGIN - 7:00 am
March 10	Report of D's & F's due in Registrar's Office (40th class day)
March 14-15-16	Winter Weekend College ends
March 19	CLASSES END - 10:00 pm
March 20-24	EASTER BREAK
March 24	Degree Completion Block II (classes Spring Break)
March 25	CLASSES BEGIN - 7:00 am
March 28-29-30	Spring Weekend College begins
March 28	Last day to withdraw from classes (50th class day)
April 11-12-13	Spring Weekend College
April 25	Deadline for seniors to apply for Fall Graduation
April 25	CLASSES END - 10:00 pm
April 25-26-27	Spring Weekend College
April 28-May 1	Exams
May 2	Degree Completion Block II ends
May 3	Baccalaureate 10:30 am Ritz Auditorium
May 3	Graduate and Undergraduate Commencement 2:00 pm Koehler Fitness & Recreation Complex
May 7	Final Grades Due in Registrar's Office - 9:00 am
May 9-10-11	Spring Weekend College
May 16-17-18	Spring Weekend College
May 30-31 June 1	Spring Weekend College ends

Summer Session 2008

May 5-30	Summer Pre-Session
June 2-July 25	Summer Session
June 13-14-15	Summer Weekend College
June 20-21-22	Summer Weekend College
June 27-28-29	Summer Weekend College
July 11-12-13	Summer Weekend College
July 18-19-20	Summer Weekend College
July 25-26-27	Summer Weekend College
August 1	Summer Graduation Conferral Date (no ceremony)

2008 – 2009 UNDERGRADUATE ACADEMIC CALENDAR

(Subject to change through January 2008)

Fall Semester 2008

August 18	Degree Completion Block I begins
August 19	President's Breakfast
August 20	Fall Faculty Activities
August 21	Residence halls open for students attending New Student Registration on August 21
August 22	Residence halls open for students who attended New Student Registration in summer
August 23	New Student Orientation
August 24	New Student Orientation and Arch Ceremony
August 24	Residence halls open for upperclassmen
August 25	CLASSES BEGIN - 7:00 am
September 1	Labor Day - NO CLASSES
September 2	Last day to add a class or section (6th class day)
September 5-6-7	Fall Weekend College begins
September 19-20-21	Fall Weekend College
October 3-4-5	Fall Weekend College
October 13	Degree Completion Block I ends
October 14	Degree Completion Block II begins
October 17-18-19	Fall Weekend College
October 20	Report of D's and F's due in Registrar's Office (40th class day)
Oct. 31-Nov. 1-2	Fall Weekend College
November 3	Last day to withdraw from classes (50th class day)
November 14-15-16	Fall Weekend College
November 25	CLASSES END 10:00 pm
November 26-30	Thanksgiving Recess - NO CLASSES
December 1	CLASSES BEGIN - 7:00 am
December 5	Deadline for seniors to apply for Spring Graduation
December 5	CLASSES END - 10:00 pm
December 6	Baccalaureate 10:30 am Ritz Auditorium
December 6	Graduate & Undergraduate Commencement 2:00 pm Koehler Fitness & Recreation Complex
December 8-11	Exams
December 11	Degree Completion Block II ends
December 17	Final Grades Due in Registrar's Office - 9:00 am

Spring Semester 2009

January 2-3-4	Winter Weekend College begins
January 4	Residence Halls open - 2:00 pm
January 5	CLASSES BEGIN - 7:00 am
January 5	Degree Completion Block I begins
January 12	Last day to add a class or section (6th class day)
January 16-17-18	Winter Weekend College
January 19	Martin Luther King Day - NO CLASSES
Jan 30-31-Feb. 1	Winter Weekend College
February 13-14-15	Winter Weekend College
February 27	CLASSES END - 10:00 pm
Feb. 27-28-Mar. 1	Winter Weekend College
March 2-8	SPRING BREAK - NO CLASSES

March 9	CLASSES BEGIN - 7:00 am
March 9	Degree Completion Block I ends (classes Spring Break)
March 9	Report of D's & F's due in Registrar's Office (40th class day)
March 10	Degree Completion Block II begins
March 13-14-15	Winter Weekend College ends
March 23	Last day to withdraw from classes (50th class day)
March 27-28-29	Spring Weekend College begins
April 3-4-5	Spring Weekend College
April 9	CLASSES END - 10:00 pm
April 10-13	EASTER BREAK
April 14	CLASSES BEGIN - 7:00 am
April 17-18-19	Spring Weekend College
April 24	Deadline for seniors to apply for Fall Graduation
April 24	CLASSES END - 10:00 pm
April 24-25-26	Spring Weekend College
April 27-30	Exams
May 2	Baccalaureate 10:30 am Ritz Auditorium
May 2	Graduate and Undergraduate Commencement 2:00 pm Koehler Fitness & Recreation Complex
May 4	Degree Completion Block II ends
May 6	Final Grades Due in Registrar's Office - 9:00 am
May 8-9-10	Spring Weekend College
May 29-30-31	Spring Weekend College ends

Summer Session 2009

May 4-29	Summer Pre-Session
June 1	Degree Completion Summer Term Begins
June 8-July 31	Summer Session
June 12-13-14	Summer Weekend College
June 19-20-21	Summer Weekend College
June 26-27-28	Summer Weekend College
July 10-11-12	Summer Weekend College
July 17-18-19	Summer Weekend College
July 20	Degree Completion Summer Term Ends
July 24-25-26	Summer Weekend College
August 1	Summer Graduation Conferral Date (no ceremony)

AN INTRODUCTION TO THE UNIVERSITY OF FINDLAY

Presidents/Chief Administrators of The University of Findlay: 1884-present

Rev. John R. H. Latchaw		1884-1893
Rev. William N. Yates		1893-1895
Charles T. Fox	(Acting)	1895-1896
Rev. Charles Manchester		1896-1904
Rev. C.I. Brown (A.M.)		1904-1913
Rev. William Harris Guyer (A.M.)		1913-1926
Harvey L. Allen (A.M.)		1926-1929
Homer R. Dunathan (M.A.)	(1943-1946, on leave)	1929-1946
Carroll A. Morey (M.A.)	(Acting)	1943-1947
H. Clifford Fox (Ph.D.)		1947-1959
Ollie J. Wilson (Ed.D.)		1959-1963
Ivan E. Frick (Ph.D.)		1964-1971
Louis F. Chenette (Ph.D.)	(Acting)	1971-1972
Glen R. Rasmussen (Ph.D.)		1972-1983
Kenneth E. Zirkle (Ed.D.)		1983-2003
DeBow Freed (Ph.D.)		2003-

Our Heritage

The University of Findlay was founded as Findlay College in 1882 by the Churches of God, General Conference, and the citizens of the City of Findlay. The institution is the only university affiliated with the Churches of God, and it acknowledges, preserves, and honors its Judeo-Christian heritage.

Our Mission

The mission of The University of Findlay is to equip our students for meaningful lives and productive careers.

Our Vision

To be recognized by our students, peer institutions, and other publics as a unique institution, vitally concerned with the growth, development, and success of each student, and highly responsive to emerging opportunities for innovation in our educational programs, the learning environment we create, and the organizational processes of our institution necessary to accomplish these ends.

Our Belief

Our success as an institution of higher learning is ultimately measured by the satisfaction of our students (past and present), the extent to which we facilitate their development, and the utility of their degrees upon graduation. Our ability to fulfill this responsibility to the student is driven by a vigorous commitment to the following goals:

To attract and serve a student body diverse in its experience, age, race, gender, ethnicity, geography, and academic abilities.

To create and deliver high-quality and innovative programs in the undergraduate, graduate, and continuing education areas.

To foster an intercultural and global awareness through the presence of a socially and geographically diverse student body.

To seek bold, creative, yet practical approaches to evaluating, measuring, and improving the processes of teaching and learning.

To craft a curriculum that blends liberal arts and career education into inter-dependent courses of study.

To enhance the value of our degrees by continually advancing the reputation and image of our institution.

To ensure exemplary instruction, personalized academic advising, and student-centered support services and counseling.
To provide opportunities for students to identify, explore, clarify, and strengthen moral, ethical, and spiritual values.
To embrace an entrepreneurial approach to higher learning that fosters informed risk-taking.
To integrate information technology in areas of instructional support, program enhancement, distance learning, and the ongoing management and administration of the University.
To execute and support a deliberate approach to financial planning to ensure fiscal stability and informed allocation of resources.
To build a team of faculty, staff, administration, trustees, students, and alumni that is driven by a shared strategic vision of the future.

Student Responsibility for Learning

Each student is expected to be an active learner through investing a substantial time commitment both inside and outside the classroom. Moreover, each student is expected to maximize his or her educational experience by engaging in a two-way interaction with faculty and staff members.

Accreditation

The University of Findlay is accredited by the Higher Learning Commission (formerly North Central Association of Colleges and Secondary Schools), the Ohio State Board of Education, the Council on Social Work Education, the Accreditation Council for Occupational Therapy Education, the Commission on Accreditation in Physical Therapy Education, the Accreditation Review Commission on Education for the Physician Assistant, the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, the Commission on Accreditation of Athletic Training Education, and the National Council for Accreditation of Teacher Education, and is authorized to offer A.A., B.A., B.S., M.A., M.A.T., M.S., M.P.T., M.O.T., M.B.A., and PharmD programs by the Ohio Board of Regents.

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Phone 312-263-0456
Phone 800-621-7440
Fax 312-263-7462
www.ncahighlerlearningcommission.org

Commitment to Quality

The faculty and staff of The University of Findlay are actively engaged in a process of collecting and evaluating information about our institution's performance in order to continuously improve our academic programs and services. Only through this interactive process among faculty, students, and administrators will the University meet its commitment to quality education for students seeking undergraduate and graduate degree programs.

Location of Institution

The University of Findlay is located in Findlay, Ohio, a city of approximately 39,000 residents, 45 minutes south of Toledo on Interstate 75. The campus is located 10 blocks from the center of town.

Findlay provides the best of both worlds. It offers many of the cultural, recreational, and commercial opportunities found in a large city, plus the friendliness and accessibility of a small town.

Facilities Available at The University of Findlay

The focal point of Findlay's main campus is Old Main. Constructed in 1883-1886, it is the University's oldest building. Classrooms, faculty and administrative offices, Ritz Auditorium with seating for 300, a computer center, and student computer labs are located in Old Main.

Additional academic facilities include the William B. Brewer Science Hall, which houses the Newhard Planetarium and the Jean Weekly and Charles Jesse Martin Lecture Hall; the Kenneth L. Frost Science Center with greenhouse, laboratories, classrooms, and the Robert A. Malcolm Lecture Hall; Egner Center for the Performing Arts with the 200-seat John and Hester Powell Grimm Theatre, WLFC-FM student radio station, UF-TV student television station, fiber-optic and Internet-equipped distance learning classroom, teacher education technology developmental lab, and music practice, choir, and band rooms; and the Virginia B. Gardner Fine Arts Pavilion housing visual arts facilities, photography darkrooms, the Pfeiffer Lecture Hall, the Dudley and Mary Marks Lea Gallery, the Malcolm Family Dining Room, and the Mazza Museum.

Croy Physical Education Center features the James and Mira Houdeshell Court and a 25-meter swimming pool, the Victor H. and Hazel Bennett Sink Natatorium. The Gardner Fitness Center houses two classrooms, training facilities, and exercise and weight rooms. The Russ and Peg Armstrong Sports Complex is a 20-acre site under development that includes two football fields and six tennis courts with plans for additional fields for softball, baseball, and track and field.

300 Davis Street (formerly Owens Community College) is the home of the College of Education, School of Pharmacy, and the molecular and microbiology programs. Besides faculty offices, there are 11 general-purpose classrooms, a language lab, reading center, two state-of-the-art computer labs, and biology labs. There are also two conference rooms and a large lecture hall. These rooms are available to student organizations, faculty, staff, and to off-campus groups by reservation only. Reservations for this space can be made through the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Other buildings include Shafer Library, containing more than 140,000 volumes, approximately 600 print and 8,000 electronic periodical subscriptions, and a substantial collection of microfilms and audiovisual media; eight residence halls; 19 townhouse apartment units; the Dr. Frank R. and Mary Jane Cosiano Health Center; Bucher Center; the Glenn and Helen Stout Alumni Center; various houses with faculty offices; several International Welcome Houses; 21 cottages; eight special-interest houses; and 10 group houses round out student housing options.

The Alumni Memorial Union (AMU) contains student activities offices, conference rooms, convenience store (Oiler Mart), lounge, multipurpose room, game room, and snack bar. The AMU also contains the Information Center and Box Office. This office serves as a resource center for providing information to both community and campus. Tickets for band, choral, and theatre performances, Concert and Lecture Series, and SummerStock may also be purchased at the Information Center and Box Office.

The Edward and Joyce Brewer Center for Health Sciences contains the W. Robert and Marilyn Y. Brewer Lecture Hall, the McMahon Family Library, the Dr. and Mrs. George Koepke Physician Assistant Office Suite, a computer lab, a cadaver lab, a physician assistant lab, and an occupational therapy, physical therapy, and a sports medicine and rehabilitation clinic operated by Blanchard Valley Hospital.

The Ralph and Gladys Koehler Fitness and Recreation Complex is comprised of the Robert A. Malcolm Athletic Center containing a six-lane, NCAA-regulation track and four basketball/volleyball/tennis courts and the Wilbur and Maxine Clauss Ice Arena. The Complex houses offices for the coaching staff and locker facilities. Also housed in the Complex is the Orange and Black Pro Shop, which caters to athletes and athletic teams. The Shop is open mainly in the evenings and weekends as well as during University athletic events. The Orange and Black Pro Shop is online with UF items for purchase at http://shop.findlay.edu. The telephone number for the Shop is 419-434-6756.

The University Bookstore is located at 1330 North Main Street and carries all textbooks, a selection of books from Winebrenner Seminary, and various UF collectibles and clothing. End-of-semester textbook buybacks are conducted at this location. Students are able to access bookstore information from the University Web page at: http://bookstore.findlay.edu. Hours are posted as well as current textbook listings. The telephone number for the University Bookstore is 419-434-4561.

The Center for Equine and Pre-Veterinary Studies is located eight miles south of the main campus on County Road 40. The 72-acre farm includes two indoor arenas and room to stable more than 330 horses and other livestock. An additional facility, the James L. Child Equestrian Complex, devoted to training in English riding, is located in the southeast section of Findlay at the intersection of County Road 227 and Olive Street. Two indoor arenas and facilities for more than 130 horses are included in the 42-acre property, along with the University Equine Veterinary Services, Inc. Adjacent to the Child Complex is a 30-acre nature preserve.

The Environmental Resource Training Center (ERTC) consists of two facilities. A five-acre site on State Route 12, east of Findlay, is equipped to create realistic scenarios involving various environmental and hazardous materials accidents. Additional training simulations are done in Renninger Gymnasium on campus.

Using This Catalog

This catalog contains a listing of administrative and academic guidelines. Certain academic requirements change from year to year, but students are subject to the academic requirements in effect at the time they enroll. Certain non-academic requirements such as policies/rules/regulations also change from year to year, and, when this occurs, students are subject to those types of changes.

Findlay's academic calendar includes two 15-week semesters, late August through early-December and mid-January through early-May, and a summer session. Each entry in the course description section includes the number of semester hours granted, which is roughly equivalent to the number of hours of classroom time each week. Most classes are one semester in length.

Additional publications designed specifically for prospective students are available from the University. For more information or for an application for admission, please contact:

Office of Admissions
The University of Findlay
1000 N. Main Street
Findlay, Ohio 45840-3695
419-434-4540
1-800-548-0932
www.findlay.edu (online application)
(full-time students)

Graduate and Special Programs Office
The University of Findlay
1000 N. Main Street
Findlay, Ohio 45840-3695
419-434-4600
1-800-558-9060
www.findlay.edu (online application)
(evening, Weekend College, part-time, online, and transfer students)

The University reserves the right to make changes in this catalog at any time without prior notice.

The University does not engage in discrimination in its programs, activities, and policies against students, prospective students, employees, or prospective employees, in violation of state and federal laws. (The Social Work Program has its own statement concerning discrimination practices.)

Questions, concerns, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the ADA Compliance Coordinator in the Office of Disabilities Services, 419-434-5532 (voice), from 8 a.m. until 4:30 p.m., Monday through Friday or by e-mailing ods@findlay.edu. Individuals who need auxiliary aids for effective communication in programs and services of The University of Findlay are invited to make their needs and preferences known to the ADA Compliance Coordinator. This statement is provided as required by Title II of the Americans with Disabilities Act of 1990.

Any student admitted to The University of Findlay who has documentation identifying a disability has the right to request and to receive modifications in accordance with Section 504 of the Rehabilitation Act of 1973.

ADMISSION

The procedures listed in this section are to apply for admission as a traditional full-time student (freshman or re-entry). Those students with an interest in part-time, evening, online, or weekend study; or who are transferring more than 12 hours to the University should refer to the Transfer Admission and/or the Graduate and Special Programs section of this catalog.

The University of Findlay takes matters of falsification or omission of information on the admission application seriously. Falsification or omission of any admission-related data includes, but is not limited to, high schools attended, college or universities attended, and GPAs or ACT/SAT scores submitted. If any falsification or omission of information on the admission application is discovered during the admission process, the application, at the sole option of the University, may be considered null and void, and may be rejected. If any falsification or omission of information on the admission application is discovered after admission has been granted, that granting of admission, at the sole option of the University, may be immediately rescinded, and the applicant's student status may be terminated.

Eligibility

Entrance into The University of Findlay requires an earned diploma from an accredited high school in a college preparatory course of study or a GED certificate. The faculty recommends four units of English, three units of mathematics, three units of social studies (including one in history), two units of science, and two units of foreign language.

The following criteria are used as standards for freshman admission:

- High school grades and class rank;
- American College Test (ACT) or Scholastic Aptitude Test (SAT) scores;
- Academic Letter of Recommendation
- Other indicators of academic and personal success (character, study habits, personality, etc.);
- International students entering The University of Findlay's undergraduate program must submit a TOEFL score of at least 500. International students whose medium of instruction was in English at the secondary and/or post-secondary levels may apply for exemption from this requirement.

Certain programs (e.g. environmental, safety, and occupational health management, pre-veterinary medicine, and pharmacy) may require additional criteria.

How and When to Apply

The Office of Admissions provides application forms to prospective students and receives the applications when completed. The Office of Admissions must also receive a high school transcript showing grade point average and class rank, as well as results of the Scholastic Aptitude Test or American College Test. Both should be requested from the high school guidance counselor.

The college education may begin during the fall or spring semester or in the summer session. Applications for fall semester enrollment are completed early in the senior year. Summer enrollment is processed through the Graduate and Special Programs Office, 419-434-4600.

All prospective students are strongly encouraged to visit the campus. An interview/visit can provide a better idea of the educational opportunities available at Findlay. The Office of Admissions is open from 8 a.m. to 4:30 p.m. weekdays and 8 a.m. to 12 noon Saturdays. To set up an appointment, call the Office of Admissions at 419-434-4540 or 1-800-548-0932.

Entrance Examinations

The University of Findlay accepts either American College Test (ACT) or Scholastic Aptitude Test (SAT) results. If more than one set of scores is submitted, the higher scores are used to determine eligibility.

Advanced Placement

Advanced Placement Examinations of the College Entrance Examination Board are not required for admission, but it is possible to receive advanced standing and/or college credit by submitting the results of the Advanced Placement Examination. Credit and/or waiver may be given for grades of three or better upon evaluation by the appropriate college dean.

Notification of Decision

Notification of the admission decision will be made within one week from the time all required materials have been received by the Office of Admissions.

Deposit

An advanced deposit of $150 is required upon acceptance to ensure enrollment and housing. The deposit is credited to the first semester billing. In accordance with the Statement of Principles of Good Practice (of The National Association of College Admission Counselors), the full amount of the advanced deposit will be refunded if a written request for withdrawal is received prior to May 1 for first-semester applicants or December 15 for second-semester applicants. After that date, the deposit is not refundable.

Health and housing forms will be sent upon receipt of the deposit. A final transcript of the student's high school record must be submitted to the Office of Admissions after acceptance.

New Student Registration and Orientation

Full-time, first-time freshmen and transfers entering the University with fewer than 12 hours of college credit, are required to attend a one-day registration program. This event provides the student the opportunity to meet with faculty advisers, to register for classes, and to take care of many of the functional details such as obtaining an ID card, selecting a meal plan, and obtaining a parking pass. There are specific sessions for parents to attend to address the wide range of topics relative to the student's college career.

Orientation is a required two-day program which occurs the weekend prior to the beginning of classes. It serves as an introduction to college life and provides the student with an overview of programs and services that are available.

Transfer Admission

Transfer students with 12 or more hours should contact the Graduate and Special Programs Office for application materials.

The University of Findlay must receive an official final high school transcript and an official transcript sent directly from each college or university attended by a prospective student.

An evaluation of the number of credits and courses accepted for transfer will follow the letter of acceptance. Transfer credit is normally granted when courses taken at an institution accredited by an approved accrediting agency are completed with a grade of "C" or better and are not developmental in nature as defined by The University of Findlay. The final decision regarding the acceptance of credit rests with the Office of the Registrar.

Students under academic suspension or dismissal from another institution will not be admitted to Findlay until eligible to return to the former institution.

The holder of an associate's degree from an accredited two-year institution can transfer a maximum of 62 semester hours of credit to Findlay and, in most cases, receive junior class status.

International students entering The University of Findlay's undergraduate program must submit a TOEFL score of at least 500. International students whose medium of instruction was in English at the secondary and/or post-secondary levels may apply for exemption from this requirement.

Re-admission for Former Students

If a student wishes to re-enroll at Findlay after withdrawing, contact should be made with the Graduate and Special Programs Office. Re-admission is not guaranteed but will be considered on the basis of the student's previous record at Findlay and any other institutions attended in the interim. If suspended or dismissed from The University of Findlay for academic reasons, the student must follow the procedure established by the Student Academic Standards Committee, as outlined in the minimum progress section of this catalog. A re-entry student who has been away from Findlay for more than two calendar years (other than for a leave of absence) will be subject to the graduation requirements in effect at re-entry.

Transfers from Business Schools

Students desiring to transfer to The University of Findlay from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools will be admitted on a conditional basis. The transfer student must successfully complete 30 semester hours of academic work with at least a 2.00 cumulative grade point average, including eight semester hours in the major field, before credits will be accepted.

The student must submit an official transcript of completed work. The Office of the Registrar will evaluate all courses completed at the business school, with assistance from the appropriate College Deans when needed, and then inform the prospective student of the courses that will be accepted at Findlay. The student and adviser will then determine the courses needed at Findlay to meet degree requirements. Courses of a remedial nature will not be accepted for transfer. The Office of the Registrar has final responsibility for determining acceptance of transfer credit.

Because considerable business school course work may have been completed at the time of transfer, the following guidelines apply:

No less than 18 semester hours of major course work must be successfully completed at Findlay. At least 15 hours must be at the 300-400 level, and no more than two of these courses may be earned through proficiency examinations. Major requirements may be revised in some cases by the College Dean where requirements would result in considerable repetition of work previously completed at the business school.

GRADUATE AND SPECIAL PROGRAMS

The Graduate and Special Programs Office helps carry out the University's mission to present educational opportunities to a diverse student body. Through specially-designed programs and courses, adult (nontraditional) students advance careers and acquire new knowledge and skills.

Students may pursue degrees through Weekend College (WEC), evening, online, or regular day classes. For the general community, a variety of non-credit classes is scheduled each term.

The Graduate and Special Programs Office provides crucial support services to the adult student. The office serves as the information center for transfer and part-time students. The office has convenient extended office hours:

Monday - Friday	8 a.m. – 6 p.m.
Saturdays	8 a.m. – 12 noon

Admissions

The Graduate and Special Programs Office handles the admissions of all part-time students, transfer students with 12 or more hours, and all students who are re-entering or beginning college (**day, evening, online, or weekend**). To apply:

1. Complete an admission application (No fee required);
2. Submit official transcripts of any and all previous college work;
3. In the absence of college course work, submit an official high school transcript or proof of G.E.D. completion;
4. Arrange for an interview with an admissions adviser in the Graduate and Special Programs Office.

Applications may be submitted throughout the year to begin any **day, evening, online, or weekend** term.

Part-time Students

The part-time load is less than 12 semester hours during the regular fall or spring semester, or less than nine semester hours during Weekend College.

Transient Students

Students pursuing degrees at other institutions may take courses at Findlay to apply toward their degree. An approval form available from the Graduate and Special Programs Office must be completed and approved by the home institution prior to Findlay registration.

Non-degree Students

Non-degree students should complete a non-degree registration form in order to register for classes. All non-degree advising is done by advisers in the Graduate and Special Programs Office. Tuition is the same as that of a degree candidate. To apply courses taken as a non-degree student to a degree program, students must complete the Graduate and Special Programs admissions process as outlined above.

Early Entrance/Postsecondary Option Program

This program assists public high schools in the Hancock County area in providing an Early Entrance/Postsecondary Option Program for qualified students in grades nine-12.

Option A permits eligible students to enroll in college/university courses for college credit. Students selecting this option are required to pay all costs incurred including tuition, books, materials, and fees. NOTE: The University of Findlay will grant a scholarship equal to one-half of the current tuition to each eligible student.

Option B permits eligible students to enroll in college/university courses for high school and college credit. Students selecting this option are not required to pay for tuition, books, materials, or fees associated with such courses. (The local secondary schools will meet these costs.)

Contact the Graduate and Special Programs Office for more information on these options.

Senior Citizens

A discount for credit classes is available to persons 60 years of age or older and retired, on a space-available basis. The charge for credit courses is 10 percent of the regular tuition rate. Books, supplies, course fees, and other instructional charges are not included. This benefit is limited to one (1) course per semester. Students must contact the Financial Aid Office to verify eligibility and receive the discount.

Weekend College

The Weekend College program (WEC) is an intensive degree program for self-motivated students. Most WEC classes meet on alternating weekends during each 12-week fall, winter, and spring session, and each week during the six-week summer session. Most classes meet once a weekend, and integrated assignments are given for weekends without classes. Various accelerated or self-study formats also are used for some WEC classes.

Summer Session

Classes vary from one to eight weeks in length during the University's eight-week summer session. Both day and evening classes enable students from the University and the general community to accelerate degree programs or increase skills and knowledge. Weekend College students may attend a six-weekend summer session. Summer schedules and registration forms are available from the Graduate and Special Programs Office in March.

Online Learning

The University of Findlay serves those who wish to earn academic degrees by taking online courses. Students attending Findlay can complete three bachelor's degrees and two master's degrees exclusively through online learning. Available degree programs are the bachelor's degree completion program in business management, the bachelor’s degree completion program in criminal justice, the bachelor's degree completion program in environmental, safety, and health management, the master of business administration, and the master of science in environmental, safety, and health management. In addition, online courses are offered each academic semester, giving those seeking a degree the opportunity to supplement the traditional classroom experience with online learning.

ACADEMIC ACCELERATION

Experiential Learning Credits

Those who have acquired academic knowledge or skills through direct experience, in-service training, or non-credit classes may seek validation for college credit. Students do this through a process known as **portfolio assessment**. Step one is to take ACAD 150, Portfolio Development, offered in an online format. The course helps students develop documentation of credit-worthy experiences (the portfolio). Step two is submission of the portfolio to the University. All portfolios must be completed within one year of completing ACAD 150. Contact the Graduate and Special Programs Office for more information.

Proficiency Examinations

Examinations to demonstrate subject matter competency may be taken for credit or non-credit validation for a small fee. Such examinations may not be used to raise an existing grade. A grade of "C" is the minimum acceptable grade for credits earned through examination.

Total credits earned toward a Findlay degree by examination, advanced placement, or transfer of extension or correspondence credit may not exceed 30 semester hours. All proficiency examinations must be taken within the first week of a term and a copy placed on file in the Office of the Vice President for Academic Affairs. Any credit is subject to approval of the College Dean, the Registrar, and the Vice President for Academic Affairs.

College Level Examination Program (CLEP)

Nationally normed CLEP examinations are given at The University of Findlay to validate knowledge of both general and specific subject areas. CLEP exams may not be taken in areas already successfully completed for course credit. Contact the Office of the Registrar for more information.

Servicemembers

The University of Findlay is a member of the Servicemembers Opportunity Colleges (SOC) and participates in the Army's Concurrent Admissions Program (ConAp). This program admits eligible men and women to the SOC institution of their choice at the same time they enlist in the Army. Class enrollment is deferred for up to two years after discharge, and military learning experiences are evaluated for transfer. GI benefits pay for tuition. Contact the Graduate and Special Programs Office for more information.

ARTICULATION AGREEMENTS

The University of Findlay has transfer agreements with a number of institutions for programs in environmental, safety, and occupational health management; language/bilingual multicultural studies, business, and education. Institutions include Cecil Community College, Cuyahoga Community College, Front Range Community College, Lorain Community College, James A. Rhodes State College, Marion Technical College, Miami-Dade Community College, Muskingum Area Technical College, University of Northwestern Ohio, Owens Community College, and Terra Community College.

Owens Community College

Special articulation agreements exist between Owens Community College, Findlay Campus, and The University of Findlay in the areas of business, criminal justice, early childhood education, environmental, safety, and occupational health management, and systems analysis. The University also offers courses toward the bachelor of science in business management at Penta Career Center.

Art Institutes International

Third-year students majoring in art or communication at The University of Findlay may take the equivalent of 30 semester hours at the Art Institutes International in various areas of art and/or communication; business administration students may attend AII for 24 semester hours of elective internship and independent study credit. Students electing these options return to The University of Findlay for their final year of study.

Special Education

Students attending Bluffton College, Defiance College, Heidelberg College, or Ohio Northern University may take courses at The University of Findlay leading to licensure in the areas of Specific Learning Disabilities and Developmental Handicaps. Students apply these courses toward degrees at their respective colleges/universities.

James A. Rhodes State College

Special articulation agreements exist between James A. Rhodes State College and The University of Findlay in the areas of business administration, criminal justice, early childhood education, nuclear medicine, and systems analysis.

FINANCIAL AID AND SCHOLARSHIPS

Each year more than 87 percent of students attending The University of Findlay receive some form of financial assistance.

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The form is available online (fafsa.ed.gov), in high school guidance offices, and at the University's financial aid office. The preferred method of filing is online. The U.S. Department of Education, the Ohio Board of Regents, and The University of Findlay's Office of Financial Aid use the FAFSA results to determine a student's eligibility for various types of financial aid. Since financial aid is awarded on a first-come, first-served basis, the Office of Financial Aid recommends that the FAFSA be filed no later than April 1 for fall enrollment. The University awards financial aid on the basis of need and academic ability. **Please note that in order to receive financial aid, a student must have a social security number or a tax identification number.**

The Office of Financial Aid will provide an aid award to the student who has been admitted and has filed the FAFSA. Typically, the award will include grant (gift) aid and employment and loan eligibility.

A student must re-apply for financial aid annually -- using either the FAFSA or the Renewal FAFSA. The University of Findlay seeks to provide comparable aid packages from year to year for returning students. However, the student's eligibility and the availability of federal, state, and/or institutional funds, as well as the student's academic performance, may affect renewal year awards. Some types of aid, for example, may require a minimum grade point average for renewal. Requirements will be detailed in the award letter. In addition, students who elect to live off-campus instead of in University housing may have their institutional aid reduced to some extent.

Under current federal financial aid policy, students must complete baccalaureate degree requirements within 150 percent of the normal degree requirement point (124 hours). Thus, if a student has attempted 186 hours and has not yet earned the first baccalaureate degree, the student may no longer be eligible for federally-funded financial aid.

While the University encourages students to participate in off-campus study, institutionally-funded financial aid may not be used off campus (e.g., overseas study, transient enrollment at another institution). Institutionally-funded aid is aid provided by University-funded scholarships, grants, and endowed awards. Federal and state aid may be used to help defray off-campus tuition and living expenses.

Any questions that students or parents may have about the financial aid process may be directed to a member of the financial aid staff at The University of Findlay by letter, telephone, or e-mail (finaid@findlay.edu).

The Financial Aid Office uses the following deadlines for the awarding of institutional financial aid (excluding merit scholarships/grants): for fall semester enrollment, the FAFSA must be submitted no later than September 30; for spring semester enrollment, no later than January 30. The University reserves the right to make exceptions for hardships.

The University reserves the right to make exceptions for hardship, but such exceptions will not include simple procrastination.

Early submission of the FAFSA will enable the aid office to provide more timely information to the student and parents, and will enable the business office to provide more accurate billing information to the student. Federal

and state aid eligibility will not be affected by this imposition of an application deadline. This deadline applies only to institutionally-funded financial aid.

The Financial Aid Office monitors the student's satisfactory academic progress in accord with federal regulations. The following chart depicts the minimum expectations for renewal of federal aid. The aid office monitors grade point averages at the end of each semester. Students who fail to meet the minimum requirements for renewal of their federal aid may appeal that loss of aid to the Financial Aid Office.

Credit Hours Attempted	Minimum Required Cumulative GPA
1-27	N/A
28-60	N/A
61-87	1.80
88+	2.00

The following is a listing of aid types for which a student may be eligible at The University of Findlay:

Grants:
Federal Pell
Federal Academic Competitiveness (ACG)
Federal SMART
Ohio Instructional
Ohio College Opportunity
Ohio Student Choice
Pennsylvania Higher Education

Loans:
Federal Perkins (for student)
Federal Stafford (for student)
Federal PLUS (for parent)

Student Employment:
Federal Work-Study (need-based)
University-funded student employment (not need-based)

Institutional Scholarships And Grants:
Athletic
Business Affiliates
Deans'
Findlay Award
Music and Theatre
President's
Trustees'

Endowed Scholarships:
Catherine Achord Spanish Scholarship
Barry Alexander Memorial Theatre Scholarship
Dr. Micheal F. Anders Vocal Music Scholarship
Gertrude O. Anderson Scholarship
Russel and Peg Armstrong Business Scholarship
Leslie '35 and Eva (Royer '34) Baker Scholarship
Ballinger Industries Inc. Scholarship
William A. Barton Scholarship
Mabel C. Bauer Scholarship
William W. Beall Golf Scholarship
James L. and Marveline Beeson Scholarship
Jackson E. Betts Scholarship
Norma Dirmeyer Bibler Scholarship
George and Elaine Blackburn Scholarship
Ann E. Bonifas Memorial Scholarship
Nancy Borsani Operating Book Scholarship
Robert W. Brennen Western Equestrian Scholarship
Catharine M. Bowen Scholarship
Robert T. Bradley Memorial Scholarship
Mrs. C. I. Brown Scholarship
Richard L. Bundy Sr. and Geneva J. (Keck) Bundy Equestrian Scholarship
Bundy-Keck Scholarship
Lora Wiest Burgderfer Scholarship
Arden H. and Dorothy L. Burgoon Scholarship
Jane Eoff Burson Scholarship
William J. Butler Scholarship
Ronald C. Cable '64 Instrumental Music Scholarship
Ida Fern Wayne '29 and Albert Castile Religious Studies Scholarship
Gregg M. Cheney Memorial Award
James L. Child, Jr. Scholarship
R. M. Churchwell Memorial Scholarship
John and Marge Cindric Scholarship
Caleb T. Clark Scholarship
Class of '39 Scholarship

Class of '42 Scholarship
Class of '43 Scholarship
Class of '44 Scholarship
Clauss Varsity Athletic Scholarship
Allen Clopper Scholarship
Betty Caskey Clopper Scholarship
Gerald R. and Florence G. Collins Graduate Assistantship Fund
Computer Science ACM Horizons Award
Dr. Frank R. and Mary Jane Cosiano Scholarship
Richard Lee Couchot Football Scholarship
George E. Countryman Scholarship
Gary Lee Cramer II Endowed Scholarship
Richard "Dick" Crawfis '53 Scholarship
Edward and Mary Crosby Scholarship
George and Nellie Crosby Scholarship
Harold and Lucille Crosby Scholarship
John and Frances Schott Crosby Scholarship
Philip B. and Peggy Crosby Scholarship
Kenneth B. Cummins Mathematics Scholarship
Evelyn M. Damon '27 Scholarship
John R. '53 and Jo Ann (H '00) Davidson Scholarhsip
Kent Davis/Dow USA Science Scholarship
Richard E. and Jean K. Davis Scholarship
Dietsch Family Scholarship
Thomas B. Donnell Business Leadership Award
Dumbauld Memorial Scholarship
Ralph H. '42 and Betty B. '39 Edie Scholarship
Ruth Corwin Endly Scholarship
Environmental, Safety, and Health Operating Scholarship
Environmental, Safety, and Occupational Health Scholarship
John and Frances Eoff Scholarship
Nancy Erme Scholarship
Ferguson Farm Inc. Equestrian and Pre-Veterinary Scholarship
Filtech Inc. Scholarship
Findlay Area Human Resource Association Scholarship
Findlay Rotary Scholarship
John and Margaret Firmin Scholarship
Doyne Frommer Scholarship Endowment Fund
GAR Foundation Scholarship
Philip D. Gardner Football Scholarship
Fred and Dorothy Dressler Gatchel Scholarship
Betty and Bob Gephart Scholarship
Gift of Hope Hispanic Scholarship Endowment Fund
John W. '14 and Hester (Powell '19) Grimm Business Scholarship
John W. '14 and Hester (Powell '19) Grimm Education Scholarship
Grob Systems Inc. Scholarship
Ralph W. Gunnett Sr. Memorial Scholarship
Shiv K. Gupta Business Scholarship
Tennyson Guyer Memorial Fund
Hancock-Wood Electric Scholarship
Charles Z. Hardwick Operating Scholarship
Dr. John “Jack” Harrington Scholarship
Dice A. Hartman Book Scholarship
Bernice M. Hellings Scholarship
Barbara Rieck Heminger Scholarship
I.N. Heminger Scholarship
Donald W. Hennigs Memorial Vocal Music Scholarship
Heritage Scholarship for African-American Sophomores
Donald Higgins Scholarship
William and Lucye Hoopes Scholarship
Hospitality Management Scholarship
Dr. James D. '53 and Mira M. (Frost '78) Houdeshell Scholarship Endowment Fund
John L. Houston '42 Scholarship
O. J. and Georgia Huffman Scholarship
John C. and Audrice M. Hutson Scholarship
Nellie Fox Hutson Scholarship
International Center Endowed Scholarship
Charles A. Jackson Scholarship
Jeffire Wrestling Scholarship Endowment Fund
William J. Jutte Memorial Scholarship
Royal and Rosamond Kear Scholarship
Mildred (Kinsinger '29) Kelly Scholarship
Harry M. Kirk Memorial Scholarship
Harry M. and Mary Snyder Kirk Vocal Music Scholarship
Steven J. Klein '95 Memorial Pre-Veterinary Scholarship
Donald Knepper Scholarship
James C. and Bonnie L. Koehler Scholarship
Frederick Kremer Jr. Scholarship
Gwen L. Kuenzli Scholarship
Ralph L. Kuss Scholarship
Edward Lamb Foundation Equestrian Scholarship
George R. Lanagan Sr. Scholarship
P. Michael Lancaster Scholarship
Leon Charles Lantz Scholarship Endowment Fund
Martha Draper Lape Scholarship
Dudley Laser '23 and Mary (Marks '17) Lea Scholarship
Ralph Marlow Line Scholarship
Lorain Bilingual Scholarship Fund
Gordon and Marilyn Macklin Merit Scholarship
Patricia A. March Scholarship
Josephine Marshall '23 Scholarship
Mathematics Horizons Award
Howard and Carolyn Marvin Scholarship
Math and Computer Science Scholarship
Mary Alice Foster McDaniel '35 Scholarship
J. Paul Mellot Instrumental Music Scholarship

Hazel and Bert Miller Business Scholarship
Marvin “Monty” Monroe '42 Scholarship
Dean Carroll A. Morey Children of Alumni Scholarship
Byron E. “By” Morgan Jr. Scholarship Endowment Fund
Geraldine Moss Scholarship
Dr. Wendell W. Moyer Scholarship
Multicultural Master's Degree Scholarship
Michael Murphy Scholarship
John R. and Barbara F. Murray Award
G. N. Nicholson Scholarship
William and Marilyn Nonnamaker Scholarship
Dr. Herbert O. and Mrs. Helen (Alexander) Now Scholarship
Nuclear Medicine Institute Scholarship
Dr. Jean C. Nye Memorial Scholarship
Dr. Jean C. Nye Music Scholarship
Dr. Jean C. Nye Spanish Endowment Scholarship
Ohio Environmental Service Industries (OESI) Operating Scholarship
Florence F. Overmire Scholarship
Owens-Illinois Plastic Products Division Scholarship
Garver Oxley Memorial Scholarship
C. Paul Palmer Scholarship
Thomas M. Pees Memorial Scholarship
Emerson and Laura Pelton Scholarship
Minnie Perkins-Basar Memorial Music Scholarship
James I. Poole '33 Scholarship
Marie G. Sweitzer Scholarship
Sheldon '36 and Florence (Kling) Taylor Memorial Scholarship
Maurice and Reva (Staley '36) Terry Scholarship
Thomas Jewelers Scholarship
Garnet Thompson Memorial Scholarship
Town and Campus Scholarship
Tim Trask Scholarship
The University of Findlay Athletic Department Golf Program Scholarship
John R. and Marion Van Nice Choral Music Scholarship
John R. and Marion Van Nice Instrumental Music Scholarship
VanSweringen Memorial Fund
Varsity "F" Endowment
Katharine Ballard Reed Memorial Scholarship
Mary Reick Endowment Fund
Helen O. Reimund Scholarship
Sam Reist Scholarship
Don and Nellie Renninger Scholarship
James R. Rettig Sr. Scholarship
Nellie Ritz Scholarship
Ritz Memorial Scholarship
Jean Keneagy Rivera Scholarship Endowment Fund
Dr. Patrick W. Rooney Scholarship Endowment Fund
Betty and Russel Ruths Memorial Scholarship
Shafer-Van Dorn-McGranahan Scholarship
Douglas M. Shafer Library Endowment
Charles Sheets Western Equestrian Scholarship
Six Disciplines Entrepreneurial Excellence Scholarship
Kristen L. Slater Outstanding Western Equestrian Student Award
Jesse Snavely Jr. Scholarship
Dr. Charles H. Spragg Golf Scholarship
Dr. Edward S. Stefan Scholarship
Dr. David L. Steiner Equestrian and Pre-Veterinary Scholarship
Stevenson-Phillips Operating Scholarship
Stober Endowed Book Fund
Glenn and Helen Stout Scholarship
Dick Strahm Scholarship
Janet Maule Swartz Scholarship
Warner-Capra Scholarship
Whirlpool Foundation Scholarship for Women and Minorities
Ralph Whisler Scholarship
Eugene M. and Marjorie L. White Scholarship
Walter L. Whithaus Scholarship
Richard E. and Barbara A. Wilkin Scholarship
Philip S. Willis Scholarship
Gene and Alice (Stroude '28) Winegardner Scholarship
Kyla L. Wisne Memorial Choir Scholarship
Paula and John Wolper Hospitality Management Scholarship
Women's Christian Service Council Scholarship
Kenneth E. Zirkle Scholarship Fund

These scholarships are awarded to students who meet special academic or other criteria. The application for these awards is available for a limited time each year in January and/or February. The Financial Aid Office announces the availability to all students via e-mail, as well as the deadline for submitting the application.

EXPENSES

The current operating cost of higher education is supported primarily by three areas of income: tuition and fees; endowments; and gifts from alumni, businesses, parents, and friends. The University of Findlay is conscious of the ever-increasing cost of a college education and makes every effort to provide a quality education for the lowest possible cost.

The University of Findlay offers a **Student Health and Accident Insurance Plan** to all full-time, undergraduate students. The plan year runs August 1 through July 31 of the following year. All traditional full-time, undergraduate students (12 hours or more fall semester or spring semester; nine hours or more summer session) are automatically enrolled and billed for this plan. **Students who do not desire this coverage must sign and return a waiver card to the Business Office**. The deadline for waiving insurance is October 1 for the fall and February 1 for the spring. After these dates, the student is enrolled in the policy, and it **CANNOT** be waived. Students who decline the coverage are not eligible to enroll until the start of the next plan year.

All University fees must be paid or proper financial arrangements made with The University of Findlay Business Office one week prior to the first day of classes. A finance charge of 1½% per month (annual percentage rate 18%) or a $2 minimum billing fee may be applied to unpaid accounts.

The Board of Trustees reserves the right at any time to amend or add to the regulations of the University, including those concerning fees and methods of payment. The amendments and/or additions apply to students currently enrolled as well as to new students.

Charges and Fees for 2007-2008

Regular Academic Program	
Tuition	$11,453
Board	2,001
Room (double occupancy, except Haven, Village, special interest houses, and apartments)	2,012
Student Activity Fee (non-refundable)	75
Health and Accident Insurance (per year)	225
Room Deposit (one time)	150
Technology Fee (non-refundable)	270
General Service Fee (non-refundable)	147
Total per semester	$16,333
Total per year	$32,291

Other Programs	*Pre-Veterinary Studies Program**	*Pharmacy Program*
Tuition	$12,221	$14,316
Board	2,001	2,001
Room (double occupancy, except Haven, Village, special interest houses, and apartments)	2,012	2,012
Student Activity Fee (non-refundable)	75	75
Health and Accident Insurance (per year)	225	225
Room Deposit (one time)	150	150
Technology Fee (non-refundable)	270	270
General Service Fee (non-refundable)	147	147
Total per semester	$17,101	$19,196
Total per year	$33,827	$38,017

If a student changes from the Pharmacy Program to the Regular Academic Program after the sixth class day of the semester, he/she is responsible to pay the Pharmacy tuition rate for the entire semester.

Other Programs	*Freshman/ Sophomore English Equine Studies Program**	*Freshman/ Sophomore Western Equine Studies Program**	*Junior/Senior Equine Studies Program**
Tuition	$14,023	$13,813	$11,505
Board	2,001	2,001	2,001
Room (double occupancy, except Haven, Village, special interest houses, and apartments)	2,012	2,012	2,012
Student Activity Fee (non-refundable)	75	75	75
Health and Accident Insurance (per year)	225	225	225
Room Deposit (one time)	150	150	150
Technology Fee (non-refundable)	270	270	270
General Service Fee (non-refundable)	147	147	147
Total per semester	$18,903	$18,693	$16,385
Total per year	$37,431	$37,011	$32,395

Nuclear Medicine Institute - Tuition	$14,550
Intensive English Language Institute - Tuition/semester	$5,297

Other Charges and Fees

Part-time Freshman/Sophomore English Equine Studies *	$2,570 + $505 per sem hour
Part-time Freshman/Sophomore Western Equine Studies *	$2,360 + $505 per sem hour
Part-time Junior/Senior English and Western Equine Studies *	$52 + $505 per sem hour
Part-time Pre-Veterinary Medicine Studies *	$768 + $505 per sem hour
Part-time Student Tuition (less than 12 semester hours)	$505 per sem hour
Part-time Pharmacy Tuition (less than 12 semester hours)	$997 per sem hour
Additional Hours (in excess of 18 semester hours)	$505 per sem hour
Off-Campus Undergraduate Programs **	$297 per sem hour
Graduate Programs (Languages, Liberal Studies, and Education)	$421 per sem hour
M.B.A. Program	$485 per sem hour
M.S. in Environmental Management	$457 per sem hour
Occupational Therapy (weekend and graduate)/Physical Therapy (weekend and graduate)/Athletic Training (graduate)/Physician Assistant Programs	$560 per sem hour
Applied Music Instruction (one half-hour lesson per week)	$100 plus tuition
Audit (full-time undergraduate student)	no charge
Audit (part-time student)	$50 per sem hour
Senior Citizen (60 years old or older and retired) limit one course per semester	10% of tuition
Henderson Cafeteria (sorority/fraternity residents)	$2,001
Room-Apartment Rate (double occupancy)	$2,414
Room-Haven, Village, and Special Interest House Rate (double occupancy)	$2,313
Part-time Undergraduate General Service Fee (non-refundable)	$84 per session
Part-time Undergraduate Technology Fee (3 – 11.9 hours) (non-refundable)	$90 per session
Technology Fee (all Internet courses) (non-refundable)	$30 per course
Orientation Fee (traditional first-time freshman)	$100
Proficiency Examination	$60

Directed Study/Independent Study Fee	$100 plus tuition (Main Campus Rate)
Official Transcripts	$6

***Surcharge is for students taking equine and freshman- and sophomore-level pre-vet courses**. The tuition cost over and above the regular academic program (surcharge) helps defray the cost of operations for the farms and equestrian training.

**$297 for Toledo (Owens) and Degree Completion Internet courses

Payment of Fees

An itemized statement of charges is mailed before the start of each semester. Payment is expected in full one week prior to the first day of classes; however, students may elect to participate in The University of Findlay 10-Month Payment Plan or sign a Payment Agreement to make four monthly payments (explanation found below). Time will not permit mailing of statements to students who select courses near the start of the semester; however, full payment will be required by the first day of classes. Information about these options is mailed to all students and is available in the Business Office.

Payment Options

The University of Findlay offers a **10-Month Payment Plan** to full-time undergraduate students in the regular academic program to ease the pressure of large payments at the start of each semester. An $85.00 service fee is charged for this program if the application and fee are received in the Business Office by June 15. There is an additional charge of $35.00 ($120.00 total) for all applications received after June 15. Monthly payments start on July 1 and continue through April 1. Interest is waived on the account July through April as long as payments are made on schedule.

The University also offers the option of using a **Payment Agreement** to make four equal monthly payments for the balance during the semester. During the fall semester, the payments are due August 25, September 25, October 25, and November 25. During the spring semester, the payments are due January 25, February 25, March 25, and April 25. This plan requires that the University have a signed Payment Agreement on file in the Business Office. There is an interest charge of 1½% per month (annual percentage rate 18%) or a $2 minimum billing fee on the outstanding balance.

The University participates in the **Federal Family Education Loan Program.** Arrangements for loans should be made well in advance of each semester so the money is available for payment of fees prior to the first day of classes.

Financial obligations to the University must be handled promptly. In order for students on the board plan to use their ID card as a meal card, it MUST contain a current semester validation sticker. The sticker can be obtained from the Business Office after financial obligations have been met. Students facing a financial problem should contact the Office of Financial Aid before payment is due. Continued enrollment in a succeeding semester or the issuance of a diploma or transcript cannot be permitted until all financial obligations to the University have been satisfied.

Registration Policy

In order for a student to register for classes, his/her financial obligation to the University must be current. Following are the guidelines for registration:

- Students on The University of Findlay 10-Month Payment Plan must be current in their payments in order to register for classes.
- Students who deferred payments by signing a Payment Agreement must be current in their payments in order to register for classes.
- Students who are company reimbursed and have completed a company reimbursement form may defer payment up to 60 days following the close of a session. These students may register for classes during the 60-day period.
- Students who owe more than $500 may not be allowed to register.

Only students who are officially registered may attend class. Students who have not officially enrolled in a course or courses within seven calendar days (or the next campus business day after the seventh day) of the start of the academic session in which the course is offered will not receive any course credit until registration is complete and payment is received in certified funds (cash, bank money order, cashier's check) for the following:

- Amount of past-due balance
- Tuition for non-registered course(s) attended
- Applicable fees for non-registered course(s) attended
- Accrued interest based upon the start date of the non-registered course(s) attended
- Penalty equal to 10% of tuition for non-registered course(s) attended

Tuition Refund Policy FIRST SEMESTER OF ENROLLMENT ONLY (Undergraduate students only)

In the case of voluntary withdrawal from all course work for students in their first semester of enrollment at The University of Findlay, the tuition is refunded on the following basis: (Calendar week is defined as Sunday through Saturday.)

Fall and Spring Semester (enrollment period 15 weeks)	
Withdraw during the first calendar week	99%
Withdraw during the second calendar week	75%
Withdraw during the third calendar week	60%
Withdraw during the fourth calendar week	45%
Withdraw during the fifth calendar week	30%
Withdraw during the sixth calendar week	15%
After the sixth calendar week	0%

Weekend College (enrollment period 11-12 weeks)	
Withdraw during the first weekend session	99%
Withdraw during the second weekend session	60%
Withdraw during the third weekend session	50%
Withdraw during the fourth weekend session	30%
After the fourth weekend session	0%

Tuition Refund Policy AFTER THE FIRST SEMESTER OF ENROLLMENT

In the case of voluntary withdrawal from all course work for students receiving **Federal Title IV or State Funds**, the tuition is refunded on the following basis:

- Withdraw on or before the first day of class 100%
- Withdraw after the first day of class through the first 10 percent of the enrollment period 90%
- Withdraw after the first 10 percent through the first 25 percent of the enrollment period 50%
- Withdraw after the first 25 percent through the first 50% of the enrollment period 25%

In the case of voluntary withdrawal (no Federal Title IV or State Funds) **or** the reduction in number of credit hours, the tuition is refunded on the following basis:

Fall and Spring Semester (enrollment period 15 weeks)	
During the first calendar week of the semester	99%
During the second calendar week	50%
During the third and fourth calendar week	25%
After the fourth calendar week	0%

Weekend College (enrollment period 11-12 weeks)	
Within five days of the first class	99%
Day six through second weekend	50%
After second weekend	0%

Contact the Business Office for dates and refund percentages for all courses that do not fit into the above schedules.

It is the student's responsibility to contact his/her adviser or the Office of the Registrar and officially drop the classes before the start of the session in order to receive a 100% refund. Once the session has started, the student is only eligible for a maximum of 99% refund of tuition. Fees are non-refundable. Students should always retain a copy of all transactions related to adding or withdrawing from classes. Refunds are based on the day the course is officially dropped, not the last day the course was attended. If a student attends a class session, he or she is considered officially enrolled. Failure to drop a course could cause the student to receive an "F" grade and full charge for the class.

Refund Policy for Dismissed or Suspended Students for Disciplinary Reasons

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

Financial Aid Refund Policy

When a student withdraws from all classes after the beginning of a term, the University's charges for tuition, fees, room, and board may be adjusted. In that event, adjustments to financial aid are likely as well. For the federal programs (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Perkins Loan, Federal Stafford Loan, Federal PLUS Loan), adjustments will be made in line with federal regulatory policy which allows the student to keep the federal aid that has been earned.

If for example, the student withdraws on September 10 from all classes that began on August 21, then the student has earned a specific percentage (approximately 13%) of the federal aid and may use that portion to help pay for the school's charges incurred to that date. The remaining amount of the federal aid will be returned to the U.S. Department of Education. The amount refunded will be credited in the following order: unsubsidized Stafford Loan, subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, and SEOG.

Assume, then, that the student was awarded a Pell Grant of $550, an SEOG of $250, a Perkins Loan of $250, and a subsidized Stafford Loan of $1600. For the student who withdrew as described above, the amount of federal aid earned is $2650 x .13 = $345. The amount to be returned to the federal programs is $2650 - $345 = $2305. The refund would consist of the subsidized Stafford Loan of $1600, the Perkins Loan of $250, the Pell Grant of $455, to total $2305. The student would be able to keep $95 from the Pell Grant and $250 from the SEOG.

Room and Board Refund Policy

Before any charges will be refunded, a student must officially check out of his/her room. To officially check out, a student must contact a Residence Life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room. **ROOM and BOARD** charges are refunded according to the following schedule.

Check out during the first calendar week	90%
Check out during the second calendar week	75%
Check out during the third calendar week	60%
Check out during the fourth calendar week	45%
Check out during the fifth calendar week	30%
Check out during the sixth calendar week	15%
Check out after the sixth calendar week	0%

Summer School Fees

For information regarding fees and the refund policy, contact the Business Office.

ACADEMIC INFORMATION

College Organization

The disciplines included in the curriculum at The University of Findlay are organized into five academic colleges.

COLLEGE OF BUSINESS
- Accounting (ACCT)
- Business Administration (BUAD)
- Economics (ECON)
- Finance (FNCE)
- Hospitality Management (HMGT)
- Marketing (MRKT)
- Systems Analysis (SYSA)

COLLEGE OF EDUCATION
- Education (EDUC)
- Special Education (SPED)

COLLEGE OF HEALTH PROFESSIONS
- Health (HEAL)
- Health and Physical Education (HPE)
- Health Professions (HEPR)
- Nuclear Medicine Institute (NMI)
- Occupational Therapy (OCTH)
- Physical Education (PHED)
- Physical Therapy (PHTH)
- Physician Assistant (PHAS)
- Strength and Conditioning (SCON
- School of Pharmacy (PHAR)

COLLEGE OF LIBERAL ARTS

The Area of Fine Arts:
- Art (ART)
- Communication (COMM)
- Music (MUSC)
- Theatre (THEA)

The Area of Humanities:
- English (ENGL)
- Gender Studies (GEND)
- History (HIST)
- Humanities (HUMN)
- Philosophy/Applied Philosophy (PHIL)
- Religious Studies (RELI)

Language and Culture Area:
- Bilingual Multicultural Studies (BLMC)
- French (FREN)
- German (GERM)
- Intensive English Language Programs (ENIN/IELP)
- Japanese (JAPN)
- Spanish (SPAN)

The Area of Social Science:
- Anthropology (ANTH)
- Criminal Justice Administration (CJAD)
- Geography (GEOG)
- Gerontology (GERN)
- Law and the Liberal Arts (LAW)
- Political Science (POLS)
- Psychology (PSYC)
- Public Administration (PBAD)
- Social Science (SSCI)
- Social Work (SOWK)
- Sociology (SOCI)

COLLEGE OF SCIENCES

The Area of Computer Science and Technology Management:
- Computer Science (CSCI)
- Technology Management (TECH)

The Area of Environmental, Safety, and Occupational Health Management:
- Environmental, Safety, and Occupational Health Management (ESOH)

The Area of Mathematics:
- Mathematics (MATH)

The Area of Natural Science:
- Biology (BIOL)
- Chemistry (CHEM)
- Geology (GEOL)
- Natural Science (NSCI)
- Physics (PHYS)

The Center for Equine and Pre-Veterinary Studies:
Animal Science (ANSC)
Equestrian Studies (EQST)
Pre-Veterinary Medicine (PVET)

Degrees

The degrees available at The University of Findlay are the Associate of Arts, the Bachelor of Arts, the Bachelor of Science, the Bachelor of Arts in Education, the Bachelor of Science in Education, the Bachelor of Science in Environmental, Safety, and Health Management, the Bachelor of Science in Business Management, the Master of Arts in Education, the Master of Business Administration, the Master of Occupational Therapy, the Master of Physical Therapy, the Master of Science in Environmental, Safety, and Health Management, the Master of Arts in Teaching English to Speakers of Other Languages (TESOL) and Bilingual Education, the Master of Arts in Liberal Studies, and the Master of Athletic Training. All other degrees awarded are honorary. Please consult the Graduate Catalog for information pertaining to master's degree programs.

Second Degrees

A second bachelor's degree may be granted to a graduate of The University of Findlay or to a graduate of another accredited institution who successfully completes a minimum of one year's additional work (at least 30 semester hours) and meets both the major and competency requirements of The University of Findlay.

Any student who has received a bachelor's degree from a regionally accredited institution will have met our General Education (GE) requirements if he/she enrolls at The University of Findlay for the purpose of obtaining a second degree. All students must transfer in at least 30 hours of GE courses from a regionally accredited institution. All University competencies must be fulfilled.

Regularly-Established Majors

Students should select an area of concentration in one of the regularly-established majors by the beginning of the junior year. Specific requirements for majors are stated elsewhere in the catalog. In some majors, certain cognate courses are required to complement the courses taken in the major.

Four-Year Degree Majors

Accounting-Financial Accounting Emphasis
Accounting-Managerial Accounting Emphasis
Adolescent/Young Adult/Integrated English/Language Arts
Adolescent/Young Adult/Integrated Mathematics
Adolescent/Young Adult/Integrated Science
Adolescent/Young Adult/Integrated Social Studies
Adolescent/Young Adult/Life Science
Animal Science
Art-Industrial Design (Product Development Track) Emphasis
Art-Industrial Design (Special Effects Track) Emphasis
Art-Interior Design Emphasis
Art-Media Arts and Animation Emphasis
Art-Photography
Art Management
Biology-Agriculture Emphasis
Biology-Ecological Assessment Emphasis
Biology-Life Science Emphasis
Biology-Wildlife Management Emphasis
Business Management
Chemistry
Children's Book Illustration
Computer Science-Business Emphasis
Computer Science-Computer Systems Emphasis
Computer Science-Information Assurance Emphasis
Computer Science-Mathematics Emphasis
Computer Science-Web and Database Emphasis
Criminal Justice Administration
Digital Media
Early Childhood
Economics
English-Creative Writing Emphasis
English-General Writing Emphasis
English-Literature Emphasis
English-Teaching Emphasis
English as an International Language
Entrepreneurship
Environmental, Safety, and Occupational Health Management (ESOHM) -Emergency Management
ESOHM-Environmental and Health Compliance Emphasis
ESOHM-Industrial Hygiene Emphasis
ESOHM-Management Emphasis
Equestrian Studies-English Riding/Training Emphasis
Equestrian Studies-Western Riding/Training Emphasis
Equine Business Management
Finance
Forensic Science-DNA/Serology
Forensic Science-Toxicology
Graphic Communication
Health Communication
Health Education
Health Science-Pre-Occupational Therapy Emphasis
Health Science-Pre-Physical Therapy Emphasis
Health Studies-Gerontology Emphasis
Health Studies-Health Care Management Emphasis
Health Studies-Personal Training Emphasis
Health Studies-Psychology Emphasis
History
Hospitality Management
Human Resource Management
International Business
Interpersonal Communication
Intervention Specialist Education/Mild to Moderate Disabilities
Japanese
Journalism
Law and the Liberal Arts
Marketing
Mathematics-Applied Emphasis for Actuary Preparation
Mathematics-Applied Emphasis for Computer Science
Mathematics-Applied Emphasis for Engineering Science
Mathematics-Applied Emphasis for Operations Research
Mathematics-Pure Mathematics Emphasis
Medical Technology
Middle Childhood (BA and BS)
Multi-Age/Drama/TheatreMulti-Age/Health Education
Multi-Age/Japanese
Multi-Age/Physical Education
Multi-Age/Spanish
Multi-Age/Visual Arts (Grades K-12)
Nuclear Medicine Technology

Operations and Logistics
Philosophy/Applied Philosophy
Physical Education
Physician Assistant
Political Science
Pre-Medicine
Pre-Medicine/Nuclear Medicine Technology
Pre-Veterinary Medicine
Psychology-General Major Emphasis
Public Relations
Religious Studies-Biblical Studies Emphasis
Religious Studies-Christian Studies Emphasis
Religious Studies-Comparative Religion Emphasis
Religious Studies-Individualized Studies Emphasis
Social Work
Sociology
Spanish
Strength and Conditioning
Studio Art
Teaching English to Speakers of Other Languages
Technical Communication
Theatre-Music Theatre Emphasis
Theatre-Performance Emphasis
Theatre-Production Design and Technology Emphasis

NOTE: An emphasis is not counted as a separate major.

Majors in the Associate of Arts Degree

Accounting
Computer Science
Criminal Justice Administration-Corrections Option
Criminal Justice Administration-Law Enforcement Option
English as an International Language
Equestrian Studies-English Riding Emphasis
Equestrian Studies-Western Riding Emphasis
Financial Management
General Social Studies
Human Resource Management
Management Information Systems
Massage Therapy (1+1)
Nuclear Medicine Technology
Personal Training
Religious Studies
Sales/Retail Management
Small Business/Entrepreneurship

Master's Degrees

Master of Arts in Education
Master of Arts in Liberal Studies
Master of Arts in Teaching English to Speakers of Other Languages (TESOL) and Bilingual Education
Master of Athletic Training
Master of Business Administration
Master of Occupational Therapy
Master of Physical Therapy
Master of Science in Environmental, Safety, and Health Management

Individualized Programs

Students are encouraged to consider seriously their purpose for coming to The University of Findlay and to design an individualized major in consultation with the faculty adviser. The adviser will assist in developing a program of study best suited to a student's needs, interests, and goals.

Individualized programs may be outside the traditional majors, or they may be interdisciplinary in nature. Toward the end of the first year, students may propose a course of study to the faculty adviser. The program must meet the faculty adviser's approval as well as the approval of the dean of each college in which courses will be taken. Any subsequent changes in the course of study must be approved by the faculty adviser and the appropriate college dean. A copy of the approved major must be filed with the Office of the Registrar no later than 30 days into the senior year.

Multi-Area Programs

A number of programs have been developed by more than one area and explicitly cross the traditional lines between disciplines. Specific requirements for the following multi-area programs can be found by using the index to this catalog.

Communication
Gender Studies

Minors

Minor areas of concentration are available in some disciplines. These consist of not less than 15 and not more than 24 semester hours of course work. Specific requirements are stated within course offerings. At least nine hours of the minor must be taken at The University of Findlay. Students may minor in:

Accounting
Art
Art History
Biology
Business Administration
Business Economics
Business Management
Chemistry
Computer Science
Criminal Justice Administration
Economics
English
English as an International Language
Entrepreneurship
Environmental, Safety, and Occupational Health Management
Finance
Fine Arts
Gender Studies
Geology
Gerontology
Graphic Communication
History
Hospitality Management-Food Service
Hospitality Management-Lodging
Human Resource Management
Information Processing
International Business
International/Intercultural Studies
Interpersonal Communication
Japanese
Law and the Liberal Arts
Marketing
Mass Communication
Mathematics
Musical Arts
Nature Interpretation
Operations and Logistics
Philosophy/Applied Ethics
Philosophy/Applied Philosophy
Political Communication
Political Science
Psychology
Public Administration
Public Administration for ESOH majors
Public Relations
Religious Studies
Sociology
Spanish
Technical Communication
Technology Management (for business majors only)
Theatre
Writing

Pre-Professional Programs

Students entering professional school or the clinical portions of their major at the end of the third year will complete the GE requirement for the A.A. degree and will complete at least 30 hours outside of the major area.

Medical Technology

This program consists of three years at The University of Findlay and a fourth year at a recognized medical technology training school. The degree will then be granted by The University of Findlay with a major in medical technology. This program places strong emphasis on modern laboratory techniques and theory required for employment in quality hospitals and research institutions.

Pre-Medicine

This program consists of four years at The University of Findlay and awards a bachelor's degree. The student is provided with an exceptionally strong background in biology, chemistry, mathematics, and physics that is required for a successful medical school experience. Students graduating from this program have positive records of success in medical professions.

Pre-Nursing
This is a non-degree program that prepares students to enter an accredited nursing program and earn a BSN degree. It has been developed in conjunction with representatives from nursing schools and emphasizes course work in the natural and behavioral sciences as a foundation for students' future study and practice of nursing.

Pre-Veterinary Medicine
This program consists of four years at The University of Findlay and is completed with the awarding of a bachelor's degree. It is a program developed in consultation with representatives from veterinary schools who stress the need for both strong academic preparation and practical animal contact for veterinary candidates. Two special seminars provide orientation to the various fields of veterinary medicine and facilitate application to schools of veterinary medicine.

Pre-veterinary medicine majors who gain early admission at the end of their junior year to a professional program of study will be granted a Bachelor of Science degree from The University of Findlay contingent upon having completed 102 hours of approved course work and the successful completion of the first year of veterinary school studies.

Graduate Work

Students who excel in scholarship are encouraged to study for advanced degrees after graduation. A good scholastic average and certain undergraduate courses are necessary for successful graduate work. Students are advised to acquaint themselves early in their college programs with the prerequisites in the departments of the graduate schools which they expect to attend.

BACHELOR'S DEGREE REQUIREMENTS

To be eligible for a bachelor's degree, the following requirements must be met:

I. Successful completion of 124 semester hours of credit with an overall 2.00 grade point average; (ACAD 088 and developmental courses may not be included in this 124 semester hours; see the section on Developmental Courses for more information);

II. Successful completion of an individualized major or a regularly established major including specified competency courses. An individualized major must include a minimum of 27 semester hours of course work and must be properly executed and filed in the Office of the Registrar no later than the first month (30 days) into the student's senior year. A student's senior year has commenced when the student has earned 87.01 semester hours;

No student may be required to take more than 48 semester hours in a single discipline. Any deviation from 48 semester hours has to meet with faculty approval. At least 12 semester hours of upper-level courses in a major must be completed at The University of Findlay;

III. Successful completion of the general education program for a baccalaureate degree;

A. At least 36 semester hours of approved courses as indicated. *Courses must be completed with a "D" or higher.* (Among the courses that do not count toward this requirement are CHEM 099; ENGL 104, 105, 106, 107, 115, 145; MATH 101; ACAD 088, 099; and COMM 110.)

1. Three semester hours in religious studies or philosophy/applied philosophy in addition to other required courses.
2. At least 33 additional semester hours of approved courses arranged as indicated.

Bachelor of Arts

a. Fine Arts – Six semester hours including one course from two of the four listed below:

Art
Communication
Fine Arts
Music
Theatre

b. Natural Science – Three semester hours from one of the disciplines listed below:

Biology
Chemistry
ESOHM
Geology
Natural Science
Physics

Bachelor of Science

a. Fine Arts – Six semester hours including one course from two of the four disciplines listed below:

Art
Communication
Fine Arts
Music
Theatre

b. Natural Science – Six semester hours including one course from two of the six disciplines below:

Biology
Chemistry
ESOHM
Geology
Natural Science
Physics

c. Humanities – Six semester hours including one course from two of the six disciplines listed below:
- English
- Gender Studies
- History
- Humanities
- Philosophy/Applied Philosophy
- Religious Studies

d. Social Science – Six semester hours including one course from two of the 10 disciplines listed below:
- Anthropology
- Criminal Justice
- Economics
- Geography
- Gerontology
- Law and the Liberal Arts
- Political Science/Public Administration
- Psychology
- Social Science
- Social Work/Sociology

e. Foreign Language/Culture – Six semester hours from the disciplines listed below:
- Bilingual/Multicultural Studies
- ENIN
- French
- German
- Japanese
- Spanish

f. Mathematics – Three semester hours from the following courses:
- MATH 123, 306, 316, or 410

g. English – Three semester hours from the following courses
- ENGL 202, 272, 302, 305, or 306

c. Humanities – Three semester hours from one of the disciplines listed below:
- English
- Gender Studies
- History
- Humanities
- Philosophy/Applied Philosophy
- Religious Studies

d. Social Science – Six semester hours including one course from two of the 10 disciplines listed below:
- Anthropology
- Criminal Justice
- Economics
- Geography
- Gerontology
- Law and the Liberal Arts
- Political Science/Public Administration
- Psychology
- Social Science
- Social Work/Sociology

e. Foreign Language/Culture – Three semester hours from one of the disciplines listed below:
- Bilingual/Multicultural Studies
- ENIN
- French
- German
- Japanese
- Spanish

f. Mathematics – Six semester hours including one course from each of the following:
- MATH 132, 140, 141, 188, 305, or 315
- MATH 123, 306, 316, or 410

g. English – Three semester hours from the following course:
- ENGL 202, 272, 302, 305, or 306

* *IMPORTANT NOTE*: Courses within a major may count toward the 36-semester-hour general education requirements. However, courses may not be double counted within the general education requirements.

B. Successful completion of the competency requirements for all students as well as additional requirements established by the major area. All students are required to meet the following competencies within the first two years at The University of Findlay:
   1. Earn a grade of "*C*" or better in ENGL 106 or 107;

2. Pass a computer science competency exam or earn a grade of "C" or better in CSCI 148, 150, or 190;
3. Pass a communication competency exam or earn a grade of "C" or better in COMM 110 or 211.

C. Completion of HPE 100 (Wellness), two semester hours, *completed with a "D" or higher*.

D. Participation in required assessment activities as determined by the faculty.

E. Students entering The University of Findlay as first-time, full-time students must complete ACAD 088.

IV. Successful completion of at least 60 semester hours at an accredited four-year college, of which the last 30 semester hours must be taken at The University of Findlay;

V. Application of not more than 20 semester hours of "D+," "D," and "D-" grades toward a degree and at least a "C" grade in the major/minor or in courses required to fulfill competency requirements;

VI. Successful completion of at least 30 semester hours of upper-level courses (300 or above);

VII. Application of not more than 30 semester hours obtained by one or any combination of the following toward a degree: proficiency examinations, portfolio credit, advanced placement credit, or transfer of extension and/or correspondence credit;

VIII. Participation in graduation exercises unless excused by the vice president for academic affairs for a reason beyond the candidate's control;

IX. Application of not more than 15 semester hours of the Community and Urban Field Experiences Program.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

To be eligible for an Associate of Arts degree, the following requirements must be met:

I. Successful completion of 62 semester hours of credit with an overall 2.00 grade point average or better (ACAD 088 and developmental courses may not be included in this 62 semester hours; see the section on Developmental Courses for more information.);

II. Successful completion of a major;

III. Successful completion of the general education program for an associate degree:

- A. A minimum of 12 semester hours of general education courses, *completed with a "D" or higher*, including three semester hours of approved courses from each of the following areas: fine arts, humanities or foreign language/culture, natural science, and social science. (Among the courses that do not count toward this requirement are CHEM 099; ENGL 104, 105, 106, 107, 115, 145; ACAD 099; and COMM 110.)
- B. Three semester hours of mathematics, *completed with a "D" or higher,* chosen from MATH 123, 306, 316, or 410.
- C. The competency requirements for all students, as well as additional requirements established by the major area. All students are required to meet the following competencies:
  1. Earn a grade of "C" or better in ENGL 106 or 107;
  2. Pass a computer science competency exam or earn a grade of "C" or better in CSCI 148, 150, or 190;

     OR
  3. Pass a communication competency exam or earn a grade of "C" or better in COMM 110 or 211.
- D. Completion of HPE 100 (Wellness), two semester hours, *completed with a "D" or higher*.
- E. Participation in required assessment activities as determined by the faculty.
- F. Students entering The University of Findlay as first-time, full-time students must complete ACAD 088.

IV. Application of not more than 12 semester hours of "D+," "D," and "D-" grades toward a degree and at least a "C" grade in the major or in courses required to fulfill competency requirements;

V. Application of not more than 15 semester hours obtained by one or any combination of the following toward a degree: proficiency examinations, portfolio credit, advanced placement credit, or transfer of extension and/or correspondence credit;

VI. Participation in graduation exercises unless excused by the vice president for academic affairs for a reason beyond the candidate's control;

VII. If coursework is transferred to The University of Findlay, successful completion of no less than the following requirements for an associate's degree:

Business	18 semester hours at UF (12 in the major)
Social Science	16 semester hours at UF (eight in psychology or sociology)
Equestrian Studies	22 semester hours in the major
Religious Studies	18 semester hours at UF (12 in religious studies);

VIII. The last 15 semester hours (minimum) must be completed at The University of Findlay.

General Education Courses ("GE")

The courses designated "GE" in the course descriptions fulfill general education requirements for all undergraduate degrees. These are college-level courses and are taught so that students majoring in any area will be able to broaden their educational background. The minimum accepted grade for "GE" courses is a "D."

Lower-Level Courses, Upper-Level Courses, and Prerequisites

Courses with numbers in the 100s and 200s (lower-level courses) are more general or introductory than courses in the 300s and 400s (upper-level courses). Upper-level courses are designed primarily for students who have completed a year of college work, including ENGL 106 and the reading competency. Other students may take these courses with the instructor's permission or on the basis of placement testing. Some courses have designated prerequisite courses that must be completed before the upper-level course is attempted. All prerequisite courses must be completed with at least a grade of "C." Some courses require a higher grade than a "C" for the prerequisite. The course description will list the required grade if different than a "C."

Course Load

The usual course load at The University of Findlay is 15 to 16 credit hours per semester. Twelve or more credit hours per semester is considered full-time by the University for certain purposes such as housing regulations and financial aid. If concerned about eligibility for participation in varsity athletics or financial aid programs, students should consult with the athletic director or the director of financial aid, respectively.

Payment of the regular full-time tuition covers from 12 to 18 credit hours per semester. Students will not be permitted to take more than 18 hours during one semester unless a minimum grade point average of 3.0 is attained during the last semester enrolled. In all cases of overloads, prior approval must be obtained from the student's faculty adviser. The per-hour tuition rate is charged for any hours beyond 18 semester hours except for approved honors and travel courses.

Developmental Courses

The following are developmental courses at The University of Findlay. Based on a student's placement scores, one or several of these courses may be required. These courses will count in total credit hours for a given semester and in computing grade point average, but no developmental credit hours can be counted toward either the 124-hour graduation requirement for a bachelor's degree or the 62-hour graduation requirement for an associate's degree.

CHEM 099	Fundamentals of Chemistry
MATH 101	Fundamentals of Mathematics
ACAD 099	Strategies for College Success

SPECIAL PROGRAMS

Directed/Independent Study

If a student is unable to meet with a class because of a schedule conflict or other special circumstances, it may be possible to take a course of directed/independent study. Under these programs a student meets individually with the instructor at a convenient time. A *directed study* is used when the course is being offered but, because of special circumstances, the student cannot meet at the scheduled times. An *independent study* is used when the course is not on the approved schedule. A fee per course is charged in addition to the regular tuition fee for the directed/independent study course. Application forms may be obtained from the Office of the Registrar and submitted to the appropriate college dean. All applications must be approved and filed in the Office of the Registrar by the sixth week of the academic term in which the student wants to take the class.

First-Year Experience (FYE)

The First-Year Experience is designed to provide first-time, first-year students with an academically-based transition from high school to university life.

The Oiler Experience (ACAD 088) will be taught by student services personnel as part of their assigned duties. Student peer mentors will continue to be used, and their number expanded to serve the larger population. Both weekly small group meetings and intermittent large-group activities will be held during the semester. A community Blackboard site will be developed for the course collectively.

Honors Program

The Honors Program at The University of Findlay provides a challenging educational experience for capable students who choose to participate. The program aims to encourage and to stimulate students beyond the general range of undergraduate course work by fostering a concern for academic excellence, by providing opportunities for independent study and individual guidance and by offering specially designed upper-level seminars. A tuition waiver for overload hours permits students enrolled for honors credit during any given semester to enrich and accelerate their academic curriculum. Having fulfilled the requirements of the program, a graduating student will qualify for special recognition at commencement. For more detailed information regarding participation in the Honors Program, contact the director of the Honors Program.

Intensive English Language Programs

The Intensive English Language Programs offer instruction in the English language and in American life and culture for non-native speakers of English. This academic program has five levels of instruction, and each level offers courses in listening, speaking, reading, and writing English. In addition, special TOEFL preparation classes are offered.

Students learn about the United States through the Conversation Partner Program, class activities and discussions, interaction with American students and faculty members on campus or while participating in field trips, campus programs, and other community events.

All upper-level ENIN courses earn university credit. Students can earn a major, minor, associate's degree, or certificate in English as an International Language. An ENIN major, minor, or certificate can easily be combined with other majors offered by The University of Findlay. Six of the ENIN hours can be used to satisfy the general education foreign language/culture requirement.

OFF-CAMPUS PROGRAMS

STUDENTS MAY NOT APPLY MORE THAN 15 SEMESTER HOURS OBTAINED BY INTERNSHIPS AND COMMUNITY-URBAN FIELD EXPERIENCES (CUE) TOWARD A DEGREE. (Note: Internships and CUE hours are designated as such on a student's University transcript.)

Foreign Study

The University of Findlay is a member of the College Consortium for International Studies. As a member institution, The University of Findlay offers 16 excellent international programs of undergraduate study. Students may study in Colombia, Denmark, Great Britain, France, Germany, Greece, India, Ireland, Israel, Italy, Mexico, Portugal, Scotland, Spain, Sweden, or Switzerland.

Students interested in studying abroad during their sophomore or junior year are encouraged to formulate carefully their plans for spending the year abroad. They must have their plans approved by their faculty adviser, the Office of Student Services, and the Office of the Registrar. Students are advised that they must satisfy the requirements of the major program in which they are enrolled.

Travel Courses

Various faculty members occasionally take groups of students abroad to study a particular area of the world such as Japan, India, or Mexico. Credit can be earned through these travel courses with the approval of the appropriate college dean. Information and applications may be obtained by contacting the Office of International Programs or the involved college area.

Community-Urban Field Experiences

Students may gain valuable field experience through the Community-Urban Field Experiences Program. Students may earn up to 15 semester hours of credit through a variety of placement possibilities. Previous placements have been in Detroit, Toledo, Columbus, Cleveland, Findlay, Chicago, Milwaukee, Washington, D.C., and Great Britain. Some students work with migrant workers, with American Indians, with the elderly, in schools for the deaf, in neighborhood opportunity centers, or in jails. The list of placement opportunities grows each year.

Business Internship

Students with junior or senior standing may participate in a work experience with a cooperating business firm under the supervision of a faculty member and may earn a maximum of 12 semester hours of credit. Details about this program are available from the Dean of the College of Business or the Office of Professional Experience Programs.

Communication and Theatre Internships

Juniors or seniors majoring in either communication (digital media, health communication, interpersonal communication, journalism, or public relations) or theatre may participate in a work experience with a cooperating institution under the supervision of a faculty member and may earn a maximum of 12 semester hours of credit. Details about this program are available from the Dean of the College of Liberal Arts.

Marketing/Fashion Merchandising Exchange Program

Junior marketing majors at The University of Findlay may enroll for a semester at The Art Institute of Pittsburgh in Pittsburgh, Pa., as part of the major in marketing at Findlay. Through the exchange program, a student becomes qualified to assume such positions as buyer, merchandise manager-trainee, and store manager-trainee in the retail industry. For details, contact the Dean of the College of Business.

The Washington Center Program

Located in Washington, D.C., the Washington Center sponsors programs for students from all over the country. The Washington Center places students as interns in a variety of governmental agencies, political offices, and businesses. Students also attend seminar classes at the Washington Center during a one-semester residence in Washington. Students can earn up to 17 semester hours of credit during the fall, spring, or summer. Contact the Dean of the College of Liberal Arts for details.

REGISTRATION PROCEDURES

Registration

Approximately eight weeks into the semester, the Office of the Registrar sends registration materials to enrolled students. Students are issued a registration date based on their cumulative earned hours. Seniors register first to ensure that courses required for graduation are available to them. Registration is handled by the faculty adviser and runs for approximately 22 working days. Students are permitted to register via the adviser on or after their assigned registration date. New students must be accepted first through the Office of Admissions or the Graduate and Special Programs Office before meeting with their faculty adviser. Students with an outstanding balance will not be permitted to register.

Class Standing

Class standing is determined by the following qualifications:

Freshman	0-27	semester hours credit
Sophomore	27.01-57	semester hours credit
Junior	57.01-87	semester hours credit
Senior	87.01	semester hours credit

Change of Schedule

Adjustments (add/drops) to schedules are approved and processed by the faculty adviser. Adding a course, dropping a course, or changing from one section of the same course constitutes a change of schedule. Students may not add a course or change sections after the sixth class day of the semester without also receiving written permission from the instructor. If schedule changes are not handled within the stated time limits, students are subject to receive a failing grade in the courses for which they are officially enrolled. Students will not receive credit for courses attended without official registration.

Withdrawal from Selected Courses

Withdrawals made after the first six days but within the first 50 days of a semester are recorded as non-punitive "W" on a transcript. Students may petition for withdrawal after the first 50 days. If the petition is denied and students fail to complete the semester, they will receive "F" grades for unfinished courses. The Student Academic Standards Committee reviews all petitions for withdrawal made after the first 50 days. If a student leaves a course without following withdrawal procedures, he/she automatically receives an "F" grade. (See section on expenses for refund policy.) Courses that meet for only a portion of the semester (e.g., first or second half HPE activities) can be dropped only up to midpoint of the duration of that course.

When a student is guilty of academic dishonesty to a degree which merits a grade of "F," the student will not be permitted to withdraw from the course.

Withdrawal from the University

To withdraw from the University, students should obtain a withdrawal form in the Office of the Registrar. Students should complete this form, obtain the necessary signatures, and return it to the Office of the Registrar. Information given above also applies to complete withdrawal from the University.

Auditing Courses

Students may register to audit a course(s) any time during the regular registration periods. Students wishing to change from regular enrollment for credit to audit status after the start of a semester may do so only with the permission of the instructor and adviser and only during the first eight weeks (two Weekend College sessions) of the semester. A change to audit status may affect billing with the University. When appropriate, students will

receive a partial refund of regular fees under the established refund policy. Fees not refunded will be used in lieu of the audit fee. Auditing may also affect financial aid or company reimbursement programs.

Repeat Courses

If students repeat a course, they will receive only the credit and quality points earned in the most recent registration. The credit and grade earned previously will remain on the student's record but will not be counted in the grade point average. A course will count only once toward cumulative hours earned. Repeating a three-hour course means the student will receive only three hours for that course rather than three hours for each time he/she takes the course.

The University retains the right to flag repeat courses and adjust grade point averages at its own discretion in adherence with the repeat course policy outlined above.

Transient Course Work

Students desiring to take courses at other institutions must submit a Transient Approval Form to the Office of the Registrar. Approval will be limited to the term for which approval is requested. Normal policy is that any approval given is voided if course work is taken during suspension or dismissal status.

ACADEMIC SERVICES

Student Responsibility Statement

The responsibility for planning academic programs rests largely with the student. Students must study the catalog and academic announcements carefully and arrange to take the required courses at the proper time. However, the services of faculty advisers, college deans, and the director of career planning are available to students.

Faculty Advisers

The system of faculty advisers is an essential part of the personalized education at The University of Findlay. When students enroll, they are assigned a faculty adviser who will guide them in developing an educational plan to their best advantage. Advisers counsel students each semester concerning choice of courses, future academic plans, and career goals.

Career Planning

The Office of Career Planning provides the opportunity for students to assess their career interests and explore the major programs and career fields that are best suited to their individual strengths through counseling, career classes, workshops, and career information resources. The office also provides academic advising for freshmen who are undeclared/undecided majors and currently enrolled students who are changing majors.

Career Placement

The Office of Career Placement maintains a computerized job match program that matches qualified students with job openings. The computerized system is called Disc Résumé. It provides a step-by-step guide to résumé writing. This office also provides information concerning on- and off-campus employment, opportunities for mock interviews, and résumé critiques.

Professional Experience Programs (P.E.P.)

Undergraduate level PEPR 497 -- This course is available to those students who are participating in internship/co-op assignments that: 1) require students to work on a full-time basis, 2) have been approved by a faculty internship/co-op adviser or in cases in which students have not met all degree requirements or are co-enrolled in other courses. This course can be combined with academic credit in order for the student to maintain full-time academic status while on an approved work assignment. Assignments are approved through the individual academic departments and administered through the Professional Experience Programs.

Students should contact the Office of Professional Experience Programs at 419-434-5506 for additional information.

Academic Support Center

The Academic Support Center (ASC) provides, free of charge, a variety of academic support programs to students enrolled at The University of Findlay. *Peer tutoring* is available in writing, math, chemistry, and a variety of other subjects. *Study skills* are taught in one-hour to three-hour formats. Individual study skills tutoring related to academic performance is offered on such topics as test anxiety reduction, note-taking skills, and time management. *Academic counseling* is provided to help students whose academic performance is below expected standards. The ASC also works in conjunction with the Office of Disability Services to help students with appropriate support services.

Special academic programs are also administered through the ASC. One such program, *Gateway*, allows the admission of students to The University of Findlay whose academic profile from high school is in the lower range of those students admitted. This one-year program provides special academic counseling and course planning to give these students the opportunity to succeed in college. Students wishing to return to the University following academic suspension are transitioned back through a special suspension return program administered through the Academic Support Center.

Disability Services

The purpose of the Office of Disability Services is to provide reviews and to determine appropriate services for students with disabilities as well as provide the framework within which specialized services are fulfilled and monitored. The Office of Disability Services works closely with all offices on campus to coordinate appropriate services.

Specific services the Office of Disability Services can coordinate are: note-takers, sign language interpreters, tape recorders, video/audio taping of classes, extended time on tests, non-distracted settings, adaptive testing, letters of introduction to faculty, student advocacy, priority scheduling and registration, academic advising, temporary disability plans, and campus orientations. Large print materials, books/texts on tape, tutors, individual tutors, adaptive housing, and additional safety devices are also available.

Grades

The academic standards of the University are expressed in terms of grades that are worth points. Each semester hour of credit for each letter grade carries the number of quality points indicated: “A”-excellent, 4 points; “A-”-slightly less than excellent, 3.67 points; “B+”-slightly more than good, 3.33 points; “B”-good, 3 points; “B-”-slightly less than good, 2.67 points; “C+”-slightly more than adequate, 2.33 points; “C”-adequate, 2 points; “C-”-slightly less than adequate, 1.67 points; “D+”-slightly above poor; “D”-poor, 1 point; “D-”-slightly above failing, .67 points; “F”-failure, 0 points. Other symbols recorded on the academic record are as follows: “X”-incomplete; “W”-withdrawal; “S”-satisfactory (“C” or better); “P”-pass (“C” or better); “U”-unsatisfactory (“C-” or poorer);

"EC"-extended course; "NR"-no grade received; "NC"-no credit, does not affect the GPA. The grades of "S," "P," and "U" are used in selected courses.

The Grade of Incomplete

A grade of "X," initiated by the student, will be approved only when documented circumstances beyond a student's control (such as serious illness or family emergency) have prevented the student from completing the course work. Inability to get work in on time will not constitute a reason for the grade of "X." A student must complete the course work within 10 weeks (or a shorter time period based on the discretion of the instructor) immediately following the end of the course session in which the "X" was given. The time limit may be extended, up to one year following the end of the course session in which the "X" was given, at the discretion of the instructor and the dean. If a student does not complete the required course work within the prescribed time period, the "X" grade will automatically convert to an "F."

Completion of an Extended Course

The grade of "EC" is used for courses, such as clinicals, internships, capstone courses, and band that extend more than one semester. The grade "EC" will be replaced by the grade finally reported for the completed course work. A student must complete the course work within the semester (or a shorter time period based on the discretion of the instructor) immediately following the end of the course session in which the "EC" was given. If a student does not complete the required course work within the prescribed time period, the "EC" grade will automatically convert to an "F."

Attendance in Classes

As a principle of campus citizenship, it is expected that students attend all classes and laboratory periods for which they are registered. Instructors are permitted to penalize students for inadequate work due to excessive absences. Students absent excessively or students absent three consecutive times may be reported to the Office of the Vice President for Academic Affairs. As students begin each course, they should make certain they understand the attendance regulations in that course.

Notification of Grades and Mid-term Warnings

At the conclusion of each semester, students are notified of their grades. Grades are not sent to parents; students are expected to share academic progress and achievements with their parents or guardians. Mid-term warnings are provided by the faculty in the first and second semesters for those students doing "C- or below" or "U" level work at that point in the semester. If a student is unsure of his or her progress in a course, it is his or her responsibility to discuss this with the instructor.

Change of Grades

After a final grade has been submitted to the Office of the Registrar, it cannot be changed unless there is evidence of an error in computation or transcription. Under normal circumstances, final grades may not be changed later than one month after the end of the semester in which the grade was earned. All grade changes must have the approval of the Office of the Vice President for Academic Affairs.

Grade Challenge

Students who think they have been treated unjustly or unfairly by a faculty member in a **final** grade may challenge the grade by following the faculty-established procedure for grade challenges. Students desiring to initiate such challenges must contact the Office of the Vice President for Academic Affairs within three weeks after the grades were mailed to the student.

Academic Dishonesty

When, in the opinion of a faculty member, a student is guilty of academic dishonesty to a degree which merits a grade of "F" in the course, the faculty member must notify in writing the Office of the Vice President for Academic Affairs within 72 hours of the discovery of the incident. Within 72 hours, the Office of the Vice President for Academic Affairs will notify the student personally and in writing that he or she has received an "F" and may no longer attend the class. The student then may appeal in writing the charge of academic dishonesty to the Student Academic Standards Committee within 72 hours of the receipt of the letter of notification from the Vice President for Academic Affairs. Once the Student Academic Standards Committee has received the appeal, the student may resume attending class pending the final disposition of the matter. When a student is guilty of academic dishonesty to a degree which merits a grade of "F," the student will not be permitted to withdraw from the course.

If found guilty, a student accused of academic dishonesty a second time during his or her college career will be referred by the Office of the Vice President for Academic Affairs to the Student Conduct and Discipline Committee. If found guilty a second time, the student will be automatically suspended or dismissed.

Student Honor Code

Each and every student of the University will adhere to the following Honor Code:

"I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, in my discretion, report it to the appropriate personnel."

Eligibility

The following eligibility requirements pertain to all students engaged in activities in which they represent The University of Findlay. Such activities include the following applicable to minimum progress: A) intercollegiate competitive activities; B) performing arts events; and C) campus media (to include editorial positions, staff, managerial roles, and disc jockeys). Students must

1. Satisfy all appropriate intercollegiate eligibility requirements.
2. Maintain normal progress toward graduation, as defined by the minimum progress standards stated in the University catalog. Any student designated as being on probation is ineligible to participate in the activities listed above. Students on probation and students readmitted after academic suspension will be ineligible for participation until their grade point is above the level of probation.
3. Students found guilty of the types of misconduct described in section VII of the "Student Rights and Responsibilities Statement" in the University catalog or students chronically found guilty of the types of misconduct described in section IV of the "Student Rights and Responsibilities Statement" in the University catalog may be declared ineligible for the activities listed above. Those groups or individuals identified in sections IV, V, VI, or VII of the "Student Rights and Responsibilities Statement" as responsible for hearing cases shall also be responsible for declaring a guilty student ineligible for the activities listed above.
4. Upon notification of ineligibility, the student shall have a right to appeal a sentence of ineligibility. This appeal is separate from an appeal of a guilty decision as described in sections IV, V, and VI of the "Student Rights and Responsibilities Statement." The student shall submit his or her appeal of the ineligibility sentence in writing to the Office of the Registrar, who in turn will submit the student's appeal to the Student Academic Standards Committee to review and render a decision.

Minimum Progress

Students are expected to make normal progress toward meeting degree requirements. Failure to do so will result in academic warning, probation, suspension, or dismissal. Progress will be reviewed at the end of each semester, and students will be notified if they are not making adequate progress. The cumulative grade point average is based only on grades earned at The University of Findlay.

WARNING: If the grade point average falls below 2.20 but is above the probation level as indicated by the following table, students will be placed on warning.

PROBATION: If the grade point average falls below the level required under probation, students will be placed on probation until the deficiency is remedied.

SUSPENSION: If the grade point average falls below the level required under suspension, students will be suspended from the University for a period of at least one semester. The summer session is not counted as a semester. All re-admission decisions are based solely on an appeal process through the Academic Support Center, and any decision to readmit will include mandated academic support.

DISMISSAL: If a student is placed on academic suspension twice, he or she will be dismissed from The University of Findlay and will not be permitted to re-enter. The second suspension is the time of the dismissal.

SEMESTER HOURS (credits attempted plus transfer credits)	**WARNING**	**PROBATION**	**SUSPENSION**
0.50- 8.99	Below 2.00		
9.00-18.00	Below 2.20	Below 1.70	Below 1.30
18.01-30.00	Below 2.20	Below 1.80	Below 1.40
30.01-45.00	Below 2.20	Below 1.80	Below 1.50
45.01-60.00	Below 2.20	Below 1.90	Below 1.70
60.01-87.00	Below 2.20	Below 1.90	Below 1.80
87.01-	Below 2.20		Below 2.00

Re-admission following a suspension is based solely on an appeal process through the Academic Support Center. Any student who earns a grade point average below 2.00 during the first semester at The University of Findlay will be enrolled in a required study strategies course the following semester.

Student Academic Standards Committee

This committee is chaired by the Registrar and processes student appeals in several academic areas. Typical appeals include waiver of the requirement that the last 30 semester hours be taken at Findlay, appeal of specific graduation requirements in special circumstances, and appeals concerning withdrawals from classes. Appeals are to be submitted in writing to the Registrar with a clear explanation of what is being requested and reasons for the request and must include a statement from the student's faculty adviser concerning the appeal.

Dean's List

Students who achieve a grade point average of at least 3.50 while taking at least 12 semester hours of graded course work are named to the Dean's List for that semester. Part-time students who are taking between four and 11 semester hours of graded course work and maintain a 3.50 grade point average also will be named to the Dean's List for that semester or Weekend College session.

GRADUATION AND RECORDS

Declaration of Candidacy for a Degree

To graduate, a student must declare his/her intention to graduate and show the approval of the faculty adviser by completing an application for graduation and turning it in to the Office of the Registrar. This application is available in the Office of the Registrar and MUST be received six months prior to the expected graduation date. It is highly recommended, however, that this application be turned in prior to the end of the second semester of the junior year.

Commencement Exercises

The University of Findlay has two commencement ceremonies each year, one in December and one in May. Students who have completed all degree requirements; who are in the process of completing all degree requirements; or those who are within two courses of completing their degree program, have a cumulative 2.00 grade point average, and have registered for Findlay classes in the following semester may participate in graduation ceremonies.

Graduation Conferral Date

The University of Findlay confers degrees three times each year, December, May, and August. The degree date is posted after successful completion of all degree requirements.

The December graduation date is given to those students completing their degree requirements by the end of the fall semester.

The May graduation date is given to those students completing their degree requirements during the winter or winter weekend term, the spring semester, or the spring weekend term.

The August graduation date is given to those students completing their graduation requirements during the summer semester or the summer weekend term.

Students who do not complete graduation requirements by the date for which they applied MUST re-file a graduation application. An application is not automatically considered for the next graduation conferral date.

Graduation with Honors

Academic honors will be awarded based on the following cumulative grade point averages:

3.60 Cum Laude
3.75 Magna Cum Laude
3.90 Summa Cum Laude

To qualify for honors, a student must have attended The University of Findlay for a minimum of 50 semester hours of graded course work. (A minimum of 40 semester hours is acceptable for those students transferring with a previous cumulative GPA of 3.60 or higher.)

Student Records Policy

The Office of Student Services and the Office of the Registrar maintain academic and personal records on all students. Except under legal compulsion, information contained in such records, with the exception of name, mailing address, e-mail address, telephone listing, date and place of birth, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. All students/employees acknowledge that during their career/s at the University photographic/digital images of themselves may be taken. The University is authorized to utilize these images in University publications without further releases from or compensation to the respective student/employee.

The Office of Student Services publishes a student directory for the campus community on a semester basis. This directory lists some of the information noted above. Students who wish to not have any or all of the above information released should contact the Office of Student Services no later than the first Friday in any given semester.

A change in name is made only on the basis of written evidence. In the case of marriage or divorce, previous names are not removed from the record.

All persons handling the permanent records are instructed concerning the confidential nature of such information and their responsibility regarding it.

Permanent Records

Information recorded on the permanent records in the Office of the Registrar includes the following: name, identification number, home address, dates of attendance, dates of academic action of disqualification and readmission, date of birth, discipline, course number, course title, units of credit, grade points earned for each course, grade point average, and identification of courses repeated. No information regarding race, religion, or political affiliation is on the permanent record.

The permanent record constitutes an official report of academic performance. Corrections are made only upon definite evidence. A change in grade is made only after a written authorization from the instructor who issued the grade and approval of the Vice President for Academic Affairs has been received.

Information recorded in the personal folders in the Office of Student Services and Office of the Registrar includes: general admissions record; correspondence; letters from the Vice President for Academic Affairs concerning deficiency, probation, or suspension; grades; financial aid record; and other academic information.

Review of Records

All students enrolled at Findlay on November 19, 1974, or later have the right to inspect and review official records, files, and data related to them and to deny access by others without written consent of the student, except under limited and specific circumstances.

Students may not have access to confidential letters and recommendations placed in their files prior to January 1, 1985, since many of those letters were written by individuals who were not aware that the confidentiality of their statements could be questioned. Students may waive rights to access future confidential recommendations in the areas of admission and job placement.

By submitting a letter of application to the Vice President of Students Services, a student may 1) inspect and review his or her records, 2) petition for a hearing to challenge content, and 3) petition to correct and delete

inaccuracies or otherwise inappropriate data. No part of any record may be inspected by the student without the express written consent of the Vice President of Student Services. Permission will be granted within a reasonable time and in no case more than forty-five (45) days from the date of the receipt of a written request for inspection. If there is a conflict regarding the date, a hearing will be established by the Vice President of Student Services. The author of the data and the student will be present at the hearing if possible. If a resolution cannot be reached, the Vice President of Student Services will refer academic matters to the Student Academic Standards Committee and non-academic matters to the Student Services Committee for consideration. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested from the Office of Student Services.

Transcripts

A transcript is an academic record and will include only information of an academic nature. Disciplinary action is not recorded on the academic record.

Students must satisfactorily settle all financial obligations to the University before transcripts are released or diplomas awarded.

Requests to have academic transcripts sent to a third party must be in writing and must include the student's signature. Under no circumstances will a transcript or a copy of a transcript of work taken at another institution be released by The University of Findlay. Students should contact each school attended for copies of official records at that institution. A fee is charged for each official transcript.

STUDENT CONCERNS

Formal written student concerns and complaints may be filed with the offices of the Vice President of Student Services, the Vice President for Academic Affairs, or the President. The University of Findlay will maintain a log of these concerns and complaints and their disposition. Records will be limited to complaints or concerns made formally in writing, signed by the student, and addressed to one of the three administrative offices named above.

ACADEMIC SUPPORT AND UNIVERSITY-WIDE COURSES (ACAD)

040 JOB SEARCH TRAINING *ACTIVITY* *1 semester hour*

Provides training in all aspects of job search preparation including résumé writing and interview skills. Open to students in any major who are sophomore A.A. degree candidates or junior/senior B.A. or B.S. degree candidates.

088 THE OILER EXPERIENCE *1 semester hour*

This course is an introduction to campus life and as such is designed for first-time, full-time freshmen. Topics will include transitional issues, study skills, fundamentals of time management, health, and wellness concerns. This course will not count toward the total hour requirement. Graded S/U.

099 STRATEGIES FOR COLLEGE SUCCESS *1 semester hour*

Students will learn and be encouraged to use appropriate academic, social, and personal skills important for success in college. The course is open to all students; however, it is required of all second-semester freshmen who earn below a 2.0 GPA first semester, yet have taken ACAD 110. This is a developmental course. This is a repeatable course.

110 STRATEGIES OF COLLEGE LEARNING *3 semester hours*

Designed primarily for first-year students, this variable credit course is designed to help students make the successful transition to college-level academics. Its content includes both cognitive and affective aspects of learning. Students will learn appropriate college-level time management and study techniques as well as critical survival skills concerned with self-discovery, motivation, and self-management.

111 STRATEGIES OF COLLEGE LEARNING FOR STUDENT ATHLETES *.5 semester hour*

A course for first-year, first-season student-athletes. It focuses on stress and adjustment, eligibility, and special challenges for student-athletes.

112 STRATEGIES FOR ACADEMIC DEVELOPMENT (specific focus) *1 semester hour*

This course will enhance student learning by utilizing an analogy to an activity in which the student has success. There are many possibilities for such an analogy, including but not limited to, athletics, theater production, art production, language development (international students), or time management (non-traditional students).

125 APPROACHES TO CAREER DEVELOPMENT *1 to 3 semester hour(s)*

Through the study of career planning theories and the factors that affect career choice, strategies for effective personal career decision-making and career development through the lifespan will be explored and applied. At various times the course may focus on special topics, such as career planning issues for adult learners. Repeatable up to four semester hours, provided the topics are different.

150 PORTFOLIO DEVELOPMENT *2 semester hours*

A course in which students learn the strategies for developing a portfolio. As part of this course, students will also write material for their individual portfolios. Offered in Weekend College format only.

188 FIRST-YEAR EXPERIENCE II *1 semester hour*

This course is designed to continue a student's first-year experience with the same faculty member and student cohort from the preceding semester. Course content will include a continuation of academic theme from the previous semester and ongoing collegiate transitional issues.

ORGANIZATION AND TRAVEL COURSES AND COLLOQUIA (COLL)

390-399 TRAVEL COURSES *variable credit*

All travel courses approved for credit are considered University electives. Credit for these courses is subject to the approval of the college dean. Offered through individual academic areas.

COLLOQUIA *variable credit*

From time to time interdisciplinary courses on contemporary issues, important books, or historical periods are scheduled with faculty approval. These courses are usually reading courses with group discussions led by a panel of experts from different subject areas. Offered through individual academic areas.

020 CHESS CLUB *ACTIVITY* *.5 semester hour*

The University Chess Club promotes interest in chess through teaching beginners, improving the skills of intermediate and advanced players, competition with other colleges and universities, and club tournaments. Membership is open to all students, and students may choose to join for credit or no credit.

025 SGA ACTIVITY *ACTIVITY* *.5 semester hour*

The Student Government Association allocates and monitors all student organization funds. SGA also represents student needs or concerns in areas of policy formation and campus improvement. Positions on Student Government are student elected.

031 CAMPUS PROGRAM BOARD *ACTIVITY* *.5 semester hour*

The Campus Program Board (CPB) is a student subcommittee of the Student Government Association. CPB plans Homecoming, Fall Family Weekend, Passport Events, Spring Bash, Movie on the Mall, and a variety of other events. Membership is open to all students; officers are chosen each spring for the following year.

033 CIRCLE K *ACTIVITY* *.5 semester hour*

Circle K, sponsored by the Kiwanis Club, is an organization of University men and women who give service to the University and the community.

035 RESIDENT ASSISTANT ACTIVITY *ACTIVITY* *.5 semester hour*

Members of the residence hall staff, which includes resident assistants and head residents, perform several functions for resident students. These functions include offering floor programs, peer counseling, residence hall management, and information dissemination. Membership is selective and by application only.

036 STUDENTS FOR ALUMNI RELATIONS (STAR) *ACTIVITY* *.5 semester hour*

STAR exists to promote positive relations and interaction between current students and University alumni; to assist the Office of Alumni and Parent Relations with programs and services it provides, as well as to create an awareness of the Alumni Office programs and services to students; to encourage current students to become active, loyal, and supportive alumni upon graduation and to provide personal growth experiences for STAR members. Students may choose to join for credit or no credit. All members must maintain a cumulative grade point average of 2.00 or better.

037 NONTRADITIONAL STUDENT ADVISORY COUNCIL *ACTIVITY* *.5 semester hour*
The purpose of this activity is to assist nontraditional students in making the adjustment to college and to encourage them to participate in activities involving others in the University community. The organization offers support, assistance, information, and a framework for problem solving for the adult learner. Students may receive credit for this course by completing several requirements (such as becoming a student mentor, working on the adult student newspaper, serving as an officer in the organization, etc.). This is a repeatable course.

038 BLACK STUDENT UNION (BSU) *ACTIVITY* *.5 semester hour*
Activity credit is received for planning and implementation of events and programs sponsored by the BSU. Membership is open to all students on campus.

044 INTERNATIONAL CLUB *ACTIVITY* *.5 semester hour*
Students meet regularly for discussions and projects focused on international awareness and world cultures.

050 BINGE DRINKING PREVENTION COALITION *ACTIVITY* *.5 semester hour*
Students will attend coalition meetings every three weeks, participate in subcommittee meetings and projects, coalition activities (data collection, focus groups, literature review, program/policy initiation), and assist with marketing positive social norms. Students may also have opportunities to attend conferences throughout the year.

060 HABITAT FOR HUMANITY *ACTIVITY* *.5 semester hour*
Habitat for Humanity is an ecumenical Christian housing organization that works in partnership with people in need to improve the conditions in which they are forced to live.

065 FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) *ACTIVITY* *.5 semester hour*
Fellowship of Christian Athletes is an organization devoted to spiritual development of both athletes and non-athletes during a weekly non-denominational Bible study. Activities include field trips, guest speakers, sporting events, fundraising, and a variety of extracurricular activities.

080 GLOBAL AWARENESS PEER PROGRAM (GAPP) *ACTIVITY* *.5 semester hour*
The Global Awareness Peer Program Team is designed to: 1) help acquaint international students with The University of Findlay and U.S. cultures and customs, 2) acquaint U.S. students with international students. The team facilitates educational and social programming throughout the year, as well as helps with international student orientation. Selection is made in the spring for the following year.

HONORS PROGRAM

Director: Quintus

Eligibility Requirements

To be eligible for admission to the Honors Program, a student must meet one of the following requirements:

a) one semester of full-time enrollment or 12 hours of credit at The University of Findlay with a total accumulative grade point average of 3.50;
b) one semester of full-time enrollment and a total accumulative grade point average of 3.50 earned from another regionally accredited institution; or
c) a high school accumulative grade point average of 3.80 or above or an ACT composite score of 27 or higher or equivalent SAT score.

Graduation Requirements

At commencement, students meeting all requirements for the Honors Program will be recognized by designation as an Honors Scholar in their chosen field of study. Students achieving this honor will wear The University of Findlay's bachelor's hood and will receive a certificate from the President during commencement exercises. Successful completion requires the following:

a) accumulative college grade point average of 3.50 or higher;
b) completion of HNRS 150;
c) completion of three HNRS seminars for a total of nine semester hours;
d) completion of HNRS 495 for four semester hours;
e) earn a grade of "B-" or above in all HNRS courses.

HONORS CURRICULUM (HNRS)

150 HONORS SEMINAR I *3 semester hours*

Prerequisite: acceptance in the Honors Program

Each honors student must take HNRS 150 either the first or second semester of their first year in the honors program. This interdisciplinary course is collaboratively taught and based on current issues and themes of importance and significance. It is coordinated by the Honors Program Director.

300- 399 HONORS SEMINAR *3 semester hours*

Prerequisite: HNRS 150

Students must complete three Honors Seminars totaling nine semester hours. Those working toward Honors Scholar would need to complete the seminars by the end of their junior year unless with permission by the Honors Program Director. Seminar topics vary each semester. Topics must be different in order to receive credit for a course.

495 MAJOR HONORS PROJECT *4 semester hours*

Prerequisite(s): HNRS 150, nine semester hours of honors seminars, and a research methods course in the student's discipline or permission of the instructor

The Major Honors Project is a serious research, writing, and/or creative project. As an independent study, it gives students the opportunity to pursue and explore in detail a topic of interest in their major field under the supervision of a faculty mentor. It is completed during the student's senior year and is required to graduate with recognition as an Honors Scholar. The best preparation for the Major Honors Project is solid grounding in the major field and familiarity with the research approaches of the discipline.

AIR FORCE ROTC (RESERVE OFFICERS TRAINING CORPS)

Aerospace Studies

The Air Force ROTC program is offered to interested students through Bowling Green State University. Additional information is available through the Office of the Registrar.

COLLEGE OF BUSINESS

Dean: Paul Sears, Ph.D.
419-434-4704

Accounting

Business Administration

Economics

Finance

Hospitality Management

Marketing

Systems Analysis

COLLEGE OF BUSINESS

Dean: Sears
Director of Accounting: Asbury
Director of Business Administration: Carrigan
Director of Finance: Arburn
Director of Business Management: Rustic
Director of Marketing: Ward
Director of Hospitality Management: J. Wolper
Professors: Cummings, El-Zayaty, Ghose, Gupta, Mathern, Sears
Associate Professors: Carrigan, Gamba, Martelli, Skrabec, J. Wolper
Assistant Professors: Abels, Arburn, Asbury, Freehafer, Rustic, Song, Ward, P. Wolper, Yates

A Bachelor of Science degree is granted for completion of baccalaureate programs in the College of Business.

Baccalaureate Programs:

Accounting-Financial Accounting Emphasis
Accounting-Managerial Accounting Emphasis
Business Management
Economics
Entrepreneurship
Finance
Hospitality Management
Human Resource Management
International Business
Marketing
Operations and Logistics

Minors:

Accounting
Business Administration
Business Economics
Business Management
Economics
Entrepreneurship
Finance
Hospitality Management-Food Service
Hospitality Management-Lodging
Human Resource Management
International Business
Marketing
Operations and Logistics

Associate Programs:

Accounting
Financial Management
Human Resource Management
Management Information Systems
Sales/Retail Management
Small Business/Entrepreneurship

Certificate Programs:

Economics
Hospitality Management
Management Information Systems
Sales/Retail Management
Small Business/Entrepreneurship

Individualized Major Programs:

Business and economics can be combined with other studies to develop programs tailored to student interests or employment needs.

Competency Requirements

All students at The University of Findlay must demonstrate a basic level of competence (achievement) in reading and writing.

Students majoring in *business administration* will satisfactorily complete at least one course in each of the following areas of instruction, plus both math courses from the selection below.

Communication skills such as writing and presentation skills will be formally and objectively assessed in designated business courses as part of our commitment to improving the communication skills of business students.

Communication	COMM 110 Principles of Speech COMM 211 Argumentation and Debate
English	ENGL 202 Writing and Literature ENGL 272 Introduction to Technical ENGL 302 Advanced Writing
Language	One course in a modern language
Computer Science	CSCI 150 Introduction to Computers CSCI 190 Computer Science I
Mathematics	MATH 123 Elementary Statistics MATH 132 Fundamentals of Calculus I

Business Core Courses

The following core courses are required for all four-year programs in business administration programs **except for accounting, economics, finance, hospitality management, and marketing** (45 semester hours):

ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 200	Principles of Macroeconomics
ECON 201	Principles of Microeconomics
BUAD 310	Business Law
BUAD 311	Business Communications
BUAD 321	Principles of Management
BUAD 350	International Business
BUAD 390	Business Research
BUAD 493	Business Policy/Strategic Management
ECON 400	Managerial Economics
FNCE 320	Corporate Finance
MRKT 326	Principles of Marketing
SYSA 340	Management Information Systems
SYSA 360	Operations Management

Accounting, economics, finance, hospitality management, and marketing majors will find their major requirements listed prior to each discipline's course description.

Transfer students wishing to earn a bachelor's degree in business must complete at least 15 upper-level hours in their major at The University of Findlay.

The following core courses are required for all two-year associate's degree business administration programs (27 semester hours):

ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 200	Principles of Macroeconomics
ECON 201	Principles of Microeconomics
BUAD 310	Business Law
BUAD 311	Business Communications
BUAD 321	Principles of Management
MRKT 326	Principles of Marketing
SYSA 340	Management Information Systems

The following core courses are required for all minors in business **except for accounting, economics, finance, and hospitality management,** (18 semester hours):

ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 200	Principles of Macroeconomics
ECON 201	Principles of Microeconomics
BUAD 321	Principles of Management
MRKT 326	Principles of Marketing

The following core courses are required for all business administration certificate programs (12 semester hours):

ACCT 220	Principles of Accounting I
BUAD 199	Organizational Leadership
BUAD 260	Business Mathematics
ECON 200	Principles of Macroeconomics

Prerequisite Requirements

All students enrolling in upper-level business courses (other than core courses) are required to:

1. Successfully complete ACCT 220 and 221 and ECON 200 and 201.
2. Meet all other prerequisites for the course(s).

Those majoring or minoring in the College of Business cannot double count a particular course as satisfying the requirements of more than one major or minor in the College of Business. This does not apply to the business core.

Students in Free Enterprise

Students in Free Enterprise (SIFE) is a student-directed free market economic education program at The University of Findlay. SIFE's mission is to create better understanding of and greater appreciation for the free enterprise system. Enrollment in the SIFE program is open to all full-time students of the University. The University of Findlay has participated in this program since 1978 and has won several national championships and regional competitions.

ACCOUNTING (ACCT)

Accounting Core Courses (30 semester hours):

The following core courses are required for all four-year programs in accounting (30 semester hours):

ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 200	Principles of Macroeconomics
ECON 201	Principles of Microeconomics
BUAD 310	Business Law
BUAD 311	Business Communications
BUAD 321	Principles of Management
BUAD 493	Business Policy/Strategic Management
FNCE 320	Corporate Finance
MRKT 326	Principles of Marketing

A *major in accounting-financial accounting emphasis* consists of the accounting core courses plus ACCT 330, 331, 332, 350, 370, 371, 390, 480, 485, and 497.

A *major in accounting-managerial accounting emphasis* consists of the accounting core courses plus ACCT 330, 331, 350, 370, 371, 390, 391, 480, 482, and 496.

An *Associate of Arts degree in accounting* (36 semester hours) consists of the nine core courses plus ACCT 330, 370, and 390.

This two-year program is coordinated with four-year degree programs so that all courses will count toward the four-year program.

The accounting faculty recommends additional coursework in computer science, finance, and marketing. ACCT 499 contributes to the practical training of accounting majors and should be taken when schedule permits and appropriate placement is available.

A *minor in accounting* consists of ACCT 220, 221, 330, 370, and 390; plus BUAD 321; ECON 201; and MRKT 326.

Students transferring from two-year programs who wish to major in accounting must take ACCT 331 and 332 as part of the required credit hours in the major.

049 ACCOUNTING CLUB *.5 semester hour*
Members of the club will also become members of the Institute of Management Accountants. Students will be given periodic opportunities to meet with other accounting professionals.

180 FINANCIAL SPREADSHEET *3 semester hours*
Introduction to spreadsheets used to accumulate and analyze financial information. Special attention will be given to the financial functions used in business.

220 PRINCIPLES OF ACCOUNTING I *3 semester hours*
This course develops an understanding of the basic elements of financial accounting and the role of accounting in society. Students are introduced to fundamental accounting concepts, procedures, and terminology. Emphasis is placed on accrual accounting, revenue and expense recognition, accounting for assets, liabilities and equity, the accounting cycle, merchandise accounting, and internal controls. The course includes transaction analysis and the preparation and understanding of financial statements.

221 PRINCIPLES OF ACCOUNTING II *3 semester hours*
Prerequisite: ACCT 220
This course is a continuation of Principles I with emphasis on business organizations, introduction to cost accounting, budgets, income taxes, and managerial analysis.

330 INTERMEDIATE ACCOUNTING I *3 semester hours*
Prerequisite: ACCT 221
Accounting theory and practice is related to using accounting information for decision making. This course provides an in-depth study of conceptual framework of financial accounting theory and concepts and the presentation of financial statements in conformity with generally accepted accounting principles. Emphasis is given to asset, liability, and equity valuations and their relationship to income measurement and determination.

331 INTERMEDIATE ACCOUNTING II *3 semester hours*
Prerequisite: ACCT 330
Theory and practice related to special problems for shareholder's equity and investment income determination issues and financial statement analysis.

332 INTERMEDIATE ACCOUNTING III *3 semester hours*
Prerequisite: ACCT 331
This course covers issues in governmental and non-profit accounting, as well as special topics from financial accounting. Accounting for income taxes and financial instruments, such as derivatives, is also covered.

350 ACCOUNTING INFORMATION SYSTEMS *3 semester hours*

Prerequisite: ACCT 331

This course will introduce students to computer software used to process accounting data and to prepare reports from management use from analysis of that data.

370 TAX ACCOUNTING-PERSONAL *3 semester hours*

Prerequisite: ACCT 221

This course provides an introduction to taxation in the United States. The primary orientation is the taxation of income. The rules for the taxation of income are found in Title 26 of the U.S. Code. The course will focus on research cases and problems oriented to answering questions relative to the application of the IRS Code. After an introduction to the basic tax model, the course examines gross income, its concept, inclusions and exclusions. There follows a detailed examination of deductions and losses. In particular, business expenses, cost recovery, employee expenses, itemized deductions, and passive activity losses. Part of the assigned work is the completion of current year tax forms. These forms are available from the IRS web site, www.irs.gov. The Shafer Library has access to legal databases, which permits the student to view code and regulation sections, as well as court cases relative to those code sections.

371 TAX ACCOUNTING-BUSINESS *3 semester hours*

Prerequisite: ACCT 370

The study of tax law and regulation relative to the formation of C-corporations, partnerships, and S-corporations is examined in this course. We continue the study of the tax code, tax regulations, and court cases, in this course related to the formation of a corporation, or partnerships and distributions to its owners. Emphasis is placed on calculating taxable income and the resultant tax liability. Tax problems involve the completion of Form 1120 for C-corporations and Form 1065 for partnerships. The nature of distributions to owners, shareholders or partnerships, is extensively discussed. Special issues associated with the corporate and partnership form are also covered.

390 COST ACCOUNTING *3 semester hours*

Prerequisite: ACCT 221

This course provides a study of the theories and practices of cost accounting with emphasis on job order, process, and standard costs.

391 MANAGERIAL ACCOUNTING *3 semester hours*

Prerequisite: ACCT 390

This course presents accounting as a management tool in the decision-making process. Budgeting, break-even analysis, and differential cost analysis.

480 ADVANCED ACCOUNTING *3 semester hours*

Prerequisites: ACCT 331 and 390

This course offers study of accounting treatments for business combination, consolidated financial statements, partnerships, and fiduciary accounting.

485 AUDITING THEORY AND PRACTICES *3 semester hours*

Prerequisite: ACCT 480

This course presents an introduction to auditing and other assurance services for students who have not had significant experience in providing such services. The primary emphasis is on the author's decision-making process, determining the nature and amount of evidence that must be accumulated after considering the unique circumstances of each engagement. Topic coverage includes professional ethics, legal liability, the elements of the audit process, and application of that process to various accounting cycles.

496 CASES IN MANAGERIAL ACCOUNTING *3 semester hours*

Prerequisites: ACCT 331 and 391

This is a capstone course in the managerial accounting concentration. The class will examine situations where the accountant, examining the available financial information, must provide management with an approximate analysis and options for action. Students will have the opportunity to apply technical knowledge from prior accounting courses.

497 CONTEMPORARY ISSUES IN ACCOUNTING: ETHICS AND INTERNATIONAL *3 semester hours*

This will be a capstone course for the financial accounting concentration. The study of international accounting standards and their impact on financial reporting will be examined. The course will cover corporate governance, the impact of Sarbanes-Oxley and decision making based on a sound ethical foundation.

499 ACCOUNTING INTERNSHIP *6 to 12 semester hours*

Prerequisite: junior or senior standing

A one-semester work experience with a cooperating business firm supervised by the accounting faculty. Details available from the program director, the business intern adviser, or the Office of Professional Experience Programs.

BUSINESS ADMINISTRATION (BUAD)

A *major in business management* consists of the 15 core courses plus BUAD 395, 400, 492; MRKT 377; ECON 320; and FNCE 360.

A *major in human resource management* consists of the 15 core courses plus BUAD 400, 425, 430, 492, ECON 320; and FNCE 360.

A *major in international business* consists of the 15 core courses plus BUAD 352, 354, 400, 492; ECON 320; and BLMC 240. In addition, students must complete two semesters of a language.

A *major in operations and logistics* consists of the 15 core courses plus 360, 400, 435, 440 or 445, 494 (minimum of three hours); and ECON 320.

A *major in entrepreneurship* consists of the 15 core courses plus BUAD 150, 240, 395, 400, 492; and FNCE 360.

An *Associate of Arts degree in financial management* consists of the nine core courses plus BUAD 199, 240; and ACCT 180.

An *Associate of Arts degree in human resource management* consists of the nine core courses plus BUAD 400, 425, and 430.

An *Associate of Arts degree in small business/entrepreneurship* consists of the nine core courses plus BUAD 150, 240, and 395.

A *minor in business administration* consists of the business minor core and two business electives other than the following: BUAD 110, ECON 199, or FNCE 100.

A *minor in business management* consists of the business minor core and two of the following: BUAD 400, 492, or FNCE 360.

A *minor in entrepreneurship* consists of the business minor core and two of the following: BUAD 150, 240, or 395.

A *minor in human resource management* consists of the business minor and two of the following: BUAD 400, 425, or 430.

A *minor in international business* consists of the business minor core and two of the following: BUAD 350, 352, or 354.

A *minor in operations and logistics* consists of the business minor core; SYSA 360; BUAD 440; and BUAD 360, 435, or 445.

A *certificate in small business/entrepreneurship* consists of the four core courses plus BUAD 150 and 395.

025 OPERATIONS MANAGEMENT CLUB *.5 semester hour*

This club will function as a support for the operations degree. This club will be an official student chapter of American Production and Inventory Control Society (APICS).

049 CHAPTER OF THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT *.5 semester hours*

Membership in this chapter allows students to gain practical and first-hand knowledge and experience pertaining to the field of human resource management (HRM). This course enables students to participate in student HRM activities with professionals at the local, state, and national levels and allows students to gain additional HR skills and knowledge beyond what is taught in the classroom. Additionally, participants become student members of the Society for Human Resource Management, the international professional HR organization.

110 INTRODUCTION TO BUSINESS *3 semester hours*

Prerequisite: freshmen and sophomores only or permission of the instructor

This course is a study of the basic precepts of business operations in our society, the various functions within a business enterprise, and an overview of the major problems facing American business today. (Not open to students who have taken any college-level business courses.)

150 PRINCIPLES OF ENTREPRENEURSHIP *3 semester hours*

In this course, an analysis of the requirements of establishing a small business, along with selecting target market, customer file, site selection, purchasing strategies, and inventory control are covered. Additional issues faced by the operators of small businesses will also be discussed.

199 ORGANIZATIONAL LEADERSHIP *3 semester hours*

This course deals with leadership theory, practice, and skills. The goal of the class is to enable students to understand the nature of leadership, personal leadership effectiveness, and interpersonal relationships. Communication skills are examined as well.

240 ENTREPRENEURIAL FINANCE *3 semester hours*

Prerequisites: ACCT 221, BUAD 150

Financial issues pertinent to small businesses, including: fund raising, investment decisions, working capital, and financial statements are addressed in this course.

260 BUSINESS MATHEMATICS *3 semester hours*

This course provides instruction in basic math computations with an emphasis on calculations related to business transactions. There is also an emphasis on the proper use of the basic elements of base, rate, and percentage in addition to the mathematics of merchandising, simple interest, and simple discount notes.

310 BUSINESS LAW-CONTRACTS AND NEGOTIABLE INSTRUMENTS *3 semester hours*

This course introduces the laws that apply to businesses in the USA. Topics include the structure and operation of the American legal system, the basis of Constitutional law, ethics, criminal law, personal injury (torts), contracts and sale of goods, negotiable instruments, agency, and business organizations. Employment law, administrative law, the regulatory process, occupational safety and health, e-commerce, and real estate law will be covered. The course presents a basic overview of the concepts and terminology essential to understanding the field of business law.

311 BUSINESS COMMUNICATIONS *3 semester hours*

Prerequisite: ENGL 106

This course provides a study of the various types of communications in existence within American business today -- written, spoken, electronic media. Students will gain communications competence through class exercises using a number of communications media.

321 PRINCIPLES OF MANAGEMENT *3 semester hours*

Prerequisite: six hours in business courses

This course is designed to acquaint the student with the fundamentals of all phases of administrative, staff, and activity-chain management. It also includes a study of best practices management principles and techniques.

340 OPERATIONS AND PRODUCTION MANAGEMENT *3 semester hours*

This course will give a general overall view of operations and production management. This course allows for a more focused course on key production issues. Subjects covered include: competitive advantage, quality management, basic principles of inventory, just-in-time inventory systems, job design, computer integration, and forecasting.

350 INTERNATIONAL BUSINESS *3 semester hours*

Prerequisite: BUAD 321

This course is a survey of the interrelationships of world business operations. It deals with the establishment of international business relationships, discusses the role of international relations in the American and world economies, introduces the perspectives of cultural, educational, political, and economic constraints, covers the international financial and trade theory frameworks, the functions of management and marketing as they relate to doing business globally, and discusses the problems and challenges facing the multinational corporation.

352 INTERNATIONAL MARKETING *3 semester hours*

Prerequisite: MRKT 326

This course will cover the strategic aspects of marketing and decision making from an international perspective. Issues such as pricing, product, place, and promotion in a global marketplace will be stressed.

354 INTERNATIONAL TRADE AND ECONOMICS *3 semester hours*

Prerequisite: ECON 200

This course will include topics of a global nature such as the concepts of comparative advantage, the different barriers to trade and their effects on the economy, the mechanism of exchange rates and the balance of payments, the different trade blocs, and the multinational enterprise. Paper required.

360 STRATEGIC LOGISTICS MANAGEMENT *3 semester hours*

This course is a full overview of logistics management including warehousing, transportation, and distribution systems. Financial management, operations management, and inventory management will be stressed.

390 BUSINESS RESEARCH *3 semester hours*

Prerequisite: MRKT 326

The application of the scientific method to the definition and solution of business problems is covered. Current secondary data applications such as data mining and business intelligence are emphasized.

395 SEMINAR IN ENTREPRENEURSHIP *3 semester hours*

Prerequisite: BUAD 240

This course covers the entrepreneurial process. It analyzes and studies the process involved in accessing ideas, exploiting opportunities, gathering resources, and converting concepts into viable businesses. The development of a business plan will be the culminating project for this course.

400 HUMAN RESOURCE MANAGEMENT *3 semester hours*

Prerequisite: BUAD 321

This course introduces the environment of human resources and management. It provides a framework for understanding and thinking strategically about employment relations and the management of human resources. Specific topics include: recruitment and selection; performance evaluation; compensation and benefits; promotion; job design; training; layoffs; retention and turnover; and the human resource implications of various strategies utilized in organizations.

425 DESIGNING AND STAFFING ORGANIZATIONS *3 semester hours*

Prerequisite: BUAD 400

This course discusses the effective design and management of successful staffing processes, and how organizations can plan, direct, control, and manage effective organizational staffing. Recruitment and selection methods currently used by organizations will be discussed and evaluated. The legal aspects of staffing issues will also be covered in specific detail, as well as human resource planning, job analysis, and the reliability and validity of employee assessment methods.

430 COMPENSATION SYSTEMS DESIGN *3 semester hours*

Prerequisite: BUAD 400

This course provides an in-depth examination of the strategic and operative practices of compensation system design and administration. The course covers the traditional and contemporary practices of compensation management, including benefit management.

435 LOGISTICS MANAGEMENT TECHNIQUES *3 semester hours*

This course will focus on all facets of supply chain management including customer service, business-to-business e-commerce, location analysis, and just-in-time inventory systems. This course will also include computer lab work such as transportation model software, forecasting, and inventory software.

440 QUALITY MANAGEMENT TECHNIQUES *3 semester hours*

This course is a managerial survey of quality tools such as statistical process control, six sigma, quality function deployment, and the Baldridge criteria. International standards such ISO 9000 and applications to the field will be reviewed. Specific industrial tools such as control charts, process capability, experimental design, and quality auditing will be covered as well. The course will also include extensive lab work using statistical process control and experimental design software.

445 SUPPLY CHAIN MANAGEMENT *3 semester hours*

This course will cover the management of commercial air, truck, rail, and water transportation, including the history of transportation, regulation, DOT guidelines, tariffs, hazardous materials handling, routing, and warehousing.

470 ORGANIZATIONAL BEHAVIOR *3 semester hours*

Prerequisite: BUAD 321 or junior/senior standing

An experiential study of human behavior in organizations is addressed. Organizational culture and structure are emphasized.

492 BUSINESS AND SOCIETY *3 semester hours*

Prerequisite: junior or senior standing

This course is a critical investigation of the role of business in today's society. Specific emphasis is placed on the "stakeholder concept," ethical and moral management and decision making, and the concepts of corporate social responsibility. Contemporary cases and issues will be investigated and discussed.

493 BUSINESS POLICY/STRATEGIC MANAGEMENT *3 semester hours*

Prerequisite: 24 hours in business and economics and second semester junior or senior class standing

This is a business "capstone" course that is intended to integrate concepts acquired in numerous business courses. It provides an investigation into the overall aspects of how a business integrates strategic decision making, policy determination, and strategic management. The focus will be on how firms formulate, implement, and evaluate strategies. Case methods will be used where applicable.

494 OPERATIONS/LOGISTICS INTERNSHIP *3 to 12 semester hours*

Prerequisite: junior or senior standing

A one-semester work experience with a cooperating business firm supervised by the business administration faculty. Details available from the program director, the business intern adviser, or the Office of Professional Experience Programs.

495 SEMINAR IN BUSINESS ADMINISTRATION *1 to 3 semester hour(s)*

Prerequisite: eight courses in business and economics

Special studies and research in the student's major are investigated. This course is open for individual or seminar group work.

496 SPECIAL TOPICS IN INTERNATIONAL BUSINESS *3 semester hours*

Prerequisite: four core courses or permission of instructor

Each time this course is offered, it will focus on a contemporary topic in international business. This course may be taken more than once, provided the topics are different.

498 SEMINAR IN HUMAN RESOURCE MANAGEMENT *1 to 4 semester hour(s)*
Prerequisite: BUAD 400
This course is a study of selected areas in human resource management -- equal opportunity and affirmative action, recruitment, selection, training, development, motivation, compensation, benefits, health and safety, etc. May be taken more than once, provided the topics are different.

499 BUSINESS INTERNSHIP *6 to 12 semester hours*
Prerequisite: junior or senior standing
A one-semester work experience with a cooperating business firm supervised by the business administration faculty. Details available from the program director, the business intern adviser, or the Office of Professional Experience Programs.

ECONOMICS (ECON)

A *major in economics* consists of ACCT 220, 221; BUAD 310, 311, 321, 350, 354, 493; ECON 200, 201, 320, 340, 341, 350, 400; FNCE 320, 370; MRKT 326; and SYSA 340.

A *minor in business economics* consists of the business minor core and two of the following: ECON 320, FNCE 360, or 370.

A *minor in economics* consists of ACCT 220; ECON 200, 201; BUAD 321; MRKT 326; and three courses from ECON 320, 340, 341, BUAD 354, or FNCE 370.

A *certificate in economics* consists of ACCT 220; ECON 200, 201; BUAD 321 or MRKT 326; and two from the following: ECON 320, 340, 341, BUAD 354, or FNCE 370.

199 INTRODUCTION TO ECONOMIC THINKING GE *3 semester hours*
Prerequisite: freshmen and sophomores only or permission of the instructor
This course is an introduction to basic social science and economic reasoning techniques and the application of these skills to the study of several current economic problems.

200 PRINCIPLES OF MACROECONOMICS GE *3 semester hours*
This course offers an introduction to macroeconomic theory including national income accounting and the theory of income, output, and employment. Emphasis on application of national fiscal and monetary policies in a business context is discussed from a liberal arts philosophical point of view.

201 PRINCIPLES OF MICROECONOMICS GE *3 semester hours*
Prerequisite: ECON 200
This course provides an introduction to microeconomic theory including the economics of the firm, resource allocation, and international economics. Emphasis is on the study of pricing by supply/demand analyses in a free enterprise economy and with respect to international trade problems. Lectures are presented from a liberal arts philosophical point of view.

320 LABOR ECONOMICS GE *3 semester hours*
Prerequisites: ECON 200 and 201
This course builds on the principles learned in ECON 200 and ECON 201 to examine labor economics, trade unionism, collective bargaining, wage determination, employment and labor legislation as they apply in industrial relations and business contexts from both a contemporary and historical perspective.

340 INTERMEDIATE MICROECONOMIC THEORY GE *3 semester hours*
Prerequisite: ECON 201
This course builds on the principles learned in ECON 201 to expand the understanding of microeconomic theory in our economy and society. It has an emphasis on consumer theory, producer theory, market structure, market and pricing strategy as these relate to efficiency and competition in a contemporary dynamic world economy.

341 INTERMEDIATE MACROECONOMIC THEORY GE *3 semester hours*
Prerequisite: ECON 200
This course builds on principles learned in ECON 200 to expand understanding of macroeconomic theory in our economy and society. It focuses on measurement and structure of national economies, economic performance, business cycle theory, fiscal and monetary policy implications on growth, unemployment, and price stability.

350 PRINCIPLES OF ECONOMETRICS *3 semester hours*
Prerequisites: ECON 200, 201; MATH 123, 132
This course will cover the basic methods of data analysis used in economics, including descriptive statistics, hypothesis testing, and regression analysis. Various methods of regression optimization as they relate to economics will also be discussed.

400 MANAGERIAL ECONOMICS *3 semester hours*
Prerequisite(s): ECON 201 and MATH 132 or 141 or permission of the instructor
This course builds on the principles learned in ECON 200 and ECON 201 to show how economic theory and decision science tools can assist in the formulation of optimal solutions to managerial decision makers. The course incorporates contemporary management issues and analyses of current business behavior.

495 SEMINAR IN BUSINESS ECONOMICS *3 semester hours*
Prerequisite: four courses in economics or permission of the instructor
This course involves special studies and research in the student's major. It is open for individual or seminar group work.

FINANCE (FNCE)

A *major in finance* consists of ACCT 220, 221; ECON 200, 201; BUAD 310, 311, 321, 350, 390, 493; MRKT 326, 445; SYSA 340; FNCE 320, 340, 360, 370, 420, and 480.

A *minor in finance* consists of the business minor core, FNCE 320, and one from the following: FNCE 340, 360, 370, 420, 480, or MRKT 445.

099 INVESTMENTS CLUB *.5 semester hour*
The Investments Club meets twice weekly to make decisions regarding their investing of the club portfolio. The students conduct research on securities and investment alternatives and discuss portfolio changes.

100 PERSONAL FINANCE *3 semester hours*
Prerequisite: freshmen and sophomores only or permission of the instructor
Planning and analysis of personal income and expenditures from the budgeting process through buying principles and techniques, borrowing money, and investing savings are covered.

320 CORPORATE FINANCE *3 semester hours*

Prerequisites: ACCT 221, BUAD 321, and ECON 201

This course provides an analysis of optimal financial decision making by examining how a business plans, raises, and invests funds to attain its goals. Topics addressed include financial statement analysis, an overview of the financial marketplace, time value of money, Capital Asset Pricing Model (CAPM) and capital structure, techniques of financial forecasting, operating and financial leverage. Stock price maximization strategies are balanced with stewardship and social responsibility in firms.

340 FINANCIAL STATEMENT ANALYSIS *3 semester hours*

This course is designed to provide a comprehensive analytical perspective in finance. The role of financial statement analysis in managerial decision making will be emphasized. Students will exercise skill in analyzing financial data and developing strategies for effectively minimizing risk.

350 PUBLIC FINANCE *3 semester hours*

Prerequisite: ECON 201

This course offers analysis of economic aspects of governmental finance; principles and problems of taxation, public expenditures, budgetary controls, and debt management.

360 INVESTMENT ANALYSIS *3 semester hours*

Prerequisites: ACCT 221 and ECON 201

This course covers basic principles of investments, securities analysis, risk analysis, the mechanics of investing, and the construction of an investment portfolio.

370 MONEY AND BANKING *3 semester hours*

Prerequisites: ECON 201 and ACCT 221

This course examines the nature and functions of money and monetary systems, monetary theories, general banking principles, and the evolution of money and credit institutions.

420 FINANCIAL RISK MANAGEMENT *3 semester hours*

This course is designed to provide the student with essential risk management skills. The topics covered in the course will comprehensively cover business risk, especially financial risk to the firm.

480 FINANCIAL INSTITUTIONS *3 semester hours*

This course will provide an analysis of objectives, functions, practices, and problems of financial institutions. Topics include financial institutions as intermediaries, financial instrument characteristics, institution management, internationalization, and government regulation.

495 SEMINAR IN FINANCE *3 semester hours*

This course provides special studies and research in finance. Open for individual or seminar group work.

HOSPITALITY MANAGEMENT (HMGT)

A *major in hospitality management* consists of ACCT 220, 221; ECON 200, 201; BUAD 199, 310, 311, 321, 400; MRKT 326; HMGT 120, 125, 225, 225L, 285, 325, 325L, 346, 350, 417, 425, 425L, 480, 487 (three hours), and one course from 496, 497, 498, or 499.

A *minor in hospitality management-foodservice* consists of BUAD 199, 321; ACCT 220; HMGT 120, 125, 225, 225L, 325, 325L, and 346.

A *minor in hospitality management-lodging* consists of BUAD 199, 321; ACCT 220; HMGT 120, 225, 225L, 285, and 346.

A *certificate in hospitality management* consists of HMGT 120, 125, 225, 225L, 285, 325, 325L, 346, and 350. An optional elective within the certificate program includes HMGT 217.

120 INTRODUCTION TO HOSPITALITY MANAGEMENT *3 semester hours*
This course is a survey of all sectors, segments, and disciplines of the hospitality and tourism industries. It addresses the economic impact of travel and tourism, and hospitality trends.

125 DINING ROOM OPERATIONS *1.5 semester hours*
Fundamentals of dining room service will be discussed, from etiquette to guest service. Time will be spent in an actual food service establishment in a serving position to understand the basic elements to full-service dining room methods.

217 CATERING AND SPECIAL EVENT MANAGEMENT *3 semester hours*
Prerequisite: HMGT 285 or permission of the instructor
This course focuses on the small to large group functions from both a cost and operational perspective. The development of a concept theme accompanies the course, and actual catering will take place as part of the student's grade.

225 FOOD PRODUCTION MANAGEMENT *3 semester hours*
Corequisite: HMGT 225L
This course provides a practical management approach to the terms, techniques, and principles of food preparation. Development of basic food preparation skills, understanding scientific principles relating to food, purchasing specifications, and factors affecting food evaluation are covered. Food safety certification: Attention is focused on food-borne illnesses and methodologies of applying sanitary principles. Methods for training employees regarding food safety and Hazard Analysis Critical Control Points (HACCP) are emphasized. The Educational Foundation of the National Restaurant Association provides certification to those students who earn a minimum grade on the comprehensive final exam.

225L FOOD PRODUCTION MANAGEMENT LAB *1.5 semester hours*
Corequisite: HMGT 225
Food principles discussed in class will be analyzed fully in lab.

246 PRINCIPLES OF MEETINGS AND CONVENTIONS *3 semester hours*
Corequisite: HMGT 285 or permission of the instructor
This course deals with the meetings and conventions industry, types of meeting and convention markets, and the mix of opportunities in selling to these different markets. Control variables in the marketing mix are discussed from the perspective of the hotelier and the meeting planner. A review of the various selling and marketing tools that are used in prospecting,strategy selling, and negotiating to confirm a meeting/convention program are explored.

285 LODGING OPERATIONS *3 semester hours*
Prerequisite: ACCT 220 or permission of the instructor
This course offers a detailed look at lodging operations from a manager's perspective. It addresses the operation of various types of lodging properties, functional areas, and operational departments.

305 CLUB MANAGEMENT *3 semester hours*

This course is an introduction to the operation of types of private clubs, including city, country, military, and athletic clubs. Discussions include personnel practices, financing, cost controls (food, beverage, and labor), communications and public relations, marketing, sports, and security problems. There is at least one field trip to a local/area club.

325 FOOD AND BEVERAGE MANAGEMENT *3 semester hours*

Prerequisites HMGT 225 and 225L
Corequisite: HMGT 325L
This course examines the management of food and beverage operations.Topics include product knowledge, purchasing, and preparation and production of food products and beverages in hospitality operations.

325L FOOD AND BEVERAGE MANAGEMENT LAB *1.5 semester hours*

Corequisite: HMGT 325
The laboratory experience includes quantity food preparation and provides the student the opportunity to work in each area of quantity production.

346 HOSPITALITY MARKETING AND SALES *3 semester hours*

Prerequisite: MRKT 326 or permission of the instructor
This course covers marketing in intangible people-intensive products and concepts with culturally diverse markets and work forces and use of creative marketing to develop and increase customer traffic. Industry-specific projects will help the student understand the functions of the marketing and sales department/activities within the scope of the hospitality industry.

350 HOSPITALITY FINANCIAL MANAGEMENT *3 semester hours*

Prerequisites: ACCT 220 and ECON 200
This course studies principles of financial management applied to hospitality organizations. Topics include financial statements, forecasting, internal control, cash controls, and financial reporting requirements.

417 BEVERAGE AND ENTERTAINMENT MANAGEMENT *4 semester hours*

Prerequisite(s): BUAD 311, HMGT 425, 425L, and senior standing or permission of the instructor
This course covers principles of modern beverage management. Students will study spirits and wines, writing beverage and entertainment policy according to legal standards of the state or municipality where operation occurs, licensing, production of a wine list, and cost controls. Special training on beverage service (national certified program) will also be included. Essentials of effective beverage management are taught and licensing issues are discussed. Entertainment contracting is another topic that will be covered.

425 ADVANCED FOOD AND BEVERAGE MANAGEMENT *3 semester hours*

Prerequisites: HMGT 225 and 325
Corequisite: HMGT 425L
This course develops an understanding of the underlying concepts and management skills necessary for the successful operation of a food service establishment.

425L ADVANCED FOOD AND BEVERAGE MANAGEMENT LAB *1.5 semester hours*

Corequisite: HMGT 425
In this course students apply principles covered in class through planning and supervision of actual food service operation.

480 SEMINAR IN HOSPITALITY MANAGEMENT *3 semester hours*

This course covers a variety of special topics designed to test theories and practices learned in hospitality and general business education. Case studies and presentations enhance study. The team concept and group dynamics are developed and employed throughout the semester.

487 SERVICE HOUR PRACTICUM *1 semester hour*

A student should register for one credit of service hour practicum as advised by their faculty adviser. This should correspond with one-third of the total service hours the hospitality major is required to complete over the course of the entire curriculum. Service hours are only conducted in department-approved operations and facilities.

496/497/498/499 HOSPITALITY MANAGEMENT INTERNSHIP *3, 6, 9, or 12 semester hours*

This course offers work experience in the hospitality industry.

MARKETING (MRKT)

A *major in marketing* consists of ACCT 180, 220, 221; ECON 200, 201; BUAD 310, 311, 321, 350, 390, 435, 493; MRKT 326, 377, 445, 477, 480, 485; SYSA 340, 360; and FNCE 320.

An *Associate of Arts degree in sales/retail management* consists of the nine core courses plus MRKT 377, 445, and 480.

A *minor in marketing* consists of the business minor core and two of the following: MRKT 377, 445, or 480.

A *certificate in sales/retail management* consists of the four core courses plus MRKT 445 and 480.

049 MARKETING CLUB *.5 semester hour*

The Marketing Club will network with other students at The University of Findlay by participating in student events and getting involved with the faculty and the business community. The student will learn different aspects of creating, implementing, and tracking marketing efforts. The Marketing Club will reach out to guest speakers who can discuss topics related to marketing in different organizations.

326 PRINCIPLES OF MARKETING *3 semester hours*

This course covers the development of basic concepts and principles in the field of marketing. The fundamentals of the marketing mix and marketing's role in the community, company, and economy are emphasized.

377 CONSUMER BEHAVIOR IN MARKETING *3 semester hours*

Prerequisite: MRKT 326

The acts of individuals directly involved in obtaining and using economic goods and services, including the decision processes that precede and determine these acts. The consumer-firm relationship in terms of concepts drawn from contemporary social sciences as related to present and prospective business activities is covered.

385 NEW PRODUCT RESEARCH AND DEVELOPMENT *3 semester hours*

Prerequisites: MRKT 326 and BUAD 390

This course covers the role of potential demand research in identifying new products in the market, developing the product, and answering marketing questions related to planning, launching, and managing new products.

400 TOPICS IN MARKETING *3 semester hours*

Prerequisite: MRKT 326

The content of this course will change and will cover such topics as sales management, promotional strategy, international marketing, marketing for non-profit organizations, and data base marketing information systems.

445 PROFESSIONAL SELLING *3 semester hours*

The role of a salesperson in a dynamic economy is covered in this course. The course will deal with professional selling, effective communication, contacting prospects, and sales interview techniques.

477 ADVERTISING AND PUBLIC RELATIONS *3 semester hours*

Prerequisite: MRKT 326

This course covers the principles, nature, and functions of advertising, the preparation of layouts, the writing of copy, and the selection and evaluation of media. The coordination of advertising with other marketing efforts and social implications of advertising are also addressed.

480 RETAIL MANAGEMENT *3 semester hours*

Prerequisite: MRKT 326

Principles of retail store management including pricing, profit determination, inventory decisions, and merchandise planning decisions are covered in this course. A managerial approach to retail strategy is emphasized.

485 MARKETING MANAGEMENT *3 semester hours*

Prerequisite: MRKT 326

A senior-management approach to general control of all marketing activities with detailed study of interrelationships between marketing and value chain activities is utilized. The case study method is used in this course.

495 SEMINAR IN MARKETING *1 to 3 semester hour(s)*

Prerequisite: four courses in marketing

This course is designed for special studies and research in the student's major. This course is open for individual or seminar group work.

499 MARKETING INTERNSHIP *6 to 12 semester hours*

Prerequisite: junior or senior standing

A one-semester work experience with a business firm supervised by the faculty. Details available from the program director, the business intern adviser, or the Office of Professional Experience Programs.

SYSTEMS ANALYSIS (SYSA)

An *Associate of Arts degree in management information systems* consists of the nine core courses plus SYSA 235, 310, and 360.

A *certificate in management information systems* consists of the four core courses plus SYSA 235 and 340.

235 INTEGRATED SOFTWARE *3 semester hours*

Introduction to and application of current business software used to organize and operate a business.

310 METHODS ANALYSIS AND OFFICE OPERATIONS *3 semester hours*

Prerequisite: ENGL 106 or permission of the instructor

This course covers a wide array of professional systems tools employed by the methods or systems and procedure analysts. These tools or techniques are needed for methods and information analysis of manual office operations and office automation. Microcomputer operations, software, and hardware will be covered in the context of its role in office automation.

340 MANAGEMENT INFORMATION SYSTEMS *3 semester hours*

Prerequisite: CSCI 150 or 190 or permission of the instructor

This course is the extension of CSCI 150 into the realm of information systems for business management. It is a study of the nature of systems parameters of the business system, system design and analysis, and control of systems. Computer programming is not a part of this course.

360 OPERATIONS MANAGEMENT *3 semester hours*

Prerequisite(s): CSCI 150 and MATH 123 or permission of the instructor

This is an applications course that is oriented toward problem recognition and problem solving of both manufacturing and service industries. Analytical methods are applied to material control, productivity, technology and production, or service control systems. Computer systems, data collection, and communications will be discussed as a central focus in both production and service operations.

495 SEMINAR IN BUSINESS SYSTEMS *1 to 3 semester hour(s)*

Prerequisites: SYSA 360 and four other computer science or systems analysis courses

This course is designed for special studies and/or research in the student's major. It is open for individual or seminar group work. The course is graded S/U.

499 BUSINESS SYSTEMS INTERNSHIP *1 to 12 semester hour(s)*

Prerequisites: ENGL 106, SYSA 360, and four other computer science or systems analysis courses

This internship is a one-semester work experience with a cooperating business firm supervised by the systems analysis faculty. Graded S/U.

COLLEGE OF EDUCATION

Interim Dean: Thomas Dillon, Ed.D.
419-434-4862

Education

Special Education

COLLEGE OF EDUCATION

Interim Dean: Dillon
Director of Middle Childhood: Raker
Director of Education Technology: Trusty
Director of Graduate Outreach and Partnerships: Wahrman
Director of Field Experiences and Placement: Leatherman
Director of the Mazza Museum: Mallett
Director of Early Childhood: Copas
Director of Adolescent/Young Adult and Multi-Age: McIntosh
Director of Educational Administration: Dyer
Director of Reading Program: Forget
Director of Intervention Specialist: Cameron
Licensure Officer: D. Philipp
PRAXIS II Officer: R. Philipp

Professors: Abell, Cain, Cindric, Mallett, Raker
Associate Professors: Cameron, Dyer, Wahrman
Assistant Professors: Ackerman-Spain, Brooks, Copas, Forget, Lee, McIntosh, Moser, Trusty
Instructors: Keck, Sapp, Soboleski

Outreach Coordinator: Rossman
Administrative Assistants: Holcomb, Leatherman, McCrory, McStraw

Content Area Program Directors
Social Science: Mason
Science: Rife
Language Arts: Tulley
Math: Albert, McCrory
Health and Physical Education: Milligan
Japanese, Spanish, TESOL/Bilingual: Kawamura, Reed
Drama/Theatre: Hayes
Visual Arts: Corle

State-Mandated Changes in Teacher Licensure Requirements

The Ohio legislature and the Ohio Department of Education continue to implement new teacher licensure standards for education candidates. In order to comply with new regulations, the College of Education at The University of Findlay will initiate ongoing changes.

While the faculty and administrative staff of the College of Education make every effort to ensure accuracy of information given to students enrolled in teacher education programs, the College of Education reserves the right to insert without prior notice changes or additions that will improve the quality of these programs. These changes usually result from authorized licensure modifications imposed on the University by the Ohio Department of Education, the Ohio legislature, and/or the National Council for Accreditation of Teacher Education (NCATE). Updated information will be shared with students in writing and orally in a timely manner. Please contact the program director in the licensure area of interest for the most up-to-date information.

Competency Requirements

All students at The University of Findlay must demonstrate competency in reading, writing, and computers. A student must earn grades of "C" or better in all education courses and the specified content area courses in the adolescent/young adult and multi-age courses of study.

Teacher Education Majors, Licenses, and Endorsements

Bachelor of Arts in Education Programs:

Adolescent/Young Adult/Integrated English/Language Arts (grades 7-12)
Adolescent/Young Adult/Integrated Social Studies (grades 7-12)
Multi-Age/Drama/Theatre (grades K-12)
Multi-Age/Japanese (grades K-12)
Multi-Age/Spanish (grades K-12)
Multi-Age/Visual Arts (grades K-12)

Bachelor of Science in Education Programs:

Adolescent/Young Adult/Integrated Mathematics (grades 7-12)
Adolescent/Young Adult/Integrated Science (grades 7-12)
Adolescent/Young Adult/Life Science (grades 7-12)
Early Childhood (age 3-grade 3)
Intervention Specialist Education/Mild to Moderate Disabilities (grades K-12)
Middle Childhood-Language Arts/Math (grades 4-9)
Middle Childhood-Language Arts/Science (grades 4-9)
Middle Childhood-Language Arts/Social Studies (grades 4-9)
Middle Childhood-Math/Science (grades 4-9)
Middle Childhood-Math/Social Studies (grades 4-9)
Middle Childhood-Science/Social Studies (grades 4-9)
Multi-Age/Health Education (grades K-12)
Multi-Age/Physical Education (grades K-12)

Endorsements:

Bilingual/Multicultural
Middle Childhood Generalist (grades 4-6 self-contained)
Reading
Pre-Kindergarten Special Needs
Teaching English to Speakers of Other Languages (TESOL)

License Requirements

An Ohio Provisional Teacher License, valid for two years, is required for participation in an Entry-Year Program during the candidate's first year of employment by a school district. A provisional license is the first license that a graduate may be granted. It is good for up to two years. During this two-year period, an entry-level teacher must satisfy specified criteria and pass a performance assessment (PRAXIS III) in order to be granted his/her first professional teaching license, which is good for five years. The two-year provisional license will be issued to individuals who complete the following requirements:

- hold the degree required by the license
- have successfully completed portfolio reviews at all four levels (three for post-baccalaureate candidates)
- have completed an approved program of teacher preparation

- are deemed to be of good moral character (have not been convicted of a felony)
- any misdemeanors, other than traffic offenses, will be reviewed by the Ohio Department of Education's legal department
- have successfully completed professional examinations required by the State Board of Education (PRAXIS II)
- have demonstrated skill in integrating educational technology into instruction for children
- have completed required Application for Licensure Forms
- have been recommended by the Dean of an institution approved to prepare teachers.
- have fulfilled all requirements of the College of Education Undergraduate Assessment Plan

A professional teacher license, valid for five years, will be granted to individuals who complete the following requirements:

- hold an appropriate provisional certificate
- are deemed of good moral character (have not been convicted of a felony)
- have successfully completed an approved program of teacher preparation
- have successfully completed an Entry-Year Program
- have successfully completed performance assessment during the Entry-Year Program (PRAXIS III).

If a candidate is interested in teaching in states other than Ohio, he/she should review that state's requirements with the College of Education Licensure Officer early in the education program. Ohio currently participates in the Interstate Licensure compact with 26 states. Final authority for issuing licenses rests with the individual states.

If an applicant has had a criminal record expunged, it needs to be noted on his/her application; otherwise, he/she can be denied a license for falsifying his/her application. Some offenses are non-employable, which means a person could get a license but not a job. A list can be obtained through the Ohio Revised Code.

Accreditations

The Teacher Education Program at The University of Findlay is approved by The Ohio Department of Education and accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Higher Learning Commission.

General Entry Requirements

The College of Education recognizes that a candidate enters the Professional Education Program with registration for the sophomore block, which can be taken either first or second semester of the sophomore year and completes the professional program by applying for a license. To register for the sophomore block, a candidate must meet the following criteria:

1. Continue to maintain a GPA of 2.75 in all course work completed.
2. Have successfully completed EDUC 151, 161, 260, and SPED 134 with grades of "C" or better.
3. All candidates must pass the PRAXIS I Tests in writing and mathematics with a score of 172 or higher and in reading with a score of 173 or higher. This test may be taken during the candidate's senior year in high school and/or freshman year at the University. This computer-based test is administered weekly throughout the year. Candidates who have an ACT of 21 or higher or a SAT score of 970 or higher will not be required to take the PRAXIS I Tests.

4. Candidates in the College of Education must maintain a portfolio built around the Goals and Objectives of the Undergraduate Teacher Education Program (PRAXIS/Pathwise domains and criteria plus four UF objectives). This portfolio is started in the freshman year and added to each year during the sophomore, methods (junior level), and senior field experience blocks. The portfolio is reviewed by a committee of faculty at both methods and student teaching levels.
5. Faculty and administration of the College of Education reserve the right to make decisions regarding formal entry to the program that will maintain program rigor and quality.
6. Candidates will also be evaluated by professors, cooperating teachers, and supervisors, to ensure they have the dispositions to teach. Dispositions are self- and faculty-assessed at freshman and sophomore levels. At junior and senior levels disposition assessment is linked to performance in a field experience.

Advanced Standing Requirements

To register for junior (300-level) and senior (400-level) education courses, an education candidate must have met all the above requirements. In addition, to achieve advanced standing candidates must:

1. Continue to maintain a GPA of 2.75 in all course work completed.
2. EC major must have successfully completed EDUC 219, 260, 299, and SPED 234, 261 with grades of "C" or better.
   IS major must have successfully completed EDUC 219, 260, 299, and SPED 261 with grades of "C" or better.
   MC major must have successfully completed EDUC 219, 227, 260, 299, and SPED 261 with grades of "C" or better.
   AYA and MA majors must have successfully completed EDUC 260, 299, SPED 261, and PSYC 207 with grades of "C" or better.

Field-Based Experiences

After successfully completing the general entry requirements and prior to student teaching, each licensure candidate must complete the following:

1. A minimum of six to seven weeks (partial days) of observation time in the field (in a public or private school setting), as part of the sophomore block.
2. A minimum of six to eight weeks in the field observing and performing limited teaching responsibilities, as part of the methods field experience (usually at junior level).
3. Additional hours of field experiences/or clinical experiences, as determined by the teacher education faculty.
4. Successfully complete a methods level portfolio review.

Education students who need or desire additional field experience may enroll in EDUC 333, The School Volunteer Program. Details of this variable credit course will be determined in collaboration with the Director of Field Experiences and the candidate's program director.

Students are required to be fingerprinted in order to participate in a field-based experience, first in the freshman year before the EDUC 161 field experience and again before student teaching.

Diverse Settings

The State of Ohio Teacher Licensure Standards require a prospective teacher to "participate in field-based ***experiences*** in culturally, racially, and socio-economically diverse settings." At least one of the three field experiences (sophomore, methods, or student teaching) will be in a setting defined as "diverse" by the Ohio Department of Education.

Student Teaching Requirements

Education candidate apply for student teaching by

1. Completing an application for student teaching.
2. Completing a personal data record.
3. Submitting the personal data record to the Director of Field Experiences. This must be done by April 1 to student teach in the fall semester or by November 1 to student teach in the spring semester. Each candidate's transcript and student teaching application are then reviewed by the Licensure Officer and the Director of Field Experiences. If requirements have been met, the candidate is approved for student teaching. If the requirements have not been met, the candidate is notified in writing, with an explanation of the specific deficiencies.
4. Maintaining a minimum GPA of 2.75 in all course work completed.
5. Obtaining satisfactory status based on the BCI check. Finger printing is required.
6. Having earned a grade of "C" or better in all completed education courses.
7. Having completed a successful methods field experience (junior level) portfolio review.
8. Obtaining a recommendation from the Director of Field Experience.
9. See the College of Education Licensure Officer regarding the PRAXIS II test requirement.

If a candidate is **denied** permission to student teach, he/she may request a review. The request must be in writing and must be submitted to the Dean of the College of Education. After receiving the request, the Dean of the College of Education will notify the Director of Field Experiences. They will convene a meeting with the candidate and the candidate's adviser to review the decision and make a final determination. The candidate will receive written notification of the meeting's outcome. If the candidate is not satisfied with the outcome, he/she may request a review by the Vice President for Academic Affairs.

Application for Licensure

The final step in the teacher preparation program is application for licensure. To be eligible a candidate must have evidence of the following:

1. Successful completion of all University requirements for a degree
2. Successful completion of all College of Education requirements for a degree
3. Successful passage of the BCI/fingerprint check
4. Successful completion of all levels of the College of Education Assessment Plan, including all required portfolio reviews
5. Successful completion of all required PRAXIS II Exams

When the student has completed all requirements and submitted the appropriate forms, the Licensure Officer will endorse the application and will send it to the Ohio Department of Education.

Title II Statement Mission

The University of Findlay was founded in 1882 as Findlay College by the Churches of God, General Conference, and citizens of the city of Findlay. The name was changed in 1989 to The University of Findlay to reflect the dramatic growth of the institution and the addition of graduate programming.

The University of Findlay is a flexible, forward-looking institution that is constantly seeking ways of better serving students and the community. In today's fast-paced world, Findlay is continually adapting programs and teaching methods to meet the needs of current students in preparing them for tomorrow's careers. Education at The University of Findlay is offered in formats that accommodate students of all ages and their time-pressured lifestyles. In addition to traditional weekday classes, Findlay offers courses at night, on weekends, and over the Internet.

The mission of The University of Findlay is to equip our students for meaningful lives and productive careers. Our vision is to be recognized by our students, peer institutions, and other publics as a unique institution, vitally concerned with the growth, development, and success of each student and highly responsive to emerging opportunities for innovation in our educational programs, the learning environment we create, and the organizational processes of our institution necessary to accomplish these ends.

EDUCATION (EDUC)

Disclaimer: Some programs are currently under review by the Ohio Department of Education and/or NCATE. For the most updated course lists, please see Patty Holcomb, administrative assistant or the area program director.

A *major in adolescent/young adult/integrated English/language arts* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 358, 415.01, 418.02, 466, 481; SPED 134, 261; PSYC 207; ENGL 170, 200, 208, 235, 270, 290, 300, 318, 330, 341, 345; ENGL 331, 332, or 333; ENGL 334, 335, 336, or 337; ENGL 338, 339, or 340; COMM 270.

A *major in adolescent/young adult/integrated mathematics* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 357, 415.01, 418.02, 466, 481; SPED 134, 261; PSYC 207; MATH 141, 142, 250, 295, 320, 342, 343, 345, 410; CSCI 190 or 191; CSCI 300 or MATH 400.

A *major in adolescent/young adult/integrated science* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 359, 415.01, 418.02, 466, 481; SPED 134, 261; PSYC 207; BIOL 151, 230/230L, 310, 310L, 322/322L or 323/323L, 331, 338, 412, 412L; CHEM 130/130L, 131/131L, 316/316L, 325/325L; GEOL 120, 205; PHYS 100, 250, 250L, 251, 251L.

A *major in adolescent/young adult/integrated social studies* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 360, 415.01, 418.02, 466, 481; SPED 134, 261; PSYC 207; ANTH 210, ECON 199, GEOG 101 or 200, HIST 101, 110, 111, 220, 221, 248; POLS 100, 110; SSCI 240; HIST 390 or POLS 111; two courses from HIST 150, 302, 352, or 385; one course from POLS 202, 203, or HIST 242; HIST 151 or 152.

A *major in adolescent/young adult/life science* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 359, 415.01, 418.02, 466, 473, 481; SPED 134, 261; PSYC 207; BIOL 138, 140 or 145, 151, 230/230L, 322/322L or 323/323L, 331, 412, 412L; NSCI 100, 380; CHEM 130/130L or 131/131L.

A *major in early childhood* consists of EDUC 151, 161, 219, 260, 299, 325, 370, 371, 372, 373, 415.02, 423, 464, 473, 480, 481; SPED 134, 234, 261, 334, 335, 336, 383, 461. Candidates must also complete SOWK 320, MATH 305, and MATH 306. Candidates may add a reading endorsement by adding EDUC 326 and 425.

A *major in intervention specialist education-mild to moderate disabilities* includes EDUC 151, 161, 219, 260, 299, 311, 325, 326, 415.02, 423, 468, 481; SPED 134, 261, 304, 335, 336, 337, 380, 381, 382, 383, 462, 485; MATH 315, 316. Candidates may add a reading endorsement by adding EDUC 425.

A *major in middle childhood-bachelor of science* consists of EDUC 151, 161, 219, 227, 260, 299, 303, 311, 325, 326, 356, 415, 418, 423, 425, 465, 481; two courses from EDUC 361, 362, 363, or 364; SPED 134, 261. Students must complete two of the following content areas: language arts, mathematics, science, or social studies. Contact the College of Education for the content area requirements.

A *major in multi-age drama/theatre* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 365, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207; THEA 100, 110, 185, 230, 252, 256, 261, 322, 323, 495; THEA 150, 152, or 230; MUSC 270; two of the following: THEA 178, 181, or 183; one of the following: THEA 310, 355, or 360.

A *major in multi-age health education* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 367, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207; BIOL 201, 201L, 205; PSYC 100; SOCI 230; HEPR 150; HPE 100, 205, 308; HEAL 110, 300, 301, 317, 318, 320.

A *major in multi-age Japanese* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 366, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207; JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240, 320, 321, 350; 13 hours from the following: JAPN 420, 421, 495, 499.

A *major in multi-age physical education* consists of HPE 064 or 093, 084, 101, 308; PHED 200, 201, 202, 206, 207, 208, 209, 300, 302, 307, 320, 336, 410; two courses from PHED 330, 331, 332, 333, 334, 335, or 339; BIOL 201, 201L; EDUC 151, 161, 260, 299, 303, 353, 354, 368, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207.

A *major in multi-age Spanish* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 366, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207; SPAN 220, 221, 230 or 235, 310, 320, 325, 328, 345, 346, 360, 362, 363, 400; six hours from the following: SPAN 326, 361, 490, 491, 499.

A *major in multi-age visual arts* consists of EDUC 151, 161, 260, 299, 303, 353, 354, 369, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207; ART 110, 111, 205, 210, 211, 213, 225, 226, 227, 228, 229, 320, 321, 420, 455; plus one of the following: ART 313, 335, 345, 355, or 365.

Endorsement in bilingual multicultural-adolescent to young adult includes BLMC 200, 280, 300, 310, 320, 430, and 495.

Endorsement in bilingual multicultural-early childhood includes BLMC 200, 210, 280, 300, 310, 410, and 495.

Endorsement in bilingual multicultural-middle childhood includes BLMC 200, 280, 300, 310, 320, 410, and 495.

Endorsement in early education of the handicapped is included in the early childhood program.

Endorsement in teaching English to speakers of other languages-adolescent to young adult includes BLMC 200, 280, 300, 310, 320, 430, and 480.

Endorsement in teaching English to speakers of other languages-early childhood includes BLMC 200, 210, 280, 300, 310, 410, and 430.

Endorsement in teaching English to speakers of other languages-middle childhood includes BLMC 200, 210, 280, 300, 310, 320, and 410.

The *K-12 reading endorsement* includes EDUC 219, 325, 326, 415, 423, and 425.

046 TEACHERS OF TOMORROW *.5 semester hour*

This activity allows education students to expand and apply topics discussed in the regular university classroom. This student organization provides professional development opportunities and social support for future teachers.

151 DIVERSITY *3 semester hours*

This course will prepare education majors to recognize and accept differences in areas such as culture, gender, intelligence, age, socioeconomic status, physical ability, etc. Candidates will be introduced to community and other resources as opportunities for cultural enrichment and interpersonal awareness.

161 TEACHING AS A PROFESSION *3 semester hours*

This course introduces students to the teacher education faculty at The University of Findlay and available campus resources. In addition, students will focus on a variety of topics related to the teaching profession, including teacher licensure, school structure, finance, professional ethics, standards, and relevant health and safety issues. Observation in the schools and reflection are required. (This course is part of Ohio's Transfer Articulation Guarantee [TAG].)

200 ORIENTATION SEMINAR FOR PRESERVICE TEACHERS *1 semester hour*

Prerequisite: candidate must have transferred in EDUC 161

This seminar is designed for candidates at the undergraduate and post-baccalaureate levels who have transferred into the program and who need to fulfill the requirements of Level I Assessments, namely the Special Education Portfolio and the Education Portfolio. The Special Education Portfolio will contain artifacts in all of the following areas: History of Special Education, Special Education Law and Court Cases, Teams and Strategies, IDEA Disability Categories, Classroom Observations, and a Teacher Interview. The Education Portfolio is designed to reflect on the four domains and 19 criteria that candidates must know for the PRAXIS III and which is developed throughout the program. Candidates will learn how to gather the information for each of the sections and compile the portfolio electronically.

219 PHONICS AND FOUNDATIONS OF LITERACY *3 semester hours*

This course introduces students to the reading process, including the nature and acquisition of language, current and historical perspectives about reading instruction, the interrelationship among the language arts, and the relation of prior knowledge, meaning, and context to the reading process. Included are the importance of reading aloud; the relationship of the phonemic, morphemic, semantic, and syntactic systems of language to the reading process; techniques to create literate environments and support emergent literacy; phonetic principles; oral and written grammar; and dialects and language patterns. This course is part of the sophomore block and should be scheduled with EDUC 299 and SPED 261. Section .01 is for AYA, multi-age, and middle childhood; section .02 is for early childhood and intervention specialists. This course is not required for AYA and multi-age candidates, unless they are earning a reading endorsement.

227 EARLY ADOLESCENT DEVELOPMENT
(MIDDLE CHILDHOOD) *3 semester hours*

The cognitive, physical, emotional, and moral development of nine– to 15-year-old adolescents will be studied within both the social and cultural contexts. Investigations will include how changes in family settings, social contexts, threats to health and safety, and risk behaviors affect healthy development of young adolescents. Special emphasis will be placed upon the impact of developmental changes on a child's growth into a contributing citizen in the home, school, and society.

260 TECHNOLOGY INTEGRATION: INSTRUCTIONAL STRATEGIES *3 semester hours*

This is a required course for all pre-service teachers. It encompasses effectively identifying, location, evaluating, designing, preparing, and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences, and completion of a comprehensive project. (This course is part of Ohio's Transfer Articulation Guarantee [TAG].)

299 EDUCATIONAL PSYCHOLOGY *3 semester hours*

Major theories of human development and learning, motivation, instructional strategies, assessment, and similarities and differences in learners are examined. The role of factors in the students' environment that influence students' learning and development are considered. (This course is part of Ohio's Transfer Articulation Guarantee [TAG].)

303 ASSESSMENT/EVALUATION FOR MIDDLE CHILDHOOD/ADOLESCENT/YOUNG ADULT *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261

This course includes the study and design of questioning, test writing, alternative assessment, portfolios, performance assessments, grading systems, interpretation of test results, intervention planning based on test results, and formats for evaluation. Also included are methods of reporting assessment results to students, parents, families, and local communities. This course is part of the methods field experience (junior level) and is scheduled with 356 and appropriate methods classes for the various licenses.

311 CHILDREN'S AND EARLY ADOLESCENT LITERATURE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261

This course is a survey of literature for children and early adolescent students. Included are criteria for selection and evaluation of literature, different types of literature (genre), principles of storytelling, and principles involved in teaching and integrating literature across the curriculum at these particular age levels.

325 EMERGENT LITERACY: LEARNING TO READ *3 semester hours*

Prerequisite: EDUC 219

This course is designed to pull together knowledge of developmentally appropriate practice into cohesive literacy programs designed for young children (age three to grade 3). Topics include introducing literacy to play environments, creating literate primary environments, building thematic units, reading and writing across the curriculum, expository text structures (techniques for nonfiction), accommodating for individual differences, and integrating children's literature across the early childhood and primary curriculum. Questioning strategies and study skills appropriate to the age range will also be covered.

326 LITERACY WITH SPECIAL NEEDS POPULATION *3 semester hours*

Prerequisites: EDUC 219, 325

This course is designed to coordinate aspects of developmentally appropriate practice-integrated thematic teaching, children's literature across the curriculum, expository text structures, content area reading and writing techniques, questioning strategies, study and test-taking skills that apply to special education. In addition, interventions successful with students with mild to moderate disabilities will be explored, including reading style techniques and selecting developmentally appropriate reading materials for inclusion settings. Assessments specific to special education will be a focus.

333 THE SCHOOL VOLUNTEER PROGRAM *0 to 3 semester hours*

Prerequisite: permission of the Director of Field-Based Experience

This program is designed to provide volunteer opportunities for pre-service teachers to gain additional experience with the teaching/learning process in various school settings. Candidates enrolling in this course will volunteer a specified number of in-classroom clock hours based on the recommendations of the Director of Field Experiences and the candidate's program director.

353 GENERAL METHODS FOR ADOLESCENT/YOUNG ADULT AND MULTI-AGE LICENSES *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

This course has been developed for candidates seeking AYA and multi-age licenses. Through a systematic program of interactive activities, students will examine, evaluate, and respond to a variety of general instructional strategies. Current trends in general methods of instruction will be discussed. Students will construct and design instructional strategies for a wide range of content related objectives and performance standards. Students will also be engaged through a different class in the investigation and analysis of special methods that are appropriate for their content area of study. This course should be taken with EDUC 303, 354, 415.01, and the student's content methods.

354 MANAGEMENT FOR ADOLESCENT/YOUNG ADULT AND MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

This course includes the study of philosophy and structure of classroom environment and the development of rules and procedures. Management models will be examined focusing on adolescent/young adult. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 415.01, and appropriate methods classes for various licenses.

356 INTEGRATED ORGANIZATION/MANAGEMENT FOR MIDDLE CHILDHOOD *3 semester hours*

Prerequisite: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 210 or EDUC 227

This course includes the study of philosophy and structure of upper elementary, middle school, junior high, and high school. Classroom environment, development of rules and procedures, and management models will be examined focusing on middle school. Discussion of interdisciplinary teams, teacher-based guidance, flexible grouping, family and community resources, and scheduling, inquiry, and collaboration among colleagues will be included. Materials from NMSA will be used as texts. A minimum of four team facilitated thematic experiences will be scheduled in conjunction with the methods classes. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 415.01, and appropriate methods classes for various licenses.

357 INTEGRATED MATH METHODS/CURRICULUM FOR ADOLESCENT/ YOUNG ADULT *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

This course includes a concentration on ideas, procedures, and materials for the teaching of mathematics in adolescent settings. Basic concepts are reviewed with emphasis on a variety of effective teaching methods based on the Ohio K-12 Academic Content Standards for Mathematics. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

358 INTEGRATED LANGUAGE ARTS METHODS/
CURRICULUM FOR ADOLESCENT/YOUNG ADULT *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261

This course includes an overview of the adolescent/young adult language arts curriculum, based on the Ohio K-12 Academic Content Standards for Language Arts. Included will be an investigation of methods in listening/visual literacy, oral communication, creative dramatics, literature, and writing, as well as language acquisition and development, grammar, dialects and usage. Diversity and technological issues will be addressed in all areas. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

359 INTEGRATED SCIENCE METHODS/CURRICULUM FOR
ADOLESCENT/YOUNG ADULT *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

Current practices and innovations focusing on the Ohio K-12 Academic Content Standards for Science in the adolescent/young adult science curriculum will be examined. This is a hands-on laboratory course with students participating in science activities for adolescent/young adult. The practical application of science is stressed. Both specific and general legal obligations of science teaching will be addressed. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

360 INTEGRATED SOCIAL STUDIES METHODS/CURRICULUM FOR
ADOLESCENT/YOUNG ADULT *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 210 or EDYC 227

This course overviews adolescent/young adult social studies and focuses on 10 strands of the National Council for the Social Studies and the Ohio K-12 Academic Content Standards for Social Studies. It includes a survey of current practice, trends, methods, and strategies which emphasize hands-on experiences, relevant materials, age-appropriate activities, cross-disciplinary planning, and teaming. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

361 INTEGRATED MATH METHODS/CURRICULUM FOR
MIDDLE CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 227, 260, 299; SPED 134, 261

This course includes a concentration on ideas, procedures, and materials for the teaching of mathematics in middle childhood. Basic concepts are reviewed with emphasis on a variety of effective teaching methods based on the Ohio K-12 Academic Content Standards for Mathematics. Students will focus on problem solving, critical thinking, and application skills. A minimum of four team-facilitated thematic experiences will be scheduled in conjunction with the integrated methods course. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 356, 415.01, and one other of the following methods/curriculum courses: EDUC 362, 363, or 364.

362 INTEGRATED LANGUAGE ARTS METHODS/
CURRICULUM FOR MIDDLE CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 227, 260, 299; SPED 134, 261

This course includes an overview of the middle childhood language arts curriculum, based on the Ohio K-12 Academic Content Standards for Language Arts. Included will be an investigation of methods in listening/visual literacy, oral communication, creative dramatics, and writing, as well as language acquisition and development, grammar, dialects, and usage. Students will focus on problem solving, critical thinking, and application skills. A minimum of four team-facilitated thematic experiences will be scheduled in conjunction with the integrated methods course. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 356, 415.01, and one other of the following methods/curriculum courses: EDUC 361, 363, or 364.

363 INTEGRATED SCIENCE METHODS/CURRICULUM FOR
MIDDLE CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 227, 260, 299; SPED 134, 261

Current practices and innovations focusing on the Ohio K-12 Academic Content Standards for Science in the middle school science curriculum will be examined. This is a hands-on laboratory course with students participating in science activities for middle childhood. The practical application of science is stressed. Students will focus on problem solving, critical thinking, and application skills. Both specific and general legal obligations of science teaching will be addressed. A minimum of four team-facilitated thematic experiences will be scheduled in conjunction with the integrated methods course. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 356, 415.01, and one other of the following methods/curriculum courses: EDUC 361, 362, or 364.

364 INTEGRATED SOCIAL STUDIES METHODS/CURRICULUM
FOR MIDDLE CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 227, 260, 299; SPED 134, 261

This course overviews middle childhood social studies and focuses on the 10 strands of the National Council for Social Studies and the Ohio K-12 Academic Content Standards for Social Studies. It includes a survey of current practice, trends, methods, and strategies that emphasize hands-on experiences, relevant materials, age-appropriate activities, cross-disciplinary planning, and teaming. Students will focus on problem solving, critical thinking, and application skills. A minimum of four team-facilitated thematic experiences will be scheduled in conjunction with the integrated methods course. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 356, 415.01, and one other of the following methods/curriculum courses: EDUC 361, 362, or 363.

365 DRAMA/THEATRE METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

Drama/theatre methods/management for multi-age licensure includes an overview of the multi-age drama/theatre methods and management techniques, based on the Ohio K-12 Academic Content Standards for the Arts. Also included will be the investigation of methods, strategies, and activities that are age-appropriate and involve all ages of students in various drama and theatre instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

366 FOREIGN LANGUAGE METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

Foreign language methods/management for multi-age licensure includes an overview of the multi-age foreign language curriculum, based on learned society guidelines and Ohio K-12 Academic Content Standards for Foreign Language. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all ages of students in various foreign language instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

367 HEALTH METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

Health methods/management for multi-age licensure includes an overview of the multi-age health curricula, based on learned society guidelines and the Ohio Academic Content Standards. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all students in various health instruction and activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

368 PHYSICAL EDUCATION METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 299; SPED 134, 261; PSYC 207

Physical education methods/management for multi-age licensure includes an overview of the multi-age physical education curricula, based on learned society guidelines and the Ohio Academic Content Standards. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all students in various physical education activities. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 303, 353, 354, and 415.01.

369 VISUAL ART METHODS/MANAGEMENT FOR MULTI-AGE *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299; SPED 134, 261; PSYC 207

Visual arts methods/management for multi-age licensure includes an overview of the multi-age visual arts curriculum, based on the Ohio K-12 Academic Content Standards for the Arts. Also included will be investigation of methods, management strategies, and activities that are age-appropriate and involve all ages of students in multi-levels of visual arts instruction and activities. This course is part of the junior practicum and should be scheduled with EDUC 303, 353, 354, and 415.01.

370 PRACTICUM: PLAY IN DISCOVERY ENVIRONMENTS *3 semester hours*

Prerequisite: EDUC 151, 161, 219, 260, 299; SPED 134, 234, 261

This course develops an understanding of the benefits of exploration and discovery in a play-based learning environment. Emphasis is placed on learning environments representing the philosophies of Montessori, Reggio Emilia, and others. The importance of the teacher's role in the preparation of the physical space and in facilitating learning and development will be stressed, especially as children transition among multiple learning environments. An overview of "best practice" in infant, toddler, and early childhood programs will lead students to develop a personal philosophy of early childhood education. The methods field experience (junior level) portion of this course provides an eight-week experience in an early childhood (preschool ages 3-5) setting under the supervision of a cooperating early childhood teacher and University supervisor. This course is part of the junior practicum and should be scheduled with EDUC 371, 372, 373, and SPED 336.

371 LANGUAGE ARTS AND SOCIAL STUDIES STRATEGIES FOR EARLY CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 219, 260, 299; SPED 134, 234, 261

The Ohio K-12 Academic Content Standards for language arts and social studies will be the focus of planning developmentally appropriate instruction and integrated activities designed to promote concept development in young children through the use of the language arts of reading, writing, speaking, and listening/visual literacy. This course is part of the methods experience (junior level) and should be scheduled with EDUC 370, 372, 373; and SPED 336.

372 SCIENCE AND MATH: BUILDING BLOCKS FOR EARLY CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 219, 260, 299; SPED 134, 234, 261

An integrated approach to giving young children the opportunity to develop the skills and problem-solving approaches needed for success in math and science. A hands-on, inquiry-based approach is presented and activities that emphasize manipulatives will be explored in conjunction with Ohio K-12 Academic Content Standards for math and science. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 370, 371, 373; SPED 336.

373 INTEGRATING LITERATURE AND THE ARTS FOR EARLY CHILDHOOD *3 semester hours*

Prerequisites: EDUC 151, 161, 219, 260, 299; SPED 134, 234, 261

This course will explore the role of children's literature in stimulating language and concept development. The importance of integrating the visual and performing arts, as well as literature, into the curriculum will be modeled and applied. Included are music and rhythm, art, and creative dramatics linked to the Ohio K-12 Academic Content Standards for the Arts. This course is part of the methods field experience (junior level) and should be scheduled with EDUC 370, 371, 372; SPED 336.

415 CONTENT READING: READING TO LEARN *3 semester hours*

Prerequisites: EDUC 219, 325

This course will focus on the basics of content area reading, such as test-taking strategies, questioning skills, study skills, textbook reading strategies, expository text structures, and content vocabulary development. In addition, setting purposes for reading and writing, accommodating for individual differences in content area reading and writing, integrating children's and adolescent literature across the curriculum, using library and technology resources for researching, writing research reports, and writing across the curriculum will be covered. This course is part of the methods field experience (junior level). Section .01 is for AYA, multi-age, and middle childhood; section .02 is for early childhood and intervention specialists.

418 CAPSTONE SEMINAR FOR MIDDLE CHILDHOOD/ ADOLESCENT/MULTI-AGE/VOC *3 semester hours*

Prerequisites: EDUC 151, 161, 260, 299, 303; SPED 134, 261; required methods, management, curriculum courses

This course is designed to allow prospective educators to examine education policy issues at the state and national levels from a historical and current perspective. Included are legal rights and responsibilities, licensure standards, professional development, mentorship, performance standards, and assessment, attitudes and values of successful teachers, and foundations of American education. This course should be scheduled with EDUC 481 as part of the senior internship (student teaching). The student teaching portfolio is connected with this course.

423 ASSESSMENT AND DIAGNOSIS OF READING DIFFICULTIES *3 semester hours*

Prerequisites: EDUC 219, 325, 415

This final course in the reading core focuses on reading diagnosis and correction techniques. Students will conduct case studies and spend 40 hours within clinical remedial reading settings. Topics include interpreting standardized and informal test results, identifying authentic assessments that provide multiple indicators of student progress, developing appropriate interventions, analyzing assessment tools, and working with classroom teachers to develop effective classroom and home interventions.

425 RESEARCH IN READING *3 semester hours*

Prerequisites: EDUC 219, 325, 326, 415, 423

This course will explore the research in reading both historically and currently. Students will identify current issues in the teaching of reading in their licensure area and compile a literature review of research pertinent to their topic. A seminar format will allow in-depth discussion of the various topics. Candidates will also prepare in-service materials on a topic of choice. This course is the capstone for the reading endorsement.

464 PRIMARY SCHOOL INTERNSHIP (STUDENT TEACHING) *9 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

Internship in an inclusive early childhood setting (P-3) under the supervision of a cooperating primary teacher and a University supervisor. Internship assignments will be in the licensure ages/grades. (EC majors should schedule this course with EDUC 480, 481, and SPED 461 as part of the Senior Internship.) AYA, MC, and MA majors should schedule this course with EDUC 418 as part of the senior internship.

465 MIDDLE CHILDHOOD INTERNSHIP (STUDENT TEACHING) *9 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

Internship for 11 weeks in a middle childhood setting (grades 4-9). Internship assignments will be in the licensure ages/grades. During this internship candidates will be expected to teach in both content areas of their licensure.

466 ADOLESCENT/YOUNG ADULT INTERNSHIP (STUDENT TEACHING) *9 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

Internship for 11 weeks in an adolescent setting (grades 7-12). During this internship candidates will be expected to teach in the content area of their licensure.

467 MULTI-AGE INTERNSHIP (STUDENT TEACHING) *9 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

Internship for 11 weeks in a multi-age setting (grades P-12). During this internship candidates will be expected to teach in the content area of their licensure.

468 INTERVENTION SPECIALIST FOR MILD/MODERATE DISABILITIES INTERNSHIP (STUDENT TEACHING) *9 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

Internship for 11 weeks in a classroom serving students (grades K-12) with mild/moderate exceptionalities under the supervision of an appropriately certified cooperating teacher and a University supervisor.

473 PROGRAM EVALUATION AND PUBLIC POLICY *3 semester hours*

Course is designed to allow prospective early childhood educators to become current and articulate regarding early childhood public policy issues at the state and national levels. Students will investigate state and local resources available to support early childhood education, legislative mandate, and will develop skills necessary to contribute to program development and evaluation.

480 CAPSTONE SEMINAR IN EARLY CHILDHOOD *3 semester hours*

Prerequisite: satisfactory completion of all required lower-level professional education courses

This course is designed to allow prospective educators to examine education policy issues at the state and national levels from a historical and current perspective. Included are legal rights and responsibilities, licensure standards, professional development, mentorship, performance standards and assessment, attitudes and values of successful teachers, and foundations of American education. (Renewal hours for Ohio's mandated Child Abuse and Neglect, Common Childhood Illnesses, and First Aid training are also included.) (Early Childhood majors should schedule this course with EDUC 464, 481, and SPED 461 as part of the senior internship.)

481 ACTION RESEARCH *3 semester hours*

Prerequisites: EDUC 151, 161, 299, 303; SPED 134, 261; required methods, management, and curriculum courses

Teacher-directed research as part of ongoing classroom activity is the focus of this course. Students will develop reflective skills necessary to conduct ongoing self-evaluation and will be encouraged to develop the habit of mind to consult the professional literature to make reflective decisions. (Early childhood majors should schedule this course with EDUC 464, 480, and SPED 461 as part of the senior internship.) (Middle childhood, adolescent/young adult, and multi-age majors should take this course with EDUC 418.)

495 SEMINAR/INDEPENDENT STUDY *variable credit*

Guided research or study in a particular area selected by the student and the major professor.

SPECIAL EDUCATION (SPED)

134 INCLUSION AND COLLABORATION ISSUES FOR EDUCATORS *3 semester hours*

Prerequisite: credit or concurrent enrollment in EDUC 151, 161

An introduction to the characteristics and abilities of the exceptional child within the regular education classroom. Emphasis will be placed on children most likely to be served in inclusive settings. Included will be the role of the regular education teacher in referral, collaboration, and teaming with the intervention specialist. An introduction to the philosophical, historical, and legal foundations of special education is also included. Observation and reflection are required. (This is part of Ohio's Transfer Articulation Guarantee [TAG].)

234 CHILD DEVELOPMENT AND LEARNING STYLES *3 semester hours*

Prerequisites: EDUC 151, 161; SPED 134

Coursework includes an in-depth investigation of child development and various learning styles and their impact on learner development. The work of educational theorists as it relates to child development and learning in the developmental domains will be explored and applied in a clinical setting. Individual differences among children and appropriate teacher expectations are emphasized. (This course is part of the sophomore block for EC and IS majors and should be scheduled with EDUC 219, 299, and SPED 261).

261 IMPLICATIONS OF BRAIN RESEARCH ON TEACHING AND LEARNING *3 semester hours*

Prerequisites: EDUC 151, 161; SPED 134

This course applies research on how the brain functions as the human body's essential tool for learning, including theories, significant studies, fundamental principles and their application to education. Coursework also includes an in-depth investigation of multiple intelligences, various learning styles and their impact on learner development, and design of appropriate instruction. (This course is part of the sophomore block and should be scheduled with EDUC 219, 299, and SPED 234 for EC majors).

304 HUMAN DEVELOPMENT FOR INTERVENTION SPECIALIST *3 semester hours*

This course addresses developmental theories in the context of current brain research and prepares teachers to provide opportunities and learning situations that support the cognitive, physical, social, emotional, aesthetic, and language development of all students.

334 ASSESSMENT AND OBSERVATION FOR EARLY CHILDHOOD *3 semester hours*

Prerequisite: credit or concurrent with SPED 336

This course develops an understanding of issues and specific skills related to assessment, diagnosis, and evaluation of students age three to grade three. Developmentally appropriate formal and informal assessment methods will be discussed with opportunities for field-based experience that allows students to apply their knowledge of child development by interpretation of observational data. Interpretation of assessment results and the development of IEPs and other instructional and behavioral interventions are included.

335 FAMILIES OF CHILDREN WITH SPECIAL NEEDS *3 semester hours*

Prerequisites: SPED 234, 261; EDUC 219, 299

This course will provide pre-service teachers with the theoretical, philosophical, and research bases to work with families of children with special needs. The role of community agencies and the schools in their collaborative effort to provide services supporting children with special needs and their families will be discussed, along with legal mandates. Skills in family assessment, interviewing techniques, communication, and pro-active support strategies will be developed.

336 IMPLICATIONS OF MILD/MODERATE EXCEPTIONALITIES FOR CURRICULUM *3 semester hours*

Prerequisites: SPED 234, 261, EDUC 219, 299

This course will focus on techniques for facilitating learning and development in individual children with mild/moderate educational needs. It will discuss characteristics of various exceptionalities and offer suggestions for adaptations, modifications, adaptive and assistive technology, strategy development and related services. Included will be ways to modify methods, materials, environment, teaching styles, and curricula, as well as techniques to develop appropriate goals and objectives for individual children and an entire class. (This class is part of the methods field experience (junior level) and should be scheduled with EDUC 371, 372, and 373 for EC majors. Intervention specialist majors should schedule this course with SPED 337, 381, and EDUC 415).

337 DIAGNOSTIC ASSESSMENT AND PRESCRIPTIVE TEACHING FOR STUDENTS WITH MILD/MODERATE DISABILITIES *3 semester hours*

Prerequisite: SPED 336

This course develops an understanding of issues and specific skills related to assessment, diagnosis, and evaluation of students grades 4-12 (up to age 22). Developmentally appropriate formal and informal assessment methods will be discussed with opportunities for field-based experience that allow students to apply their knowledge of child development by interpretation of observational data. Interpretation of assessment results and the development of IEPs and other instructional and behavioral interventions are included. (This class is part of the methods field experience (junior level) and should be scheduled with SPED 380 and 381).

380 CURRICULUM/STRATEGIES FOR TEACHING STUDENTS WITH MILD/MODERATE EDUCATIONAL NEEDS I *3 semester hours*

Prerequisite: SPED 336

This course will address language arts and social studies methods, materials, strategies, resources, technology, assessments, and adaptations for children with mild to moderate educational needs in grades K-12. Topics include effects of disabilities on content learning, development and evaluation of age appropriate instructional objectives, development of IEP objectives, evaluation of instruction, and strategies for teaching skills in language arts and social studies, including those noted in the Ohio Curriculum Models. Field-based practice is included. (This course is part of the methods field experience (junior level) and should be scheduled with SPED 337 and 381).

381 CURRICULUM/STRATEGIES FOR TEACHING STUDENTS WITH MILD/MODERATE EDUCATIONAL NEEDS II *3 semester hours*

Prerequisite: SPED 336

This course will address mathematics and science methods, materials, strategies, resources, technology, assessments, and adaptations for children with mild to moderate educational needs in grades K-12. Topics include effects of disabilities on content learning, development and evaluation of age appropriate instructional objectives, development of IEP objectives, evaluation of instruction, and strategies for teaching skills in science and mathematics, including those noted in the Ohio Curriculum Models. Field-based practice is included. (This course is part of the methods field experience (junior level) and should be scheduled with SPED 337 and 380).

382 DAILY LIVING SKILLS, VOCATIONAL EDUCATION AND TRANSITION *3 semester hours*

Prerequisite: credit or concurrent enrollment in SPED 336

This course will address important concepts, techniques, and practices of pre-vocational and vocational education, and transition to adulthood, including employment and community and daily life. Topics include the use of adaptive and assistive technology; curricula for the development of motor, career, and functional life skills; sources of services, networks, and organizations for career/vocational support; and opportunities for full participation in community life.

383 COLLABORATION AND CONSULTATION FOR THE INTERVENTION SPECIALIST *3 semester hours*

Prerequisite: credit or concurrent enrollment in SPED 336

This course will address communications, teaming, and collaborative planning skills that will prepare pre-service intervention specialists to ethically work with individuals with disabilities, parents, general educators, and other educational professionals, administrators, and community service personnel. Models of consultation and collaboration will be introduced that can be used to assist classroom teachers in the design of successful interventions for students with mild to moderate educational needs. Sources of information, services, networks, and organizations will be addressed.

461 SOCIAL SKILLS DEVELOPMENT AND BEHAVIOR FOR EARLY CHILDHOOD *3 semester hours*

Prerequisite: SPED 336

This course explores strategies to facilitate positive behavior in young children. Special emphasis is placed on social skills development and on the techniques of behavioral observation and intervention. (Early childhood majors should schedule this course with EDUC 219, 299; SPED 261 and 335 as part of the sophomore block).

462 SOCIAL SKILLS DEVELOPMENT AND BEHAVIOR FOR THE INTERVENTION SPECIALIST *3 semester hours*

Prerequisite: SPED 336

This course explores strategies to facilitate positive and productive behavior in students with mild/moderate disabilities. Topics include effective management and design of the teaching and learning environment, development of social skills, laws and procedural safeguards related to behavioral management, ethical considerations of behavior management, strategies for crisis intervention/prevention, establishing student rapport, development of skills in problem solving and conflict resolution, and development of student self-esteem and self-control.

485 CAPSTONE SEMINAR FOR INTERVENTION SPECIALISTS *3 semester hours*

Prerequisite: enrollment in the student teaching internship semester

This is a culminating class for intervention specialists that will address special education policy issues, controversies, legal rights and responsibilities, professional development, licensure standards, mentorship, performance standards, and attitudes and values of successful teachers of students with disabilities. Discussion within this class will include engagement in professional activities that can benefit individuals with disabilities and their families, the teacher's ethical responsibility to at-risk students, and participation in professional organizations relevant to the field. (This course is part of the senior block and should be scheduled with EDUC 468 and 481).

COLLEGE OF HEALTH PROFESSIONS

Dean: Lisa L. Dutton, Ph.D.
419-434-5666

Health

Health and Physical Education

Health Professions

Nuclear Medicine Technology

Occupational Therapy

Physical Education

Physical Therapy

Physician Assistant

Strength and Conditioning

School of Pharmacy

COLLEGE OF HEALTH PROFESSIONS

Dean: Dutton
Dean, School of Pharmacy: Stansloski
Assistant Dean, School of Pharmacy: Malone
Assistant Dean, School of Pharmacy: Stanovich
Professor: Melethil
Associate Professors: Bouillon, T. Dillon, Dutton, Earle (part-time), Frampton, Fuller, Milligan, Sweeney
Associate Clinical Professors: VanZant, Volansky
Assistant Professors: BasuSarkar, Beck, Beitzel, Carroll, Chamberlin, W. Colchagoff, Conrad, Crea, Encheff, Ericson, George, Goodwin, King, Markon, Parker, Pentz, Schmelzer, States, Toney, Walkosky, Walsh, Weaver
Instructors: Arce, Baker, M. Dillon, Gardner, Klingshirn, Kloman-Williamson, Leto, Lingvai, Smith
Lecturer: Smyth

A Bachelor of Science degree is granted for baccalaureate programs in the College of Health Professions.

Baccalaureate Programs:

Health Education
Health Science-Pre-Occupational Therapy Emphasis
Health Science-Pre-Physical Therapy Emphasis
Health Studies-Gerontology Emphasis
Health Studies-Health Care Management Emphasis
Health Studies-Personal Training Emphasis
Health Studies-Psychology Emphasis
Medical Technology
Multi-Age Licensure in Health Education
Multi-Age Licensure in Physical Education
Nuclear Medicine Technology
Physical Education
Physician Assistant
Pre-Medicine
Pre-Medicine/Nuclear Medicine
Strength and Conditioning

Associate Programs:

Massage Therapy
Nuclear Medicine Technology
Personal Training

The *pre-nursing program* at The University is a non-degree course of study that prepares students to enter an accredited nursing program and earn a BSN degree. The University of Findlay currently has articulation agreements with Lourdes College and Mt. Carmel College of Nursing to allow students who meet pre-specified requirements the opportunity to enter one of these programs and earn their bachelor of science in nursing (BSN) degree.

For the Mt. Carmel College of Nursing program, students who complete a minimum of 57 hours of pre-specified coursework at The University of Findlay and maintain a GPA of 3.0 or better may enter the Mt. Carmel Nursing Program. The major requirements include: ANTH 210; BIOL 205, 322, 322L, 323, 323L, 412, 412L; CHEM 111, 111L, 325, 325L; PHAS 342; PHIL 221; PSYC 100, 208; SOCI 105. In addition, students

must complete the following general education requirements: six hours of fine arts, foreign language/culture, and humanities; RELI 101; ENGL 106; and MATH 123. Recommended courses include HEPR 150 and 220.

For the Lourdes College program, students who complete a minimum of 65 hours of pre-specified coursework at The University of Findlay and maintain a GPA of 2.5 or better are eligible to apply to the Lourdes College Nursing Program. The major requirements include: BIOL 205, 322, 322L, 323, 323L, 412, 412L; CHEM 111, 111L, 325, 325L; HEPR 150; PHAS 310; PHIL 100, 101, or 220 and 221; PSYC 100, 208; SOCI 250. In addition, students must complete the following general education requirements: ENGL 106, 235; three hours of art/music and history; and six hours of religion.

A *major in medical technology* consists of three years at The University of Findlay and a fourth year at a recognized medical technology training school. The general degree requirements include completion of a minimum of 92 hours at The University of Findlay. The required courses in the major include 20 hours of biology including BIOL 220, 220L, 300, 300L, 310, 310L, 412, and 412L; 20 hours of chemistry including CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 310, 310L, 311, 311L, 316, and 316L; six hours of mathematics selected from MATH 123 and 132 or higher. Recommended courses include BIOL 302; HEPR 220; PHYS 250, 250L, 251, 251L.

A *major in pre-medicine* consists of BIOL 150, 150L, 220, 220L, 230, 230L, 310, 310L, 322, 322L, 323, and 323L; CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 310, 310L, 311, 311L, and 400; PHYS 250, 250L, 251, and 251L or 252 and 253. Other strongly recommended courses include BIOL 302, 338, 412, 412L; CHEM 316, 316L; HEPR 220; MATH 141, 142.

A *major in pre-medicine/nuclear medicine technology* consists of 95 hours at The University of Findlay, followed by the successful completion of the one-year certificate program offered by the Nuclear Medicine Institute at The University of Findlay. The major consists of 24 hours of biology, including BIOL 150, 150L, 220, 220L, 230, 230L, 310, 310L, 322, 322L, 323, and 323L; 20 hours of chemistry including CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 310, 310L, 311, 311L, and 400; and eight hours of physics, including PHYS 250/250L and 251/251L or 252 and 253; MATH 140; HEPR 220; three hours of computer science and three hours of communication. General Education (GE) requirements include: MATH 123, HPE 100, and three hours of electives in each of the following areas: fine arts, humanities, natural sciences, and social sciences. Competency requirements include: writing (ENGL 106), reading, and computer or communications. Recommended courses include BIOL 302, 338, 412, 412L; CHEM 316, 316L; MATH 141 and 142. Additional courses may be required for admission into the Nuclear Medicine Institute.

An *Associate of Arts degree in massage therapy* consists of the associate of arts general education requirements and competencies. In addition, students must complete RELI 101, BUAD 150, PSYC 210 and the Certificate from Blanchard Valley Academy of Massage Therapy.

HEALTH (HEAL)

A *major in health education* consists of BIOL 201, 201L, 205; PSYC 100; SOCI 230; HEPR 150; HPE 100, 205, 308; HEAL 110, 300, 301, 317, 318, 320.

A *multi-age teaching licensure in health education* includes BIOL 201, 201L, 205; PSYC 100, 207; SOCI 230; HEPR 150; HPE 100, 205, 308; HEAL 110, 300, 301, 317, 318, 320; EDUC 151, 161, 260, 299, 303, 353, 354, 367, 415.01, 418.02, 467, 481; SPED 134, 261.

110 PERSONAL AND COMMUNITY HEALTH *3 semester hours*

Personal and Community Health provides students with the knowledge, tools, and motivation they need to take charge of their wellness-related behaviors. This course will share the message that a lifestyle based on good choices and healthy behaviors will maximize the quality of life. Assessment of personal and community needs for health education will be addressed.

300 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF ELEMENTARY SCHOOL HEALTH EDUCATION *3 semester hours*

This course, which covers ages three through middle childhood, is designed to prepare the health educator to deliver a total health program at the elementary level (age three to grade nine). This includes: 1) the scope and sequence of *health instruction* based on students' needs and interests; 2) *school health services*, which will involve screenings and health assessments performed, nutritional programs and emergency care; and 3) *healthful school living*, which will include cooperation with school administration, support services, parents, teachers, and community agencies. Students will conduct fitness assessments for elementary students and prepare Fitnessgrams.

301 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF SECONDARY SCHOOL HEALTH EDUCATION *3 semester hours*

Consideration will be given to the total school health program with emphasis on principles, organization, methods, and evaluation. A study of administration operations of public school health programs, issues and trends related to public health and community support and interests is included. The recognition of wellness and prevention of illness with special interest given to nutrition, sexually transmitted diseases, health products, and services common to disease and environmental factors will be emphasized.

317 SUBSTANCE ABUSE/TEACHING METHODS *3 semester hours*

This course will address the need to educate and counsel individuals in substance abuse prevention. Teaching methods and materials will be presented and analyzed for effectiveness. Collaborative efforts among health agencies, law agencies, and organizations will be included.

318 HUMAN SEXUALITY/TEACHING METHODS *3 semester hours*

The emphasis in this class will be to prepare the health educator with methods and materials to teach human sexuality appropriately (age three through age 21). Knowledge, responsibilities, emotions, attitudes, and customs in regard to human sexuality will be addressed. This includes a study of the causes and prevention of sexually transmitted diseases and resources available.

320 ASSESSMENT/EVALUATION PROCEDURES IN HEALTH EDUCATION *3 semester hours*

Prerequisite: MATH 123 or its equivalent

Emphasis is placed on construction and application of knowledge and skill assessments for health education. Students will assist with Health-Related Fitness Assessments in the Wellness classes and utilize computer-based nutritional analysis.

HEALTH AND PHYSICAL EDUCATION (HPE)

Director (Physical Education and Wellness): Milligan
Associate Professor: Milligan
Assistant Professors: Beck, W. Colchagoff
Instructors: Arce, Baker, Klingshirn
Lecturer: Smyth

Lifetime Activities

Lifetime activities are intended to develop skills and interests that will enhance the quality of students' leisure time now and in the future. These activities are graded on an "S" or "U" basis. Most activities meet for eight weeks, either in the first or second half of the semester and earn .5 hour credit. (See current schedule for dates of activities.) Each class, except HPE 078 Varsity Athletics, may be taken only once for credit. HPE 078 may be taken any semester and must be certified by the head coach. **A maximum of one semester hour may be earned by participation in varsity athletics.** In some cases activity fees are charged to compensate for equipment or transportation expenses. Lifetime activities include:

HPE 040	Aerobic Workout	HPE 086	Downhill Skiing
HPE 053	Beginning Swimming	HPE 088	Beginning Karate
HPE 059	Beginning Golf	HPE 089	Intermediate Karate
HPE 064	Modern Dance	HPE 090	Advanced Karate
HPE 069	Beginning Tennis	HPE 092	Volleyball
HPE 071	Weight Training & Exercise	HPE 093	Folk and Square Dance
HPE 078	Varsity Athletics		

076 LIFEGUARDING *1.5 semester hours*
Prerequisite: swim test
This course is designed to prepare all candidates for lifeguarding responsibilities. Successful completion of this course will allow the candidate to meet the challenges of being a professional lifeguard. The standards to be taught are: American Red Cross Lifeguard Training, American Red Cross First Aid, and American Red Cross CPR for the professional rescuer.

084 CPR AND FIRST AID *.5 semester hour*
The American Red Cross community CPR and First Aid is designed to provide fundamental principles and knowledge of skills in adult, child, and infant CPR and standard first-aid practices. It prepares a person to meet most emergencies when medical assistance is not excessively delayed.

085 PROFESSIONAL RESCUER CPR *.5 semester hour*
The American Red Cross Professional Rescuer CPR is designed to provide fundamental principles and knowledge of skills in adult, child, and infant CPR along with delivery methods of advanced CPR and other tools associated with CPR. It prepares persons to meet numerous cardiac and breathing emergencies when medical assistance is not excessively delayed.

100 WELLNESS: STRATEGIES FOR LIFE *2 semester hours*
The class focuses on individual lifestyle choices and achieving balance in the following wellness dimensions: physical, intellectual, psychological, environmental, vocational, social, and spiritual. A variety of self assessments and computerized inventories are utilized to assist the individual to develop a wellness profile, set personal goals, and develop a personal wellness plan.

101 FOUNDATIONS OF HEALTH, PHYSICAL EDUCATION, AND RECREATION *3 semester hours*
This course reviews the historical development of health and physical education, as well as sociological and psychological concerns. An introduction to the study of the role of play and its educational objectives is addressed. The evolution of athletics in our culture is also studied. Special emphasis is given to exploring these fields for potential careers.

122 WATER SAFETY COURSE FOR TRAINING INSTRUCTORS *2 semester hours*
This course is designed to prepare candidates to teach all levels of the Red Cross Swim program up to and including safety training for swim coaches.

205 FIRST AID AND CARE OF ATHLETIC INJURIES *2 semester hours*
The focus of this course is on evaluation of basic athletic injuries, proper preventative aspects, first aid, and immediate care procedures. It is open to elementary education majors and required for students majoring in health education.

308 PHYSIOLOGY OF EXERCISE *3 semester hours*
Prerequisites: BIOL 201, 201L
This course explores the science of exercise physiology including how the body responds to regulation and adjustment as affected by exercise. Influences of both acute and chronic exercise on the human body are examined and are applied to health, fitness, and exercise performance.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*
Prerequisite: approval of the Community-Urban Field Experiences Director
Guided field experiences. Off-campus learning experiences are possible throughout Ohio and other parts of the United States.

HEALTH PROFESSIONS (HEPR)

The health studies major is available to those students who have completed all of the requirements for the pre-professional OT or PT curriculum, but who will not be continuing in the occupational therapy nor physical therapy professional programs.

The following courses are prerequisites for all four-year programs in health studies: HEPR 150, 220; HPE 308; PHED 336; BIOL 322, 322L, 323, and 323L; CHEM 130 or 140, 130L or 140L, 131 or 141, and 131L or 141L; MATH 123; PHYS 250, 250L, 251, and 251L; PSYC 100, 210, and 333.

Health Studies Program
A health studies major consists of the health studies prerequisites and one of the four emphases listed below.

Health Studies-Gerontology Emphasis
A major in health studies-gerontology emphasis consists of the program prerequisites plus GERN 200, 241, 242, 400, 450, BIOL 240, and one elective from PSYC 118, 210, BIOL 205, SOCI 335, or some other course approved by the Director of the Gerontology Program.

Health Studies-Health Care Management Emphasis
A major in health studies-health care management emphasis consists of the program prerequisites plus ACCT 220, BUAD 310, 311, 321, 410, ECON 200, MRKT 326, SYSA 360, and PBAD 490.

Health Studies-Personal Training Emphasis
A major in health studies-personal training emphasis consists of the program prerequisites plus BIOL 205, HPE 205; SCON 220, 221, 227, 228, 341, 360, and 361.

Health Studies-Psychology Emphasis
A major in health studies-psychology emphasis consists of the program prerequisites and PSYC 118, 312, 313, 328, GERN 200, and PSYC 347 or SSCI 347.

150 INTRODUCTION TO HEALTH PROFESSIONS *1 semester hour*
This is a sequence of enriching experiences offered by a team of health professionals to enhance a student's knowledge of the various health professions. It will enable the student to make career choices based on facts and allow him/her to make career changes, if needed, in a timely fashion. This course will introduce the concept of team approach in the delivery of health-related services by identifying common strands and organizational patterns. Graded S/U.

220 MEDICAL TERMINOLOGY 3 *semester hours*
This course deals with the basic formation of medical terms and their definitions. Areas covered include medical suffixes and prefixes, body-orientation levels and planes, the skin, joints, muscles, skeleton, nerves, brain, spinal cord, heart, liver, blood vessels, respiratory system, endocrine system, the special senses, the female reproductive system, and oncology.

330 RESEARCH AND CRITICAL ANALYSIS *3 semester hours*
Prerequisite: admission into a Health Professions Program
This course provides an introduction to the research process in the health professions. Principles related to research design, measurement, literature review, and data analysis are included. Critical reading of professional literature in the health professions is an integral part of this course.

340 PROFESSIONAL ISSUES *3 semester hours*
Prerequisite: admission into a Health Professions Program
This course provides an overview of issues related to practice for the health professional, and focuses on the issues of the professions and the professional roles and responsibilities.

345 DIAGNOSTIC GROUPS *3 semester hours*
Prerequisite: HEPR 150
This is a survey course of physical and psychiatric illnesses including etiology, signs, symptoms, and pharmacology. The course will emphasize normal and abnormal function over the lifespan and the influence of the illness/disease process on the individual's quality of life.

350 NEUROSCIENCE *4 semester hours*
Prerequisite: admission into a Health Professions Program
The course covers the study of neuroanatomy, neurophysiology, and neuropathology with the interrelationships of the nervous system development and structure. It also provides an introduction to theories and research regarding postural and motor control, motor learning, and applied neuroanatomy/physiology with model and cadaver laboratory sessions. Laboratory experiences include clinical case studies to help clarify the functional implications correlated with neurological disruption.

355 INTRODUCTION TO HEALTH CARE SYSTEMS *3 semester hours*
Prerequisite: HEPR 150
This course offers an introduction to the use of concepts, theory, and research as they relate to professional practice in the health care delivery system, and explorates the development and current patterns of health care delivery and the forces that mold the health care system and an individual's health behavior.

400 MANAGEMENT IN A CHANGING HEALTH CARE ENVIRONMENT *3 semester hours*
Prerequisite: admission into a Health Professions Program
This course provides an overview of the management functions necessary for the health professional. Pertinent topics include: leadership styles, group processes, quality assurance, budgeting, interviewing, recruitment, retention, and marketing.

410 EDUCATIONAL STRATEGIES IN HEALTH PROFESSIONS *3 semester hours*
Prerequisite: admission into a Health Professions Program
This course is designed to acquaint the student with the teaching/learning process including theories, skills, methods, and techniques. In this climate of change, it is necessary for the health care practitioner to be an effective educator of clients, families, colleagues, and the community. Students will organize a course module and present the materials to a targeted audience using instructional process and methods.

425 PHARMACOLOGY *2 semester hours*
Prerequisite: admission into a Health Professions Program
This course will cover pharmacology of medications commonly encountered in the practice of physical therapy. It will include categories of drugs, generic and trade names of common drugs, the use, effects, and precautions for common drugs and drug-drug-interactions and pharmacokinetic principles. It will also focus on how various drugs affect the patient response to activity, exercise, and other therapeutic interventions.

450 SPORTS NUTRITION *3 semester hours*
Prerequisite: admission into a Health Professions Program
This course covers the main aspects of nutrition as related to exercise and physical performance. These are the energy systems in exercise, nutritional aspects of substrate utilization (digestion, absorption, metabolism, etc.), assessment of nutritional needs, and diet modification. Dietary development for weight loss, body composition changes, and performance will be covered from a nutritional view.

NUCLEAR MEDICINE INSTITUTE (NMI/NMED)

Director: States
Assistant Professors: Markon, States
Instructors: Kloman-Williamson, Smith

A *major in nuclear medicine technology* consists of NMED 405, 415, 425, 435, 445, 455, 462, 465, 472, 475, 477, 485, 486; BIOL 322, 322L, 323, 323L; CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 325, 325L; PHYS 250, 250L, 251, 251L; MATH 140 or higher; HEPR 220; COMM 110 or 211; CSCI 148, 150 or 190; and HPE 084.

An *Associate of Arts degree in nuclear medicine technology* consists of NMED 405, 415, 425, 435, 445, 455, 462, 465, 472, 475, 477, 485, 486; BIOL 322, 322L, 323, 323L; CHEM 130, 130L; PHYS 250 and 250L or 260; MATH 140 or higher; HEPR 220; COMM 110 or 211; CSCI 148, 150 or 190; and HPE 084. Additional courses may be required for admission into the Nuclear Medicine Institute.

One-year Certificate Program
Nuclear Medicine Technology

The Nuclear Medicine Institute was started in 1966 in Cleveland, Ohio, and moved to the campus of then Findlay College in 1984. It is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) to offer a 52-week certificate program in nuclear medicine technology. This certificate is presently accepted by eight affiliate colleges, in addition to The University of Findlay, for credit toward a two-year or four-year degree. The Institute is owned by The University of Findlay and operates in accordance with the accreditation standards set forth in the "Essentials and Guidelines for an Accredited Education Program for the Nuclear Medicine Technologist." A copy of these Essentials is available at the following website: www.jrcnmt.org. Upon successful completion of the program, the student is eligible to apply for one or possibly both of the national certification exams offered in nuclear medicine technology.

Nuclear medicine technology is a paramedical field concerned with the safe and effective use of radioactive materials for the diagnosis of various pathological disease states and for the treatment of some specific disorders. A nuclear medicine technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences. Under the supervision of a physician, the nuclear medicine technologist is responsible for radiopharmaceutical preparation and quality control; the performance of *in vivo* imaging and nonimaging procedures, instrumentation quality control; and the computer analysis of the data acquired and utilized by the physician for diagnosis. The nuclear medicine technologist works closely with other allied health personnel and professionals within the medical community to provide quality patient care.

NMI's 52-week program is a highly concentrated one, with classes being held for 28-32 hours per week during the academic session, and requiring 40 hours of training per week during the clinical session. The academic session is one semester in length and is held on the campus of The University of Findlay. During this session, the student receives the theory and concepts of nuclear medicine technology. Clinical training is 35 weeks in length and takes place at a clinical affiliate and possibly, a radiopharmacy. During clinical training, the student learns the practical application of the theory and receives hands-on experience in performing nuclear medicine procedures under the supervision of a certified nuclear medicine technologist. A one-week review session and final exam is scheduled at the end of clinical training.

Applicants to NMI must have successfully completed (grade "70%" or better) postsecondary courses in human anatomy, human physiology, general chemistry, general physics, college algebra, English composition, basic speech/oral communication, basic computer operation, medical terminology, and CPR (certification must be valid during clinical training period and cover adults, children, and infants).

405 MOLECULAR IMAGING MATHEMATICS *3 semester hours*
Prerequisite: enrollment in the NMI program
Corequisites: NMED 415, 425, 435, 445, 455, 462, 465, 472, 475, and 477
This course covers the mathematics applicable to the field of clinical nuclear medicine. Topics include activity units, the decay formula, radionuclide dose and dosage calculations, radionuclide equilibrium, radiation counting statistics, and MDA.

415 MOLECULAR IMAGING PHYSICS *2 semester hours*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 425, 435, 445, 455, 462, 465, 472, 475, and 477
Starting with applicable concepts of classical physics, this course covers atomic structure, mass-energy relationships, electromagnetic radiation, decay modes, half-life and the interaction of radiation with matter. Inverse square law, shielding and exposure calculations are also covered. Radionuclide production methods are presented.

425 MOLECULAR IMAGING RADIOBIOLOGY *1 semester hour*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 435, 445, 455, 462, 465, 472, 475, and 477
Basics of radiobiology, including the molecular and cellular effects of radiation, the acute and chronic effects of radiation and how radiation affects the various tissues and organ systems of the body, will also be covered. Stochastic and non-stochastic effects are covered.

435 MOLECULAR IMAGING RADIATION PROTECTION *2 semester hours*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 445, 455, 462, 465, 472, 475, and 477
Topics include licensing requirements, guidelines and regulations for radiation protection, governing agencies, radiation signs, record keeping, personnel and area monitoring, radionuclide receipt, storage and disposal, and management of clinical radiation spills and accidents.

445 MOLECULAR NON-IMAGING PROCEDURES *3 semester hours*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 455, 462, 465, 472, 475, and 477
In vivo non-imaging clinical procedures are covered in this course, including venipuncture, universal precautions, blood volume procedures, patient care, EKG and non-imaging physiological studies. Department organization, medical/legal issues of patient care, and medical/legal terminology are also covered.

455 MOLECULAR IMAGING PROCEDURES *5 semester hours*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 462, 465, 472, 475, and 477
This course introduces topics that encompass the interrelated aspects of performing patient organ visualization procedures. Included are a review of the anatomy, physiology, and pathology of the various organs; radiopharmaceuticals; pharmaceuticals; applicable instrumentation; and a discussion of the methodologies and techniques utilized in performing the imaging procedure. Representative images are shown.

462 RADIONUCLIDE THERAPIES *1 semester hour*

Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 455, 465, 472, 475, and 477
Therapeutic clinical procedures are covered in this course, including the properties and selection of therapeutic radiopharmaceuticals, forms of therapy, and radiation safety techniques involved with systemic therapy procedures.

465 RADIOCHEMISTRY AND RADIOPHARMACEUTICALS *3 semester hours*
Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 455, 462, 472, 475, and 477
Topics covered in this course include radiochemistry, radionuclide generators, transient and secular equilibrium, radiopharmaceutical properties, pharmacological actions, localization methods, basic principles of immunology, and radiopharmaceutical preparation and quality control.

472 MOLECULAR IMAGING INSTRUMENTATION *3 semester hours*
Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 455, 462, 465, 475, and 477
This course is an introduction to the basic principles of molecular imaging radiation detection instrumentation and gamma spectroscopy. The design, operation, and quality control of gas-filled and scintillation instruments are covered. Detailed discussion of the components of a planar gamma camera system and dedicated computer, both hardware and software, is included.

475 MOLECULAR IMAGING SPECT *1 semester hour*
Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 455, 462, 465, 472, and 477
This course includes a detailed discussion of the components of a SPECT gamma camera system and dedicated computer, both hardware and software, image reconstruction, filtering, and other computer applications are covered. Data reduction and image analysis are described.

477 MOLECULAR IMAGING PET *1 semester hour*
Prerequisite: enrollment in the NMI program
Corequisites: NMED 405, 415, 425, 435, 445, 455, 462, 465, 472, and 475
Physics, radiopharmaceutical production and applications, imaging systems and procedures, and radiation safety for PET are discussed. Image reconstruction, data reduction, image analysis, and other computer applications for PET imaging are also covered.

485 CLINICAL NUCLEAR MEDICINE I *12 semester hours*
Prerequisites: NMED 405, 415, 425, 435, 445, 455, 462, 465, 472, 475, and 477
While enrolled in the Clinical Nuclear Medicine series, students receive clinical training at one of the affiliate hospitals and possibly an affiliate radiopharmacy. The student receives instruction and participates in the performance of all types of clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience.

486 CLINICAL NUCLEAR MEDICINE II *12 semester hours*
Prerequisite: NMED 485
While enrolled in the Clinical Medicine series, students receive clinical training at one of the affiliate hospitals and possibly an affiliate radiopharmacy. The student receives instruction and participates in the performance of all types of clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and quality control; instrumentation usage and quality control; and radiation safety. Students are also required to complete assigned clinical projects involving the clinical correlation between academic and practical experience. This course is a continuation of NMED 485.

OCCUPATIONAL THERAPY (OCTH)

Director: Goodwin
Associate Professor: T. Dillon
Assistant Professors: Beitzel, Chamberlin, Conrad, Goodwin, King, Schmelzer
Instructors: M. Dillon, Leto

A *major in occupational therapy* is available with two options, Traditional and Weekend College (WEC), to complete a Bachelor of Science degree with a pre-occupational therapy emphasis and a Master of Occupational Therapy degree. The five-and-one-half-year Traditional program is completed with pre-professional requirements and three years of professional coursework plus fieldwork. The WEC program is completed with pre-professional requirements and three years of professional coursework plus fieldwork. The WEC program is intended for the adult learner who is a certified occupational therapy assistant, or who has completed an associate's degree or bachelor's degree in a related field.

For the Traditional program, a major in health science-pre-occupational therapy emphasis consists of OCTH 222, 304, 306, 311, 312, 321, 415, 421, 424, 450, 463, 474, 480; HEPR 330, 340, 345, 350, 355, 410. The following prerequisites must also be completed: BIOL 322, 322L, 323, 323L; CHEM 111/111L or higher; ENGL 272; HEPR 150, 220; MATH 123; PHYS 250, 250L; PSYC 100, 208, and 333.

Traditional occupational therapy students will continue on to complete a Master of Occupational Therapy (MOT) degree with OCTH 553, 580, 612, 614, 621, 622, 624, 634, 645, 650, 651, 652, 660, 690, 691, and 695; HEPR 507.

For the Weekend program, the major in health science-pre-occupational therapy emphasis consists of OCTH 222, 304, 306, 315, 415, 421, 463, 474, and 481; HEPR 330, 340, 345, 350, 355, and 410. Non-occupational therapy assistants must also complete OCTH 490. The following prerequisites must also be completed: BIOL 322, 322L, 323, 323L; ENGL 272; HEPR 220 (non-OTA's only); MATH 123; PHYS 250, 250L or OCTH 221; PSYC 100, 208 (non-OTA's only), 333; three hours in fine arts; three hours in humanities; and three hours in foreign language/culture.

Weekend occupational therapy students will continue on to complete a Master of Occupational Therapy (MOT) degree with OCTH 524, 553, 580, 616, 621, 622, 624, 634, 645, 651, 652, 661, 690, 691, 695; HEPR 507.

Descriptions for 500- and 600-level courses can be found in the Graduate Catalog. A sequence of courses by module is available through the Occupational Therapy Program office.

The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education(ACOTE) c/o The American Occupational Therapy Association (AOTA), P.O. Box 31220, Bethesda, MD 20824-1220. The phone number is (301) 652-2682. Graduates of the program will be eligible to take the certification examination implemented by the National Board of Certification in Occupational Therapy (NBCOT). The NBCOT is an independent national credentialing agency. It is responsible for all policies related to the certification of occupational therapy personnel. Upon successful completion of this examination, the graduate will be an Occupational Therapist Registered (OTR). Most states have regulations that govern the practice of occupational therapy. However, many states use the results of the NBCOT certification examination to determine a practitioner's eligibility to practice.

221 APPLIED PHYSICS FOR OCCUPATIONAL THERAPY *4 semester hours*

Prerequisite: acceptance into the Occupational Therapy Program

This course offers a study of the principles, concepts, and critical thinking methods used in classical mechanics and general physics that have applications in occupational therapy clinical practice. Lab experiences and topics are coordinated with the topics covered in the lectures.

222 CREATIVE OCCUPATIONS *1 semester hour*

Prerequisite: acceptance into the Occupational Therapy Program

This course provides an overview of occupational performance/life with emphasis on the balance of work, play/leisure, and self-maintenance necessary for wellness across the life span. Students will explore the therapeutic value of occupation through participation in a variety of creative occupations.

304 HUMAN ANATOMICAL STRUCTURES *4 semester hours*

Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program

This course is a study of human gross anatomy for the occupational therapist including inter-relationships of neuromuscular and skeletal development, and appreciation of surface anatomy differences among individuals. Laboratory sessions include cadaver dissection, anatomical specimens, bones, models, and radiographs.

306 FUNCTIONAL MOVEMENT *3 semester hours*

Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program

This course provides a study of functional anatomy and biomechanical principles is applied to human movement and occupations. Emphasis is placed on basic concepts in biomechanics, joint structure and function, muscle structure and function related to the functional human body and how this impacts daily occupational performances. Laboratory experiences include analysis of movement, gait, functional occupations, range of motion, manual muscle testing and posture.

311 INTRODUCTION TO OCCUPATIONAL SCIENCE *2 semester hours*

Prerequisite: acceptance into the Traditional Occupational Therapy Program

This course focuses on the meaning and purpose of occupation in everyday functioning. Occupations are discussed in terms of choice, roles, and lifestyles imbedded within developmental life stages. Contextual influences on occupational performance and introductions to the foundational models of the occupational therapy program are examined. Political and economics factors influencing the development of occupational therapy and occupational science are also explored.

312 ANALYSIS OF HUMAN OCCUPATIONS *2 semester hours*

Prerequisite: acceptance into the Traditional Occupational Therapy Program

The detailed performance skills of human occupations are examined and used in practical application through the use of activity analysis. Students gain foundational knowledge of professional terminology and the Occupational Therapy Practice Framework while developing skills to identify and utilize meaningful occupation as treatment media. Lab experiences include activity analysis, completion of selected craft activities, and areas of early occupation.

315 OCCUPATIONAL SCIENCE CONCEPTS AND PHILOSOPHY *3 semester hours*
Prerequisite: completion of previous module of WEC Occupational Therapy Program
The meaning or purpose of occupation in everyday functioning is emphasized in this course. The history, philosophy, and framework, theories of practice, and frames of reference of the profession are also explored. The occupational therapy process with focus on the components of critical thinking, clinical reasoning, and documentation are included. Integrated lab experiences center around activity analysis, contextual influences on occupational performance, the use of theories of practice and frames of reference with in the context of the occupational therapy process.

321 THERAPEUTIC RELATIONSHIPS *2 semester hours*
Prerequisite: completion of previous module of Traditional Occupational Therapy Program
Students investigate professional behaviors necessary for effective clinical practice. The core values and the occupational therapy code of ethics are introduced. Recognition and integration of effective communication techniques takes place, with a strong emphasis on the therapeutic use of self as a change agent, in both the lecture and integrated lab experiences.

415 GROUP DYNAMICS IN OCCUPATIONAL THERAPY *3 semester hours*
Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program
Theoretical approaches are applied to group treatment for a variety of populations, with a systematic approach to planning and conducting groups. The concept of group dynamics is addressed, to include roles, content, and process. Integrated lab activities provide opportunities to gain practical experience and confidence in planning and conducting simulated treatment groups.

421 ADVANCED THERAPEUTIC RELATIONSHIPS 2 *semester hours*
Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program
The therapeutic use of self as an agent for change is explored with appraisal of self, values, and communication styles as they relate to effective clinical practice. Students recognize and integrate effective communication techniques considering life span, socioeconomic, educational, and cultural diversity issues with clients, family/caregivers, other professionals and populations within the community. Course content also increases awareness and helps students effectively work with special populations and issues related to sexuality, the process of dying, and living with a disability in both the lecture and integrated lab components of the course.

424 OCCUPATIONS THROUGH THE LIFESPAN-PEDIATRIC *4 semester hours*
Prerequisite: completion of previous module of Traditional Occupational Therapy Program
This course examines the application of general theories of development and occupational therapy theories and models of practice to the evaluation and treatment of children from birth through adolescence. Laboratory experiences include observing typically and atypically developing children in a variety of settings, discussing the effects of development and dysfunction on the occupations of children, using a variety of pediatric assessment tools, designing intervention plans, and selecting and adapting equipment for children with special needs. Family-centered care and parent-professional collaboration are emphasized throughout the occupational therapy process.

450 OCCUPATIONAL THERAPY CONCEPTS AND PHILOSOPHY *3 semester hours*
Prerequisite: completion of previous module of Traditional Occupational Therapy Program
The history, philosophy, theories of practice, and frames of reference of the profession are covered in this course. Current leaders of the profession are discussed. The occupational therapy process with focus on the components of critical thinking, clinical reasoning, and documentation are included. The integrated lab portion of this course provides opportunities to utilize critical thinking, clinical reasoning, and problem solving during formal and informal class presentations focused on application of various components of the OT process, as well as practice of documentation skills. The occupations and roles of the therapeutic facilitator, leader, contributor, and educator will be compared.

463 OCCUPATIONS THROUGH THE LIFESPAN
BIOPSYCHOSOCIAL *4 semester hours*
Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program
An exploration of biopsychosocial theories, frames of reference, and practice models used in occupational therapy to address occupational performance deficits across the lifespan is completed. Lecture content focuses on theory, while the integrated lab experiences provide opportunities for practical application and the acquisition of knowledge about assessment and treatment implementation.

474 RESEARCH IN OCCUPATIONAL THERAPY *3 semester hours*
Prerequisite: completion of previous module of Traditional or WEC Occupational Therapy Program
This course will allow students to select and analyze research in occupational therapy and related fields to further develop critical thinking, writing skills, and ethical research practices. Students will explore and select a scholarly research project topic.

480 LEVEL I FIELDWORK A *1 semester hour*
Prerequisite: completion of previous module of Traditional Occupational Therapy Program
During this Level I Fieldwork experience students observe and participate in learning opportunities at occupational therapy clinical practice settings that enable the integration of concurrent academic course work during the semester. The student is exposed to a variety of opportunities to enhance professional development.

481 LEVEL I FIELDWORK A *1 semester hour*
Prerequisite: completion of previous module of the WEC Occupational Therapy Program
During Level I Fieldwork the students explore a variety of professional issues with an emphasis on professional development. Students observe and participate in occupational therapy assessment and intervention allowing the integration of the information learned during related academic coursework to occur.

490 LEVEL I FIELDWORK ELECTIVE *1 semester hour*
Prerequisite: completion of previous modules of the WEC Occupational Therapy Program
This is an elective experience or a required third Level I experience for students who are not occupational therapy assistants. Students explore a variety of professional issues with an emphasis on serving a culturally diverse population or working within an area of special interest. This experience provides opportunities to observe and participate in occupational therapy assessment and intervention allowing the integration of information learned during the academic coursework to occur.

495 INDEPENDENT STUDY IN OCCUPATIONAL THERAPY *1 to 3 semester hour(s)*

Prerequisite: consent of the instructor

A program of guided independent study in an area selected to meet student interests and needs. The student is encouraged to take at least one independent study course.

PHYSCIAL EDUCATION (PHED)

A *major in physical education* consists of HPE 064 or 093, 084, 101, 308; PHED 200, 201, 202, 206, 207, 208, 209, 300, 302, 307, 320, 336, 410; two courses from PHED 330, 331, 332, 333, 334, 335 or 339; plus BIOL 201, 201L.

A *multi-age teaching licensure in physical education* consists of HPE 064 or 093, 084, 101, 308; PHED 200, 201, 202, 206, 207, 208, 209, 300, 302, 307, 320, 336, 410; two courses from PHED 330, 331, 332, 333, 334, 335, or 339; BIOL 201, 201L; EDUC 151, 161, 260, 299, 303, 353, 354, 368, 415.01, 418.02, 467, 481; SPED 134, 261; PSYC 207.

200 PERCEPTUAL MOTOR DEVELOPMENT AND LEARNING *3 semester hours*

Physical, mental, and emotional factors underlying skill acquisition will be viewed to aid in preparing more knowledgeable teachers and coaches. Through various laboratory experiments, students will experience and understand the rationale behind many current teaching and coaching practices.

201 INTRODUCTION TO TRACK AND FIELD *1 semester hour*

This course will provide an introduction to the basic skills in all track and field events. Skills to be taught include running mechanics, relay exchanges, hurdling, throwing events, and jumping events.

202 INTRODUCTION TO AQUATICS *1 semester hour*

This course will provide information on a wide spectrum of aquatic activities. Topics that will be covered include the most widely used swimming strokes, hydrodynamic principles, the history of swimming and diving, basic safety guidelines and rescue techniques, diving, starts, and turns.

206,207 TECHNIQUES OF INDIVIDUAL/DUAL SPORTS I & II *3 semester hours each*

206: archery, tennis, and bowling

207: badminton, gymnastics, and golf

Basic skill development and knowledge are emphasized along with the methodology of teaching the individual and dual sports.

208,209 TECHNIQUES OF TEAM SPORTS I & II *2 semester hours each*

208: flag football, speedball, soccer, and volleyball

209: basketball, floor hockey, team handball, and softball

Emphasis is placed on the organization and teaching methodology of various team sports in the physical education program. Participation to gain an appreciation of the game as a whole is necessary. Emphasis is placed on how to execute and teach the basic fundamental skills and tactics in various team sports.

300 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF ELEMENTARYOSCHOOL PHYSICAL EDUCATION *3 semester hours*

This course covers ages three through middle childhood. Consideration is given to the planning, organization, and administration of developmentally appropriate physical education activities for ages three through middle childhood. Curriculum scope includes introductory activities, fitness development, fundamental skills developmental stages, educational movement, rhythmics, games of low organization, tumbling and gymnastics, and lead-up games to team sports.

302 PRINCIPLES, ORGANIZATION, AND ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS *3 semester hours*

This course covers middle childhood through age 21. This course focuses on planning, teaching, and administering the school physical education curriculum, intramurals, and interscholastic athletic programs.

307 ADAPTED PHYSICAL EDUCATION *3 semester hours*

This course addresses the many concerns of inclusion in physical education for students with disabilities. Safety issues, legal aspects of placement, due process, and other parental matters are addressed. IEPs are prepared based on student assessments, abilities, and personal short- and long-term objectives. Task analysis and peer partners are investigated as teaching methods. Collaboration in this course is evidenced by field experience at Blanchard Valley School and/or adapted physical education classess in the Hancock County Schools.

320 ASSESSMENT/EVALUATION PROCEDURES IN PHYSICAL EDUCATION *3 semester hours*

Prerequisite: MATH 123 or higher

The emphasis in this class is placed on construction and application of knowledge and skills tests. This is a theory and methods course using statistical analysis for validity, reliability, and bias; and applied to various assessments in physical fitness (both health-related and skills-related) and physical education for the purpose of providing adequate feedback to students with regard to their cognitive and psychomotor performances.

330 THEORY AND PRACTICE OF TEACHING AND COACHING FOOTBALL *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of football for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in football classes, intramurals, and interscholastics.

331 THEORY AND PRACTICE OF TEACHING AND COACHING BASKETBALL *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of basketball for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in basketball classes, intramurals, and interscholastics.

332 THEORY AND PRACTICE OF TEACHING AND COACHING WRESTLING *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of wrestling for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in wrestling classes, intramurals, and interscholastics.

333 THEORY AND PRACTICE OF TEACHING AND COACHING TRACK AND FIELD *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of track and field for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in track and field classes, intramurals, and interscholastics.

334 THEORY AND PRACTICE OF TEACHING AND COACHING BASEBALL AND SOFTBALL *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of baseball and softball for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in baseball and softball classes, intramurals, and interscholastics.

335 THEORY AND PRACTICE OF TEACHING AND COACHING VOLLEYBALL *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of volleyball for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in volleyball classes, intramurals, and interscholastics.

336 KINESIOLOGY/BIOMECHANICS *3 semester hours*

Prerequisites: BIOL 201, 201L

This course focuses on the anatomical and mechanical fundamentals of human motion and their application to the analysis of motor skills. Attention is given to gravity, leverage, and the action of muscles in relation to the joints of the human body.

339 THEORY AND PRACTICE OF TEACHING AND COACHING SWIMMING AND DIVING *2 semester hours*

This course focuses on the theory and practice of teaching the fundamentals of swimming and diving for prospective physical education teachers and coaches. Emphasis is on the role of the physical educator and coach in the teaching of skills, safety, organization, strategy, and values necessary for participation in swimming and diving classes, intramurals, and interscholastics.

410 PRACTICUM: WELLNESS AND LIFETIME ACTIVITY *2 semester hours*

Junior and senior physical education majors will participate in lifetime activities and/or wellness classes as teaching assistants. The student may elect to assist in community activities with the approval of the program director and class instructor.

PHYSICAL THERAPY (PHTH)

Director: Frampton
Associate Professors: Bouillon, Dutton, Frampton
Associate Clinical Professors: VanZant, Volansky
Assistant Professors: Carroll, Encheff, George, Toney, Walsh, Weaver

There are two physical therapy programs. In the **Traditional program**, students take three years of prerequisites, then three years of professional study, for a total of six years. At the end of the fourth year, students receive a Bachelor of Science degree in Health Sciences-Pre-Physical Therapy Emphasis. After successful completion of the sixth year, students receive a Master of Physical Therapy degree. In the **Weekend College physical therapist assistant to physical therapist program**, practicing physical therapist assistants may become physical therapists in a program that meets weekends only. Please contact the program director to obtain information regarding specific admission requirements or application packets for these programs.

For the Traditional program, a *major in health science-pre-physical therapy emphasis* consists of PHTH 401, 405, 407, 409, 411, 413, 415, 421, 423, 425, 427, 429, 431, 433, 435; HEPR 150, 220, 425; HPE 308; PHED 336; BIOL 322, 322L, 323, 323L; CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L; PHYS 250, 250L, 251, 251L; PSYC 100, 210, 333.

The Traditional program students will continue on and complete a *Master of Physical Therapy (MPT)*. The MPT requirements include, PHTH 501, 503, 513, 515, 517, 519, 521, 525, 527, 603, 615, 617, 619, 623, 625; PHTH 529, 535, and 635 or 533 and 633; HEPR 505, 507, 529. Course descriptions for the master's program can be found in the graduate catalog.

The Traditional Master of Physical Therapy (MPT) program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; 1-703-684-2782 or 1-703-706-3245.

To be eligible for a *major in physical therapy*, for the Weekend College physical therapy assistant to physical therapist program, students must have graduated from an accredited physical therapist assistant education program and must have a baccalaureate degree from an accredited, four-year institution. In addition, the following prerequisites are required: BIOL 322, 322L, 323, and 323L; PHYS 250, 250L, 251, and 251L; CHEM 130 or 140, 130L or 140L, 131 or 141, and 131L or 141L; and MATH 123.

For a detailed listing of the courses in the PTA to PT program, please refer to the Graduate Catalog.

The PTA to PT program offered in the weekend format is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; 1-703-684-2782 or 1-703-706-3245.

401 APPLIED PHYSIOLOGY *2 semester hours*
Prerequisite: admission to the Traditional Physical Therapy Program
This course offers a study of applied human physiology and physiology of exercise. Physiology of body systems with emphasis on metabolic, integumentary, neuromuscular, musculoskeletal, and cardiopulmonary systems. Also examines the effects of exercise on body systems throughout the life span.

405 INTRODUCTION TO PHYSICAL THERAPY PRACTICE *3 semester hours*

Prerequisite: admission to the Traditional Physical Therapy Program

This course is an introduction to the practice of physical therapy, and includes an introduction to health care delivery systems, roles of health professionals, disability, professional behaviors, and ethical principles, as well as a study of the verbal, non-verbal, and written communication skills necessary for successful practice.

407 FUNCTIONAL ANATOMY/BIOMECHANICS *4 semester hours*

Prerequisite: PHTH 427

This course provides a study of functional anatomy and biomechanical principles as applied to human movement. It examines surface anatomy and the functions of the musculoskeletal and peripheral nervous system as they relate to movement. Analysis of movement, gait, functional activities, and posture is also incorporated.

409 CLINICAL MEDICINE I *3 semester hours*

Prerequisite: PHTH 427

This course offers a study of the etiology, pathology, epidemiology, course, duration, prognosis, and clinical picture of common diseases and syndromes affecting the body systems, with emphasis on cardiovascular, pulmonary, integumentary, and muscular systems. Also includes medical and surgical interventions, as well as a discussion of impairments and functional limitations for those disorders commonly seen in physical therapy. This is the first course of a two-course series.

411 RESEARCH I *2 semester hours*

Prerequisite: admission to the Physical Therapy Program

This course is a introduction to the research process. Areas to be addressed include information searching, analysis of research literature, epidemiology, hypotheses, research design, and an introduction to measurement theory. Students will also investigate a topic for research and write a literature review paper.

413 EDUCATION IN PHYSICAL THERAPY *2 semester hours*

Prerequisite: admission to the Traditional Physical Therapy Program

This course emphasizes teaching and learning theories and principles, learning styles and collaborative learning as well as how to give and receive constructive feedback on educational experiences.

415 CLINICAL EDUCATION I *.5 semester hour*

Prerequisite: PHTH 433

This is the first course of five clinical education experiences. Course includes the practical application of material learned in the classroom to actual clinical situations. Students spend one full-time week in a clinical setting under the supervision of a licensed physical therapist. Graded S/U.

421 RESEARCH II *2 semester hours*

Prerequisite: PHTH 411

This course is the second in a series of five research classes. It covers measurement theory and applied statistics. Students will select a research topic and complete an IRRB proposal and human consent form based upon their proposed research project.

423 LIFESPAN DEVELOPMENT AND PHYSICAL THERAPY *3 semester hours*

Prerequisite: admission into the Traditional Physical Therapy Program

This course traces normal sensory and motor development throughout the lifespan. The recognition of abnormal development is also covered. The course considers the effects of psychological, emotional, social, and cognitive factors on the development of the individual as well. Implications for the physical therapist are stressed.

425 FOUNDATIONS IN NEUROSCIENCE *5 semester hours*

Prerequisite: admission into the Traditional Physical Therapy Program

This course represents an in-depth study of nervous system anatomy and physiology. It also includes pathology, clinical syndromes, plasticity, and development of the nervous system. Concepts of sensory-movement integration and motor and postural control are considered. Emphasis is placed on application of neuroscience information to physical therapy practice.

427 ANATOMY *5 semester hours*

Prerequisite: admission into the Traditional Physical Therapy Program

This course will focus on human anatomy and clinical application relevant to physical therapy students. The course includes a dissection of the human body, surface anatomy, and regional anatomy. Lectures on embryonic development highlight the correlation between human development and adult anatomic structure and discuss relevant developmental anatomical anomalies. Laboratory sessions will include anatomical models, computer programs, and cadaver dissections.

429 CLINICAL MEDICINE II *2 semester hours*

Prerequisite: PHTH 409

A continuation of PHTH 409, Clinical Medicine I. This course is a study of the etiology, pathology, epidemiology, course, duration, prognosis, and clinical picture of common diseases and syndromes affecting the skeletal, articular, and neuromuscular systems. It also includes medical and surgical interventions, as well as a discussion of impairments and functional limitations for those disorders commonly seen in physical therapy.

431 ELEMENTS OF PHYSICAL THERAPY PRACTICE I *2 semester hours*

Prerequisites: admission into the Traditional Physical Therapy Program

This is the first in a three-course series in lecture/laboratory courses that introduce the student to selected examination, evaluation, and intervention procedures. Examination procedures include taking patient histories, interpreting the physician referral, decision-making rubrics for choosing examination procedures, concepts of "systems review" as they apply to the cardiopulmonary and integumentary systems. Also introduced are the concepts of early discharge planning, interpretation of examination results, and determining a PT diagnosis/prognosis, as well as setting goals/projecting outcomes. Intervention procedures include basic caregiver performance issues, responding to medical emergencies, positioning/draping, use of universal precautions, and sterile technique/dressings/bandages.

433 ELEMENTS OF PHYSICAL THERAPY PRACTICE II *3 semester hours*

Prerequisites: PHTH 405 and 431

This is the second in a three-course series of lecture/laboratory courses that introduce the student to selected examination, evaluation, and intervention procedures. Besides building on the previous course for evaluation procedures, new examination procedures introduced include segments of the neuromuscular and musculoskeletal examination, including range of motion and strength testing. New intervention procedures introduced include creating plans of care, massage, handling medical treatment devices used in the acute care setting, wheelchair use, patient transfers, and basic gait training with assistive devices.

435 ELEMENTS OF PHYSICAL THERAPY PRACTICE III *3 semester hours*
Prerequisite: PHTH 433
This is the third in a three-course series of lecture/laboratory courses that introduce the student to selected examination, evaluation, and intervention procedures. Besides building on previous courses for evaluation procedures, new examination procedures introduced include basics of the neuromuscular exam, exam of gait, functional capacity examination, home environmental assessment, and functional outcomes assessment. New intervention procedures introduced include basic techniques of therapeutic exercise.

PHYSICIAN ASSISTANT (PHAS)

Director: Pentz
Assistant Professors: Conrad, Ericson, Pentz
Instructors: Gardner, Lingvai

The physician assistant is a certified and licensed health care provider who practices medicine with the supervision of a licensed physician. A major in physician assistant consists of a pre-professional and a professional curriculum. Students successfully completing the pre-physician assistant curriculum will apply for the professional program. The Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The successful completion of the professional program allows the graduate to sit for the Physician Assistant National Certifying Examination (PANCE).

The pre-professional requirements are three hours in fine arts, MATH 123, MATH 132 or higher, and HPE 100 to meet University general education requirements not met within the program-specific prerequisites. Students must also fulfill the University writing competency and **either** the University communication or computer science competency. The pre-professional curriculum consists of BIOL 220/220L, 322, 322L, 323, 323L, 412, 412L; CHEM 130, 130L, 131, 131L, 325/325L or higher; HEPR 220; PHIL 221; PHYS 250, 250L or higher; and PSYC 100.

Prior to entry into the professional phase of the program, the student is encouraged to complete 500 hours of clinical experience that involves observation and/or participation in patient care activities in a medical environment. This experience, while not required, will be taken into consideration to help determine suitability for admission into the professional component of the program.

A *major in physician assistant* consists of completion of all published pre-professional prerequisites, acceptance into the Physician Assistant Program and completion of the following: PHAS 301, 305, 311, 312, 314, 315, 316, 319, 320, 327, 329, 332, 335, 340, 342, 344, 360, 373, 374, 376, 380, 381, 390, 395, 412, 413, 414, 415, 420, 421, 422, 424, 425, 426, 427, 431, and 432.

301 PHYSICIAN ASSISTANT PROFESSIONAL ISSUES *1 semester hour*

Prerequisite: acceptance into the Physician Assistant Program

This course provides the historical perspective of the PA profession, its past, present, and future. The student will be introduced to the state and national PA organizations, the Ohio statutes and regulations, the current state and national legislative issues, the current issues within the PA profession, and the future of the profession. The student will gain insight to the medical legal system, malpractice insurance, quality assurance, risk management, and professional, ethical, and moral obligations as a practicing PA.

305 INTERPRETATION AND USE OF MEDICAL LITERATURE *1 semester hour*

Prerequisite: acceptance into the Physician Assistant Program

The ability to incorporate new medical findings from research into one's clinical practice requires the mastery of specific skills. This course provides instruction that stresses the use of evidence-based medicine techniques with the examination of evidence from a clinical research as a basis for clinical decision making. Students are provided with the necessary skills to interpret the medical literature in order to maintain a critical, current, and operational knowledge of new medical findings. At the completion of this course, the student should be able to efficiently search the medical literature and evaluate the scientific merit of relevant studies. The student will additionally be introduced to the methods and techniques of medical research writing.

311 EMERGENCY MEDICINE *2 semester hours*

Prerequisites: "C" or better in previous semester courses

This course provides a study of trauma and medical disorders commonly presented to the emergency department. Emphasis is on priorities in stabilization of patients with life-threatening trauma or illness, and on selection of appropriate diagnostic and therapeutic measures.

312 CLINICAL DECISION MAKING *2 semester hours*

Prerequisite: successful completion of the first semester PHAS courses or permission of the instructor and/or program director

This course is designed to provide the student a structured problem-oriented learning approach to the concepts and skills necessary for developing the differential diagnoses and management plan of common clinical problems in the primary care setting. Emphasis is on the correlation of historical information, physical examination findings, and pertinent laboratory data to formulate a diagnosis.

314 DERMATOLOGY *2 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

Lectures and case presentations are designed to prepare the physician assistant student to diagnose and treat common skin diseases, to recognize systemic diseases manifesting with skin findings, and to know when to request consultation or referral for dermatologic conditions.

315 WOMEN'S HEALTH *2 semester hours*

Prerequisites: "C" or better in previous semester courses

This course is designed to introduce the PA student to the fundamental principals and practice of obstetrics and gynecology and the unique physical and emotional health care needs of the female patient. Emphasis will be placed in the pathophysiology, epidemiology, and various etiologies, management and prevention of clinical problems that transpire in a woman's life cycle from infancy through menopause. Students will also learn the essential details of the OB-GYN clinical evaluations, common presentations, including relevant physical exam findings, differential diagnosis, complications, prognosis, and the appropriate management and treatment of OB-GYN medical, surgical, and obstetric disorders of women.

316 GERIATRICS *2 semester hours*

Prerequisites: "C" or better in previous semester courses

This course provides instruction on the comprehensive health care needs of the geriatric patient. Emphasis is placed on the special psychosocial needs and common medical problems, preventive medicine, and the development of effective management plans for the geriatric patient. The student will gain an understanding of the major issues that face the aging population, the ethical issues, and the approach to the psychosocial and medical problems. This course will also facilitate the exploration and critical examination of the student's own values and attitudes about "growing old," cultural stereotyping, myths about the aged in our society, and the current issues on aging.

319 PHYSIOLOGY *3 semester hours*

Prerequisites: acceptance into the Physician Assistant Program

This course will present the physical and chemical factors and intricate processes that occur in the human body that are responsible for the development, maintenance, and propagation of life. This lecture course will use an organ systems approach to convey the basic physiological principles involved in the functioning of the human body and thereby provide the student with the background necessary to rationally interpret clinical signs and symptoms.

320 HUMAN ANATOMY *5 semester hours*

Prerequisite: acceptance into the professional component of the Physician Assistant Program or permission of the instructor

This course offers a study of gross structures of the human body through the use of lectures, video tapes, clinical correlations, laboratory dissections, and demonstrations. Topographical and radiographic anatomy are integrated to stress the application and importance of clinical anatomy. The course is designed to assist the student in acquiring knowledge of human anatomy necessary for the practice of medicine as a physician assistant.

327 PHARMACOLOGY AND THERAPEUTICS I *3 semester hours*

Prerequisites: acceptance into the Physician Assistant Program

This is the first course in a series of three courses in pharmacology. This course serves as an introductory study of commonly used medications for primary care. In addition to learning the trade names and generic names of a defined list of drugs, course content includes a study of the drug development process, an overview of basic pharmacology and pharmacokinetics, the classifications and naming of drugs, the mechanism of action of selected classes of drugs, unwanted effects and adverse drug reactions, poisoning, overdose, and the non-medicinal use of drugs. An introduction to the fiscal and ethical implications of prescribing drugs and therapeutic devices and training in the state and federal laws that apply to the authority to prescribe will be provided.

329 PHARMACOLOGY AND THERAPEUTICS II *3 semester hours*

Prerequisites: "C" or better in previous semester courses

This course is a continuation of PHAS 327, studying commonly used medications for primary care. Content includes the pathophysiologic basis for use of specific medications, their generic and trade names, indications, contraindications, precautions, adverse reactions, drug-drug interactions, dosage, and administration.

332 CLINICAL PHARMACOTHERAPEUTICS *1 semester hour*

Prerequisites: "C" or better in previous semester courses

This course will prepare the student to prescribe medications in the clinical setting by reviewing the commonly used medications for primary care. Case studies will be used to refine the student's ability to identify and manage possible drug related problems in a given scenario. The student will also be able to describe desired outcomes, present therapeutic alternatives, formulate an optimal treatment plan, including demonstrating competency in writing prescriptions as a legal document, developing a plan and system for outcome monitoring, and be able to demonstrate the ability to provide patient counseling for each case study.

335 MEDICAL ETHICS AND HEALTH CARE DELIVERY SYSTEMS *2 semester hours*

Prerequisite: "C" or better in previous semester courses

This course provides the student with a broad spectrum of knowledge of the ethical issues which the practicing physician assistant must struggle with today. The student will be given insight into human value development, decision making in value issues, and the basic principles of health care ethics. The course will also provide instruction in healthcare delivery systems and health policy, reimbursement, including documentation, coding, and billing, quality assurance and risk management in medical practice, and legal issues of health care.

340 CLINICAL DIAGNOSTIC STUDIES *3 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

This course offers an introduction to laboratory diagnostics. The emphasis of this course is on laboratory tests necessary for the proper evaluation of common disease entities seen in a primary care setting. Specific methodologies will not be covered, rather, the definition of tests, their indications and proper interpretation are taught. Also covered will be electrocardiogram (ECG) recording and interpretation. Lecture and guided practice in interpretation of diagnostic x-rays will be provided. Other forms of diagnostic imaging are also reviewed.

342 HEALTH PROMOTION AND DISEASE PREVENTION I *2 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

The student will learn health education strategies to incorporate in the primary care setting that will promote wellness through preventive interventions and services. Emphasis is on the individual's responsibility for one's health and the community's efforts to protect against disease and environmental hazards. Epidemiology, risk factors, screening tests, and community resources are identified with each health issue presented.

344 HEALTH PROMOTION AND DISEASE PREVENTION II *2 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

This course is a continuation of PHAS 342. The clinician plays a part in the development and implementation of preventative healthcare services for various groups and populations. This course is designed to continue exploration of topics involving morbidity and mortality in relation to the disease process, incidence, prevalence, risk factors, and health screenings.

360 BEHAVIORAL MEDICINE *3 semester hours*

Prerequisite: successful completion of the first semester PHAS courses or permission of the instructor and/or program director

This course provides an introduction to the skills, knowledge, and sensitivity needed to communicate and intervene in a wide variety of psychosocial situations. Topics to be covered include the presentation, diagnosis, and management of mental disorders commonly encountered in primary care, personal growth and development, normal growth and development of children and adolescents, human sexuality, psychological reactions to disease, counseling skills, and death and dying.

373 CHILDREN'S HEALTH *3 semester hours*

Prerequisite: admission into the professional component of the Physician Assistant Program or permission of the instructor and/or program director

This course is designed to introduce the PA student to the practice of pediatric medicine and educate the student on the care and basic aspects of the pediatric patient in health and disease from the neonate to the adolescent. The student will receive instruction on the common medical problems and disease entities of the major organ systems, the continued growth and development of children, and the normal variations. The student will also receive instruction on the techniques of developing patient rapport and trust to manage and interact effectively with the parents/family of pediatric and adolescent patients. Emphasis will be on health maintenance, patient education, and management of the common disorders unique to this population.

374 ADULT MEDICINE I AND PATHOPHYSIOLOGY *5 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

This course will introduce the student to the principles of medicine. The focus will be on adult disorders, both medical and surgical. The course content includes: etiology, pathophysiology, clinical presentation, diagnostic workup, and management of the disorder. Adult Medicine I and Pathophysiology is designed to introduce the student to common disease entities within the various medical specialty areas. Attention is given to other diseases which, although less common, may, present as medical emergencies. Through a series of modules or sections, lectures will be presented on the pathophysiology and clinical approach to various system disorders.

376 ADULT MEDICINE II AND PATHOPHYSIOLOGY *5 semester hours*

Prerequisites: "C" or better in previous semester courses

This course is a continuation of PHAS 374. The diagnosis and management of the most common clinical problems seen by primary care practitioners is covered. This course includes typical clinical presentation, etiology, pathophysiology, diagnostic workup, and management of these disorders.

380 PATIENT ASSESSMENT I *4 semester hours*

Prerequisite: acceptance into the Physician Assistant Program

The course provides the opportunity and environment for the student to learn and develop essential and effective interviewing and communication skills necessary for the physician assistant to perform a competent medical interview and assessment, to elicit a comprehensive health history, and to record and accurately present the gathered information in the proper format. It also provides instruction and demonstration in the principles and practical skills required to perform a comprehensive physical examination, to recognize normal findings, and describe the findings. Instructional methods and and activities in the course include lecture, demonstrations, video vignettes, oral case presentations, and weekly physical examination skills laboratory sessions.

381 PATIENT ASSESSMENT II *4 semester hours*

Prerequisite: PHAS 380

This course is a continuation of PHAS 380 and provides instruction and demonstration in the principle and practical skills required to perform a comprehensive physical examination, to recognize formal findings, and to describe the findings. The student will also learn the physical examination maneuvers and special skills necessary to complete a thorough assessment of common specialty examinations. Lectures, demonstrations, and videos will facilitate the classroom teaching.

390 CLINICAL SKILLS AND PROCEDURES I *2 semester hours*

Prerequisite: admission into the professional component of the Physician Assistant Program or permission of the instructor and/or program director

This course will use demonstrations and practice in the skills relating to the primary care of the patient. The skills will be taught in conjunction with adult medicine topics over the expanse of the curriculum to ensure further understanding as it relates to a variety of disease management and organ systems. These may include wound care, suturing, minor surgery, and orthopedic procedures such as splinting and stabilization pending referral from the perspective of the primary care, office-based PA practitioner.

395 CLINICAL SKILLS AND PROCEDURES II *2 semester hours*

Prerequisite: admission into the professional component of the Physician Assistant Program or permission of the instructor and/or program director

This course is a continuation of PHAS 390. The course will teach common office practice procedures, including suturing, injections, urinary and intravenous catheterization, aseptic technique, wound care and splinting, and casting techniques. Instruction will also be provided on indications, contraindications, and complications associated with the procedures involved.

399 INDEPENDENT STUDY *1 to 4 semester hour(s)*

Prerequisite: acceptance into the professional component of the Physician Assistant Program

This course is for students in the professional phase of the Physician Assistant Program. An independent study to secure an in-depth background in an area of medicine or surgery that holds special interest to the student. May be repeated if the topic is different.

412 PROFESSIONAL DEVELOPMENT *1 semester hour*

Prerequisite: successful entry into Year II of Physician Assistant Program

This course is designed to prepare the senior student for the transition from the role of a PA student to a practicing PA in the medical community. The course will provide guidelines for preparing the student for employment, including résumé writing, developing the professional portfolio, job interviewing, and negotiating contracts. Continuous lifelong learning, professional conduct, PA Code of Ethics, and responsibilities to professional organizations will be reinforced. Guidance will be provided for the pursuit of postgraduate PA training programs, PA residency programs, and advanced academic degrees.

413 SENIOR SEMINAR I *1 semester hour*

Prerequisite: successful entry into Year II of Physician Assistant Program

The purpose of this course is to further develop the physician assistant student's clinical skills, provide a broader academic base, and prepare for the NCCPA Exam through a variety of learning experiences. This is done with lectures, discussion, and group participation. Senior Seminar I also consists of SOAP Notes, Problem-Oriented Physical Examinations (POPs), and a presentation, both written and oral.

414 SENIOR SEMINAR II *1 semester hour*

Prerequisite: successful entry into Year II of Physician Assistant Program

The purpose of this course is to continue to develop the physician assistant student's clinical skills, provide a broader academic base, and prepare for the NCCPA Exam through a variety of learning experiences. This is done with lectures, discussion, and group participation. Senior Seminar II also consists of SOAP Notes, Problem-Oriented Physical Examinations (POPs), and a presentation, both written and oral.

415 SENIOR SEMINAR III *1 semester hour*

Prerequisite: successful entry into Year II of Physician Assistant Program

This course offers a seminar format that consists of a comprehensive examination and Problem-oriented Physical Examination. The purpose of the course is to prepare the student for the National Certification Exam and is an overall summative evaluation tool which assures that the students are prepared to enter clinical practice.

420 FAMILY PRACTICE CLINICAL ROTATION I *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course is a six-week rotation in which students are assigned to a family practice physician's office. During the rotation, the student will be expected to increase his/her level of patient involvement by performing routine history and physical examinations for acute and minor illnesses, health maintenance visits, and begin to manage chronic problems commonly encountered in a family practice setting. The student may be exposed to various in-house services, outpatient clinics, and nursing homes. Under the supervision of physician and PA preceptors, the student will perform assessments of patients of all ages and gradually assume greater clinical responsibilities.

421 FAMILY PRACTICE CLINICAL ROTATION II *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course provides a second six-week rotation in which the students are assigned to a family practice physician's office. During this rotation, the student will be expected to increase his/her level of patient involvement by performing in-depth patient assessments that include examinations of acute and minor illnesses, health maintenance visits, and managing chronic medical problems commonly encountered in the family practice setting. The student may be exposed to various in-house services, outpatient clinics, and nursing homes. Under the supervision of physician and PA preceptors, students assess patients of all ages and continue to assume greater clinical responsibilities.

422 GENERAL INTERNAL MEDICINE CLINICAL ROTATION *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course is a six-week rotation in which students are assigned to a general internal medicine physician's office. During the rotation, the student will be expected to increase his/her level of involvement including performing H&Ps, assessment of acute and minor illnesses, and begin to manage chronic medical problems commonly encountered in an internal medicine setting. The student may be exposed to various in-house services, outpatient clinics, and nursing homes. Under the supervision of physician and PA preceptors, students will assess adult patients, assuming greater clinical responsibilities as determined by the preceptor.

424 OBSTETRICS AND GYNECOLOGY CLINICAL ROTATION *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course is a six-week rotation in which students are assigned to an obstetrician/gynecologist's (OB/GYN) office. During this rotation, the student will be expected to increase his/her level of patient involvement by performing obstetrical and gynecological examinations for the routine OB/GYN visit, for a variety of acute and minor problems, and begin to manage problems commonly encountered in an OB/GYN setting. The student may be exposed to various in-house services, outpatient clinics, and observe/assist in deliveries. Under the supervision of physician and PA preceptors, students will assess female patients with OB/GYN health concerns and gradually assume greater clinical responsibilities as directed by the preceptor.

425 GENERAL SURGERY CLINICAL ROTATION *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course is a six-week rotation in which students are assigned to a general surgeon's office. During this rotation, the student will be expected to increase his/her level of patient involvement up to the point of completing pre- and post-operative examinations, performing minor procedures, and assisting in general surgeries. The student may be exposed to various in-house services and outpatient surgical clinics. Under the supervision of physician and PA preceptors, students will gradually assume greater involvement in the care and assessment of the surgical patient.

426 EMERGENCY MEDICINE CLINICAL ROTATION *4 semester hours*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

This course is a six-week rotation in which students are assigned to an emergency department at a hospital. During this rotation, the student will be expected to increase his/her level of patient involvement up to the point of performing evaluations of emergency department patients, including routine examination for acute and minor illnesses, emergencies, and traumas commonly encountered in an emergency department. Under the supervision of physician and PA preceptors, students will evaluate patients of all ages and gradually assume greater clinical responsibilities as determined by the preceptor.

427 ORTHOPEDIC CLINICAL ROTATION *1 semester hour*

Prerequisite(s): successful completion of Year I PHAS courses with a 2.75 GPA; successful completion of end of Year I, and/or permission of the program director

Taken in the second year of the professional program, this required two-week rotation will introduce the students to orthopedic problems including fractures, degenerative joint diseases, sprains/strains, acute injuries, and other musculoskeletal conditions commonly encountered in primary care. Through working with the orthopedic surgeon in the office and assisting in surgery, students will gain a better insight into the diagnostic process and treatment of musculoskeletal disorders as well as making timely referrals to the orthopedic surgeon. Under the supervision of physician and PA preceptors, students will assess patients and gradually assume greater clinical responsibility.

431 CLINICAL CLERKSHIP I *2.5 semester hours*

Prerequisite(s): "C" or better previous semester courses and/or permission of the program director
Taken during the last summer semester, this four-week rotation allows the students to choose an area of interest for further clinical experiences. This rotation can be developed in one of the six "core" clinical areas or in a medical or surgical subspeciality. During this rotation the student is expected to further refine his/her clinical skills in preparation for clinical practice. The student will be under the supervision of a physician or PA preceptor but will be expected to assume more clinical responsibilities as commensurate with his/her abilities and level of knowledge.

432 CLINICAL CLERKSHIP II *2.5 semester hours*

Prerequisite(s): "C" or better in previous semester courses and/or permission of the program director
A continuation of PHAS 431, this course is another four-week rotation in which students are allowed to choose an area of interest for further clinical experiences. This rotation can also be developed in one of the six "core" clinical areas or in a medical or surgical subspeciality. During this rotation the student is expected to further refine his/her clinical skills in preparation for clinical practice. The student will still be under the supervision of a physician or PA preceptors but will be expected to assume more clinical responsibilities as commensurate with his/her abilities and level of knowledge.

STRENGTH AND CONDITIONING (SCON)

Director: Beck
Assistant Professors: Beck, W. Colchagoff
Instructor: Klingshirn

A *major in strength and conditioning* consists of a pre-professional and a professional curriculum. Students successfully completing the pre-strength and conditioning program will apply for admission to the professional program. The successful completion of the professional program will allow the student to sit for the certification exam. A passing score on the certification exam is not necessary for awarding of a Bachelor of Science degree in strength and conditioning by The University of Findlay. This degree will focus on concepts and applications for the scientific principles of strength and conditioning as it applies to athletic team fitness program design and exercise techniques. The *pre-professional curriculum* consists of BIOL 205; BIOL 201 and 201L or BIOL 322, 322L, 323, and 323L; HEPR 150, 220; HPE 205 and 308; PHED 336; and PSYC 100. The *professional curriculum* consists of SCON 220, 221, 227, 228, 341, 360, 361, 365, 370, 371, and 421; PHED 320.

The strength and conditioning program is recognized by the National Strength and Conditioning Association. Graduates of the program are eligible to sit for the National Strength and Conditioning Certifying Examination (NSCA). Employment opportunities include YMCAs, colleges, wellness centers, corporate fitness and health clubs.

An *Associate of Arts degree in personal training* will focus primarily on the application of the scientific methods involved in programming exercise and conditioning program for various individual needs. An Associate of Arts degree on personal training allows the student to prepare for personal trainer examinations. These include: The American Council on Exercise (ACE) and the National Strength and Conditioning Association (NSCA). Personal trainer opportunities include health clubs, corporate fitness, and YMCAs. The *Associate of Arts degree in personal training* consists of SCON 220, 221, 227, 228, 341, 360, 361; BIOL 205: BIOL 201 and 201L or BIOL 322, 322L, 323, and 323L; HEPR 150, 220; HPE 205, 308; PHED 336; and PSYC 100.

220 PERSONAL TRAINING I *2 semester hours*
This course offers a study of basic concepts of health screening, legal issues, leadership, and implementation of communication.

221 PERSONAL TRAINING II *2 semester hours*
Prerequisite: SCON 220
This course provides a concentrated study of the principles of exercise testing. This course will focus on Individualized Fitness Program Designs.

227 PRACTICUM: PERSONAL TRAINING *1 semester hour*
Prerequisites: SCON 220, 221, 360, and 361
This course will be at an on-site location in which an individual will directly work with individuals with an exercise program. One hundred hours of field experience is required in this course.

228 PRACTICUM: ATHLETIC FACILITY MANAGEMENT *1 semester hour*
Prerequisite: SCON 220
This course will be at an on-site location in which the individual will learn about sales, daily maintenance, and management of a facility. One hundred hours of field experience is required for this course.

341 STRUCTURAL KINESIOLOGY *3 semester hours*
Prerequisites: BIOL 322 and 322L
This course provides a study of physical principles as they apply to the analysis of sport movement from a mechanical viewpoint. Emphasis will be placed on the assessment of muscular strength, movement, plyometrics, and flexibility. Laboratory work will reinforce the basic principles covered during the lecture.

360 PHYSIOLOGY OF EXERCISE PRESCRIPTION
WITH THE ATHLETIC POPULATION *2 semester hours*
Prerequisites: HPE 308 and BIOL 322
This course will focus primarily on the application of the scientific methods involved in prescribing exercise/conditioning programs for various athletic populations. The areas of energy production, nutrition, body composition, periodization, and fitness testing will provide the coach/health professional with the knowledge to design scientifically based programs.

361 PHYSIOLOGY OF EXERCISE PRESCRIPTION
WITH ADULTS AND SPECIAL POPULATIONS *2 semester hours*
Prerequisites: HPE 308 and BIOL 322
This course will focus primarily on the application of the scientific methods involved in prescribing exercise programs for the adult population as well as for various special populations such as individuals with coronary heart disease, hypertension diabetes, obesity, etc. The areas of physical fitness, nutrition, body composition, fitness assessment, and health appraisal will provide the health professional with the knowledge to design scientifically based programs.

365 POST-CARDIAC REHABILITATION *1 semester hour*
Prerequisites: SCON 220, 221, 360, and 361
This is an internship with supervised work in cardiac rehabilitation in an approved facility. One hundred hours of field experience is required for this course.

370 STRENGTH AND CONDITIONING I *3 semester hours*

Prerequisites: SCON 220 and 221

This course covers the concepts and applications of the scientific principles of strength and conditioning as it applies to program design and exercise techniques. Concepts and applications will be based upon the highly physical active and athletic team(s).

371 STRENGTH AND CONDITIONING II *3 semester hours*

Prerequisite: SCON 370

This course offers a study of physiological basis of cardiovascular and resistance strength conditioning as it applies to testing and evaluation procedures. Methods of instruction for this course include, but are not limited to lecture, discussion, small group, guest speakers, student presentation, and anaerobic lab activities.

421 PRACTICUM: STRENGTH AND CONDITIONING *2 semester hours*

Prerequisite: HPE 308

This course is designed for the student to put principles of cardiovascular training and strength training to practice as it relates to sport team training. Students will work with a university sport team where they will design a fitness program based on individual and team goals. Students will be tested on their own weight lifting techniques. Students will do a final project designing a strength and conditioning program for an athletic team.

SCHOOL OF PHARMACY

Dean: Donald W. Stansoski, R. Ph., Ph.D.
419-434-5327

SCHOOL OF PHARMACY

Dean: Stansloski
Assistant Dean of External Affairs: Stanovich
Assistant Dean of Internal Affairs: Malone
Department Chair, Pharmacy Practice: Sweeney
Department Chair, Pharmaceutical Sciences: Melethil

Professor: Melethil
Associate Professors: Earle (part-time), Sweeney
Assistant Professors: BasuSarkar, Crea, Parker

Accreditation

The University of Findlay's School of Pharmacy was given approval from the Ohio Board of Regents and the Higher Learning Commission to offer a Doctor of Pharmacy degree and is currently seeking approval from the Accreditation Council on Pharmaceutical Education (ACPE). The following is ACPE's disclosure statement about our pre-candidate status with them:

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-U.S. sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: pre-candidate status, candidate status, and full accreditation. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of The University of Findlay School of Pharmacy was awarded pre-candidate accreditation status during the June 21-25, 2006 meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted May 10-12, 2006, and discussion with University and School officials. Following the enrollment of the inaugural class of students in fall 2006, an on-site evaluation was held during academic year 2006-2007 for purposes of gathering additional information to be considered in the Board's consideration of advancement to candidate accreditation status. Based upon this evaluation, should the Board feel that candidate status cannot be conferred the School could respond to the Board's concerns and reapply prior to the graduation of the first class. If candidate status is not granted, even after reapplication, graduates may not be eligible for licensure as pharmacists. If candidate status is granted and the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program would be considered by the Board following the graduation of students from the program.

If a student has a concern about ACPE, The University of Findlay's status with them, or a complaint concerning ACPE standards, there are several routes by which to carry that forward. The student could contact his or her adviser or the Dean of the School of Pharmacy. Another contact is the Pharmacy Student Affairs Committee in the School of Pharmacy. There is a student representative on that committee, and it is charged with treating important information confidentially. Also, the student can contact ACPE directly. ACPE's phone number is 312-664-3575, and ACPE's web site is http://www.acpe-accredit.org/complaints/default.asp.

Competency Requirements
All students at The University of Findlay must demonstrate competency in computer use and/or speech, reading, and writing.

Pharmacy Requirements
In addition, pharmacy students must also be eligible for an Ohio Pharmacy intern license, complete specific immunizations, clear a criminal background check, demonstrate the absence of infectious tuberculosis and hold a current American Heart Association Health Care Providers CPR certification when enrolled in pharmacy (PHAR) specific courses. A minimum cumulative GPA of 3.0/4.0 and no grade less than "C" are mandatory in all required courses.

License Requirements
In order to be eligible for licensure as an intern in Ohio the student must be enrolled in the first professional year (typically, third year at The University of Findlay), be of good moral character, and apply to the Ohio State Board of Pharmacy.

To be eligible for licensure as a pharmacist in Ohio, the student must have graduated from a School or College of Pharmacy approved by the Board of Pharmacy, completed 1500 hours of internship experience, and successfully passed the NAPLEX licensure examination after graduation.

For more details on these licensure requirements, the student should contact the Ohio State Board of Pharmacy directly. Its phone number is 614-466-4143 and its web site is http://pharmacy.ohio.gov/. For students wishing licensure in other states, the Board of Pharmacy in that state should be contacted directly.

General Entry Requirements

For High School Students
The overwhelming majority of students will be admitted to the School of Pharmacy from high school based on strong academic performance. If academic and professional standards are met, the student should expect to continue in pharmacy until graduation. Minimum qualifications to receive an application for the School of Pharmacy include:

1. Four years of English
2. Four years of mathematics
3. Four years of science
4. A combination of six years of social sciences and foreign language
5. ACT of 23 in each section or new SAT of 1590
6. High school GPA of 3.3 (with strength in math, science, honors, AP, and college courses)

For Transfer Students and Degree Holders
Transfer students and students who already have a college degree will be admitted to fill vacancies in the first year, second year, and the beginning of the third year. Minimum standards to receive an application to the School of Pharmacy include a 3.0 accumulative GPA with no grade below a "C" (a "C-" is not acceptable). If the applicant has attended more than one institution, an overall GPA will be calculated using quality points and quality hours from each institution.

Degree Requirements
Students receiving a *PharmD degree* are required to complete the following courses: three hours of general education courses from humanities, social science, foreign language/culture, and fine arts; HPE 100; ENGL 106 or 107, 272; MATH 123, 141, and 142; One course from CSCI 150, 190, COMM 110, or 211 (or competency exam); PHIL 221; BIOL 220, 220L, 300, 300L, 302, 310, 310L, 322, 322L, 323, 323L, 412, 412L; CHEM 140, 140L, 141, 141L, 320, 320L, 321, 321L, 400; NSCI 323; PHYS 260; PHAR 350, 351, 361, 362, 362L, 370, 460, 463, 466, 470, 473, 476, 491, 492, 550, 553, 560, 563, 566, 590, 591, 592, 599; and 36 hours from PHAR 700-848 (repeated up to three times), 851, 861, and 871. In addition, PharmD students are required to take an additional 16 semester hours of adviser-approved coursework.

350 INTRODUCTION TO PHARMACY I *3 semester hours*
Prerequisite: admission to the third year of the pharmacy program
This course will introduce the student to modern pharmacy practice. Topics covered include pharmacy calculations, the role of the pharmacist in the American health care system, medical terminology, the top 200 drugs, and the beginnings of absorption, distribution, metabolism, and excretion of drugs. Students will be expected to obtain 50 hours of experience with a pharmacist healthcare provider to expand their knowledge of the existing healthcare system. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy.

351 INTRODUCTION TO PHARMACY II *3 semester hours*
Prerequisite: PHAR 350
This is a continuation of PHAR 350, an introduction to modern pharmacy practice. Topics covered include pharmacy calculations, drug information, patient communication, ethics, drug abuse, and the top 200 drugs. Students will be expected to obtain 50 hours of experience with a pharmacist in a setting other than a community or hospital pharmacy to begin expanding the students' understanding of the breadth of pharmacy practice. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy.

361 PHARMACEUTICS AND PHARMACOKINETICS I *4 semester hours*
Co-requisite: PHAR 350
This course introduces the student to the basic principles of dosage form design and preparation. The course integrates pharmaceutic and biopharmaceutic principles, product design and preparation, and begins the study of the scientific portion of pharmacokinetics.

362 PHARMACEUTICS AND PHARMACOKINETICS II *3 semester hours*
Prerequisites: PHAR 350, NSCI 323, BIOL 300, 300L, CHEM 400
Co-requisites: BIOL 412/412L
This course continues the study of the basic principles of dosage form design and preparation. The course integrates pharmaceutic and biopharmaceutic principles, product design and preparation, along with the scientific portion of pharmacokinetics.

362L PHARMACY PRACTICE LABORATORY *1 semester hour*
Prerequisite: PHAR 350
This course prepares the student for prescription compounding skills required in the general practice of pharmacy. It also prepares the pharmacy student to take the elective course in advanced compounding.

370 PHYSICAL ASSESSMENT FOR PHARMACY *3 semester hours*
Prerequisites: CHEM 321/321L, BIOL 323/323L
This course will introduce the pharmacy student to the elements of the physical examination. Minimal physical examination is done. The primary purpose is to teach the student to understand documentation of the physical examination as prepared by other health professionals.

400 CHEMICAL DEPENDENCY AND THE HEALTH CARE PROFESSIONAL *1 semester hour*
This course introduces students to chemical dependency as a disease. It integrates fundamental concepts from chemistry, biology, sociology, and medicine. The course will be used to increase awareness of the risk of chemical dependency in healthcare professionals, its consequences, and the process of recovery.

460 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF IMMUNOLOGY AND CONNECTIVE TISSUE DISEASE *4 semester hours*
Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323
This course prepares the student to manage the drug therapy of diseases covered under immunology and connective tissue disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

463 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF RESPIRATORY DISEASE *4 semester hours*
Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323
This course prepares the student to manage the drug therapy of diseases covered under respiratory disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

466 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF CARDIOVASCULAR DISEASE *5 semester hours*
Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323
This course prepares the student to manage the drug therapy of diseases covered under cardiovascular disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

470 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF GASTROINTESTINAL DISEASE *4 semester hours*
Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323
This course prepares the student to manage the drug therapy of diseases covered under gastrointestinal disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

473 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF ENDOCRINOLOGY AND METABOLISM *5 semester hours*

Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323

This course prepares the student to manage the drug therapy of diseases covered under endocrinology and metabolism. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

476 PHARMACOLOGY, PATHOPHYSIOLOGY, AND THERAPEUTICS OF RENAL DISEASE *4 semester hours*

Prerequisites: PHAR 351, 361, 370, BIOL 300/300L, 302, 310/310L, 412/412L, CHEM 400, NSCI 323

This course prepares the student to manage the drug therapy of diseases covered under renal disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

491 EARLY PRACTICE EXPERIENCE I *1 semester hour*

Prerequisite: completion of first professional year coursework

Students involved in experiential education are engaged in structured, practice related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training that results in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in the community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 50 hours of community pharmacy experience and 50 hours of institutional pharmacy experience during their second professional year.

492 EARLY PRACTICE EXPERIENCE II *1 semester hour*

Prerequisite: completion of first professional year coursework

Students involved in experiential education are engaged in structured, practice related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training that results in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in the community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 50 hours of community pharmacy experience and 50 hours of institutional pharmacy experience during their second professional year.

COLLEGE OF LIBERAL ARTS

Dean: Dennis Stevens, Ph.D.
419-434-4445

AREA OF FINE ARTS

Art
Communication
Music
Theatre

AREA OF HUMANITIES

English
Gender Studies
History
Humanities
Philosophy/Applied Philosophy
Religious Studies
Religion-Pastoral Studies

LANGUAGE AND CULTURE AREA

Bilingual Multicultural Studies
French
German
Intensive English Language Programs
Japanese
Spanish

AREA OF SOCIAL SCIENCE

Anthropology
Criminal Justice Administration
Geography
Gerontology
Law and the Liberal Arts
Political Science
Psychology
Public Administration
Social Science
Social Work
Sociology

INTRODUCTION TO THE COLLEGE OF LIBERAL ARTS

Identity

The College of Liberal Arts fills the unique role of helping prepare individuals for an ever-changing world. Employers have long recognized the value of the liberal arts in providing a broad introduction to a wide variety of academic disciplines. Many of this country's leaders and CEOs got where they are today with degrees in English, political science, philosophy, communication, social work, and the like.

The College of Liberal Arts coordinates, promotes, and supports the academic areas of fine and applied arts, humanities, language and culture, and social sciences. The term "liberal arts" is being used not to designate a special set of disciplines in the classical sense, but rather to suggest an educational orientation that emphasizes exposure to a range of perspectives and a "liberating" attitude that frees individuals to be open-minded, creative, and inquisitive. The College functions as an integral organizational unit, providing distinct programs and resources that advance the University's commitment to high-quality education and that affect the direction of the institution.

Mission

The mission of the College of Liberal Arts is to prepare students for lives of critical thinking, cultural awareness, and service.

Reflecting the mission of the University, the College of Liberal Arts offers vigorous educational programs designed to preserve and strengthen the central values of a liberal arts education, while providing specializations geared to today's career opportunities.

Through courses and programs in fine and applied arts, humanities, language and culture, and social sciences, the College is committed to providing students opportunities to:

- Develop their abilities of reading, speaking, writing, and critical thinking.
- Enhance their creative talents, aesthetic sensibilities, and appreciation for works of literary and artistic excellence.
- Gain meaningful insights into interpretations of human life such as religious, philosophical, and psychological.
- Elevate their awareness and understanding of moral issues, and heighten their sense of personal and social responsibility.
- Develop a deeper and more mature understanding of human behavior, which they may bring to their own lives and to the problems of society, including a sense of history, a global awareness and appreciation for cultural/linguistic diversity, and a grasp of the institutional workings within society.
- Achieve sound preparation for immediate occupational needs or for advanced graduate or professional education.
- Cultivate a joy for learning and an excitement for continuing inquiry about themselves, their society, and the global community.

Collaboration

Internally:

The College of Liberal Arts provides the majority of courses for the University's General Education component. As an institution founded on values inherent in the liberal arts, The University of Findlay recognizes the importance of a strong General Education program as a foundation for a well-rounded college education.

The College works closely with other colleges within the University to provide excellent learning experiences. In some cases this may be only a course while in other programs significant portions of the program are provided by the College of Liberal Arts.

For example:

- College of Education students who major in secondary education or work toward licensure in liberal arts subjects will take many of their courses in COLA.
- COLA-based forensic science majors take many of their courses in the College of Sciences.
- Students from the College of Health Professions and the College of Business often have second majors or minors in COLA, as a way of adding to the breadth and depth of their education.

For more details on each of these programs, please consult the college where the program is based.

*Externally***:**
The College has established collaborative and partnership agreements with other educational institutions in an effort to provide excellent learning experiences in pre-professional disciplines. For example:

- At cooperating institutions such as the Art Institute International, we offer the following: interior design, industrial design technology (movie effects option), industrial design technology (design and rendering option), photography, and computer animation.
- Students with a Religious Studies-Pastoral Studies Emphasis benefit from the resources and faculty involvement of Winebrenner Theological Seminary in preparation to begin pastoral service or continue on for a graduate degree.
- The Spanish program at The University of Findlay has developed a semester-long study abroad immersion program at the Universidad Internacional of Cuernavaca, Mexico.
- Students majoring in Japanese are able to spend a year of class work and immersion experiences in Daito Bunka University in Tokyo, Japan.
- Students in social work, political science, and journalism go to Washington, D.C., as part of class experiences and internships.
- Public relations students network with professionals across the country through the Public Relations Student Society of America.

AREA OF FINE ARTS

Professors: Anders, Montague, Salveson, Taylor
Associate Professors: Corle, Foster, Gordon, Greenwood, Hayes
Assistant Professors: Deall, Hampton-Farmer, Holness, Kontar, Underation
Instructor: Damschroder
Adjunct Assistant Professors: Elchert, Henson, Malloy, McCandless, White

A Bachelor of Arts degree is granted for completion of baccalaureate programs in the Area of Fine Arts.

Baccalaureate Programs:

Art-Industrial Design (Product Development Track) Emphasis
Art-Industrial Design (Special Effects Track) Emphasis
Art-Interior Design Emphasis
Art-Media Arts and Animation Emphasis
Art-Photography
Art Management
Children's Book Illustration
Digital Media
Graphic Communication
Health Communication
Interpersonal Communication

Journalism
Multi-Age Visual Arts (Age 3--Grade 12)
Public Relations
Studio Art
Theatre-Music Theatre Emphasis
Theatre-Performance Emphasis
Theatre-Production Design and Technology Emphasis

Minors:

Art
Art History
Fine Arts
Graphic Communication
Interpersonal Communication
Mass Communication
Musical Arts
Political Communication
Public Relations
Theatre

A *minor in fine arts* consists of 21 semester hours taken in the following courses: ART 110, 320, and 321; MUSC 129 and 234 or 300; COMM 315; and THEA 105.

ART (ART)

Director: Kontar
Professor: Salveson
Associate Professor: Corle
Assistant Professors: Holness, Kontar
Adjunct Assistant Professor: McCandless
Lecturers: Lucadello, Melroy

A *major in art management* consists of 17 courses including ART 110, 111, 205, 210 or 211, 226, 227, 228, 229, and 321; ACCT 220 and 221; BUAD 150, 240, and 321; ECON 200 and 201; and MRKT 326.

A *major in children's book illustration* consists of 14 courses including ART 110, 205, 210, 211, 213 or 216, 225, 228, 229, 320, 321, 328, 495; EDUC 311 and 495.

A *major in graphic communication* consists of 17 courses including ART 110, 205, 210 or 211, 213 or 216, 250, 305, 314, 321, 375, 405, 420, 455, 495; ENGL 260; CSCI 270; MRKT 326; and COMM 315.

A *major in multi-age visual arts (Age 3 - Grade 12)* consists of 16 courses in the discipline: ART 110, 111, 205, 210, 211, 213 or 216, 225, 226, 227, 228, 229, 320, 321, 420, and 455; plus one of the following: ART 313, 335, 345, 355, or 365. Additionally, requirements for State of Ohio licensure must be fulfilled. See the College of Education for details.

A *major in studio art* consists of 16 courses in the discipline: ART 110, 111, 210, 211, 213 or 216, 225, 226, 227, 228, 229, 320, 321, 420, 455, and 495; plus one of the following courses: ART 313, 335, 345, 355, or 365.

Art majors with an emphasis in *industrial design (product development track), industrial design (special effects track), interior design, media arts and animation, or photography* who are approved to pursue these emphases would attend an Art Institute campus during their junior or senior year and earn the equivalent of 30 semester hours (45 quarter hours). These emphases require 54 hours taken in Art (24 at The University of Findlay and 30 at the Art Institute campus). The coursework at Findlay is ART 110; 210 or 211; one of the following 205, 213, 216, 228, or 229; 320; 321; 420; 455; and three upper-level art elective hours. The courses at an Art Institute campus would be taken over three or four quarters with a customized schedule.

Art-Industrial Design (Product Development Track) Emphasis
Sample courses include: Theory and Development of Form; Product Design; Modelmaking; Transportation Design; Architectural Modelmaking.

Art-Industrial Design (Special Effects Track) Emphasis
Sample courses include: Human and Animal Anatomy; Basic F/X Make-up; Lifecast/Foam; Mechanical Masks I; Mechanical Creatures I; Multi-Piece Prosthetics.

Art-Interior Design Emphasis
Sample courses include: Basics of Interior Design; Space Planning; History of Furniture; Materials and Specifications; Environmental Design; Multicultural/Global Design.

Art-Media Arts and Animation Emphasis
Sample courses include: Character and Object Animation; History of Animation; Computer 3D Modeling and Animation; 2D Animation; 3D Character Animation; Web Animation.

Art-Photography
Sample courses include: Color Theory; Studio Photography; News Photography; Portraiture; Magazine Photography; Business of Photography; Photography Portfolio.

General Requirements for Art Majors

Seniors are required to present a one-person show or be represented in a senior group exhibit in a University gallery.

Most studio courses are managed in such a way that students are expected to provide their own materials. More exact cost information is found in specific course syllabi. All students enrolled in studio art courses are strongly encouraged to submit work for judging in the annual student exhibit. The art faculty retains the right to keep and reproduce the works of students for its permanent collection.

A *minor in art* consists of 24 semester hours taken in the following courses: ART 110, 210 or 211, 226, 227, 228, 229, 320, and 321.

A *minor in art history* consists of 15 semester hours taken in the following courses: ART 320, 321, 395 (six hours; two courses on different topics), and 420.

A *minor in graphic communication* consists of 24 semester hours taken in the following courses: ART 110, 205, 250, 305, 314, 321, 375, and 405.

100 ART APPRECIATION GE *3 semester hours*

Art Appreciation is a lecture course introduction to the visual arts designed for the non-art major. The focus of this chronological survey course will be on important themes in art in addition to an introduction to different media and techniques.

110 THE VISUAL FUNDAMENTALS GE *3 semester hours*

This course presents the fundamentals of the visual arts. Basic principles of design are explored in a variety of media. Composition is studied with a view to understanding traditional and contemporary concepts. Open to non-art majors as an initial experience in art.

111 DESIGN IN CRAFTS GE *3 semester hours*

This course employs the application of basic design principles to work in a variety of crafts media: clay, wax/silver, stained glass, and wood.

195 TOPICS IN ART GE *3 semester hours*

The course is designed to enable students and faculty to explore selected topics in art. This course will expose the student to the subject matter, issues, and thinking characteristics of the area. The content of the course will vary and may include timely issues and thematic developments in the arts, an integrative and comparative approach to studying the arts, or a historical analysis of the arts.

205 INTRODUCTION TO DIGITAL DESIGN AND COMPUTING *3 semester hours*

This course is an introduction to digital design and computing, the emphasis will be on learning basic computer skills needed in design. Students will explore applications to extend creativity. Students will undertake set exercises and projects to explore effective means of communication through digital design.

210 INTRODUCTION TO DRAWING GE *3 semester hours*

This course provides an introduction to the basic principles and techniques of drawing. Fundamentals of representation explored in terms of line, value, perspective, color, and texture. Emphasis is on originality of thinking and perceptual awareness. Open to non-art majors as an initial experience in art.

211 DRAWING: MEDIA, TECHNIQUES, CONCEPTS GE *3 semester hours*

Using a variety of subject matter, this course acquaints students with various media, concepts, and techniques of drawing.

213 INTRODUCTION TO PHOTOGRAPHY GE *3 semester hours*

This course is an introduction to traditional photography. Black and white film is used. The main focus is on camera techniques and in the darkroom processes to make a print that is normal. Students are required to supply their own 35mm SLR camera.

216 DIGITAL PHOTOGRAPHY *3 semester hours*

This is an introductory course in digital photography. This is a course from an artistic photographer's point of view. Topics to be covered include the digital darkroom, proper exposure, controlling light and color, studio photography, displaying and sharing photos, and the ways digital photography can be used to create excellent works of art. Students must furnish their own digital camera.

225 TECHNIQUES OF WATERCOLOR AND WORKS ON PAPER GE *3 semester hours*

This course explores various techniques using paper as the primary vehicle/support. Includes papier colle, collage, and other media.

226 TECHNIQUES OF SCULPTURE GE *3 semester hours*
This course introduces basic sculptural processes and experience in traditional and contemporary media including wood, stone, metals, and clay.

227 TECHNIQUES OF CERAMICS GE *3 semester hours*
This course explores the nature of clay through traditional and contemporary approaches to the medium. Offers experience in basic wheel and hand building techniques, glazing and decorating techniques, and firing processes.

228 TECHNIQUES OF PRINTMAKING GE *3 semester hours*
This course provides experience in a variety of printmaking media, including monotypes, woodcuts, linocuts, etchings, and aquatints. It also provides a general historical orientation to prints.

229 TECHNIQUES OF PAINTING GE *3 semester hours*
This course offers experience in various painting media such as oil and acrylic, as well as subject matter ranging from still-life to landscape and a general historical orientation to contemporary painting.

250 DIGITAL TYPOGRAPHY *3 semester hours*
Prerequisite(s): ART 110 and 205 or permission of the instructor
Digital Typography will focus on the creative use of typography, typographic vocabulary, and exploration of the basic language of type. The course will explore current typographical practice, an introduction to screen base typography, and its development in the digital field. Other areas of exploration will include time-based typography, moving type and its impact on communication. Students will explore and develop creative synthesis of text and image, legibility, editorial design, and time-based typography involving moving type for screen.

305 COMMERCIAL GRAPHIC DESIGN *3 semester hours*
Prerequisite: ART 250 or permission of the instructor
Introduction to graphic communications will focus on commercial design. Students will explore design solutions, designing for target audiences, working to design briefs, and representing work for critique to peers and class.

313 ADVANCED PHOTOGRAPHY GE *3 semester hours*
Prerequisite: ART 213 or permission of the instructor
This is a continuation of ART 213 with emphasis on "seeing" in a more critical way. Students will learn how to apply photographic techniques toward fulfillment of aesthetic concerns. Or to answer the question, "What makes a good photograph?" Students are required to provide their own 35mm SLR camera.

314 DIGITAL IMAGING AND MANIPULATION *3 semester hours*
Prerequisite: ART 305 or permission of an adviser
Students will become proficient in digital imagery and photo manipulation through the use of the software Photoshop. Students will become familiar with color file formats for Web, video, and print. An understanding of image resolution, file size, color correction, and maximizing ones computer will be developed.

320 HISTORY OF ART I GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course covers the exploration of the visual arts from prehistoric times to the Gothic period through study of major trends in painting, sculpture, and architecture.

321 HISTORY OF ART II GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course explores the developments in painting, sculpture, and architecture from the Renaissance to the present.

328 OFF-CAMPUS STUDIES *3 to 10 semester hours*

This course involved practically applied work and study in which the student is expected to assist or work with an individual having an artistic background and training for the purpose of gaining career experience not ordinarily available through other University courses. Graded S/U.

335 ADVANCED PAINTING GE *3 semester hours*

Prerequisite: ART 229

This course involves emphasis on specialized painting problems and greater selectivity of media. The student is encouraged to explore in depth selected methods and techniques with the aim of approaching a unique personal vision and means of expression.

345 ADVANCED CERAMICS GE *3 semester hours*

Prerequisite: ART 227

This course covers advanced ceramic processes. Students are encouraged to refine selected forms and techniques, working toward a personal aesthetic in this medium.

355 ADVANCED SCULPTURE GE *3 semester hours*

Prerequisite: ART 226

Advanced methods and materials are introduced. Students are encouraged to develop and explore a personal direction in sculptural expression.

365 ADVANCED PRINTMAKING GE *3 semester hours*

Prerequisite: ART 228

This course offers greater selectivity of media. Emphasis is on various innovative printmaking approaches directed toward a more complete understanding of the techniques and concepts of the medium plus development of a personal aesthetic.

375 WEB DESIGN *3 semester hours*

Prerequisite: CSCI 270 or permission of the instructor

Students will be involved in the design and development of creative websites. Students will learn creative problem solving and the development of design solutions for the Internet.

390 TRAVEL SEMINAR IN ART GE *1 to 3 semester hour(s)*

The primary objective of this course is to introduce students to the history and contemporary culture of select countries through the experience of travel.

395 TOPICS IN THE HISTORY OF ART GE *1 to 4 semester hour(s)*

Prerequisite: ENGL 106 or 107

This course explores selected time periods, issues, and/or themes in art. Topics may include but are not limited to: American Art; Modern Art; Italian Renaissance Art; History of Photography; Art, Women, and Society. May be repeated, if topic is different.

405 ADVANCED COMMERCIAL GRAPHIC DESIGN *3 semester hours*
Prerequisite(s): ART 305 and COMM 315 or permission of the instructor
Emphasis is on creative design solutions, working as part of a team to solve creative problems. Students will be encouraged to develop personal direction and style, and meet project deadline through creative design solutions.

420 RESEARCH AND READINGS IN ART *3 semester hours*
Prerequisites: ART 320, 321, and ENGL 106 or 107
This course involves explorations into aesthetic and technical aspects of the visual arts in relationship to historical developments and contemporary trends.

455 SENIOR THESIS EXHIBITION *3 semester hours*
This course involves the preparation and presentation of a comprehensive exhibition of studio work as well as the production of a portfolio and résumé.

495 SPECIAL PROJECTS *1 to 6 semester hour(s)*
Prerequisite: to be discussed with the instructor
This course involves special problems and projects decided upon by the student and instructor. The student is encouraged to take at least one special projects course, preferably one in drawing or one in his or her area of concentration. This is a repeatable course.

COMMUNICATION (COMM)

Director: Gordon
Professor: Montague
Associate Professors: Foster, Gordon, Greenwood
Assistant Professors: Hampton-Farmer, Underation
Adjunct Assistant Professors: Elchert, Henson

A *major in digital media* consists of COMM 180, 225, 225L, 240, 260, 291, 308, 313, 391, 410, 480; ART 110, 205, 216, 250, 375; CSCI 270; ENGL 301, 307, and 321.

A *major in health communication* consists of COMM 216, 218, 219, 240, 296, 313, 315, 320, 341, 396, 400, 410, 428 (one hour), 440; ENGL 260; HEPR 150, 355; MRKT 326; PHIL 221; and PSYC 347. Health communication majors are strongly encouraged to complete a minor relevant to their career goals.

A *major in interpersonal communication* consists of COMM 170, 211, 216, 218, 265, 296, 303, 304, 312, 313, 315, 320, 335, 340, 396, 410, 440; PSYC 113 and 347. Interpersonal communication majors are strongly encouraged to complete a minor relevant to their career goals.

A *major in journalism* consists of COMM 170, 216, 217, 230, 260, 313, 317, 350, 391, 410, 428 (three hours); ART 205; ENGL 265, 270, 270L, 271, 360, 360L, 370, 370L; POLS 110, 111, or 203; and ART 216 or COMM 400. Students with a major in journalism are strongly encouraged to minor in political science, marketing, or another discipline relevant to their career goals.

A *major in public relations* consists of COMM 125, 170, 216, 217, 230, 240, 260, 291, 313, 317, 330, 341, 391, 400, 410, 428 (three hours); ENGL 260, 270, 270L, 271; and ART 205. Public relations majors are strongly encouraged to minor in marketing, writing, or another discipline relevant to their career goals.

A *minor in interpersonal communication* consists of COMM 216, 218, 312, 315, and nine semester hours of electives chosen from the following: COMM 211, 265, 303, 304, 320, 335, 385, 413, and 440.

A *minor in mass communication* consists of COMM 170, 230, 270, 400; ENGL 270, 270L; COMM 225 or 260; ENGL 260, COMM 240, or 341.

A *minor in political communication* consists of COMM 225; POLS 301; COMM 240 or 341; BUAD 321 or MRKT 326; and nine hours from COMM 211, 400, 413, HIST 120, POLS 333, and MRKT 477.

A *minor in public relations* consists of COMM 170, 240, 260, 341; ENGL 270; and ENGL 260 or 271.

Speech Competency Examination: In order to graduate from The University of Findlay, every student must meet the speech competency requirement. This can be done by successfully passing this exam or earning a grade of "C" or better in either COMM 110 or COMM 211. Advisers are encouraged to enroll students into COMM 110 or COMM 211 as early as possible.

The speech competency examination consists of two-parts: a written test over the basic knowledge that is taught in COMM 110 and an oral presentation to show that the student has mastered the skills of good public speaking. The student must earn a score of 70% or higher on the written portion of the exam before being allowed to attempt the oral portion.

Restrictions regarding the speech competency examination:

- Students beyond junior status **may not** take the exam unless they transferred to The University of Findlay with senior status and it is their first semester at The University of Findlay.
- The written and oral portions of the Speech Competency Examination **must** be passed during the same semester.
- The Speech Competency Examination **may not** be repeated.

The written portion of the Speech Competency Examination is usually given during the fifth and sixth week of the fall and spring semester. Students wishing to take the exam must make an appointment with the Test Proctoring Center. This will be the only time during the semester that students may take the exam.

Passing the speech competency exam does not give the students any credit toward graduation, but it does mean that the student has met the speech competency requirements at The University of Findlay, and, thus, does not have to take COMM 110 or 211 to meet the requirement.

110 PRINCIPLES OF SPEECH *3 semester hours*

This course provides a study of the basic principles of oral communication with emphasis on content, delivery, audience analysis, reasoning, organization, and other facets of the oral communication process.

125 PARLIAMENTARY PROCEDURE GE *1 semester hour*

This course offers experience in organizing, presiding, and participating in meetings conducted under rules of parliamentary procedure.

170 INTRODUCTION TO MASS COMMUNICATION *3 semester hours*

This course examines the history of each mass medium, the complex influences of mass media on American culture, global media issues, mass media support industries, and current media controversies.

180 INTRODUCTION TO DIGITAL MEDIA *3 semester hours*

This course introduces the knowledge base and skills needed to be both a developer and user of multimedia. It will benefit digital media majors directly by providing a solid foundation into their career goals and teach students from other majors to effectively use a variety of media.

202 ORAL INTERPRETATION GE *3 semester hours*

This course involves the oral reading of literature with special attention given to its selection, emotional meaning, and interpretation. Voice and diction will be emphasized as part of the course.

211 ARGUMENTATION AND DEBATE GE *3 semester hours*

This course provides a study of the principles of argumentation and the procedures of debate with special attention given to the collection of evidence, analysis, reasoning, organization, and practice in presentation.

216 INTERPERSONAL COMMUNICATION GE *3 semester hours*

This course offers an emphasis on dyadic communication with focus on listening, semantics, nonverbal communication, socialization, attraction, confrontation, and conflict resolution related to the intrapersonal variables of perception and self-concept. Gender communication and cross-cultural communication will also be emphasized as will communication in the family and the workplace.

217 CURRENT ISSUES IN COMMUNICATION *1 semester hour*

This course will introduce students to the major trade journals in communication to gain a greater understanding of the current issues and trends in the field. Emphasis will be placed on the legal and ethical consequences of actions being taken, the historical significance of the current issues, and the short- and long-term effect these actions may have on various industries, publics, and society as a whole.

218 INTERCULTURAL COMMUNICATION GE *3 semester hours*

This course offers a survey of the variables that affect communication among peoples of different cultures as well as the use of this knowledge in facilitating such social and cultural interchanges.

219 HEALTH COMMUNICATION *3 semester hours*

This course offers an overview of ways in which perspectives of health have changed and influenced health practices and health communication. The course also examines communication strategies and media used to disseminate information and traces practices and policies that created the need to legislate privacy of health information.

220 BROADCASTING IN AMERICA GE *3 semester hours*

This course provides an introduction to the physics, history, economics, and social implications of radio, broadcast television, cable television, and developing media.

225 AUDIO PRODUCTION *3 semester hours*

Prerequisite: ENGL 106 or 107

Theories and processes of producing, writing, and directing the audio in programs including special events, advertising, and promotion.

225L AUDIO PRODUCTION LAB *1 semester hour*

Corequisite: COMM 225

Students will practice the concepts from the lecture portion of the course, including making various instruments, multi-track recording, audio sweetening, overdubbing, adding reverb, flange, echo and other audio effects to recorded audio materials. Students will work with the instructor to establish solid audio designs and practical application of theory and audio concepts. Students will spend a minimum of 45 hours working as an audio engineer for projects in consultation with the instructor.

230 MASS MEDIA AND THE LAW GE *3 semester hours*

This course offers an examination of the role of the federal government in regulating mass media with emphasis on first amendment law and the role of the Federal Communications Commission.

240 PRINCIPLES OF PUBLIC RELATIONS *3 semester hours*

This course provides a study of the history, development, and status of public relations in business, governmental, and ancillary organizations. Application of the duties of a practitioner and research methods as well as an introduction to planning, execution, and evaluative aspects of public relations.

245 RADIO DRAMA *3 semester hours*

Students produce, record, and perform authentic radio scripts with sound effects to better understand the popular culture of the 1930s, 1940s, and 1950s.

255 POLITICAL COMMUNICATION *3 semester hours*

This course will study the functions, styles, strategies, and practices of political communication. Emphasis will be placed on both teaching the student to engage in effective political communication and on being a more prudent consumer of the political communication that is directed at him/her by others.

260 VIDEO PRODUCTION I *3 semester hours*

This course introduces the basic video equipment operation and aesthetic principles, begins the basics of studio operations and television lighting, and introduces students to producing and directing video projects. It presents practical training of pre-production, production, and evaluation techniques for broadcast and non-broadcast productions. Includes a separate lecture and lab to complete coursework.

265 NONVERBAL COMMUNICATION AND LISTENING GE *3 semester hours*

This course includes the study of nonverbal communication and the role it plays in human interaction, as well as the importance of having good listening skills and the role listening plays in effective communication. It involves studying both how to use nonverbal communication more effectively and how to more accurately read the nonverbal communication of others. It will also include the study of proven listening strategies that work in personal relationships, in education, and in the workplace. Topics will include the study of gestures, proxemics, posture, touching, chronemics, facial expression, dress, eye contact, movement, and various forms of paralanguage. They will also include listening to one's self, perception and listening, nonverbal communication and listening, barriers to effective listening, and empathetic listening.

270 FILM AND SOCIETY GE *3 semester hours*

The aim of this course is to teach students a greater appreciation of the medium of film, to arm them with the knowledge to be informed consumers and/or critics and to enable them to see the larger picture of how this artistic expression can convey culture, meaning, and context to fictional and non-fictional stories and events.

291 COMMUNICATION FIELD EXPERIENCE *1 semester hour*

Under supervision of department faculty, students will begin to use application of basic theory through practical experience in at least two programs of study within the communication area. It is expected that most students will be in the introductory-skill level and will gain experience in equipment use and application at this level. It requires 60 activity hours per academic credit. May be repeated for up to three hours. This course is graded S/U.

296 COMMUNICATION FIELD RESEARCH *1 semester hour*

This course requires students to study qualitative and quantitative methodology and apply it to their field research and data analysis.

303 GENDER COMMUNICATION *3 semester hours*

Prerequisites: COMM 216 and ENGL 106 or 107

This course studies communication across genders. Students will study differences in the ways that males and females communicate, ways to bridge gaps in gender communication, and ways to improve cross-gender communication in friendships, in romantic relationships, and in the workplace. Unhealthy communication methods will also be identified and discussed.

304 FAMILY COMMUNICATION *3 semester hours*

Prerequisites: COMM 216 and ENGL 106 or 107

This course studies effective communication in family situations such as with spouses, between parents and children, among siblings, and with extended family members. Unhealthy communication methods will also be identified and discussed.

308 MEDIA EFFECTS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves a study of the theories and research on the effects of mass media on the consumer and society with special emphasis on the ethical issues facing members of the media.

310 ADVANCED PUBLIC SPEAKING GE *3 semester hours*

Prerequisites: COMM 110 and ENGL 106 or 107

This course provides extended study and application of the principles of public speaking with emphasis on content, organization, effective presentation style, and forms of proof. Students will prepare and deliver various kinds of speeches that are called on in a number of real-life situations.

312 SMALL GROUP COMMUNICATION GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a study of the principles and methods of small group communication with emphasis on both participant and leadership behavior and group dynamics.

313 JUNIOR ASSESSMENT *1 semester hour*

Prerequisite: ENGL 106 or 107

In this course students are required to create résumés and evaluate the knowledge and skills they have developed thus far. Students will be introduced to Senior Assessment projects by becoming familiar with the proposal process, analyzing previous projects, and working with seniors in the process of completing their projects.

315 CONTEMPORARY THEORIES OF COMMUNICATION GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course provides a broad survey of theories of human communication and their uses. Included are such areas as symbolic interactionism, signs, meaning, cognitive consistency, field theory, etc.

317 CURRENT ISSUES IN COMMUNICATION II *1 semester hour*
Prerequisite: COMM 217 or permission of the instructor
This course will build on the knowledge gained from basic understanding of the major trade journals in communication with the focus being on exploration and explanation of the current issues and trends in the field. Greater emphasis will be placed on the students' understanding of the context of current issues and actions being taken in communication, and students will be expected to report in written and oral form the movement of these trends and the potential effects they have.

320 INTERVIEWING *3 semester hours*
Prerequisites: ENGL 106 or 107 and fulfilled speech competency
This course examines both sides of the interviewing process. Students will learn strategies for asking questions and formulating appropriate responses in health interviews, survey interviews, recruiting interviews, employment interviews, performance interviews, and counseling interviews.

330 COMMUNICATION ARTS RESEARCH GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course offers an introduction to contemporary concepts in communication research with emphasis on interviewing, methods of audience analysis, and interpreting survey results.

335 COMMUNICATION IN CONFLICT RESOLUTION GE *3 semester hours*
This is a course in the study of the forms of conflict that exist in different communication settings and the communication strategies that can be used to alleviate conflict in a positive manner. Topics studied include the nature and kinds of conflict; “defensive” and “supportive” climates; unsuccessful strategies for dealing with conflict; successful strategies for dealing with conflict; passiveness, aggressiveness, and assertiveness; verbal aggression and personal attack; and power and conflict. Also included is a study of gender differences and conflict, cultural differences and conflict, interpersonal conflict, conflict in groups, conflict in the workplace, and conflict in the family.

340 COMMUNICATION ACROSS CONTEXTS AND CULTURES GE *3 semester hours*
Prerequisite(s): ENGL 106 or 107 and COMM 218 or permission of instructor
This course offers an examination of the United States' value system in contrast to a selected culture(s), potential problems associated with communication involving individuals with differing cultural backgrounds and communication styles, and effective intercultural communication skills. The development of cross-cultural literacy for the creation of a more global perspective.

341 PUBLIC RELATIONS CAMPAIGNS *3 semester hours*
Prerequisite: COMM 240 or permission of instructor
This course provides analysis of the techniques used in the practice of public relations, advertising, and integrated marketing communications with special emphasis on the development of the news release, special events planning, press conference, and crisis management. Investigation into the use of public relations, advertising, and integrated marketing communications in corporations, education, government, health care, media, science, and technology. Review and critique of selected case studies and application of techniques will be accentuated in assigned projects via campaign planning and implementation.

350 BROADCAST NEWSWRITING *3 semester hours*

Prerequisite: ENGL 106 or 107

This course presents a theoretical and practical approach to news reporting, writing, gathering, and editing for the electronic media; the role and responsibilities of the newscaster and reporter; the impact of words and pictures as well as exploration of the legal and ethical issues of the broadcast news industry.

361 VIDEO PRODUCTION II *3 semester hours*

Prerequisite: COMM 260 or permission of instructor

This course is a continuation of COMM 260, an intermediate study of video production techniques, including more complex procedures and special effects. Electronic field production operation and editing skills are emphasized. Increased emphasis will be placed on producing and video as an artistic expression and the effect these messages have on the audience.

385 BUSINESS AND PROFESSIONAL SPEAKING GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course will teach the student to do an effective job of developing, organizing, and delivering various types of oral presentations that are commonly used in business and the professions. Examples of these presentations include oral reports, briefings, seminar presentations, training presentations, sales presentations, motivational speeches, and goodwill speeches. Other topics of study will include effective use of visual aids (especially those used most often in business presentations such as flipcharts, overhead transparencies, slides, multi-media application, and videos), non-verbal communication, communication through the media (radio and television), techniques of audience analysis, and listening.

391 COMMUNICATION FIELD EXPERIENCE *1 semester hour*

Prerequisite: ENGL 106 or 107

With department faculty supervision, students will begin to increase their skill level on intermediate-level production, management, and research projects. Course focus is on practical experience in at least two programs of study within the communication area. It is expected that most students will be in the intermediate skill level and will gain experience in equipment use and application at this level. Requires 60 activity hours per academic credit. May be repeated for up to three hours. This course is graded S/U.

396 COMMUNICATION FIELD RESEARCH *1 semester hour*

Prerequisite: ENGL 106 or 107

This course requires students to study qualitative and quantitative methodology and apply it to their field research and data analysis.

400 SENIOR SEMINAR GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides an in-depth analysis of a selected topic in communication. Topics vary depending upon the interest and expertise of the participating students and faculty. May be repeated, if the topic is different.

410 SENIOR ASSESSMENT *2 semester hours*

Prerequisite: ENGL 106 or 107

This course involves preparation and presentation of selected research projects relevant to educational training and professional goals. Students will produce a project in their selected medium and display/discuss/perform their work in a public forum.

413 PERSUASION GE *3 semester hours*

Prerequisites: COMM 110 and ENGL 106 or 107

This course involves a study of the nature and methods of persuasion as they relate to oral communication with emphasis on increasing the student's skill in persuasive speaking and ability to recognize and evaluate the persuasive appeals.

415 HISTORY OF COMMUNICATION THEORY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a study of the major contributors to the theory, understanding, and practice of oral communication in the classical, medieval, Renaissance, and modern periods.

428 COMMUNICATION ARTS INTERNSHIP *1 to 12 semester hour(s)*

Prerequisite: ENGL 106 or 107

This course involves a one-semester work experience with a business or organization that specializes in some area of communication. Admission to the course and credit to be arranged in consultation with the instructor. Should be taken during summer after junior year or during senior year. Graded S/U.

440 ORGANIZATIONAL COMMUNICATION GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course will include the study of communication theory as it is applied in organizational settings, the monitoring of organizational communication strategies and the determining of their effectiveness, the study of the various media used in organizational communication and the guidelines for making use of each, the analysis of the various audiences to which organizational communication is directed, and a polishing of the basic communication skills that students must have to communicate effectively in organizations.

444 PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA *1 semester hour*

Prerequisite: permission of instructor

The Public Relations Student Society of America (PRSSA) is a student-run public relations and corporate communications education program. Students of all majors will benefit from PRSSA in myriad ways, including: gaining leadership abilities, enhancing professional skills and résumés, learning about teamwork, and developing a large network for possible internship and job opportunities. This course emphasizes leadership and practitioner skills-building and is graded S/U.

445 DEVELOPING GRANT PROPOSALS *3 semester hours*

Prerequisites: ENGL 106 or 107 and 272

This course offers an in-depth study of how to research, contact, and cultivate potential funders in the federal, state, corporate, and foundation sectors and how to prepare grant proposals, applications, cover letters, project descriptions, budgets, program reports, and other related documents.

450 BROADCAST AND CABLE PROGRAMMING *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides an examination of past, present, and future programming practices in light of industry structures and media environments. Public demand and regulatory environment discussed as well as options for new, emerging technologies and institutions. Practical application of programming skills and practices are emphasized.

461 ADVANCED VIDEO PRODUCTION *3 semester hours*

Prerequisite: COMM 361 or permission of instructor

This course is an advanced-level examination and practical application of video production skill and theory. Greater emphasis on advanced applied media aesthetics, z-axis control, and pre- and post-production processes. Students will complete a series of projects increasing in difficulty and use of production elements to demonstrate visual competency and acuity.

470 ADVANCED BROADCAST NEWS WRITING *3 semester hours*

Prerequisite: COMM 350 or permission of instructor

This course is an advanced-level study of the practices, operation, and ethics of the broadcast newsroom. Students will study professional application and proceed through a series of assignments designed to raise their skill and decision making with greater emphasis on writing, interviewing, series-reporting, live coverage, and investigative reporting for the broadcast media.

480 ADVANCED MULTIMEDIA AUTHORING *3 semester hours*

Prerequisites: ART 205, 216, 250, 373; CSCI 270; COMM 180, 225, 260; ENGL 106 or 107

This course provides an examination and experimentation of multimedia tools and concepts. Students will be required to produce a multifunctional product integrating a variety of digital media, applying an appropriate interactive interface design, and incorporating concepts of usability.

490 INDIVIDUAL STUDY GE *1 to 3 semester hour(s)*

Prerequisites: consent of the instructor and ENGL 106 or 107

For communication arts students, an independent study to secure an in-depth background in an area of communication that holds special interest to the student. May be repeated, if the topic is different.

FINE ARTS (FINA)

The University does not offer a major in fine arts. However, the following course may be used to fulfill the elective requirements of a major.

188 FIRST-YEAR EXPERIENCE: FINE ARTS GE *3 semester hours*

This course is designed to urge first-year students to explore selected topics within the fine arts. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

MUSIC (MUSC)

Director: Anders
Professors: Anders, Taylor
Instructor: Damschroder
Adjunct Assistant Professors: Malloy, White
Adjunct Faculty: Abrams, Ashmore, Balmer, Bitz, Cable, T. Carey, Glick, Hill-Kretzer, Hoyt-Brackman, Leaman, McCoy, Reamsnyder, Schaible, Scholl

A *minor in musical arts* consists of a minimum of 24 semester hours from the following list, with a prerequisite of MUSC 129 or its equivalent, which does not count towards the total hours. MUSC 200; MUSC 234 or 300; MUSC 220, 233, or 270; 10 semester hours of applied music study (six semester hours within one area of emphasis, three hours of piano, and one hour of voice**): MUSC 193, 198, 293, 298, 393, 398, 493, 498; four semester hours of ensemble electives: MUSC 190, 191, 192, 290, or 291. During the final semester the student will perform a solo recital of no less than one-half hour.

** 1. Areas of emphasis: voice, piano, organ, trumpet, French horn, trombone, tuba/euphonium, flute, clarinet, saxophone, oboe, bassoon, percussion, violin, viola, cello, string bass, guitar/electric bass, harp, and composition.

2. Students with an emphasis in voice will take four semester hours of applied piano and six semester hours of applied voice.

3 Students with an emphasis in piano will take nine semester hours of applied piano and one semester hour of applied voice.

129 MUSIC FUNDAMENTALS *3 semester hours*

This course teaches basic music-reading skills, scales, clefs, key signatures, elementary ear training, sight singing, and rudimentary chordal harmony at the keyboard. Designed for the prerequisite needs of the minor in musical arts; however, open to all students with an interest in reading music. A proficiency examination is available for this course, and this course is available for independent study.

200 ELEMENTARY MUSIC THEORY *4 semester hours*

Prerequisite: MUSC 129 or its equivalent

This course provides a basic knowledge of rudimentary 17th and 18th century chordal harmony, elementary ear training and sight singing, functional piano keyboard skills, etc., through harmonic, melodic, and formal musical analyses and beginning composition exercises. Designed for the needs of the minor in musical arts; however, open to all students. Available for independent study.

220 ROCK MUSIC STYLES GE *3 semester hours*

This course offers an examination of the diverse types and styles of rock music through investigation of its development from the middle of the 20th century to the present. A broad background in music is not required.

233 SURVEY OF JAZZ GE *3 semester hours*

This course involves a study of jazz in America tracing its development from 1900 to the present. A broad background in music is not required.

234 MUSIC APPRECIATION GE *3 semester hours*

This course covers composers, literature, and musical forms in Western culture from the Middle Ages to the present, with particular emphasis on the music of the Classical and the Romantic periods. A broad background in music is not required.

250 TOPICS IN MUSIC GE *1 to 3 semester hour(s)*

Prerequisite: permission of the instructor

This course covers special-interest topics in music. It may include such offerings as research, composition, opera, church music, folk music, popular music, music technology, composers, lyricists, performers, theorists, etc. Available as a regular course offering or for independent study.

270 SURVEY OF AMERICAN MUSICAL THEATRE: THE FIRST 100 YEARS GE *3 semester hours*

This course covers from the early beginnings in the mid-1800s through 1970, a study of the composers, lyricists, plot synopses, and other aspects of American musical theatre. A broad background in music or theatre is not required.

271 SURVEY OF AMERICAN MUSICAL THEATRE: FROM 1970 TO THE PRESENT GE *3 semester hours*

This course covers from 1970 to the present, a study of the composers, lyricists, plot synopses, and other aspects of American musical theatre. A broad background in music or theatre is not required.

300 FINE ARTS DIALOGUE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an exploration of the relationship and unity among the fine arts, particularly in music and visual art. It is intended to enhance one's understanding and appreciation of the fine arts as a part of the humanities and their role in Western culture. A broad background in music or theatre is not required.

312 MUSIC FOR THE PRIMARY TEACHER *3 semester hours*

Prerequisite: ENGL 106 or 107

This course covers the function of music in the primary school, music fundamentals, and elementary teaching materials and techniques for primary education majors.

Applied Music -- Scheduled on a per-student basis. One half-hour private lesson (per semester hour) per week. It is the responsibility of the student to schedule private music lessons with the instructor by providing a copy of his/her schedule before the end of the first week of the semester.

SECTIONS:

.01 Voice
.02 Piano
.03 Organ
.04 Trumpet
.05 French Horn
.06 Trombone
.07 Tuba/Euphonium
.08 Flute
.09 Clarinet
.10 Saxophone
.11 Oboe
.12 Bassoon
.13 Percussion/Drums
.14 Violin
.15 Viola
.16 Cello
.17 String Bass
.18 Guitar/Electric Bass
.19 Harp
.20 Composition
.21 SpecialTopics

183 INTRODUCTION TO APPLIED MUSIC *1 semester hour*

This course is an elementary applied music course, open to any student, that introduces the student to the basic concepts of musical performance. Repeatable. [Does not count toward musical arts minor.]

193 APPLIED MUSIC *1 semester hour*

Prerequisite: permission of the instructor

This course offers instruction in applied music to develop the essential skills for primary musicianship and basic performance proficiency. Requirement: Performance in a studio recital. Repeatable up to eight semesters.

198 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisite: permission of the instructor

This course is a continuation of the concepts introduced in MUSC 193. Requirement: Performance in a studio recital. Repeatable up to four semesters.

293 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisite: permission of the instructor

This course offers instruction in applied music to develop musicianship, performance proficiency, and a wide reading knowledge of music literature. Requirement: Performance in a studio recital. Repeatable up to two semesters.

298 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisite: permission of the instructor

This course involves a continuation of the concepts covered in MUSC 293. Requirement: Performance in a studio recital. Repeatable up to two semesters.

393 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisite: permission of the instructor

This course provides instruction in applied music to develop professional qualities of musicianship, technique, performance, and a wide reading knowledge of music literature. It also includes preparation for the requirements of MUSC 398 and/or 493. Requirement: Performance in a studio recital. Repeatable up to four semesters. [Musical arts minor track.].

398 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisites: MUSC 393, permission of the instructor, and audition for music faculty

This course is a continuation of the concepts covered in MUSC 393. Requirement: Performance of a half-hour solo recital. Non-repeatable. [Musical arts minor track.].

399 APPLIED MUSIC *1 or 2 semester hour(s)*

Prerequisite: permission of the instructor

This course provides instruction in applied music to develop professional qualities of musicianship, technique, performance, and a wide reading knowledge of music literature. Requirement: Performance in a studio recital. Repeatable up to four semesters. [Does not count toward the musical arts minor].

493 APPLIED MUSIC *2 semester hours*

Prerequisites: MUSC 393 and permission of the instructor

This course offers advanced applied music instruction at the senior level to develop professional qualities of musicianship in the continuation of study of literature, technique, and performance practices. It also includes preparation for the requirements of MUSC 498. Requirement: Performance in a studio recital. Repeatable up to four semesters. [Musical arts minor track].

498 APPLIED MUSIC *2 semester hours*

Prerequisites: MUSC 493, permission of the instructor, and audition for the music faculty

This course involved continuation of the concepts covered in MUSC 493, with specialized and intense study of literature and techniques of performance. Requirement: Performance of a one-hour solo recital. Non-repeatable. [Musical arts minor track].

499 APPLIED MUSIC *2 semester hours*

Prerequisite: permission of the instructor

This course offers advanced applied music instruction at the senior level to develop professional qualities of musicianship in the continuation of study of literature, technique, and performance practices. Requirement: Performance in a studio recital. Repeatable. [Does not count toward the musical arts minor].

Performing Organizations

100 MARCHING BAND/PEP BAND *ACTIVITY* *1 semester hour*
University marching band/pep band performs at sporting events both on- and off-campus. Participation requires attendance at band camp (contact the director for details), plus required rehearsals and performances. Repeatable.

190 CONCERT-CHORALE (CHOIR) GE *1 semester hour*
Important compositions from both secular and sacred choral literature from the Renaissance to the present will be explored through rehearsal and public performance. Two periods of rehearsal per week. Open to all students. No audition required. Repeatable.

191 CONCERT BAND GE *variable credit*
Important band compositions, both original and transcribed, from all periods of music will be explored through rehearsal and public performance. One period of rehearsal per week. Students who register in the fall semester will receive .5 semester hour credit. Students who register in the spring term will receive one semester hour credit. Repeatable.

192 ORCHESTRA GE *1 semester hour*
Important orchestra compositions from the Baroque to the present will be explored through rehearsal and public performance with the Lima Symphony Orchestra (LSO) or comparable community orchestra. Membership is by audition. Periods of rehearsal will vary with the season. Repeatable.

290 JAZZ ENSEMBLE *ACTIVITY* *variable credit*
Jazz Ensemble activities include concert performances at The University of Findlay functions and, when called upon, in the community and on tour. One period of rehearsal per week. Students who register in the fall semester will receive .5 semester hour credit. Students who register for the spring semester will receive one semester hour credit. Repeatable.

291 UNIVERSITY SINGERS *ACTIVITY* *1 semester hour*
University Singers is a performing ensemble specializing in contemporary standard popular songs and Broadway literature with choreography. Activities include performances for both on- and off-campus events. One period of rehearsal per week. Membership is by annual audition, and a commitment for both fall and spring semesters is required. Repeatable.

THEATRE (THEA)

Director: Hayes
Associate Professor: Hayes
Assistant Professor: Deall

Theatre Core Courses (27 semester hours):
The following core courses are required for all four-year programs in theatre (27 semester hours):

THEA 100 Introduction to Theatre
THEA 110 Stagecraft
THEA 185 Makeup for the Stage
THEA 215 Audition/Portfolio
THEA 261 Directing for the Theatre
THEA 322 Theatre Literature-Greek to 17th Century
MUSC 270 Survey of 20th Century American Musical Theatre

One of the following acting courses:
THEA 150 Acting I for the Stage
THEA 152 Acting for Media
One of the following design courses:
THEA 178 Costume Design
THEA 183 Scenic Design
THEA 186 Sound Design
THEA 187 Lighting Design
One of the following internships (three semester hours):
THEA 309 Theatre Internship
THEA 409 Professional Internship

A *major in theatre-music theatre emphasis* consists of the theatre core courses plus THEA 235, 256, 335, 356; MUSC 190, 271; three courses from MUSC 183.01, 193.01, 198.01, 293.01, 298.01, 393.01, 398.01, 493.01, or 498.01; two courses from MUSC 183.02, 193.02, 198.02, 293.02, 298.02, 393.02, 398.02, 493.02, 498.02. All applied music courses will be assigned after an audition.

A *major in theatre-performance emphasis* consists of the theatre core courses plus THEA 252, 256, 323, 355, 360, and ENGL 330.

A *major in theatre-production design and technology emphasis* consists of the theatre core courses plus THEA 310, 323, 384 and one course from THEA 178, 181, 183, or ENGL 330.

A *minor in theatre* consists of THEA 100, 110, 150 or 152, 261, 322, 323, and one course from THEA 178, 181, or 183.

100 INTRODUCTION TO THEATRE GE *3 semester hours*
Enter stage right into the world of the theatre experience! This basic course introduces the student to the many roles of theatre: the audience, the performers, the scripts, and the many and varied theatre artists who come together in this exciting collaborative art form. Students experience the inside workings of a theatre production through hands-on participation.

110 STAGECRAFT GE *3 semester hours*
This is an introductory course in the behind-the-scenes skills that produce theatre. Students will learn basics of stage construction and rigging with a touch of lighting and sound. Course encompasses both lecture and practical application with plenty of hands-on learning experiences.

150 ACTING I FOR THE STAGE GE *3 semester hours*
This is an introductory acting course designed for students interested in acting techniques as a tool in career development. Emphasis is on vocal and physical work, developing techniques of acting, and self-expression. Character work and improvisation will put knowledge to work.

152 ACTING FOR MEDIA GE *3 semester hours*
Acting for Media is designed to introduce students to fundamental skills used in film, television, commercial/industrial, and voiceover work. Course activities will be recorded and then evaluated on a group and individual basis. Emphasis is on vocal and physical production, developing techniques of acting, and self-expression. Character work and media assignments will put knowledge to work.

178 COSTUME DESIGN *3 semester hours*

This course involves beginning costume design course covering the principles and theories of design for the stage. Course covers all design aspects as well as rendering techniques, construction methods, and accessories.

183 SCENIC DESIGN GE *3 semester hours*

This is a beginning scenic design course covering the principles and theories of design for the stage. Students will learn drafting and drafting techniques (both pencil-and-paper and CAD), research and research methods, analysis, and visualization. Students will develop ground plans and elevations, white models, and appropriate working drawings.

185 MAKEUP FOR THE STAGE *1 semester hour*

This course covers the design and application of stage makeup. Its emphasis will be on how to read details of facial structure and design makeup for characterization. A variety of styles and skills will be used throughout the course. Students will practice their art by participation in major productions.

186 SOUND DESIGN *3 semester hours*

This is a beginning sound design course covering the principles and theories of sound design for the stage. Students will learn drafting and drafting techniques (both pencil-and-paper and CAD), research and research methods, analysis, and execution of design. Students will develop sound plots, analog digital audio presentations.

187 LIGHTING DESIGN *3 semester hours*

This is a beginning light design course covering the principles and theories of light design for the stage. Students will learn drafting and drafting techniques (both pencil-and-paper and CAD), research and research methods, analysis, and execution of design. Students will develop complete light plots as a final project.

210 THEATRE PRACTICUM *1 to 3 semester hour(s)*

This course involves practical application of theatre skills in performance. Credit is open to anyone involved in a theatre production. Number of hours available dependent upon role/technical position. May be repeated up to three times.

215 AUDITION/PORTFOLIO *2 semester hours*

Prerequisite: permission of instructor

This course covers development of professional résumé and audition material for the performer; development of professional résumé and portfolio for production design and technology. All theatre majors are required to attend professional auditions and interviews each year; this course begins the preparation by detailing audition and interview expectations, techniques, and required materials. Students will begin a file of audition monologues and songs and prepare pieces for presentation in actual auditions, and/or begin compilation of a professional-level portfolio, and prepare materials for presentation in actual interviews. May be repeated up to three times.

230 CREATIVE DRAMATICS GE *3 semester hours*

This course explores young people's dramatic literature, working with children and young adults in theatrical production, the use and development of the imagination, storytelling, etc., and the use of drama for effective teaching.

235 ACTING FOR MUSIC THEATRE *3 semester hours*

Prerequisite: THEA 150 or 152, MUSC 129 and/or permission of instructor

This course continues the actor's work by using the techniques learned in THEA 150 and/or 152, and adapting those techniques to solos from the modern musical theatre. The course will also explore the connection between a Stanislavski-based acting process and music theatre needs, including vocal techniques, characterization, and physicalization of music and lyrics. May be repeated.

252 ACTING II GE *3 semester hours*

Prerequisite: permission of instructor

This course continues the actor's work by using the techniques learned in THEA 150 and 152, and adapting those techniques to classic modern American plays. The course will also explore Stanislavski-based acting process, with a both a Strasberg and Meisner overview. This course may be repeated up to three times.

256 DANCE *3 semester hours*

This course offers intensive physical work for all University students interested in improving flexibility of movement, integration of body language and meaning, etc. This course may be repeated up to three times.

261 DIRECTING FOR THE THEATRE GE *3 semester hours*

Prerequisite: permission of instructor

This is a beginning directing course that covers basic principles and theories. It examines the full range of directorial duties as well as aesthetics of directing. Focus on decision making, techniques, and selection. Study put into practice with classroom directing scene-work.

309 THEATRE INTERNSHIP *3 to 6 semester hours*

Prerequisite: permission of instructor

Theatre majors are expected to audition for semi-professional and professional companies to further their experience. The University recognizes the importance of work outside the academic year in career preparation. This credit is available for non-paying or scholarship positions only.

310 ADVANCED THEATRE TECHNOLOGY *3 semester hours*

In the world of advanced theatre technology, methods and skills are continually being updated and rewritten. This course provides learning experiences in working with a variety of materials other than standard stagecraft technology. Work with plastics, welding, various other materials, and upholstery. Learn new skills with advanced woodworking and be on the cutting edge of new developments in scenery construction.

322 THEATRE LITERATURE-GREEK TO 17TH CENTURY GE *3 semester hours*

This course offers an integration of dramatic literature and theatre history as well as aspects of history, art and architecture, and philosophy as they impact the world of theatre from the Greek to the 17th century. Students will read masterworks of each period and important theatre criticism. One focus of the course is to place theatrical works in context of the society.

323 THEATRE LITERATURE-18TH CENTURY TO TODAY GE *3 semester hours*

This course covers the integration of dramatic literature and theatre history as well as aspects of history, art and architecture, and philosophy as they impact the world of theatre from the 18th century to today. Students will read masterworks of the period and important theatre criticism. One focus of the course is to place theatrical works in context of the society.

335 ADVANCED ACTING FOR MUSIC THEATRE *3 semester hours*

Prerequisite: THEA 235 or permission of the instructor

In this course scene study and song repertoire are examined by era for the advanced music theatre student: 1900s-1930s (operetta, revue, and musical comedy), 1940s-1960s (book musicals), 1970s-present (new forms and Broadway opera). May be repeated.

355 ADVANCED ACTING *3 semester hours*

Prerequisite: permission of instructor

This course continues the actor's work by focusing on character exploration. Important aspects include: intensive verse work from the classical theatre, character research methods, stylization, work on Absurdist characters, and freeing the character within. This course may be repeated up to three times.

356 MUSIC THEATRE DANCE *3 semester hours*

Prerequisite: THEA 256 or permission of the instructor

This course provides an exploration of various dance styles from different eras of the musical theatre stage. This course may be repeated up to three times.

360 ADVANCED DIRECTING FOR THE STAGE *3 semester hours*

Prerequisite: permission of instructor

Building on THEA 261, this course culminates in a presentation of a one-act script. Students put their directing skills of organization, script selection, auditions and casting, rehearsals, and decision making to the practical test.

384 ADVANCED THEATRE DESIGN *3 semester hours*

Prerequisite: permission of instructor

This advanced course continues the student's artistic and practical learning in theatre design. After completing this course, students are eligible to apply for main-stage design assignments.

409 PROFESSIONAL INTERNSHIP *3 to 6 semester hours*

Prerequisite: permission of instructor

Theatre majors are expected to audition for recognized professional companies to further their experience. The University recognizes the importance of work outside the academic year in career preparation. This credit is available for positions in professional companies only.

410 THEATRE PRACTICUM *1 to 3 semester hour(s)*

Prerequisite: permission of instructor

This course covers practical application of theatre skills in performance. Credit is open to anyone involved in a theatre production. Number of hours available dependent upon role/technical position. May be repeated up to three times.

490 INDIVIDUAL STUDY *1 to 3 semester hour(s)*

Prerequisite: permission of instructor

Development of individual and independent theatre projects allows the student to pursue topics and areas not specified in the curriculum. Work is expected to be of superior quality and difficulty. All proposals must be approved by the theatre faculty.

495 THEATRE SEMINAR *3 semester hours*

Prerequisite: permission of instructor

This exit-level course serves as the culmination of the theatre experience at The University of Findlay. The course topic changes but is always inclusive and integrative, investigating the canon of an author's work or the impact of a theatre or theatre artist or movement. This course strives to look at the total picture, bringing all of the elements of theatre together. Major research projects and seminar style provide assessment for the graduating student and graduate school preparation for the continuing student.

AREA OF HUMANITIES

Professors: Montague, R. Smith, Stulman
Associate Professors: Brougher, Chwialkowski, Diederich, Hofer, Johnson, Payne, Polelle, Stolick, C. Tulley
Assistant Professors: Campbell, Cecire, Denecker, Essinger, Finn, James-Jenkins, Lanzendorfer, LaRocco, Mason, Stuckert, R. Tulley

A Bachelor of Arts Degree is granted for completion of baccalaureate programs in the Area of Humanities.

Baccalaureate Programs:

English-Creative Writing Emphasis
English-General Writing Emphasis
English-Literature Emphasis
English-Teaching Emphasis
History
Philosophy/Applied Philosophy
Religious Studies-Biblical Studies Emphasis
Religious Studies-Christian Studies Emphasis
Religious Studies-Comparative Religion Emphasis
Religious Studies-Individualized Studies Emphasis
Religious Studies-Christian Studies Emphasis
Technical Communication

Minors:

English
Gender Studies
History
Philosophy/Applied Ethics
Philosophy/Applied Philosophy
Religious Studies
Technical Communication
Writing

Associate Program:

Religious Studies

Certificate Program:

Gender Studies
Technical Communication

***Prerequisites**:*
Some courses offered by the Area of Humanities require that students complete other courses before they may enroll. These prerequisites are clearly stated with the description of each course. When a course has no stated prerequisite, the course will not require specific knowledge taught in any previous course. This does not mean that all courses without prerequisites are elementary, introductory courses. In general, courses with numbers in the 100s and 200s are the best courses for first-year students. Upper-level (300- and 400-level) courses are intended primarily for students who have taken at least one year of college work, including English 106 or 107. All 300- and 400-level courses require that the reading competency be met. Other students may enroll with the instructor's permission or on the basis of placement testing. A "C" or better in ENGL 106 or 107 is required before students may take any 300- or 400-level course in the Area of Humanities.

Travel Courses
From time to time, the Area of Humanities organizes seminars in which students can earn college credit for travel experiences and related academic work.

ENGLISH (ENGL)

Director of English and Writing: Payne
Director of Technical Communication: Stuckert
Professor: Montague
Associate Professors: Diederich, Hofer, Johnson, Payne, C. Tulley
Assistant Professors: Campbell, Denecker, Essinger, James, Lanzendorfer, LaRocco, Stuckert, R. Tulley

The study of English helps students become critical readers and thinkers who have strong writing ability, sensitivity to subtle meanings, and appreciation of aesthetic experiences. English majors may focus on literature, teaching, and/or writing and in doing so may prepare for careers in teaching and professional writing. Because of the skills and intellectual flexibility it develops, the English major or minor is also valuable to students pursuing graduate studies in the liberal arts or in professional fields such as law, medicine, or business.

The University of Findlay offers an *English major* with emphases in these areas: creative writing, general writing, literature, and teaching English. The program also offers an *English minor* and a *writing minor*. In addition, the program offers a *major* and *minor* in *technical communication*. The following courses may not be counted toward any of these emphases and programs: ENGL 104, 105, 106, 107, 115, and 145.

English Program

The *English major* allows students to select an "emphasis" that fits their interests and future plans. Regardless of emphasis, the English major requires students to take *38 to 40* semester hours of course work, including the courses in the English major core. (Students planning graduate study in English should take *at least* 43 hours, including as many upper-level literature courses as possible.)

English Core Courses (31 semester hours)

The following core courses are required for all four-year programs in English:
ENGL 200 Introduction to English Studies
ENGL 290 Introduction to Literary Criticism
ENGL 318 Readings in Rhetoric
ENGL 235 Topics in Literature
ENGL 330 Shakespeare
and

Three hours of either world literature or 20th century literature selected from the following courses: ENGL 324, 331, 332, or 333.

Three hours of British literature selected from the following courses: ENGL 334, 335, 336, or 337.

Three hours of American literature selected from the following courses: ENGL 338, 339, or 340.

Three hours of either social issues or pedagogical studies in English selected from the following courses: ENGL 320 or 345.

Three hours of either language or linguistics selected from the following courses: ENGL 300, 310, or 315.

Three hours of specialized writing selected from the following courses: ENGL 208, 270, or 272.

(Notes: When ENGL 202, 272, 302, 305, or 306 is counted toward the English major, it cannot count for second writing course credit. Also, students pursuing the teaching emphasis should work closely with their advisers and the Director of English when selecting core and emphasis courses.)

English-Creative Writing Emphasis
Students take the English major core, six additional hours of creative writing courses — usually ENGL 208 (poetry and/or fiction) and ENGL 308 — and complete a senior project for an additional one to three hours in ENGL 490: Advanced Studies in English. The senior project must be approved by the student's adviser, the Director of English, and the Dean of the College of Liberal Arts.

English-General Writing Emphasis
Students take the English major core, six additional hours of writing courses, and complete a senior project for an additional one to three hours in ENGL 490: Advanced Studies in English. The senior project must be approved by the student's adviser, the Director of English, and the Dean of the College of Liberal Arts.

English-Literature Emphasis
Students take the English major core, six additional hours of upper-level literature courses, and complete a senior project for an additional one to three hours in ENGL 490: Advanced Studies in English. The senior project must be approved by the student's adviser, the Director of English, and the Dean of the College of Liberal Arts.

English-Teaching Emphasis
Please see the Director of English for a description of the required program for teacher licensure.

Technical Communication
A *major in technical communication* consists of ENGL 210, 290, 301, 303, 304, 307, 309, 314, 321, 410, 415, 487, and 495. In addition, students will need to complete ENGL 272 as their second writing requirement and also take six hours of elective credit from an approved list of courses. Students can check with their faculty adviser to find out what courses have been approved.

In addition to the major requirements, it is recommended that technical communication majors obtain a minor in a specialized content area. Students should consult with their faculty advisers to determine the most appropriate minor to complete.

A *minor in English* consists of 18 semester hours, including ENGL 235; ENGL 331, 332, 333, or 324; ENGL 334, 335, 336, or 337; ENGL 338, 339, or 340; ENGL 320 or 345; plus two additional courses in literature. This program is intended for students who would like to minor emphasizing work in literature to augment their majors in other areas.

A *minor in technical communication* consists of ENGL 210, 301, 303, 304, 314, 321, 410, and 415. Students must complete ENGL 272 as their second writing requirement.

A *minor in writing* consists of 18 semester hours, including ENGL 208, 270; ENGL 302, 305, or 306; plus three additional courses from ENGL 202, 208, 260, 265, 271, 272, 301, 302, 305, 306, 308, 345, and 370. Students majoring in any area of the University may elect to take a minor in writing in order to develop their ability to write clearly (and to highlight this fact for potential employers).

A *certificate in technical communication* consists of ENGL 210, 272, 301, 303, 314, 321, 410, and 415. Certificate candidates must complete ENGL 304. However, this course will not be part of the portfolio review process.

GRADUATION HONORS IN ENGLISH

Honors in English

Upon recommendation of the English faculty, this graduation honor is awarded to English majors who have earned an average of at least 3.7 in the English major and at least 3.5 in all courses, and who have demonstrated strong scholarly and/or creative ability in papers and projects. To apply, eligible students must submit a letter of interest to the Director of English as well as three letters of support from members of the English faculty before the end of the eighth week of the semester in which they plan to graduate.

039 WRITERS' CLUB *ACTIVITY* *.5 semester hour*

Students meet regularly to write, discuss, and workshop personal and creative writing; attend and promote literary events; and share in a community of those who are engaged with the written and spoken word.

048 THE PULSE ACTIVITY *ACTIVITY* *.5 semester hour*

Students participate in producing the student newspaper. They choose from assignments in reporting, editing, photography, advertising, and production.

049 THE ENVOY ACTIVITY *ACTIVITY* *.5 semester hour*

Students participate in producing the student literary magazine. They choose from assignments in editing, advertising, and production.

104 COLLEGE WRITING I *3 semester hours*

This course emphasizes writing processes appropriate for narrative and expository essays. The course helps students to express their own ideas in lively prose that conforms to conventional standards of style and usage. Some of the writing assignments will require responses to assigned readings, but the focus throughout most of the course remains on each student's expression of his/her own ideas. Students are placed into this course by the English faculty. Grades assigned for this course include the 12-point grading scale and the additions of an “NC” and “P” grades. “NC” stands for no credit and doesn’t affect the GPA. “P” stands for passing and is only given to qualifying non-native speakers.

105 COLLEGE WRITING I-TUTORIAL *3 semester hours*

Prerequisite: an "NC" grade in ENGL 104 or placement by the English faculty

An alternative version of ENGL 104, this course is designed for students who need intensive instruction in order to satisfy the requirements of ENGL 104. ENGL 105 may be taken for credit only if the student has not received credit for ENGL 104. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

106 COLLEGE WRITING II *3 semester hours*

Prerequisite: ENGL 104 or ENGL 105 or placement by the English faculty. Reading competency or concurrently enrolled in ENGL 145.

This course introduces students to writing processes and prose conventions common to many academic disciplines, and it provides opportunities for students to participate in one or more of the ongoing conversations in particular communities of writers. The course emphasizes analytic and persuasive writing based on critical reading of nonfiction prose. At least one system of formal documentation is covered. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

107 COLLEGE WRITING II-TUTORIAL *3 semester hours*

Prerequisite: "NC" in ENGL 106 or placement by the English faculty

An alternative version of ENGL 106, this course is designed for students who need intensive instruction in order to satisfy the requirements of ENGL 106. ENGL 107 may be taken for credit only if the student has not received credit for ENGL 106. Grades assigned for this course include the 12-point grading scale and the additions of an "NC" and "P" grades. "NC" stands for no credit and doesn't affect the GPA. "P" stands for passing and is only given to qualifying non-native speakers.

115 WRITING AND STUDY STRATEGIES *3 semester hours*

This is a basic course that emphasizes writing, grammar, organization of paragraphs, and short papers. Study skills are emphasized. Students who have been out of school for awhile and who want to review their writing and study skills may take this course, which is offered in the Weekend College format only. This course may not be taken for credit with PSYC 110.

130 EXPERIENCES IN ENGLISH *1 to 4 semester hour(s)*

This is an active, experience-oriented course in which students can work with writing, language, or literature in such areas as campus publications, journalism, advertising, public relations, teaching, and librarianship. Repeatable up to four semester hours.

145 COLLEGE AND PROFESSIONAL READING *1 or 3 semester hour(s)*

This course is designed to help students develop vocabulary and comprehension skills appropriate for university- and professional-level reading.

150 LITERATURE APPRECIATION GE *3 semester hours*

Prerequisite: freshman standing or permission of the instructor

This is an introductory course which, by focusing on the themes and values of selected works, builds student awareness and appreciation of the nature of literature and the way it "speaks" to life's issues. Designed for first-year college students, the course will stress discussion and the development of personal responses to literature.

200 INTRODUCTION TO ENGLISH STUDIES *1 semester hour*

This cornerstone course acquaints students with topics in English studies; it introduces basic bibliographic and research methods in literature, language, rhetoric, and composition; and it explains career and graduate school opportunities to English majors.

202 WRITING AND LITERATURE *3 semester hours*

Prerequisite: ENGL 106 or 107

Writing and Literature introduces students to a variety of writing and reading assignments on a topic of general interest. Each section of Writing and Literature will include a subtitle that indicates the topical focus of the section. All sections will involve the application of critical and analytical thinking to a variety of reading and writing assignments, and students will extend their experience in critical reading and in writing with sources.

208 CREATIVE WRITING GE *3 semester hours*

Prerequisite: ENGL 106 or 107 or permission of the English faculty

This is a course in which students expand the range of their writing ability through workshops, written work, readings, exercises, and discussions focused on the writing of fiction and poetry. May be taken three times, provided the topics are different.

210 INTRODUCTION TO STYLE *3 semester hours*

Prerequisite: ENGL 272

This course will serve as an introduction to theories of style, and it will also provide students with practice in analyzing rhetorical situations for the purpose of determining and then executing an appropriate style. Theoretical topics will include the problem of defining style, the relationships between style and rhetorical situation, the problem of defining *discourse community*, the relationship between style and persuasion, the problems relating to style and bias, and the ethical problems associated with style. Practical issues will include diction, technical terms and jargon, tone, sentence combining, emphasis, rhythm, sentence variety, sentence elegance in technical prose, sentence faults, writing on one topic, developing the paragraph topic, achieving an effective flow, and providing adequate details.

235 TOPICS IN LITERATURE GE *3 semester hours*

Prerequisites: ENGL 106 or 107 or permission of the instructor

This course in the study of literature emphasizes genres found in literature: short story, novel, drama, poetry. Students will learn the basics of each genre by analyzing theme-based works on topics such as science fiction, women's literature, minority literature, literature on film, detective fiction, and so on. Although one genre may be emphasized, discussion will be given to other genres. May be taken twice, provided the topics are different.

260 PUBLIC RELATIONS WRITING *3 semester hours*

Prerequisite: ENGL 270 or permission of the instructor

This course examines how public relations practitioners think, plan, and write within their profession. Students will learn to write news releases, basic feature stories, case study analyses, and other public relations-oriented materials.

265 FEATURE WRITING *3 semester hours*

Prerequisite: ENGL 270 or permission of the instructor

This course begins with the basics and moves through increasingly advanced forms of feature writing for newspapers and magazines. Students will learn to generate feature story ideas, research the ideas through a variety of methods, conduct in-depth interviews, and write feature stories for a variety of audiences. Students will also learn about the process of marketing stories for freelance writing.

270 NEWSWRITING *3 semester hours*

Prerequisite: ENGL 106 or 107

This course teaches students how journalists think, gather information, and write for newspapers on daily deadlines. Students practice journalistic skills, which include covering news events, conducting interviews, and writing news stories.

270L NEWSWRITING LAB *1 semester hour*

Corequisite: ENGL 270

Students will practice journalistic skills learned in ENGL 270 by researching, interviewing sources, and writing basic news stories that are targeted at the University audience. Types of assignments will parallel topics being covered in ENGL 270 throughout the semester. Students will work with the instructor to establish story angles, interview preparation, writing methods, and deadlines. Students will spend a minimum of 50 hours working as a reporter for *The Pulse*.

271 NON-PRINT MEDIA WRITING *3 semester hours*

Prerequisite: ENGL 106 or 107

Techniques and practical exercises in covering news stories and writing and editing for radio and other non-print mass media. The course will utilize microcomputer word processing.

272 INTRODUCTION TO TECHNICAL COMMUNICATION *3 semester hours*

Prerequisite: ENGL 106 or 107

This course emphasizes clear technical writing directed to a specific audience and the development of definitions, descriptions, proposals, reports, and instructions.

290 INTRODUCTION TO LITERARY CRITICISM *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers an examination of the theoretical basis of contemporary approaches to literature and the application of these approaches to selected works.

299 STYLE AND USAGE *1 semester hour*

Prerequisite: ENGL 106 or 107 or permission of the English faculty

The course introduces techniques for producing clear and graceful prose. The lessons emphasize revision skills for professionals whose workplace writing must be grammatically correct and stylistically effective.

300 THE ENGLISH LANGUAGE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves a descriptive study of the English language, focusing on the structure of contemporary English.

301 PROJECT MANAGEMENT AND ADVANCED TOPICS IN TECHNICAL COMMUNICATION *3 semester hours*

Prerequisite: ENGL 272

This advanced writing course provides the opportunity for students to manage and complete one or more special projects in the area of technical communication. Examples of special projects include brochures, manuals, Web sites, reports, proposals, and instructions. Topics for study and practice include strategies for effectively managing and producing publications, analysis of rhetorical situations, persuasion, and document design.

302 ADVANCED WRITING *3 semester hours*

Prerequisite: "B" or better in ENGL 106 or 107 or "C" or better in ENGL 202, 272, 305, or 306

This is a course in which students with basically solid writing ability can increase the sophistication of their writing and their appreciation of effective writing through analysis of writing styles, revision, and practice in a variety of forms of writing. This course will utilize microcomputer word processing.

303 TECHNICAL EDITING *3 semester hours*

Prerequisites: ENGL 272, previous computer experience

Technical editing is a professional activity that allows students to analyze the ways editors work and to learn how information is evaluated before professional publications or distribution. The levels and types of editing, principles of hardcopy and softcopy editing, and methods of working with writers, editors, copy editors, and proofreaders to produce usable technical and scientific information are emphasized. Students work with samples of computer-based and printed information but also edit materials for professional writers.

304 PROFESSIONAL PORTFOLIOS *1 semester hour*

Prerequisites: ENGL 210, 272, 290, 301 or permission of the instructor

In this course, students will learn how to construct professional paper-based and electronic portfolios. Instruction in this course is intended to prepare technical communication majors for the portfolio review and to prepare technical communication majors, minors, and certificate holders for the job market. This course will be graded S/U.

305 E-RHETORIC AND WRITING GE *4 semester hours*

Prerequisite: ENGL 106 or 107

This course introduces strategies for effective communication on the Internet. Students will explore how rhetorical theory can be applied to online communication. Reading and writing assignments will acquaint students with methods for analyzing audiences and rhetorical situations, the role of ethos in electronic communication, invention strategies for online writing, arrangement and style of electronic texts, and resources for online research.

306 E-LITERATURE AND WRITING GE *4 semester hours*

Prerequisite: ENGL 106 or 107

This course examines how electronic media are reshaping literature. Students will survey important concepts in poetics, and they will consider how these concepts can be applied to literature online. Reading and writing assignments will acquaint students with established and emerging genres of literature, processes for composing and publishing electronic texts, and literary resources on the Internet.

307 CRITICAL PERSPECTIVES OF NATURE, TECHNOLOGY, SOCIETY, AND CULTURE *3 semester hours*

Prerequisites: ENGL 272, 290 or permission of the instructor

This course will examine the relationship between nature and technology from both historical and contemporary perspectives. The impact of technology on nature, society, and culture will also be examined. Students will read, discuss, and critique representative examples of fiction and non-fiction literature with nature and technology themes. Students will also apply critical and analytical thinking skills to predict the social, environmental, and cultural impact of technology as well as practical responses to technology in the workplace.

308 ADVANCED CREATIVE WRITING *3 semester hours*

Prerequisite: ENGL 208

This course builds on the work of ENGL 208 through advanced workshop, readings, and discussions to help students increase the range and sophistication of their fiction/creative nonfiction or poetry.

309 INTERNATIONAL TECHNICAL COMMUNICATION *3 semester hours*

Prerequisite(s): ENGL 272, 301, 304 (or concurrent enrollment in 304) or permission of the instructor

Students will explore the cultural and ethical dimensions of technical communication, including issues such as creating and maintaining effective cross-cultural collaborative teams, conflicting values in international settings, writing across cultures, and designing information, composing visuals, explaining technical concepts, and incorporating effective persuasive strategies for international audiences. Students will also put theory into practice by designing information appropriate and effective for an international community.

310 PRINCIPLES OF LINGUISTICS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers an introduction to the basic principles of language structure, including phonetics, phonology, morphology, syntax, and semantics. Also explored are the physiological, psychological, and social aspects of language acquisition, production, and comprehension. Examples and exercises are taken from a variety of languages, but knowledge of languages other than English is not required.

314 VISUAL RHETORIC *3 semester hours*

Prerequisite(s): ENGL 210, 272, 290 or permission of the instructor

Visual rhetoric refers to conveying information through visual aspects of communication rather than through its verbal aspects. Visual rhetoric encompasses document design, the use of graphics, and visual depictions of data. In other words, visual rhetoric explores ways of making documents more effective for their audience, purpose, and content through designing text and incorporating visual elements.

315 HISTORY OF THE ENGLISH LANGUAGE GE *3 semester hours*

Prerequisite: English 106 or 107

This course covers history of the English language from its earliest Anglo-Saxon beginning to modern times. Course traces the development of the varieties of English: British English, American English, Black English, etc. and emphasizes the growth of English as an international language. Recommended as an upper-level general education course for juniors and seniors.

318 READINGS IN RHETORIC *3 semester hours*

Prerequisite: ENGL 106 or 107 or permission of the instructor

This is a variable-topic course in which students study and write about significant issues related to the rhetoric of written texts. The course is intended for intellectually lively students, such as prospective teachers, majors in writing, communication, and political science, and others interested in learning more about the nature of writing and the "power" of texts. Specifically, the course will explore how written texts persuade and act upon readers and how writers go about producing such texts. Possible topics include invention, style, audience, argument, classical rhetoric, rhetoric of science, etc. Recommended as an upper-level general education course for juniors and seniors. May be taken twice, provided the topics are different.

320 SOCIAL DIMENSIONS OF LANGUAGE GE *3 semester hours*

Prerequisite: ENGL 106 or 107 or permission of the instructor

This is a variable-topic course that explores how topics and issues surrounding language, literature, and literacy influence the worlds in which people live. Possible topics include censorship, canon formation, the ebonics debate, high literature vs. popular literature, illiteracy, the uses and abuses of standard English, etc. Also recommended as an upper-level general education course for juniors and seniors. May be taken twice, provided the topics are different.

321 INSTRUCTIONS AND MANUALS: DESIGN AND USABILITY *3 semester hours*

Prerequisite(s): ENGL 272, 301, 314 or permission of the instructor

Students will learn how to design and usability-test effective online and hardcopy instructions and manuals. The course will focus on the following topics: situational analysis, audience analysis, structure, style, design for selective reading, and graphics. Students will also learn how to design and implement usability tests for instructions and manuals.

324 TWENTIETH-CENTURY LITERATURE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course covers representative modern and contemporary works of British, American, and world literature. Designed for the intellectually lively student, regardless of major, the course will focus on exciting works, trends, and ideas. Especially recommended as an elective for juniors and seniors. May be taken twice, provided the topics are different.

325 MAJOR AUTHORS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves a study of representative works by one author who has made an important contribution to British, American, or world literature. May be taken twice, provided the topics are different.

330 SHAKESPEARE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course focuses on representative comedies, histories, tragedies, tragicomedies, and sonnets written by the greatest playwright in the English language — William Shakespeare. The course will emphasize both Shakespeare's dramatic technique and the cultural context of the literature. The course will offer performance attendance opportunities of live productions (when available) and film productions of Shakespeare's works.

331 MAJOR WORKS OF WORLD LITERATURE—EARLY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a sampling of important works from classical civilizations. It emphasizes universal human concerns and distinctive ideas and qualities in different cultures of the past. The course is intended for any interested student and is especially recommended as an elective for juniors and seniors.

332 MAJOR WORKS OF WORLD LITERATURE—LATE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course covers important works of world literature from the late 17th century through the 19th century. It is intended for any interested student and is especially recommended as an elective for juniors and seniors.

333 MAJOR WORKS OF WORLD LITERATURE—
GLOBAL GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a sampling of important works of global literature. It may include literature from India, Japan, China, the Islamic countries, Africa, Central America, and/or South America. It introduces the ideas and qualities of these different cultures and compares and contrasts them to Western cultures. The course is intended for any interested student and is especially recommended as an elective for juniors and seniors.

334 MAJOR WORKS OF BRITISH LITERATURE—BEOWULF
THROUGH THE RENAISSANCE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course focuses on major authors and works from the Anglo-Saxon through the Elizabethan periods. The course will also emphasize the literary traditions and the cultural context of the works studied.

335 MAJOR WORKS OF BRITISH LITERATURE—
17TH AND 18TH CENTURY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course focuses on major authors and works from the 17th and 18th centuries. It will also emphasize the literary traditions and the cultural context of the works studied.

336 MAJOR WORKS OF BRITISH LITERATURE—ROMANTIC
AND VICTORIAN POETRY AND PROSE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course focuses on the poetry and prose of 19th century Britain. While the primary emphasis of the course is poetry, prose works may also be considered, supplementing the discussion of the poetry. Attention will be given to the definitions of "Romantic" and "Victorian," to the culture of these periods, and to male and female writers of both the Romantic and Victorian periods.

337 MAJOR WORKS OF BRITISH LITERATURE—
THE ENGLISH NOVEL GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course examines the English novel and places it within cultural contexts. Although works and authors studied will vary, the course will explore the rise of the English novel, will consider different categories within the genre, and will usually include both male and female novelists.

338 MAJOR WORKS OF AMERICAN LITERATURE—
BEGINNING TO 1865 GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course focuses on the early stages of American literature, when people were working to create a literature that was distinctly American. Topics include the literature of colonization, the Puritans, the Romantics, the Transcendentalists, and the Civil War, and literature's role in the early formative years of America.

339 MAJOR WORKS OF AMERICAN LITERATURE—
1865 TO PRESENT GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course focuses on post Civil War American literature. Topics include the Realists, Naturalists, Modernists, Post-Modernists, and the myriad of other literary movements that have appeared in America's literary landscape. The role of literature in society during the late 19th and 20th centuries will also be explored.

340 MAJOR WORKS OF AMERICAN LITERATURE—
THE AMERICAN NOVEL GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course examines the American novel. Although works and authors studied will vary, the course explores important themes and literary trends in American novels and gives attention to the novels' cultural and historical contexts. Possible topics include Realism, Naturalism, Modernism, Postmodernism, and other literary movements.

341 YOUNG ADULT LITERATURE *3 semester hours*
Prerequisite: ENGL 106 or 107
The course is designed to fulfill one of the requirements for teacher licensure. Students are given an introduction to contemporary young adult literature appropriate for middle-grade and secondary-level classrooms. Strategies for developing both reading interest and comprehension skills are included.

345 PROCESSES AND TEACHING OF WRITING *3 semester hours*
Prerequisite: "B" or better in ENGL 106 or 107 or "C" or better in ENGL 202, 272, 302, 305, or 306
This is an advanced writing course in which students study and write about writing processes, rhetoric, and the teaching of writing. The course is intended for intellectually lively students, such as prospective teachers, majors in writing and communication, and others interested in the complex processes of writing.

360 NEWS EDITING *3 semester hours*
Prerequisite: ENGL 270
This course focuses on editing news and feature stories for accuracy, clarity, and completeness. Students will learn how to identify and correct weaknesses in journalistic writing. Students will use a professional news style in editing wire copy and locally produced copy. This course will also explore the managerial roles of editors.

360L NEWS EDITING LAB *1 semester hour*

Corequisite: ENGL 360

Students will use editing skills, newsroom management theory, and design principles learned in ENGL 306 to work on the editorial staff of a campus medium (either *The Pulse*, UF-TV, or WLFC, depending on campus media needs and the professional interests of the students.) Students will spend a minimum of 50 hours in editing lab time.

370 ADVANCED NEWSPRACTICE *3 semester hours*

Prerequisites: ENGL 270, demonstrated word processing ability

This course builds on the basic skills taught in the introductory newswriting course. Students will learn to prepare professional journalistic articles, including opinion columns, in-depth features, spot news, and investigative articles.

370L ADVANCED NEWSPRACTICE LAB *1 semester hour*

Corequisite: ENGL 370

Students will choose a news beat in ENGL 370 in which to focus their journalistic stories. While ENGL 370 requires four types of stories for the ending portfolio, the lab will allow students to choose additional types of advanced journalistic writing within their established news beats to produce additional in-depth pieces (established through discussions with the instructor and campus media leaders) for campus media (either *The Pulse*, UF-TV, or WLFC, depending on campus media needs and the professional interests of the students). Students will spend a minimum of 50 hours working as a journalist for the campus media.

410 ADVANCED STYLE *3 semester hours*

Prerequisite: ENGL 272

This course will serve as a more in-depth study of style by focusing on specific document types important to technical communicators, and it will also provide students with additional practice in analyzing rhetorical situations for the purpose of determining and then executing appropriate style.

415 ADVANCED WEB DESIGN: ONLINE HELP AND USABILITY TESTING *3 semester hours*

Prerequisite(s): ENGL 272, 290, 304 (or concurrent enrollment in 304) or permission of the instructor

This course will teach students how to create online help and design usability tests to determine the effectiveness of that help. Students will also learn industry standard software for creating online help, and theories of effective online information design.

480 PRACTICUM/FIELD WORK IN ENGLISH *1 to 12 semester hour(s)*

Prerequisites: ENGL 106 or 107, permission of the English faculty

This course involves a supervised project involving on-the-job or off-campus experience in such areas as writing, public relations, or education. Repeatable up to 12 semester hours.

487 TRENDS IN TECHNICAL COMMUNICATION *3 semester hours*

Prerequisite(s): ENGL 272, 301, 304 (or concurrent enrollment in 304), 321 or permission of the instructor

This course will provide students with the opportunity to learn about the latest trends in technical communication. Technical communication is a rapidly changing and developing field, and this course will allow students to explore those theories, practices, and technologies that will likely impact their careers within two to five years.

490 ADVANCED STUDIES IN ENGLISH *1 to 3 semester hour(s)*
Prerequisites: ENGL 106 or 107, permission of English Director
This is an advanced course that may focus on literature, literary theory, writing, linguistics, teaching, or tutoring. Repeatable up to six semester hours.

491 INDEPENDENT STUDY *1 to 4 semester hour(s)*
Prerequisites: ENGL 106 or 107, permission of the English faculty
This course is a program of guided independent study in literature, literary theory, linguistics, writing, or teaching. Repeatable up to 10 hours, provided the topics are different.

495 TECHNICAL COMMUNICATION INTERNSHIP *3 semester hours*
Prerequisites: ENGL 210, 272, 290, 301, 314, 321, 410, 415; cumulative GPA of 2.5 at the end of the preceding semester; 3.0 GPA in all major requirements completed prior to the internship
This course offers supervised work-and-learning experience in technical communication under the direction of a member of the Technical Communication Program faculty and an employee of a participating firm. Ten to 40 hours a week of student time are expected during the internship. Students may be compensated for their internship at the discretion of the employing firm. Students are encouraged to complete their internships during the summer semester, but they may also do so during the fall and spring semesters. Enrollment is contingent upon availability of internships. Students are selected on the basis of personal qualifications, including GPA, courses taken, recommendations, and an interview.

GENDER STUDIES (GEND)

Director: Finn
Assistant Professor: Finn

A *minor/certificate in gender studies* includes GEND 200, 350; HIST 260; and HUMN 380. In addition, students must take two electives. The following courses are currently accepted as electives: GEND 360, Gender and the Professions; SSCI 270, Women and the Social Sciences; COMM 303, Gender Communication; and SOCI 230, Sociology of the Family. Other courses that emphasize issues related to gender may count toward the minor or certificate program if approved by the Gender Studies Advisory Board. Examples are SOCI 355, RELI 325, 327, POLS 110, 301.

Other courses that fulfill gender studies requirements can be seen in ART, COMM, HIST, HUMN, RELI, SOCI, and SSCI.

200 INTRODUCTION TO GENDER STUDIES GE *3 semester hours*
In this interdisciplinary course, students will examine issues such as gender, race, social class, and sexual orientation in specific geographical and historical contexts to determine how all are reflectors of gender and its role in society. Students will also explore such topics as the image of gender in the media and in popular culture, violence against both genders, the family, and issues of gender in politics.

350 TOPICS IN GENDER STUDIES GE *2 to 4 semester hours*
Prerequisites: ENGL 106 or 107 or permission of the instructor
This is an upper-level course which may focus on special issues, directions, policies, or people in the area of gender studies. It may be taken twice, provided the topics are different.

360 GENDER AND THE PROFESSIONS GE *3 semester hours*
Prerequisite: ENGL 106 or 107 or permission of the instructor
This course focuses on the role of gender—past, present, and future—in education, medicine, science, and/or business.

HISTORY (HIST)

Director: Polelle
Associate Professor: Polelle
Assistant Professor: Mason

A *major in history* consists of HIST 101, 110, 111, 151, 152, 220, 221, and 496; one course from HIST 302, 352, or 385; and nine elective hours in history.

A *minor in history* consists of HIST 101, 151, 152; HIST 220, 221 or HIST 110, 111; and six elective hours in history.

The faculty recommends that students take elective courses in economics, geography, history, political science, and sociology.

Students are also encouraged to consider the development of an individualized major. Individualized majors are to be interdisciplinary in nature and are to cross area lines. During the freshman year, the student should consult with the faculty adviser in developing a program linking individual interests in history with business, fine arts, science, religion, philosophy, and the humanities, depending upon career goals and life plans.

The Aletha Herwig Memorial Award

This award of $100 is given as a memorial award in the name of the late Aletha Herwig, a former professor of history at Findlay. The purpose of the award is to encourage study and research in history. The award is presented to a junior or senior student who writes an outstanding research paper on a topic of historical interest and significance. Topics for the papers must be selected in consultation with a history professor at The University of Findlay. Contestants are required to have a 3.0 average or higher in history. The papers are judged by a committee chosen by the Dean of the College of Liberal Arts.

Graduation with Honors

This honor is designed to give outstanding students deserved recognition on commencement day. Graduation with honors in history is awarded to history majors who have a cumulative grade point average of no less than 3.5 in all history courses attempted and a cumulative grade point average of no less than 3.0 in all academic work completed.

101 INTRODUCTION TO HISTORY GE *3 semester hours*
This course offers an introduction to historical methodologies, historiography ("the history of history"), and the various branches (i.e., political, intellectual, social, etc.) of history.

110 HISTORY OF THE UNITED STATES TO 1865 GE *3 semester hours*
This general survey course traces the international multicultural roots of American society, economics, religion, and politics from pre-colonization through the Civil War with a balanced emphasis upon both national development and subcultural complexity.

111 HISTORY OF THE UNITED STATES SINCE 1865 GE *3 semester hours*

This general survey course traces the modernization and growth of the American nation from the Civil War through the 20th century highlighting its political, international, social, multicultural, religious, economic, and technological transformations, development, and diversity.

120, 320 SELECTED THEMES IN THE HISTORY OF CIVILIZATION GE *3 semester hours*

An introductory-level course that serves majors and non-majors. Its objectives are to cover themes that have a basis in the past, speak to current concerns, and cover Western and non-Western countries. Themes have included revolution, the novel and history, war, sexuality and marriage. May be repeated when theme changes. HIST 120 may be counted as upper-level credit when taken as HIST 320. Further requirements will be added for the upper-level option.

150 THE ASCENT OF CIVILIZATION TO 476 A.D. GE *3 semester hours*

A comparative study of ancient cultures, this course focuses on the rise of civilization in the ancient Middle East. It concludes with an examination of civilization in the Mediterranean basin including classical Greece and Rome.

151 GLOBAL HISTORY, C. 500 B.C. TO C. 1780 A.D. GE *3 semester hours*

This course involves a general survey of the social, economic, and political interactions of major societies to the eve of the Industrial Revolution and the onset of the colonial era.

152 GLOBAL HISTORY, 1780 TO THE PRESENT GE *3 semester hours*

This course offers a general survey of the social, political, and economic interactions among major societies in the modern era, with special attention to colonialism and imperialism, revolutions and anti-colonial struggles, and the forging of what is frequently described as an increasingly global economy and culture.

220 EUROPEAN CIVILIZATION FROM 476-1648 GE *3 semester hours*

This course provides a survey of European civilization from the fall of Rome to the Treaty of Westphalia with emphasis on the social and political history of Europe, the Renaissance and Reformation, and the period of religious wars.

221 EUROPEAN CIVILIZATION SINCE 1648 GE *3 semester hours*

This course offers a survey of European social and political history focusing on the rise of the European state system, the Enlightenment, the French Revolution, the congress system, the First World War, communism, fascism, the Second World War, and the nuclear age.

242 WORLD WAR II GE *3 semester hours*

This course will focus on the causes and consequences of one of the most monumental historical events of all time. The social, political, military, and moral dimensions of the war will be examined from the perspectives of the soldiers, civilians, and statesmen confronting the experience of total war. By the end of the course, students should obtain a solid understanding of what it means to think historically through collective reflection on a variety of primary and secondary source materials pertaining to WWII. The course will end by considering to what degree today's world is still shaped by the legacy of what some have termed the “last good war.”

248 FILM AND HISTORY GE *3 semester hours*

This class will offer an overview of the often-contentious relationship between film and history. We will ask to what extent films constitute historical evidence, reflect and influence ideological agendas, and offer distinct and persuasive interpretations of the past. Students should develop a mastery of visual literacy skills that will allow them to reflect critically upon films rather than passively "consuming" them.

260 THE HISTORY OF WOMEN IN AMERICA GE *3 semester hours*

This course will explore the many ways that women participated in, and contributed to, the creation of our nation and its continued dynamism. How women managed to shape the nation's institutions, culture, government, society, and economy--although for centuries they lacked civil rights and freedoms--will be an important consideration in this class. The evolutions and revolutions in women's status and opportunities will be explored in relation to the economic, legal, political, and social factors that served as barriers or boosts in the quest for full civil rights and equal opportunity.

302 STUDIES IN THE NON-WESTERN WORLD GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is designed to increase awareness of the international significance of the culture and politics of selected areas. Areas will change from time to time and will emphasize topics such as Japan, China, Africa, or the Middle East. Special attention will be given to Western relations within an area and its contemporary aspirations and problems. May be repeated, if topic is different.

315 ENVIRONMENTAL HISTORY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides an examination of the historical interaction between people and environment in Europe and North America. This course will begin with history and end with law, as it is now law on a national and international level that dominates public action vis-à-vis the environment.

325 AMERICAN LEGAL HISTORY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course will examine the evolution of law in America from the colonial period to the present. The course is intended to illuminate American history from the perspective of our legal culture, and to expose students interested in a career in the legal world to the field's rich background material.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

Prerequisites: ENGL 106 or 107 and approval of the Community-Urban Field Experiences Director

This course offers guided work-study experiences. Up to 15 hours may be earned in one semester. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. Graded S/U.

331 AMERICAN FOREIGN POLICY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves an interpretive study of American foreign policy from the American Revolution to the present with emphasis on the 20th century. May be elected to fulfill the requirements for a political science major.

335 THE AMERICAN CIVIL WAR GE *3 semester hours*
Prerequisite: ENGL 106 or 107
The Civil War is frequently considered the watershed event in American history. The course looks at the reasons for the War, the War itself, and the Reconstruction period following.

350 EUROPEAN SOCIETY AND THOUGHT GE *3 semester hours*
Prerequisite: ENGL 106 or 107
Focus is on the non-political dimensions of European life. Attention will be given to social life, the family, women, religion, and some aspects of intellectual thought since about 1700.

352 SELECTED TOPICS IN GLOBAL HISTORY GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is designed to meet current interests by examining selected topics in global history. Topics may include: war and social change; science and technology in the Western world; imperialism, colonialism, postcolonialism; the Cold War; genocide; or slavery. May be repeated, if topic is different.

375 SELECTED TOPICS IN AMERICAN HISTORY GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is designed to meet current interests by examining selected topics in American history. Topics have included: urban history, religious history, frontier history, the Civil War, economic history, and African-American history and culture. May be repeated, if topic is different.

382 AMERICAN SOCIETY AND THOUGHT GE *3 semester hours*
Prerequisite: ENGL 106 or 107
The focus of this course is on the non-political dimensions of American life. Different periods from the colonial era to the present will be considered, with emphasis on the period since the Civil War.

385 SELECTED TOPICS IN ASIAN HISTORY GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is designed to meet current interests by examining selected topics in Asian history. Topics may include: popular culture in East Asia; the Vietnam War; the Age of the Samurai; Imperial China; the Asian-American experience; colonialism and revolution in Southeast Asia. May be repeated, if topic is different.

390 HISTORY OF OHIO GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course covers the history of the state from the time of prehistoric Native Americans to the present. Consideration is given to geographical factors and Ohio's place in national development.

400 SELECTED TOPICS IN EUROPEAN HISTORY GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is designed to meet current interests by examining selected topics in European history. Topics may include: Russia, Soviet Union, England, Germany. May be repeated, if topic is different.

495 INDEPENDENT RESEARCH IN HISTORY *1 to 3 semester hour(s)*
Prerequisites: ENGL 106 or 107 and consent of the instructor
This course offers an opportunity for the advanced student to do independent research, or to become involved with class teaching, a specific group topic, or workshop activities. May be repeated, if topic is different.

496 SENIOR SEMINAR *3 semester hours*

Prerequisite(s): ENGL 106 or 107, senior major in history, comprehensive social science, or consent of the instructor

This is a capstone course for history and comprehensive social science majors. Preparation of a substantial research paper examining an issue of historical merit, and reflecting a grasp of historical methodology will be required. American, European, and East Asian subjects will be examined from time to time, as the need arises.

HUMANITIES (HUMN)

100 APPROACHES TO THE HUMANITIES GE *3 semester hours*

This is an interdisciplinary course designed to urge first-year students to explore ideas and intellectual approaches characteristic of the humanities. Each offering of the course will be organized so as to focus student thought and discussion on a specific topic or issue important within the humanities.

188 FIRST-YEAR EXPERIENCE: HUMANITIES GE *3 semester hours*

This course is designed to urge first-year students to explore selected topics within the humanities. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

380 GLOBAL PERSPECTIVES ON GENDER GE *3 semester hours*

In this course, a sampling of cultures from around the globe will be investigated and compared. Issues may include the international sexual division of labor, gendered features of class systems, body rituals marking masculinity and femininity, and resistance to gender formations beyond Euro-American borders. Rather than assuming that Western patterns of domination and gendering are universal, this course takes a look at how the lives of men and women both together and separate are formed in other parts of the globe.

PHILOSOPHY / APPLIED PHILOSOPHY (PHIL)

Director: R. Smith
Professor: R. Smith
Associate Professor: Stolick

A *major in philosophy/applied philosophy* consists of one 200-level ethics course; PHIL 301, 302, 303; and at least 21 semester hours from the following list: any other PHIL courses; up to but not more than six hours from RELI 200, 201, 220, 230, 270; SOCI 420; or POLS 333.

A *minor in philosophy/applied philosophy* consists of at least 15 semester hours in philosophy, including PHIL 100. (Students may receive a minor in either applied ethics or applied philosophy, not both.)

A *minor in philosophy/applied ethics* consists of 15 semester hours, including PHIL 100, 220, and nine semester hours from the following list: other philosophy ethics courses, RELI 270, RELI 410, or no more than three hours from PHIL 325, 333, or POLS 333. PHIL 490 or 491 may count toward a minor in applied ethics, provided the subject matter of the course is in the area of ethics. (Students may receive a minor in either applied ethics or applied philosophy, not both.)

100 INTRODUCTION TO PHILOSOPHY GE *3 semester hours*

This course offers a survey of important philosophical problems relevant to human life in an age of rapid social and intellectual change, including the ultimate nature of reality, belief in God, personal identity, freedom and responsibility, the search for meaning in life, theories of knowledge, and ethical considerations of right and wrong.

101 INTRODUCTION TO CRITICAL THINKING GE *3 semester hours*

This course provides an introduction to the principles and methods of critical thinking and the distinctions between opinion, knowledge, and belief. It includes techniques of conceptual analysis as well as some introduction to informal fallacies of reasoning.

210 PHILOSOPHY OF RELIGION GE *3 semester hours*

This course offers critical reflection on the nature and origin of religion, the relationship between faith and reason, and the character of religious language. Attention will be given to questions concerning the existence of God, good and evil, life after death, and claims of religious knowledge.

220 ETHICAL ISSUES OF THE MODERN WORLD GE *3 semester hours*

This course provides an introduction to moral philosophy and its application to contemporary ethical issues. At various times the course may focus on special topics. May be taken twice, provided the topics are different.

221 HEALTH CARE ETHICS GE *3 semester hours*

This course is designed to familiarize students with kinds of ethical situations and questions they can expect to encounter as healthcare professionals, and to provide students with skills and information to enable them to make competent ethical decisions in clinical situations. Topics will include practitioner-patient relationships, treatment and informed consent, confidentiality, end-of-life choices, intraprofessional and interprofessional conflicts, and business concerns and conflicts. Intended primarily for students pursuing careers in health care and related fields, the course is open to all who are interested in the subject.

224 ETHICS AND TECHNOLOGY GE *3 semester hours*

This course is designed to familiarize students with kinds of ethical situations and questions they can expect to encounter as professionals in the field of technology management, and to provide students skills and information to enable them to make competent ethical decisions in real-life situations. Topics will include information stewardship and privacy concerns, intellectual property issues, computer security, liability and safety responsibilities, professional codes of ethics, the social impact of computer technology, and related business concerns and conflicts.

226 BUSINESS ETHICS GE *3 semester hours*

This course provides a critical study of fundamental ethical issues in a business context. Application of moral theory to real-life situations in business practice, policy, and relationships. Focus upon principles for making moral decisions. Discussion topics may include justice and economic distribution, moral considerations of capitalism, corporate responsibility, ethics in the workplace, affirmative action, advertising, responsibility to consumers, protection of the environment, and other related ethical concerns.

230 SPORTS ETHICS GE *3 semester hours*

This course is designed to create awareness of important ethical issues in sports and to provide students with skills and information to enable them to competently respond to such issues as they occur. Building upon their own experiences with sports, students will explore real-life issues from a variety of perspectives (e.g. as coach, player, parent, umpire, citizen). Possible topics will include the role of ethics in athletic competition, the value of sportsmanship, fairness in sports, use of performance-enhancing drugs, gamesmanship, violence, the role of a coach as an authority figure, friend, and counselor, and whether sports build moral character. Intended especially for student-athletes, the course is open to all who are interested in the topic.

235 ENVIRONMENTAL/ANIMAL ETHICS GE *3 semester hours*

This course provides a historic and contemporary overview of Western and non-Western ethical thought concerning the environment and the humane treatment of animals. Students will be encouraged to critically examine their own beliefs, attitudes, and habits relative to the subject matter. Possible topics include saving endangered species, preserving the wilderness, controlling pollution, managing limited natural resources, raising animals for food, using animals in experiments, as well as issues involving the moral status of animals, obligations to future generations, and global justice.

240 MEDIA ETHICS GE *3 semester hours*

This course offers a critical study of ethical issues in the field of communication and media, including print and non-print journalism, radio and television broadcasting, advertising, and to a lesser extent entertainment media such as movies and television programming. Possible topics will include the role of media in a free society, social and ethical responsibilities of media professionals, professional code of ethics, conflicts of interest, truthfulness and deception, privacy versus the public's right to know, when does "news judgement" become censorship, journalism ethics in the online age, what's fair in advertising and public relations, ethics and interviewing, and ethical dimensions of entertainment.

270 EXISTENTIALISM GE *3 semester hours*

This course involves a survey of existentialist philosophy, including study of its influence and expression in literature, the fine arts, psychology, and religion. Reflection upon basic existential themes such as the meaning of human existence, freedom and responsibility, the limits of reason, the significance of death, the individual versus society, and the implications of truth as subjectivity. Students will be challenged to consider how they define the world and to what extent they have the power to change the world. Readings from Kierkegaard, Nietzche, Camus, Sartre, Buber, Simone deBeauvoir, or others are used within this course.

301 LOGIC AND LANGUAGE GE *3 semester hours*

Prerequisites: PHIL 101 or permission of the instructor, ENGL 106 or 107

This course acquaints students with the principles and methods of formal logic and its application to scientific reasoning, legal reasoning, and creative problem solving. It may also include an introduction to important issues in 20th century philosophy of language.

302 APPEARANCE AND REALITY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an inquiry into the fundamental nature of reality apart from what it merely appears to be. Focus upon classical and contemporary problems of metaphysics and their implications for everyday life. Topics may include reality and illusion, mind/body dualism, change and becoming, the nature of time, and the very meaning of being.

303 KNOWLEDGE AND UNDERSTANDING GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course explores the general question of what can or cannot be known. It examines classical and contemporary ideas and theories of knowledge, truth, belief, and evidence, as well as possible applications to real world problems.

325 BEAUTY AND VALUE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an inquiry into the nature of art and beauty, including problems of objectivity versus subjectivity. What does it mean to call something a "work of art?" Is beauty simply in the eye of the beholder? It provides an application of philosophical ideas and theories to present-day experiences and ongoing debates in contemporary aesthetics, such as colorization in movies. This course is intended for students with some background in either philosophy or the fine arts.

333 SOCIAL AND POLITICAL THOUGHT GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides a critical survey of salient social and political ideas in ancient, medieval, and contemporary philosophy. Although Western thought is given prominence, perspectives from non-Western cultures may be introduced to offer insightful comparisons or contrasts. Topics include issues of liberty, equality, economic justice, law, authority, citizenship, and civil disobedience.

380 PHILOSOPHY OF LAW: JURISPRUDENCE GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a critical introduction to philosophy of law. Students will explore the views of diverse and influential thinkers from Plato to present on the nature of law, associated problems, and types of solutions that have been proposed. The primary objective will be to better understand the function of law in human society. Topics will include the source of the authority of law, different types of law, the concept of legal responsibility, the relationship between morality and law, as well as related subjects such as legal reasoning, legal rights, and theories of punishment.

490 TOPICS IN PHILOSOPHY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This is an advanced course that, in different years, may focus on special problems or particular philosophers. May be taken twice, provided the topics are different.

491 INDEPENDENT STUDY IN PHILOSOPHY *1 to 4 semester hour(s)*

Prerequisite: ENGL 106 or 107

This course is a program of guided independent study in an area selected to meet student interests and needs. Repeatable up to 10 hours, provided the topics are different.

RELIGIOUS STUDIES (RELI)

Director: Stulman
Professor: Stulman
Associate Professor: Brougher
Assistant Professor: Cecire

Religious Studies Core Courses:
The following core courses are required for all four-year majors:

RELI 101 Introduction to Religion
RELI 102 Jewish and Christian Traditions
RELI 490 Research in Religious Studies

A *major in religious studies* consists of the religious studies core (nine semester hours) and the completion of one of the emphases listed below.

Religious Studies-Biblical Studies Emphasis
(focus: sacred texts of the Jewish and Christian tradition)
Requirements in addition to the core include 12 semester hours from RELI 235, 240, 327, 329, 336, and 339. Also, these majors must complete 12 semester hours of elective coursework in religious studies or philosophy/applied philosophy.

Religious Studies-Christian Studies Emphasis
Requirements in addition to the core include RELI 205, 207, 209, 235 or 327, 240 or 336, 270, 339, 350 or 390, 395, 398, 410, 422, and 423.

Religious Studies-Comparative Religion Emphasis
(focus: comparative study of Eastern and Western religious traditions)
Requirements in addition to the core include 12 semester hours from RELI 200, 201, 220, 312, 315, and 320. Also, these majors must complete 12 semester hours of elective coursework in religious studies or philosophy/applied philosophy.

Religious Studies-Individualized Studies Emphasis
(focus: self-designed program approved by Director of Religious Studies Area and Dean of the College of Liberal Arts)
Requirements in addition to the core include 24 semester hours of coursework in religious studies and/or philosophy/applied philosophy selected in close consultation with a member of the religious studies faculty. Such majors are particularly encouraged to make use of RELI 491, which allows for independent or directed studies and which may be completed for up to 12 semester hours, provided that the topics of study vary.

An *Associate of Arts degree in religious studies* is flexible. Students in the program take 62 semester hours of work, 18 hours of which must be taken at The University of Findlay, including the final 15 semester hours. The Associate of Arts individualized concentration in religious studies consists of 24 semester hours in religious studies or philosophy/applied chosen according to student interests and approved by the Director of Religious Studies and the Dean of the College of Liberal Arts. Twelve of these 24 semester hours must be in religious studies.

A *minor in religious studies* consists of 15 semester hours including RELI 101 and 12 semester hours of religious studies, nine of which must be taken at The University of Findlay.

All majors and minors in religious studies are urged to pursue language studies pertinent to their area of interest, either through regular course offerings from the Language and Culture Area or by arranging independent language tutorials with religious studies faculty. Instruction in Biblical languages also is available at Winebrenner Theological Seminary. In addition, majors and minors are encouraged to avail themselves of overseas and intensive cross-cultural study opportunities through University programs and accredited national and international agencies.

101 INTRODUCTION TO RELIGION GE *3 semester hours*
This course introduces students to various religions of the world, including Hinduism, Judaism, Buddhism, Daoism (Taoism), Christianity, and Islam: their basic beliefs, texts, practices, common concerns, and relevance for contemporary students.

102 THE JEWISH AND CHRISTIAN TRADITIONS GE *3 semester hours*
This course is an introduction to the Jewish and Christian traditions, their history, central teachings and practices, as well as their distinctive and shared values. The course also examines Jewish-Christian dialogue in the post-Holocaust world.

200 RELIGIONS OF INDIA AND TIBET GE *3 semester hours*
This is an introductory survey of the history of religions in India and Tibet, including the Hindu, Jain, Buddhist, Islamic, and Sikh traditions, as well as ancient and folk/popular religious traditions.

201 RELIGIONS OF CHINA AND JAPAN GE *3 semester hours*
This course is an introductory survey of the history of religions in China and Japan, including the Confucian, Daoist (Taoist), Buddhist, Shintô, and Christian traditions, as well as ancient, folk/popular, and new religious traditions.

205 INTERPRETING THE BIBLE *3 semester hours*
This course provides a critical introduction to various methods, multidisciplinary approaches, theoretical models, and research tools available for informed readings of the Bible.

207 CHURCH HISTORY SURVEY I *3 semester hours*
Prerequisites: ENGL 106 or 107, RELI 101, 230, and permission of instructor
This course involves a study of Orthodoxy, Roman Catholicism, and Protestant traditions of Christianity.

208 CHURCH HISTORY SURVEY II *3 semester hours*
Prerequisites: ENGL 106 or 107, RELI 101, 230, and permission of instructor
This course is a study of the history of Christianity from A.D. 1500 to present.

209 CHRISTIAN THEOLOGY *3 semester hours*
Prerequisites: ENGL 106 or 107, RELI 101, 230, and permission of instructor
This course offers a study of the central teaching of the Christian faith, with attention to their classical formulations as well as more recent interpretations.

220 THE ISLAMIC TRADITION GE *3 semester hours*
This course is an introductory survey of the history and diversity of Islamic traditions, from the lifetime of the Prophet in seventh-century Arabia to contemporary Islamic communities in the Middle East, South Asia, and North America.

235 THE OLD TESTAMENT GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides a critical study of the Hebrew Bible (Old Testament) and the religion of ancient Israel within the context of other ancient Near Eastern traditions. The Hebrew Bible is read in English translation with special attention to historical, literary, and ethical issues. Proportionately more time is spent on the Torah (Pentateuch) than on the Prophets (RELI 327) and the Writings (RELI 329).

240 THE NEW TESTAMENT GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers an introduction to the historical development, religion, and literature of the New Testament. The New Testament will be studied in English translation, with special attention to its first century Jewish and Greco-Roman context as well as its major teachings and central concerns. Proportionately less time is spent on the Gospels, which are studied in RELI 336.

270 RELIGIOUS ISSUES IN CONTEMPORARY SOCIETY GE *3 semester hours*

This topically-structured course will provide the student with the opportunity to reflect on the contemporary influence of religious values and the integral role it has in various global, social, economic, and political systems.

312 THE BUDDHIST TRADITION GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an intermediate survey of the history and diversity of Buddhist traditions, from the lifetime of the Buddha in fifth-century BCE India to contemporary Buddhist communities in East Asia, Southeast Asia, and North America.

315 RELIGIONS OF AFRICA AND THE AMERICAS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an intermediate survey of the religious traditions of indigenous Africans, Native Americans, and Caribbean islanders, such as the Zulu, Yoruba, Lakota, Vodou (voodoo), and Santeria traditions.

320 NEW RELIGIOUS MOVEMENTS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is an intermediate, cross-cultural survey of new religious movements ("cults") that have emerged, or are presently emerging, from established religious traditions in North America, Africa, and Asia.

326 PENTATEUCH *3 semester hours*

Prerequisites: RELI 101 and 230

This course studies the Pentateuch and the early historical books of the Old Testament. It pays special attention to the theme of the covenant relationship between God and Israel.

327 OLD TESTAMENT PROPHETS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers an intensive study of the writing prophets in the Hebrew Bible (Old Testament) with special attention given to their historical, cultural, and religious settings. The course also examines ways in which the words of the prophets transcend their own context to address individuals and communities today.

329 WISDOM AND POETRY IN THE OLD TESTAMENT GE *3 semester hours*
Prerequisite: ENGL 106 or 107
The course is a critical study of the Wisdom literature (Job, Ecclesiastes, Proverbs) and the Psalter of the Hebrew Bible (Old Testament) with emphasis on questions of ultimate meaning, values, human suffering, and the spirituality of ancient Israel.

336 JESUS IN THE GOSPELS *3 semester hours*
Prerequisite: ENGL 106 or 107
This course offers an intensive study of the sources of the knowledge of the Church's faith concerning the significance of the life and teachings of Jesus. This course examines the distinctive literary and religious character of each Gospel and its depictions of Jesus.

337 ACTS AND PAULINE LITERATURE *3 semester hours*
Prerequisites: RELI 101 and 230
Students survey the origin and history of the early church as recorded in Acts. They also study Paul's epistles in relationship to the issues in the church that the apostle addressed.

338 GOSPEL OF JOHN AND GENERAL EPISTLES (WTS) *3 semester hours*
Prerequisites: ENGL 106 or 107, RELI 101, and 230
Students read the Johannine literature--the Gospel and Epistles of John and Revelation. They also examine the general epistles of Hebrews, James, Peter, and Jude.

339 THE BIBLE AS LITERATURE GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is a literary study of the Bible (both Testaments), with emphasis on rhetoric, characters, plot, setting, metaphors, and themes. The focus of the course is on close readings of selected narratives and poems in the Bible. Biblical texts are examined in their final literary form, with less emphasis on reconstructing political, social, religious ideas that lie beneath the surface of the text.

340 SPECIAL TOPICS IN RELIGIOUS STUDIES GE *1 to 4 semester hour(s)*
Prerequisite: ENGL 106 or 107
Each time this course is offered, it will focus on a specific topic in religious studies. May be taken more than once, provided the topics are different.

350 FIELD EXPERIENCES IN RELIGION GE *1 to 3 semester hour(s)*
Prerequisite: ENGL 106 or 107
This is an active, experience-oriented service-learning course in which students extend their study of religion through a field work project approved and supervised by religious studies faculty. The project also must be supervised on site by a representative of the sponsoring agency. Graded S/U, unless the student requests conventional grading. Offered in units of one semester hour; may be taken for a total of five hours.

390 TRAVEL SEMINAR IN RELIGIOUS STUDIES GE *1 to 3 semester hour(s)*
Prerequisite: ENGL 106 or 107
This is a travel course organized by religious studies faculty in which various important sites of religious cultures are visited, studied, and researched. May be taken three times provided that the travel sites are different. (Three hours may be used for GE credit.)

395 LEADERSHIP FORMATION *3 semester hours*
This course examines the principles and practices essential to effective leadership. Students will demonstrate understanding of various models of Christian leadership based on biblical exploration, theological reflection, and recent theoretical analysis.

398 CHRISTIAN WORSHIP *3 semester hours*
This course introduces students to expressions of worship in Catholic, Protestant, and Evangelical contexts. Students develop a "theology of worship" that is contextually appropriate to their own faith tradition.

410 CHRISTIAN ETHICS *3 semester hours*
Prerequisites: ENGL 106 or 107, RELI 101, 230, and permission of instructor
This course is designed to identify and evaluate methods of moral decision-making and Scriptural models for moral deliberation and will include case studies of specific moral issues.

422 HOLISTIC CARE AND COUNSELING *3 semester hours*
This course introduces students to viable expressions of caring ministry based on biblical, theological, and recent theoretical models.

423 LITURGICAL ENGAGEMENT *3 semester hours*
This course offers an examination of homiletic models based on recent exegetical, hermeneutical, and intercommunication theories.

490 RESEARCH IN RELIGIOUS STUDIES *1 to 4 semester hour(s)*
Prerequisites: ENGL 106 or 107 and permission of the instructor
This course provides a critical study and research in religious studies, either independent or directed. May be taken twice, provided the topics are different.

491 INDEPENDENT WORK IN RELIGIOUS STUDIES *1 to 4 semester hour(s)*
Prerequisites: ENGL 106 or 107 and permission of the instructor
This course involves a program of guided research in the area of religious studies. Repeatable up to 12 hours, provided the topics are different.

LANGUAGE AND CULTURE AREA

Director: Kawamura
Professors: Hanson, Harada, Reed
Associate Professors: Gordon, Kawamura, Perez-Gamboa
Assistant Professors: Beck, Castillo, Harper, Muñoz
Instructors: Angelo-Valera, Blum, Mott, Muñoz, Romick

A Bachelor of Arts degree is granted for completion of baccalaureate programs within the Language and Culture Area.

Baccalaureate Programs:
(Offered, when appropriate, in conjunction with the College of Education.)
English as an International Language
Japanese
Spanish
Teaching English to Speakers of Other Languages (TESOL)

Minors:
English as an International Language
International/Intercultural Studies
Japanese
Spanish

Associate Program:
English as an International Language

Certificate Program:
English as an International Language

Competencies
Competency requirements and prerequisites are specified for each area in its respective section of this catalog and must be met to satisfy graduation requirements. See the Director of the Language and Culture Area for further information.

Undergraduate Language and Culture Area
The mission of the Undergraduate Language and Culture Area (ULCA) is to promote a global perspective at The University of Findlay and beyond. The ULCA offers academic programs such as foreign languages, bilingual/multicultural education, and international studies. It is also the ULCA's commitment to provide service and resources to the community. The academic programs of the ULCA help students develop cultural and linguistic skills that will enable them to interact effectively with diverse groups of people. The importance of these skills is ever increasing in today's global society.

Training for students extends beyond campus to local communities, studying abroad, and cross-cultural and international internships. Students are strongly encouraged to apply their bilingual/multicultural skills and knowledge to a broad range of disciplines and professions.

The ULCA offers three majors: Japanese, Spanish, and TESOL (Teaching English to Speakers of Other Languages); two minors: Japanese and Spanish; two teacher licensure programs: Japanese and Spanish; and two endorsement programs: TESOL and Bilingual Multicultural Education for Teacher Education students.

Intensive English Language Program (ENIN/IELP)
The mission of The University of Findlay's Intensive English Language Program (ENIN/IELP) is to offer innovative programs to international students. These programs are designed to increase English proficiency, to assist with acculturation of life in the United States, and to facilitate academic success at the undergraduate and graduate levels.

Students can earn a major, minor, associate degree, or certificate in English as an International Language (ENIN). An ENIN major, minor, or certificate can easily be combined with other majors offered by The University of Findlay.

BILINGUAL MUTICULTURAL STUDIES (BLMC)

Professors: Hanson, Harada, Reed
Associate Professors: Gordon, Kawamura
Assistant Professor: Harper
Instructor: Blum

A *major in teaching English to speakers of other languages* (TESOL) consists of a minimum of 45 semester hours. Students will take 21 hours in core courses which include: BLMC 200, 210, 280, 300, 310, 320, and 480. The remaining 24 hours will be selected from the following: BLMC 180, 240, 343, 410, 430, 495; ENIN 450; FREN 343; JAPN 350; COMM 216, 218, 340; ENGL 130, 150, 202, 208, 235, 272, 324, 331, 332, 338, 339, 340.

A *minor in international/intercultural studies* consists of COMM 218; BLMC 240, 270, and 494; and six hours of elective courses. Courses in any field can be counted as electives as long as the course has an international/intercultural component. Students should contact the Director of the Undergraduate Language and Culture Area about their choice of elective courses. Approval of course selection will be made by the Undergraduate Language and Culture Area. Sample electives include BUAD 350, EDUC 151, BLMC 330, COMM 340, ANTH 210, or GEOG 200.

Bilingual Multicultural Education Endorsement Program
This program is designed to prepare elementary and secondary teachers who are competent to teach in Spanish-speaking multicultural settings, as well as in English-speaking school settings. Students in the program complete 21 hours of coursework leading to an Ohio endorsement in early childhood, middle childhood, or adolescent to young adult. More information is available in the College of Education section of the catalog. In addition to Teacher Education requirements, students in the program take at least 21 semester hours of bilingual multicultural courses as listed in the following endorsements.

An *endorsement in bilingual education for early childhood license* (21 hours) consists of BLMC 200, 210, 280, 300, 310, 410, and 495. Also, competency in a language other than English is required at the Intermediate II level.

An *endorsement in bilingual education for middle childhood license* (21 hours) consists of BLMC 200, 280, 300, 310, 320, 410, and 495. Also, competency in a language other than English is required at the Intermediate II level.

An *endorsement in bilingual education for adolescent to young adult license* (21 hours) consists of BLMC 200, 280, 300, 310, 320, 430, and 495. Also, competency in a language other than English is required at the Intermediate II level.

Competency in a language other than English is required at the Intermediate II level; for example SPAN 221. This competency may be met by placement testing or coursework.

Endorsement in Teaching English to Speakers of Other Languages (TESOL)
The TESOL endorsement has been planned for students seeking teacher licensure in early childhood, middle childhood, or adolescent to young adult. The program is intended to prepare teachers in any field to work effectively with the constantly increasing number of students for whom English is not a first language. To earn an endorsement in teaching English as a second language (TESOL), students take 21 semester hours of courses. All students must pass the Praxis II Exam for TESOL as required by the State of Ohio Department of Education.

An *endorsement in TESOL for early childhood license* (21 hours) consists of BLMC 200, 210, 280, 300, 310, 410, and 430. Also, students must pass the Praxis II Exam for TESOL as required by the State of Ohio Department of Education.

An *endorsement in TESOL for middle childhood license* (21 hours) consists of BLMC 200, 210, 280, 300, 310, 320, and 410. Also, students must pass the Praxis II Exam for TESOL as required by the State of Ohio Department of Education.

An *endorsement in TESOL for adolescent and young adult license* (21 hours) consists of BLMC 200, 280, 300, 310, 320, 430, and 480. Also, students must pass the Praxis II Exam for TESOL as required by the State of Ohio Department of Education.

055 SIGN LANGUAGE CLUB *ACTIVITY* *.5 semester hour*

The Sign Language Club allows its members, ASL students and future signers to actively promote interest and appreciation of the deaf culture. Sign Club members assist in Spring Break Bingo, ASL socials, community involvement, and a variety of other activities to give members a better understanding of the language and culture of deaf individuals.

156 INTRODUCTION TO AMERICAN SIGN LANGUAGE (ASL) I GE *3 semester hours*

This is an introductory course that focuses on establishing expressive and receptive skills in ASL. It will place emphasis on the fundamentals of grammar, syntax, vocabulary, and culture. This course will develop basic ability using social and cultural aspects of the language. This course requires a great amount of preparation outside scheduled class meetings.

158 SERVICE LEARNING EXPERIENCES IN AMERICAN SIGN LANGUAGE *1 to 3 semester hour(s)*

This course stresses application of the student's knowledge of American Sign Language (ASL) and the culture of deaf Americans. Students will reinforce their skills while teaching others in a service-learning environment. The course provides students with opportunities to serve the community using their skills and knowledge of ASL.

180 ACADEMIC STUDY SKILLS FOR NON-NATIVE SPEAKERS *3 semester hours*

This course is designed for English as a second language (ESL) college students to address the same needs as the First-Year Seminar. The following skills are emphasized: reading skills (e.g., skimming, scanning, reading for meaning), note-taking, outlining, summary writing, essay exam writing, library research, objective test practice, participating in class discussion, and giving oral presentations.

200 HISTORY, PHILOSOPHY, AND PROGRAM MODELS FOR BILINGUAL EDUCATION AND ESL PROGRAMS GE *3 semester hours*

This course offers an overview of the historical treatment of bilingualism socially and educationally in the United States and other countries. It provides an examination of legal history of federal and state legislation and regulations affecting bilingual and ESL education in the United States. This course is a survey of philosophical approaches to bilingualism including assimilation, cultural diversity, and program models. Various approaches to parental and community involvement across the Unites States will be examined. It is an examination of social and pedagogical conflicts evident in educational systems involving students whose language, values, and culture differ from those of the dominant society.

210 CURRICULUM CONSIDERATIONS AND MATERIALS FOR BILINGUAL AND ESL EDUCATION *3 semester hours*

This course is an overview of curriculum theory, development, and implementation with special emphasis on the bilingual/ESL classroom setting. A discussion of basic curricular elements, lesson planning, current trends in research and application; and traditional and alternate approaches to curriculum organization and different approaches to assessment will be discussed. Theories of second language acquisition as they impact on bilingual and ESL education are discussed as well as learning strategies, literacy in first and second language, and evaluation and adaptation of classroom materials. Terminology associated with bilingual classrooms and teaching will be reviewed. Learning disabilities and exceptionalities such as disabilities and gifted bilingual students are covered.

220 INTRODUCTION TO CULTURE: BRIDGING DIFFERENCES GE *3 semester hours*

This course, taught in English, will address cultural issues and will help students develop the necessary understanding and skills related to dealing with diverse populations. Cultural similarities as well as differences will be examined as they apply to specific minority and majority cultures on the University campus.

240 INTRODUCTION TO INTERNATIONAL STUDIES GE *3 semester hours*

This course is an introduction to the field of international studies designed to provide a foundation of knowledge upon which the student can pursue more detailed studies related to international topics. Students will be encouraged to think on a global, as opposed to parochial, basis. The course content will be structured around four general areas: social and cultural issues, politics, economics, and religion. The course will derive its cohesiveness from either a central theme or a common core of ideas that runs through each of the four content areas. GE credit may be taken to fulfill either social science or foreign language/culture requirement.

245 EXPERIENCES IN TESOL *1 to 4 semester hour(s)*

In this experience-oriented course, students will apply basic skills and knowledge of TESOL to an outside-of-classroom context to depend their understanding of the subject. Based on an agreement with the instructor, a student engages in various activities (e.g., tutoring English to non-speakers of English, participating in a TESOL conference) outside of the classroom. Subject to approval, up to four credit hours will be granted according to the nature and the length of the experience. May count toward a major as an elective for up to three hours.

255 SECOND SEMESTER AMERICAN SIGN LANGUAGE GE *3 semester hours*

Prerequisite: BLMC 156 or permission of the instructor

This second semester course will expand grammatical/syntactical knowledge acquired in the first semester course. Students will develop further abilities to use this visual language in a culturally and socially appropriate manner. Using a functional/notation approach, students will gain insight to the application of the grammatical and non-manual features of the language. Most instruction will be conducted through interactive performance between students and the instructor or among fellow students.

270 CROSS-CULTURAL COMMUNICATION *1 semester hour*

Prerequisite: permission of the instructor

This course is designed to introduce students to diverse cultures through direct interaction. Repeatable up to three semester hours.

280 LINGUISTICS AND ENGLISH GRAMMAR *3 semester hours*

Teachers must understand the nature of language to teach it effectively. This course will introduce students to the study of linguistics and terminology, including phonology, morphology, syntax, and semantics, and give a descriptive view of the grammatical structure of English. It will also discuss the error analysis, comparative linguistics, language variation, and communicative competence with special attention to bilingual/ESL settings.

300 LANGUAGE ACQUISITION AND ASSESSMENT OF FIRST AND SECOND LANGUAGE *3 semester hours*

This course provides an overview of first and second language acquisition theories. Students will have the opportunity to learn formal and informal methods of assessing language proficiency, how to prepare classroom tests, analyze language proficiency and placement tests, interpret test results, inform students, parents and community, make instructional decisions, use assessment terminology, multifaceted assessment, self-assessment, and instructional strategies for testing oral language, reading, and writing in a second language. Entry/exit criteria for bilingual/ESL programs will be presented. Learning disabilities, handicapped and gifted bilingual students assessment and instructional strategies are covered.

310 TESOL METHODS FOR EARLY AND MIDDLE CHILDHOOD *3 semester hours*

Analyses of ESL instructional materials, learning theories, learning styles, and strategies applicable are discussed. This course includes a discussion of impact of technology on early and middle childhood education for younger learners and of computer software available. The development of contextualized and Sheltered English lesson plans, thematic units; discussions on emergent literacy and using literature and patterned books to teach reading and phonics in an ESL classroom will be covered in this course. Ohio and TESOL standards will be discussed and included in lesson planning.

320 TESOL METHODS FOR ADOLESCENTS AND ADULTS *3 semester hours*

This course offers an analysis of ESL instructional materials, learning theories, learning styles, and strategies, and discussion of impact of technology (including available computer software) on early- and middle-childhood education for younger learners. Basic listening, communication, reading, and writing approaches; corrective pronunciation, personality factors and innovative teaching techniques as applicable to the adolescent and adult second language learner will be presented. Ohio and TESOL standards will be discussed and included in lesson planning.

330 INTERNATIONAL LIVING/STUDY/INTERNSHIP *1 to 12 semester hour(s)*

This course involves residence, study, or work experience in a non-native country for a designated period of time. Semester hour(s) will be determined according to the length of the experience and the nature of the assignments.

335 SPECIAL TOPICS IN INTERNATIONAL STUDIES *1 to 3 semester hour(s)*

Prerequisite: permission of the instructor

This course is a seminar dealing with various issues facilitated by visiting scholars. Analysis from cross-cultural and international perspectives is emphasized in the seminar. May be repeated, provided the topics are different.

340 CURRENT ISSUES IN INTERNATIONAL STUDIES GE *3 semester hours*

Prerequisite: BLMC 240

Building on material learned in BLMC 240, this team-taught course will employ a case-study approach combining political, economic, historical, and socio-cultural modes of analysis to problems of global significance. The course is intended to provide students with a solid understanding of important contemporary international issues and events, and to hone the analytic tools by means of which students may understand future developments in international relations. Cases might include problems in the Mid-East, Northern Ireland, Cuba, Canada, or Bosnia; famine in North Korea; financial difficulties in Asia; global environmental concerns; terrorism; the role of the United Nations; U.S.-China relations and Most Favored Nation (MFN) status; genocide in Africa (or elsewhere); and so forth.

343 HISPANIC/LATINO INFLUENCES IN THE UNITED STATES GE *3 semester hours*

This course presents an overview of the history, immigration movements, and cultural traditions of the major Hispanic/Latino groups residing in the U.S. today. It examines important contributions that Spanish speakers have made to the multicultural fabric of American life (art, literature, music, politics, sports, business, and the professions). It also explores current political and social issues of concern to Hispanics. The course materials focus on contemporary media including film, periodicals and newspapers, popular music, and the Internet.

350 AFRICAN-AMERICAN INFLUENCES
IN THE U.S. GE *3 semester hours*

This course presents an interdisciplinary overview of Afrocentrism and its proper place in a multicultural democracy such as ours. The course examines the life and composites of African-Americans from several perspectives (i.e., historical, psychological, social, and cultural) and recognizes the many contributions African-Americans have made to all segments of American life (i.e., government, business, the arts, sciences, and space research to name a few).

410 TEACHING CONTENT AREAS IN A BILINGUAL/ESL SETTING *3 semester hours*

This course will highlight methods of teaching social studies, math, science, and language arts in a bilingual/ESL classroom setting, including Ohio's grade level learning outcomes. Analysis of current mainstream and ESL teaching materials; strategies and techniques for adapting materials; discussion of impact of technology on second language education for early and middle childhood learners, and of computer software available; learning strategies; Sheltered English, and the CALLA approach will be focused upon.

430 SOCIOLINGUISTICS IN A CLASSROOM SETTING *3 semester hours*

This course provides an overview of social realities such as class, ethnicity, age, gender, and style on language use in society. It involves relating language variation, register, style, dialects, code-switching, bilingualism, and communicative competence to the bilingual/ESL classroom to determine their effect on learning.

480 PRACTICUM/FIELD WORK IN TESOL *2 to 3 semester hours*

Prerequisite: BLMC 310 or 320 or permission of the instructor

This is an advanced course that focuses upon supervised field work and/or experiences in the teaching of English as a second language. Students' activities will include classroom observation, classroom teaching and/or tutoring in Intensive English Language Program (IELP), local schools, or schools in foreign countries.

494 SEMINAR IN INTERNATIONAL STUDIES *3 semester hours*

Prerequisites: BLMC 240, 340; COMM 340; GEOG 101

This course will 1) present students with the opportunity to apply much of the information from the program curriculum; 2) require students to develop a major research paper or project on a problem, event, or issue of significance in international studies; and 3) provide a vehicle for the International Studies Program faculty to further assess the success/failure of the program.

495 SEMINAR IN BILINGUAL/ESL EDUCATION *3 semester hours*

This is a capstone course that can be considered final preparation for the actual work of teaching. The course will be approached primarily from a discussion format based on a carefully selected set of readings that highlight current critical issues in bilingual/ESL instruction, demographic and immigration patterns, cultural aspects/values of various groups in the United States and Ohio, portfolio preparation, reflective teaching, self-assessment, and community/family involvement.

FRENCH (FREN)

047 LE CERCLE FRANÇAIS *ACTIVITY* *.5 semester hour*

The French Club promotes opportunities to engage in French language and/or cultural activities and initiates French cultural activities for the University community and regional schools. Officers are elected during the spring semester.

100 INTRODUCTION TO FRENCH *2 semester hours*

No previous course work in French required. This course introduces students to the pronunciation system of French. Students practice listening and speaking skills in "real world" settings in a variety of cultural contexts. Survival skills in grammar, spelling, and reading skills are developed. Minimal use of English.

125 FRENCH FOR CONVERSATION AND TRAVEL I GE *3 semester hours*

This beginning-level course is designed to meet the conversational and cultural needs of students traveling for business or pleasure to French-speaking countries. Topics and proficiencies focus on "real world" situations. Students practice language skills in the present, past, and future. Cultural orientation focuses on French-speaking populations in Europe and Canada. Conducted in French.

130 FRENCH FOR CONVERSATION AND TRAVEL II GE *3 semester hours*

Prerequisite: French placement exam, FREN 125, or permission of the instructor

This continuation of the beginning-level course develops oral proficiency in French to meet conversational, social, and cultural needs. The students practice communication skills in "real world" French-speaking settings. Writing skills are developed for personal needs. Conducted in French.

215 INTERMEDIATE FRENCH GE *3 semester hours*

Prerequisite: French placement exam, FREN 130, or permission of the instructor

This course offers a review of basic structural patterns in an interactive context. Grammar and vocabulary are developed in diverse French-speaking settings. Comprehension and analysis of authentic listening and reading materials for intermediate-level students is covered in this course. Required for the French minor. Conducted in French.

240 EXPERIENCES IN FRENCH *1 to 4 semester hour(s)*

Prerequisite: permission of the instructor

This course offers an opportunity for students to develop and complete a project or participate in activities agreed upon with the instructor. Offered in units of one to four semester hours. May be taken for a total of eight semester hours.

245 FRENCH CONVERSATION AND PRONUNCIATION GE *3 semester hours*

Prerequisite: FREN 215 or permission of the instructor

Designed to improve listening and speaking skills for a wide range of intermediate students, this course introduces listening and speaking strategies to enable students to follow authentic French. Grammar review and principles of French pronunciation are incorporated into listening and speaking tasks. Required for the French minor. Conducted in French.

310 CONTEMPORARY READINGS OF THE FRENCH-SPEAKING WORLD GE *3 semester hours*

Prerequisite: FREN 215 or permission of the instructor

A transition from listening and speaking, this course integrates strategies to develop effective reading and writing skills. Emphasis is placed on 20th century readings (e.g., short stories, magazines, and newspaper articles). Goals include grammar review and vocabulary development. The literary tenses (*passé simple* and *imparfait du subjonctif*) are introduced. Required for the French minor. Conducted in French.

320 CULTURE AND LITERATURE OF THE FRENCH-SPEAKING WORLD *3 semester hours*

Prerequisite(s): FREN 245 and 310 or permission of the instructor

This course involves readings and discussions of selected literary and cultural texts. This course provides an overview of French-speaking cultures through representative films, publications, and historical documents. Required for the French minor. Conducted in French.

343 FRENCH INFLUENCES IN NORTH AMERICA GE *3 semester hours*

Taught in English, this course gives an overview of the social, political, economic, and cultural history of French-speaking areas of the U.S., Canada, and the Caribbean. Also treated are literature, fine arts, crafts, architecture, sports, and current business and trade relations.

499 STUDIES IN A FRENCH-SPEAKING COUNTRY GE *1 to 6 semester hour(s)*

Prerequisite: FREN 130 or permission of the instructor

This course allows students with proficiency in the French language to earn course credit through traveling, studying, or working in a French-speaking region or country. Recommended for all students who minor in French. Travel-study tours organized by an instructor include instruction and immersion experiences in French.

GERMAN (GERM)

120, 121 INTRODUCTION TO GERMAN I, II GE *3 semester hours each*

Prerequisite for GERM 121: GERM 120 or permission of the instructor

These are introductory courses of German language and culture. Students begin to communicate in German through listening, speaking, reading, and writing. Emphasis is on conversation and vocabulary acquisition. Students also learn about the culture of German speaking societies in the world. Through the courses, students will make comparisons to their own culture and language. GERM 120 is designed for students who have no previous training in German.

240 EXPERIENCES IN GERMAN *1 to 4 semester hour(s)*

Prerequisites: GERM 120 and 121 or equivalent

This course provides an opportunity for students to improve their basic German skills by participation in activities such as translation, tutoring, or other activities as agreed upon by instructor and student. Offered in units of one to four semester hour(s); may be taken for a total of eight hours.

343 GERMAN INFLUENCES IN THE UNITED STATES GE *3 semester hours*

This course is taught in English. With the changes in Europe and the new role a United Germany will play in the world, it seems feasible to consider the German influence in America. Germans have played a major role in government, business, the arts (music, art, and literature), science, and space research. Some 50 German-speaking scientists have received Nobel Prizes in physics, chemistry, and medicine. One fifth of the population of the United States is of German origin.

INTENSIVE ENGLISH LANGUAGE PROGRAM (ENIN/IELP)

Assistant Professors: Beck, Castillo, Harper
Instructors: Mott, Romick

The Intensive English Language Program offers instruction in the English language and in American life and culture for non-native speakers of English. This academic program has five levels of instruction, and each level offers courses in listening, speaking, reading, and composition. In addition, special Test of English as a Foreign Language (TOEFL) preparation classes are offered.

Students learn about the United States through the Conversation Partner Program, class activities and discussions, interaction with American students and faculty members on campus, field trips, campus programs, and other community events.

All ENIN courses earn University credit. However, only upper-level courses fulfill ENIN major requirements. Students can earn a major, minor, associate's degree, or certificate in English as an International Language. An ENIN major, minor, or certificate can easily be combined with other majors offered by The University of Findlay.

A *major in English as an international language* consists of 42 semester hours of ENIN course work (21 hours of core courses and 21 hours of approved electives). The required core courses for the major are ENIN 320, 340, 420, 430, 440, and 450; and BLMC 220 or COMM 218. Students will have taken an English placement test prior to taking the 21 hours of electives. The 21 hours of electives should be selected from the following courses: ART 321; BLMC 220, 350; BUAD 110, 311; CJAD 101; COLL 080, COMM 218, 220, 315; ECON 199 or 200; ENGL 145, 150, 170, 202, 208, 235, 272, 324, 325, 328; ENIN 260; GEOG 101, 200; HIST 110 or 111, 375, 390; JAPN 240; MUSC 233, 270; POLS 110; PSYC 100 or 113; RELI 101; SOCI 250; any 300- or 400-level ENIN course.

An *Associate of Arts degree in English as an international language* consists of 24 semester hours including ENIN 320, 340, 420, 430, 440, 450, and 451; BLMC 220 or COMM 218.

A *minor in English as an international language* consists of 21 semester hours including ENIN 320, 340, 420, 430, 440, and 450; BLMC 220 or COMM 218.

A *certificate in English as an international language* consists of 24 semester hours (two semesters) of credit in ENIN course work and indicates the equivalent levels of language study successfully completed at the University. A grade of "C" or better is required in each of the courses selected to satisfy the certificate program. For certification of language proficiency at a particular level, the following core courses are required:

Level II:	ENIN 210, 220, 230, and 240
Level III:	ENIN 300, 310, 320, 330, and 340
Level IV:	ENIN 400, 410, 420, 430, and 440
Level V:	ENIN 460, 470, 480, 485, and 490

The courses listed above correspond to the current curriculum taught at various levels in the Intensive English Language Program. All upper-level (300- or 400-level) ENIN classes will be graded "A," "B," "C," "D," "F," "P," or "NC." All lower-level (100- or 200-level) ENIN classes are graded S/U.

110 ENGLISH GRAMMAR I FOR NON-NATIVE SPEAKERS *3 semester hours*

This basic English grammar course is designed for non-native speakers who need a solid grammatical foundation. Course topics include creation of simple sentences, understanding simple and progressive verb tenses, and the use of nouns, adjectives, and adverbs. A variety of activities integrates grammar into all the language skills. Class meets five hours weekly and is graded S/U.

120 READING I FOR NON-NATIVE SPEAKERS *3 semester hours*

Designed for students with little or no proficiency in reading English, this course emphasizes reading strategies, vocabulary development techniques, and provides for practice in word recognition. Simplified readings are introduced. Class meets five hours weekly and is graded S/U.

130 COMMUNICATION SKILLS I FOR NON-NATIVE SPEAKERS *4 semester hours*

This beginning course prepares students to successfully participate in basic communicative tasks with native speakers in the classroom and in the community. Speaking and listening skills are developed through activities, simulations, and interactions with classmates and with native speakers of English. Students will be introduced to the rhythm, stress, and intonation patterns of English and given some basic pronunciation tips. Class meets seven hours weekly, including one/two hour(s) in the language lab. This course is graded S/U.

140 COMPOSITION I FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: composition placement test

This beginning composition course focuses on building basic sentence and paragraph skills. Particular emphasis is placed on grammar, punctuation, spelling, and handwriting. Class meets five hours weekly and is graded S/U.

195 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course is repeatable and graded S/U.

210 ENGLISH GRAMMAR II FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 110 or placement test

This intermediate-level course is designed for non-native speakers who need to enhance their understanding of English grammar. Course topics include a review of simple sentence structure, irregular and auxiliary verbs, comparative forms of adjectives and adverbs, and interrogative, compound, and complex sentence forms. Class meets five hours weekly and is graded S/U.

220 READING II FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 120 or placement test

This course is designed to help students at the intermediate level improve their reading through the explicit teaching of reading strategies. Vocabulary is developed in context. Reading for pleasure is encouraged. Class meets five hours weekly and is graded S/U.

230 COMMUNICATION SKILLS II FOR NON-NATIVE SPEAKERS *4 semester hours*

Prerequisite: "S" in ENIN 130 or placement test

This intermediate course focuses on continuing to develop speaking and listening skills needed for successful interaction on an English-speaking campus and in an English-speaking community. Students will participate in group activities, simulations, and lab experiences with classmates and native speakers to learn appropriate linguistic responses and the correct cultural context for using them. Students will continue to practice rhythm, stress, and intonation of English as well as the vowel and consonants sounds of the language. Class meets seven hours weekly, including one/two hour(s) in the language lab. This course is graded S/U.

240 COMPOSITION II FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 140 or placement test

This intermediate composition course is designed to teach students to organize, write, revise, and edit original paragraphs. Time is devoted to mechanics, grammar, and paragraph development using the writing process. Class meets five hours weekly and is graded S/U.

250 ENGLISH FOR SPECIFIC PURPOSES *1 to 3 semester hour(s)*

This variable topics course is designed to provide beginning and intermediate ESL students with an opportunity to improve their English through experiences in a selected content area. May be repeated for a total of three semester hours. Class meets two/three times weekly and is graded S/U.

260 AMERICAN CULTURE AND CONVERSATION *1 semester hour*

This course is designed to introduce students to American culture and family life by matching them with volunteers from Findlay and the surrounding area. Documented weekly meetings with one's partner, weekly class meetings, and a final project are required. May be repeated for a total of three semester hours. It also may be audited. This course is graded S/U.

295 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course may be repeated. Graded S/U.

300 INTRODUCTION TO LISTENING FOR SPECIFIC PURPOSES FOR NON-NATIVE SPEAKERS *1 semester hour*

Prerequisite: "S" in ENIN 230 or placement test

This lab course is designed for low-advanced students to develop and improve listening skills needed to function in the United States. Listening to learn cultural information will be stressed. Emphasis is placed on listening for main ideas, specific details, contextual clues, and beginning note-taking strategies in an academic setting. Class meets two hours weekly.

310 ENGLISH GRAMMAR III FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 210 or placement test

In this low-advanced English grammar course, topics include a verb tense review, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals (e.g., gerunds). A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills. Class meets four hours weekly.

320 READING III FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 220 or placement test

Designed for low-advanced students, the course focuses on developing skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. Reading for pleasure is encouraged. Class meets four hours weekly.

330 COMMUNICATION SKILLS III FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 230 or placement test

This low-advanced course is designed to help students develop and improve communication skills, with an emphasis on speaking and listening. Reading and writing are integral to completing some tasks. Students develop the ability to discuss their ideas in a small group setting. Formal presentations are introduced. Pronunciation strategies and rhythm and intonation are reviewed. Class meets four hours weekly.

340 COMPOSITION III FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: "S" in ENIN 240 or placement test

This low-advanced composition course focuses on writing effective paragraphs and essays using the writing process. The course emphasizes the development, expression, and organization of ideas, along with accuracy of language use in finished papers. The course provides an orientation for students on using library resources. Class meets five hours weekly, including one hour of computer lab time.

350 ENGLISH FOR SPECIFIC PURPOSES *1 to 3 semester hour(s)*

This variable topics course is designed to provide advanced ESL students with an opportunity to improve their English through experiences in a selected content area. May be repeated for a total of three semester hours. Class meets two/three times weekly.

351 PRONUNCIATION WORKSHOP FOR NON-NATIVE SPEAKERS *1 semester hour*

Prerequisite: placement in IELP Levels 3, 4, or 5

Designed for students who want to do more intensive work on their pronunciation of English, this course provides in-depth practice with sounds, rhythms, and intonation patterns of the language. Class meets two hours weekly. Graded S/U.

352 TOEFL PREPARATION FOR NON-NATIVE SPEAKERS *1 semester hour*

Prerequisite: placement in IELP Levels 3, 4, or 5

This course does not count toward graduation.

This advanced-level test preparation course is designed to enable students to perform to their potential on the Test of English as a Foreign Language (TOEFL). General and discrete-point test-taking strategies for the Internet Based Test (iBT) are presented. Practice iBT examinations in reading, listening, speaking, and writing are administered and scored. This course may be repeated for a total of two semester hours. This class meets for two hours in the multi-media lab each week. Graded S/U.

353 ENGLISH THROUGH COMPUTER SKILLS *1 semester hour*

Prerequisite: placement in IELP Levels 3, 4, or 5

This course integrates learning and word processing with advanced English language skills (e.g., listening, composition). Students develop competence in word processing terminology in English, American keyboard layout, The University of Findlay BlackBoard system, and other important skills necessary to operate the software. This course is coordinated with the advanced IELP composition courses. Class meets in the multi-media lab, two hours weekly.

354 ENGLISH FOR BUSINESS COMMUNICATION *1 semester hour*

Prerequisite: placement in IELP Levels 3, 4, or 5

This course for advanced ESL students is designed to improve English proficiency through instruction and practical experience in business correspondence and interactions. Class meets two hours weekly. Graded S/U.

395 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of English as a second language. This course may be repeated.

400 LISTENING FOR SPECIFIC PURPOSES FOR NON-NATIVE SPEAKERS *1 semester hour*

Prerequisite: ENIN 300 or placement test

This lab course is designed for advanced students to develop listening skills through note-taking and discussions. Using multi-media and authentic materials, the students will practice listening for main ideas and specific details and will develop their note-taking strategies. Class meets three hours weekly.

410 ENGLISH GRAMMAR IV FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 310 or placement test

This advanced English grammar course is designed to help non-native speakers refine their use of compound and complex sentence structure in discourse. Specific emphasis is placed on expanded verb tenses and clause connectors. Activities focus on accuracy in formal academic contexts. Class meets three hours weekly.

420 READING IV FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 320 or placement test

This advanced reading course is designed to help students learn to apply critical thinking skills and develop reading strategies needed to comprehend authentic academic readings. Reading for pleasure is encouraged. Class meets four hours weekly including one lab hour.

430 COMMUNICATION SKILLS IV FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 330 or placement test

This class is designed to help advanced ESL students improve their English communication skills, especially in the areas of speaking and listening. Students present speeches, as well as participate in group discussions and problem-solving tasks. Course work may also involve interaction with American students in a classroom setting. Pronunciation techniques are reviewed. Class meets four hours weekly.

440 COMPOSITION IV FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: ENIN 340 or placement test

This advanced composition course is designed to help students improve their writing for academic purposes. Following the writing process, students compose essays, summaries, and reactions. Emphasis is placed on introducing documentation procedures. Class meets five hours weekly including one hour of computer lab time.

450 WRITING REVIEW FOR NON-NATIVE SPEAKERS I *3 semester hours*

Prerequisite: ENIN 440 or placement test

This writing course is designed to prepare non-native speakers of English for the academic tasks of university courses. The course will stress the use of the writing process by having students compose a formal research paper. Emphasis is placed on the importance of proper documentation procedures. Assignments will develop students' analytical and critical thinking skills. Class meets three hours weekly.

450L WRITING REVIEW FOR NON-NATIVE SPEAKERS I/Lab *1 semester hour*

During lab time, students will workshop papers, practice reading strategies, and conference with instructors.

451 WRITING REVIEW FOR NON-NATIVE SPEAKERS II *3 semester hours*

Prerequisite: ENIN 450 or placement test

This is a transitional course preparing non-native speakers of English for meeting the University's writing competency requirement. Emphasis is placed on understanding the importance of the writing process and developing strategies for composing academic essays. MLA documentation will be reviewed. Class meets three hours weekly.

451L WRITING REVIEW FOR NON-NATIVE SPEAKERS II/ LAB *1 semester hour*

During lab time, students will workshop papers, practice reading strategies, and conference with instructors.

460 ENGLISH GRAMMAR V FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 410 or placement test

This high-advanced English syntax course focuses on individual needs in preparation for advanced academic work. The complexities and discrete points of the English language are explored and analyzed. Class meets four hours weekly including one lab hour.

470 READING V FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 420 or placement test

A high-advanced course that focuses on the rhetorical styles used by many English-speaking authors. Students are expected to use reading skills and strategies in interpreting authentic materials as required at the graduate level. Emphasis is placed on developing critical thinking skills. Reading for pleasure is encouraged. Class meets four hours weekly, including one lab hour.

480 COMMUNICATION SKILLS V FOR NON-NATIVE SPEAKERS GE *3 semester hours*

Prerequisite: ENIN 430 or placement test

This class is designed for high-advanced students to develop communication skills for academic presentations and discussions. Guidelines for organizing and delivering various types of speeches (e.g., debate, persuasive) are presented and practiced. Class meets three hours weekly.

485 ADVANCED LISTENING FOR SPECIFIC PURPOSES *1 semester hour*

Prerequisite: ENIN 400 or placement test

This lab course is designed for high-advanced students who plan to study at the graduate level. Students will be exposed to typical, field-specific lectures in order to learn appropriate note-taking strategies as well as questioning and summarizing techniques. Attending University-sponsored presentations and using a variety of authentic materials will be included. Class meets three hours weekly.

490 COMPOSITION V FOR NON-NATIVE SPEAKERS *3 semester hours*

Prerequisite: ENIN 440 or placement test

In this high-advanced composition course, students develop their writing skills to meet typical graduate level academic expectations. Assignments include writing a variety of essays, incorporating support from outside sources into argumentative essays, and writing a research paper using primary and secondary sources with appropriate documentation. Class meets five hours weekly including one hour of computer lab time.

495 INDEPENDENT STUDY *1 to 12 semester hour(s)*

This course provides an opportunity to do individual supervised work in the field of ESL. This course may be repeated.

JAPANESE (JAPN)

Professor: Harada
Associate Professor: Kawamura

A *major in Japanese* consists of 38 semester hours of JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 320, 321, 350, 495, and four hours from JAPN 240 and/or JAPN 499.

A *multi-age license in education for Japanese* includes JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240, 320, 321, 350; EDUC 151, 161, 262, 303, 353, 354, 366, 415, 418, 467, 481; SPED 134, 261; and PSYC 207. Students must also complete 13 hours from the following: JAPN 420, 421, 495, and 499.

A *minor in Japanese* consists of 21 semester hours of JAPN 120, 120L, 121, 121L, 220, 220L, 221, 221L, 240, and 350.

120, 121 FIRST-YEAR JAPANESE I, II GE *3 semester hours each*

Prerequisite for JAPN 121: JAPN 120 or equivalent

Concurrent: JAPN 120L, 121L

This course is a beginning sequence that stresses the spoken aspect of the language. The written language will be gradually introduced as students acquire basic spoken skills. The courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written materials.

120L, 121L FIRST-YEAR JAPANESE I, II/TUTORIAL *1 semester hour each*

Concurrent: JAPN 120, 121

The primary goal of tutorial courses is to provide more opportunities for students to engage in further application practice based on the course materials presented during the regular class period. Depending on the needs of the students, other types of activities might be incorporated into tutorial periods.

220, 221 SECOND-YEAR JAPANESE I, II GE *3 semester hours each*

Prerequisite for 220: JAPN 121 or equivalent
Prerequisite for 221: JAPN 220 or equivalent
Concurrent: JAPN 220L, 221L

Building on the basic skills and knowledge gained in JAPN 120 and 121, these courses are designed to further develop the basic ability to use the spoken language in a culturally and socially appropriate manner. Simple reading and writing abilities will be further developed. These courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written texts. The completion of JAPN 221 satisfies the language requirement for the Japanese minor.

220L, 221L SECOND-YEAR JAPANESE I, II/
TUTORIAL *1 semester hour each*

Concurrent: JAPN 220, 221

The primary goal of tutorial courses is to provide more opportunities for students to engage in further application practice based on the course materials presented during the regular class period. Depending on the needs of the students, other types of activities might be incorporated into tutorial periods.

240 EXPERIENCES IN JAPANESE *1 to 4 semester hour(s)*

Prerequisite: permission of the instructor

This is an experience-oriented course in which a student can apply Japanese language skills and gain inter-cultural knowledge by activities involving community people and companies as agreed upon by instructor and student. Can be repeated up to five hours.

320, 321 THIRD-YEAR JAPANESE I, II GE *6 semester hours each*

Prerequisite for 320: JAPN 221 or equivalent
Prerequisites for 321: JAPN 320 or equivalent

Building on the foundation acquired from JAPN 220/221, these courses continue to develop skills and knowledge beyond the basic mastery of the spoken language. Training in written language continues and enables students to read some simple authentic materials and to write in a simple manner. The courses require a great amount of preparation outside the classroom using audiotapes, videos, CDs, and written texts. Completion of JAPN 321 satisfies the language requirements for the Japanese major.

350 INTRODUCTION TO JAPANESE CULTURE GE *3 semester hours*

Taught in English, this course introduces students to basic elements of the Japanese society--geography, history, and material, intellectual, and spiritual heritage of Japan, which constitutes the foundation for Japanese people's behaviors, as individuals and as a group. This course aims to help students in the United States acquire a knowledge base that will assist them in understanding Japanese people and culture and how to interact with them in productive ways.

420, 421 FOURTH-YEAR JAPANESE I, II *1 to 4 semester hour(s) each*

Prerequisite for JAPN 420: JAPN 321 or equivalent
Prerequisite for JAPN 421: JAPN 420 or equivalent

This course offers fourth-year language and culture training based on skills and knowledge gained from the courses through JAPN 321. These courses are designed to respond to each student's need to polish and to further develop skills in both spoken and written language and cultural understanding. The courses require a great amount of self-study based upon the assignments.

495 SELECTED TOPICS IN JAPANESE GE *1 to 4 semester hour(s)*

Prerequisite: permission of the instructor

Taught in English and Japanese, depending on the topic covered, the course is designed to meet special interests of students wishing to study selected topics in Japanese culture and society. Topics may include adult and children's literature, films, art, and music. This course also serves as the training course for the student who wants to be licensed to teach Japanese as a foreign language. May be repeated for up to eight hours, provided the topics are different. It is strongly recommended for students in Teacher Education programs.

499 STUDY/INTERNSHIP IN JAPAN *1 to 8 semester hour(s)*

Prerequisite: permission of the instructor

This course provides experiences in Japan for students to further develop their skills and knowledge of the Japanese language and culture gained from classroom and field experiences in the United States. Regular reporting of the progress to the supervising instructor is required. Semester hour(s) will be granted according to the nature and the length of the experience.

SPANISH (SPAN)

Associate Professor: Perez-Gamboa
Assistant Professor: Muñoz
Instructor: Angulo-Valera

A *major in Spanish* consists of at least 33 semester hours of approved courses beyond Elementary Spanish II.

A *multi-age license in education for Spanish* (grades K-12) consists of SPAN 220, 221, 230 or 235, 310, 320, 325, 328, 345, 346, 360, 362, 363, 400. Students must also complete six hours from the following: SPAN 361, 490, 491, and 499.

A *minor in Spanish* consists of at least 16 semester hours of Spanish courses, excluding Spanish 120 and 121. With the increase of Spanish-speaking people in the United States and the growing emphasis on bilingual education to meet this challenge, students should consider the advantages of having a working knowledge of Spanish to augment their majors, particularly those of business, elementary education, English, and social sciences.

ALL SPANISH MAJORS ARE REQUIRED TO COMPLETE A SEMESTER OF AN IMMERSION PROGRAM.

047 SPANISH CLUB *ACTIVITY* *.5 semester hour*

The Spanish Club is an organization of The University of Findlay students that promotes awareness of the language and culture of the Hispanic people. Spanish Club members actively participate in University activities such as High School Spanish Day, International Day, International Night, and Hispanic Heritage Week.

120, 121 ELEMENTARY SPANISH I, II GE *3 semester hours each*

Prerequisite for SPAN 121: SPAN 120 or equivalent

This course is a beginning sequence, which stresses fundamentals of grammar, readings, composition, conversation, and culture, using materials dealing with Spain, Mexico, and Central and South America.

205 SERVICE LEARNING IN SPANISH *1 to 6 semester hour(s)*

Prerequisite: permission of the instructor

This course provides students with opportunities to serve the community through service learning projects and to further develop their language skills and deepen their cultural knowledge outside of classrooms. Projects may include service at schools, agencies, or businesses. Service projects must be approved by a supervising faculty prior to their beginning. This course may be repeated for up to six semester hours provided the projects are different. (A total of three hours may be counted for Spanish major or minor.)

220, 221 INTERMEDIATE SPANISH I, II GE *3 semester hours each*

Prerequisite for SPAN 220: SPAN 121 or equivalent

Prerequisite for SPAN 221: SPAN 220 or equivalent

This course covers intermediate grammar, composition, conversation, and culture, as well as the reading of short stories and novel excerpts, illustrated with audio-visual aids.

310 ADVANCED STRATEGIES FOR READING AND WRITING IN SPANISH GE *3 semester hours*

Prerequisite: SPAN 230 or 235

This course provides a transition to literature and culture courses which are taught in Spanish. It emphasizes advanced reading comprehension strategies, vocabulary acquisition, and writing skills.

320 SPANISH COMPOSITION GE *3 semester hours*

Prerequisite: SPAN 230 or 235

This course provides intensive work on various styles of Spanish composition for academic and non-academic uses. Explores differences between oral and written communication. Includes group work and discussions as well as frequent individual compositions.

325 CULTURE OF SPAIN (IN SPANISH) GE *3 semester hours*

Prerequisite: SPAN 310 or 320

Taught in Spanish, this course integrates the political, economic, social, geographical, and cultural forces that shape Spain.

328 SPANISH AMERICAN CULTURE (IN SPANISH) GE *3 semester hours*

Prerequisite: SPAN 310 or 320

Taught in Spanish, this course integrates the political, economic, social, geographical, and cultural forces that shape America.

332 SPANISH CONVERSATION AND PRONUNCIATION GE *3 semester hours*

Prerequisite: SPAN 221 or equivalent

This course is designed to provide students with an opportunity to improve pronunciation and oral/conversational fluency in Spanish through communicative activities, story telling, discussion of topics related to the Hispanic world, and comprehensive practice through use of audio and video materials.

336 SPANISH FOR SPANISH SPEAKERS GE *3 semester hours*

Prerequisite: SPAN 221 or equivalent

This course is designed to address the unique needs of the student who has grown up in an English-speaking culture but within a Spanish-speaking community and/or home. Readings, lectures, and classroom activities aim at giving the students a greater knowledge and appreciation of their own cultural and linguistic heritage, helping them distinguish between standard and non-standard Spanish, adding more standard terms to students' vocabulary, improving spelling and use of written accent marks, giving students a second grammar to use in a professional or formal context.

341 SPANISH CULTURE (English) GE *3 semester hours*

Taught in English, this course integrates the political, economic, social, geographical, and cultural forces that shape Spain. (Does not count for the Spanish major or minor.)

344 SPANISH-AMERICAN CULTURE (English) GE *3 semester hours*

Taught in English, this course integrates the political, economic, social, geographical, and cultural forces that shape Spanish America. (Does not count for the Spanish major or minor.)

345 LITERATURE OF SPAIN: MAJOR WORKS GE *3 semester hours*

Prerequisite: SPAN 325

This course features a survey of the major works of Spanish literature from *El Cid* through the 20th century or literary works of a specific theme, genre, or period. May be taken twice, provided the topics are different.

346 SPANISH AMERICAN LITERATURE GE *3 semester hours*

Prerequisite: SPAN 310 or 320

This course features a survey of the major works of Spanish-American literature from the 16th through 20th century, or literary works of a specific theme, genre, or period. May be taken twice, provided the topics are different.

350 SPANISH FOR PROFESSIONALS GE *3 semester hours*

Designed for students with little or no background in Spanish, this course serves students who need to communicate with the Spanish speaker in the various professions. This course integrates thematically related vocabulary and grammar and it is geared to Spanish for specific purposes. It has three basic purposes: 1) to study the Spanish language with an emphasis on basic patterns; 2) to acquire vocabulary especially useful in practical situations and professions; and 3) to familiarize the student with the culture of Spanish-speaking people. The course topics vary by semester. (Does not count toward the major, minor, or license).

360 PROFESSIONAL COMMUNICATION IN SPANISH I *3 semester hours*

Prerequisite: SPAN 230 or 235 or permission of the instructor

This course gives students knowledge of Spanish needed in the world of work. It introduces students to vocabulary needed in the professions, to common business transactions, and to broad cultural values needed by anyone from any field of study who plans to travel, do an internship, or work in an international setting where Spanish is spoken. Students write a professional résumé and learn to manage a job interview. It is geared to Spanish for special purposes or applied, interdisciplinary, or content-based Spanish learning. Spanish is the instructional language of the classroom.

361 PROFESSIONAL COMMUNICATION IN SPANISH II *3 semester hours*

Prerequisite: SPAN 360 or permission of the instructor

This course continues the study of Spanish for professional purposes. It continues to develop the students' professional vocabulary, knowledge of common business transactions, and cultural values needed in the world of work. Students read and lead class discussions on authentic articles from journals, magazines, and newspapers relating to a professional area of interest. Students will complete a research paper on a topic approved by the instructor that provides a capstone experience and contributes to each student's portfolio.

362 SPANISH GRAMMAR AND SYNTAX I *3 semester hours*

Prerequisite: SPAN 221 or permission of the instructor

This course offers an intensive study of the conventions of standard Spanish grammar and syntax. Additional study will include error correction and short compositions, especially useful for future teachers and others interested in the Spanish language. Spanish is the instructional language of the classroom.

363 SPANISH GRAMMAR AND SYNTAX II *3 semester hours*

Prerequisite: SPAN 362 or permission of the instructor

This course offers an intensive study of the conventions of standard Spanish grammar and syntax. Extensive oral and written work will also be required--useful for all who want to polish their written syntactic and grammatical skills. Spanish is the instructional language of the classroom.

400 SEMINAR IN CONVERSATIONAL TOPICS *1 to 4 semester hour(s)*

Prerequisite: SPAN 230 or 235

This course is designed to improve the fluency of advanced students through authentic conversation on diverse topics of interest. Students can practice conversational language skills by interacting with native and non-native speakers of Spanish.

490 ADVANCED STUDIES IN SPANISH *1 to 4 semester hour(s)*

Prerequisites: SPAN 310 and permission of instructor

In different semesters, this course may provide advanced work in literature, applied linguistics and culture, or may focus on Spanish for special purposes such as the legal, medical, social service, environmental, or equestrian professions. May be taken twice, provided the topics are different.

491 INDEPENDENT STUDY IN SPANISH *1 to 4 semester hour(s)*

Prerequisites: SPAN 310 and permission of the instructor

This course offers an opportunity to do individual supervised work in the field of the student's chief interest: literature, business, linguistics, or other. Subtitle will indicate area of study. May be taken twice, provided the topics are different.

499 STUDY/INTERNSHIP IN A SPANISH-SPEAKING COUNTRY *1 to 12 semester hour(s)*

Prerequisites: approved course work in the academic area related to the internship or professional experience in the area. Exceptions must be approved by the supervising professor.

This course is a study abroad or work experience for students to further develop their skills and knowledge of the Spanish language and culture gained from classroom experiences. Must be approved by Director of the Undergraduate Language and Culture Area and be supervised by a Spanish faculty member.

AREA OF SOCIAL SCIENCE

Professors: Martin, McCandless, Mickey, Stevens
Associate Professors: Chwialkowski, Grant, Malacos, Polelle, Wilgus
Assistant Professors: Beitzel, Collins, Finn, Leach
Instructor: Lucas

A Bachelor of Arts degree is granted for baccalaureate programs in the Area of Social Science. (Note-Forensic Science-DNA/Serology and Forensic Science-Toxicology are Bachelor of Science degrees.)

Baccalaureate Programs:

Adolescent/Young Adult/Integrated Social Studies
Criminal Justice Administration
Forensic Science-DNA/Serology
Forensic Science-Toxicology
Law and the Liberal Arts
Political Science
Psychology-General Major Emphasis
Social Work
Sociology

Minors:

Criminal Justice Administration
Gerontology
Law and the Liberal Arts
Political Science
Psychology
Public Administration
Public Administration for ESOH majors
Sociology

Associate Programs:

Criminal Justice Administration-Corrections Option
Criminal Justice Administration-Law Enforcement Option
General Social Studies (multi-area)

Certificate Program:

Criminal Justice Administration-Administrative and National Security Policy
Criminal Justice Administration-Disaster Management
Criminal Justice Administration-Information Assurance
Criminal Justice Administration-Policing
Criminal Justice Administration-Juvenile Justice
Criminal Justice Administration-Community-Based Corrections
Criminal Justice Administration-Legal Courts
Criminal Justice Administration-Rehabilitation/Counseling
Criminal Justice Administration-Administrative
Gerontology

PREREQUISITE FOR ALL UPPER-LEVEL SOCIAL SCIENCE AREA COURSES: "C" or better in ENGL 106 or 107

A *major in adolescent/young adult/integrated social studies* consists of EDUC 151, 161, 262, 303, 353, 354, 360, 415, 418, 466, 481; SPED 134, 261; PSYC 207; ANTH 210; ECON 199; GEOG 101 or 200; HIST 101, 110, 111, 220, 221, 248; POLS 100, 110; HIST 390 or POLS 111; two courses from HIST 150, 302, 352, or 385; POLS 202, 203, or HIST 242; HIST 151 or 152; SSCI 240. Please see the College of Education for the education course descriptions.

An *Associate of Arts degree in general social studies* consists of the following: three hours in history chosen from HIST 110, 111, or 120/320; three additional hours in history at the 200-level; three hours in political science at the 100- or 200-level; PSYC 100; three additional hours in psychology at the 100- or 200-level; SOCI 105; three additional hours in sociology at the 200-level; three hours at the 100- or 200-level in any one of the following five disciplines: anthropology, criminal justice administration, economics, geography, public administration, or social work; and 12 hours of electives in the Area of Social Science. Additionally, all general education and University competencies must be completed.

ANTHROPOLOGY (ANTH)

The University does not offer a major in anthropology. However, the following course may be used to fulfill the elective requirements of a sociology major, comprehensive social science major, and general social studies A.A. degree.

210 CULTURAL ANTHROPOLOGY GE *3 semester hours*

A survey of the major concepts and techniques used in cultural anthropology. Topics include culture, worldview, race, gender and marriage, economics, class, political organization, religion, social control, and social change. Studies of various cultures are included to heighten students' awareness of their own cultural assumptions and values.

CRIMINAL JUSTICE ADMINISTRATION (CJAD)

Co-directors: Beitzel and Chwialkowski
Professor: Martin
Assistant Professor: Beitzel
Instructor: Lucas

Criminal Justice Administration Core Courses:
The following courses are required of all four-year programs in criminal justice administration:

CJAD 101 Introduction to Criminal Justice
CJAD 230 Police
CJAD 232 Corrections
CJAD 300 Criminal Investigation
CJAD 301 Forensic Science
CJAD 347 Research Methods
CJAD 365 Probation/Parole
CJAD 420 Special Topics
PBAD 205 Introduction to Public Administration
OR

PBAD 210 Municipal Administration
POLS 335 Constitutional Law
POLS 365 Judicial Process
POLS 495 Senior Seminar
PSYC 333 Abnormal Psychology
SOCI 225 Juvenile Delinquency
SOCI 345 Criminal Behavior

A *major in criminal justice administration* consists of the criminal justice administration core and 18 hours from CJAD 201, 265, 310, 311, 320, 330, 380, 415, 490, HIST 325, LAW 100, 420, POLS 111, PSYC 302, 320, SOCI 220, 250, SPAN 120 or 121 or 350. Students can satisfy nine-12 of these elective hours by completing a sub-specialty. Sub-specialty hours can be found within the certificate requirements.

A *forensic science-DNA/serology major* consists of CJAD 101, 300, 301, 330; CJAD 430, 431, 432, 433, or 434; POLS 335; MATH 123, 141; BIOL 145, 201, 201L, 300, 310, 412; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 400; PHYS 250, 250L, 251, 251L.

A *forensic science-toxicology major* consists of CJAD 101, 300, 301, 330; CJAD 430, 431, 432, 433, or 434; POLS 335; MATH 123, 141; BIOL 145, 201, 201L, 405; CHEM 130, 130L, 131, 131L, 310, 310L, 311, 311L, 315, 400; ESOH 315; PHYS 250, 250L, 251, 251L.

An *Associate of Arts degree in criminal justice administration-corrections option* consists of CJAD 101, 230, 232; and 12 hours from CJAD 265, 311, 340, 365, 415, 420, or 490. This option is being modified. Please see one of the co-directors for the most up-to-date information.

An *Associate of Arts degree in criminal justice administration-law enforcement option* consists of CJAD 101, 230, 232; and 12 hours from CJAD 300, 301, 311, 320, 420, or 490. This option is being modified. Please see one of the co-directors for the most up-to-date information.

A *minor in criminal justice administration* consists of CJAD 101, 230, 232, and 12 hours from CJAD 265, 300, 301, 310, 311, 320, 330, 347, 365, 380, 415, 420, or 490 (no more than three hours). This option is being modified. Please see one of the co-directors for the most up-to-date information.

A *certificate in criminal justice administration-administrative and national security policy* consists of the criminal justice administration core plus PBAD 305, 490, and POLS 404.

A *certificate in criminal justice administration-disaster management* consists of the criminal justice administration core plus ESOH 427, 429, 498; POLS 404.

A *certificate in criminal justice administration-information assurance* consists of the criminal justice administration core plus TECH 412, 414, 416, and MATH 302.

A *certificate in criminal justice administration-policing* consists of the criminal justice administration core plus CJAD 311, 320, and 380.

A *certificate in criminal justice administration-juvenile justice* consists of the criminal justice administration core plus CJAD 201, SOWK 320, and PSYC 207.

A *certificate in criminal justice administration-community-based corrections* consists of the criminal justice administration core plus CJAD 265 and SOCI 335.

A *certificate in criminal justice administration-legal courts* consists of the criminal justice administration core plus LAW 100, 420, and HIST 325.

A *certificate in criminal justice administration-rehabilitation/counseling* consists of the criminal justice administration core plus CJAD 415, PSYC 313, and SOWK 101.

A *certificate in criminal justice administration-administrative* consists of the criminal justice administration core plus PBAD 205, 305, and POLS 111.

050 CRIMINAL JUSTICE STUDENT CLUB *ACTIVITY* *.5 semester hour*
This club will provide students with the opportunity to visit criminal justice related agencies and organizations. It will further provide the students with the opportunity to maintain and share a collective ownership in their chosen career goals. Course is graded S/U.

101 INTRODUCTION TO CRIMINAL JUSTICE GE *3 semester hours*
This course is intended to provide an introduction and broad based understanding of the functional components of the criminal justice system, their independence, and formal and informal working relationships. It will also provide a basic understanding of the American crime problem.

201 THE JUVENILE JUSTICE SYSTEM *3 semester hours*
Prerequisite: CJAD 101 or permission of instructor
This course covers an in-depth study of the various components that comprise the juvenile justice system. Topics will include juvenile courts, role modeling, interaction between youth and the juvenile justice system, and the future of the juvenile justice system. Additional topics include development and trends in the juvenile court process; laws and procedures in the adjudication process; philosophy and practices; definitions, causation, prevention, treatment, and control of delinquent behavior.

230 POLICE *3 semester hours*
Prerequisite: CJAD 101 or permission of instructor
This course is an overview of police functions and responsibilities at the local, state, and federal levels. Police operations are examined relative to effectiveness in crime control, delivery of services, and order maintenance. Additional topics will include major developments, such as diversity; problems in policing, such as profiling; rights and responsibilities of the uniformed officer; patrol and manpower distribution theories; police professionalism, unionism, ethics, and corruption; community relations; continuous fitness; and, the police subculture as a distinct value system.

232 CORRECTIONS *3 semester hours*
Prerequisite: CJAD 101 or permission of instructor
This course further develops the concept of corrections and sentencing philosophies. It covers the historical development of corrections leading to an analysis of our correctional process and systems in contemporary America.

265 COMMUNITY-BASED CORRECTIONS *3 semester hours*

Prerequisite(s): CJAD 101 and 232 or permission of the instructor

This course is concerned with correctional theory and practice as applied to the community setting. Specific areas of concern are probation, parole, diversion, and non-traditional community correctional programs. The application of community resources and responsibilities with the needs of offenders in the criminal justice system is a primary focus of the course. Some contrasts and comparisons are made with the institutional correctional setting.

300 CRIMINAL INVESTIGATION *3 semester hours*

Prerequisite(s): ENGL 106 or 107, CJAD 101, and 230 or permission of instructor (recommended completion of CJAD 320)

This course deals with the following fundamental procedures of criminal investigation: crime scene search and recording; collection and preservation of physical evidence; scientific evaluation; modus operandi; sources of information; interviews and interrogations; and case preparation.

301 FORENSIC SCIENCE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 300 or permission of instructor

This course covers basic theories of physical evidence processing, identification, collection, chain custody, fingerprints, trace materials, toxicology, blood, semen, photography, DNA, and other types of physical evidence issues will be discussed. (This course was formerly CJAD 350.)

310 CRIMINAL LAW *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers a study of the essential elements that constitute criminal offenses by state and federal statutes. There will be a survey of crimes and procedures for social control, general principles of excuses and defenses, and an examination of all major felony crimes. Emphasis is on the substantive area of law.

311 SELF-DEFENSE/STRESS MANAGEMENT *3 semester hours*

Prerequisite: ENGL 106 or 107

The course presents aspects of self-defense and various exercises and breathing techniques to control personal stress. The primary emphasis of the course is to provide students with an appreciation of health and wellness through physical fitness and personal self-defense without weapons. Skill development is stressed as a means of reducing and controlling personal stress and situational conflict. It will provide activities that foster flexibility, enhance strength, determination, coordination, and self-confidence. The course is highly recommended for all students majoring in criminal justice but is open to any student who has completed any one of the social science introductory courses.

320 CRIMINAL PROCEDURE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101 or permission of instructor

This course provides an extensive coverage of landmark cases decided by the U.S. Supreme Court in the area of criminal procedure. Areas to be covered include confessions, search and seizure, interrogation, arrest, right to counsel, lineups, and other critical stages of the criminal process. The student will be exposed to theoretical and practical applications of our constitutional protections relative to the criminal justice system.

330 CRIMINAL EVIDENCE *3 semester hours*

Prerequisite(s): ENGL 106 or 107, CJAD 101, 320 or permission of instructor

This course is an advanced study of criminal law and procedure with concentration on evidence rules, an overview of criminal trial procedures, lay and expert testimony, admissibility of evidence, pretrial discovery, typologies of evidence, constitutional rights, presumptions, relevance, privileges, hearsay, confessions, and impeachment.

347 RESEARCH METHODS IN CRIMINAL JUSTICE *4 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101 or permission of the instructor

This course is an introduction to research methods and an overview of the research process, with emphasis on finding, using, and evaluating criminal justice research. It will include an examination of research methods appropriate to the study of crime, policy, and criminal justice.

365 PROBATION AND PAROLE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101 or permission of instructor

This course provides coverage of the correctional process and probation/parole systems within the United States. The historical evolvement, philosophy, standards, and innovations of probation and parole will be discussed. Also covered are electronic surveillance and community programs. The student will become acquainted with the numerous duties of state and federal officials within the probation/parole systems.

380 DISCRETION IN CRIMINAL JUSTICE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101 or permission of the instructor

The course focuses on theories and concepts of criminal justice conduct and character as they relate to personal and professional discretionary decision making; emphasis will be on police and corrections officers relative to administrative policy and legal guidelines as they apply to federal and state civil, criminal, and administrative law including civil rights issues. The course is also designed to familiarize students with concepts relating to cultural diversity and the professionalism of criminal justice practitioners in the U.S. with regard to issues that are recurrent and problematic.

415 ISSUES IN CORRECTIONAL TREATMENT *3 semester hours*

Prerequisite(s): ENGL 106 or 107, CJAD 101, and 232 or permission of instructor

The course is designed to develop knowledge of specific treatment programs in corrections and to help students learn the role of correctional caseworkers and counselors as practiced in correctional agencies.

420 SPECIAL TOPICS IN CRIMINAL JUSTICE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101 or consent of the instructor

Various problems and investigations will be conducted on a chosen topic. Topics will vary. Repeatable course, if topic is different.

430 SPECIAL TOPICS IN FORENSIC SCIENCE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and CJAD 101, 300, and 301 or permission of the instructor

This course is an examination and evaluation of current issues in the field of forensic science related to the scientific analysis of physical evidence in criminal investigations. Individual and or group activities related to the profession of forensic science within the criminal justice system. Topics will vary. Repeatable course, if topic is different.

431 CRIME SCENE INVESTIGATION *3 semester hours*
Prerequisite(s): ENGL 106 or 107 and CJAD 101, 300, and 301 or permission of the instructor
This course is a study of the methods and techniques of scientific crime scene investigation, documentation, and recognition of physical evidence, collection, and crime scene reconstruction.

432 DEATH INVESTIGATION-SCENE TO COURT *3 semester hours*
Prerequisite(s): ENGL 106 or 107, senior standing as criminal justice or forensic science major plus CJAD 101, 300, 301, and 330 or permission of the instructor
This course offers an in-depth study of the principles and techniques associated with investigating homicides; suicides; and accidental, natural, or equivalent deaths. While considering the sociological, psychological, and legal aspects typically found in these cases, the process will take the student from the scene to the court—criminal or civil.

433 FORENSIC ENTOMOLOGY *3 semester hours*
Prerequisite(s): ENGL 106 or 107, BIOL 145, CJAD 300, and 301, or permission of the instructor
This course will focus on the medico legal aspects of forensic entomology, including arthropod-mediated fate of corpses. Coverage will include life history, ecology, behavior, and other aspects of those insects that scavenge on carrion and how they affect the interpretation of a potential crime scene. Also covered will be practical aspects of the job of a forensic entomologist. Students will present a topic of their choice after a preliminary set of lectures.

434 SEMINAR IN FORENSIC SCIENCE *3 semester hours*
Prerequisite(s): ENGL 106 or 107 and CJAD 101, 300, and 301 or permission of the instructor
This course is an examination and evaluation of current issues in the scientific analysis of physical evidence in criminal investigations. Individual and group activities relating to professional practices of forensic science and the criminal justice system.

490 INTERNSHIP IN CRIMINAL JUSTICE *3 to 12 semester hours*
Prerequisite(s): ENGL 106 or 107 and CJAD 101 and consent of the instructor
This course involves guided work-study experiences within a public or private agency related to criminal justice or private security. These agencies will be with law enforcement, corrections, courts, or private industry. Student must arrange placement with internship coordinator.

GEOGRAPHY (GEOG)

Director: Polelle
Associate Professor: Polelle

The University does not offer a major in geography. However, the following courses serve as electives or fulfill certain requirements in the comprehensive social science major, education, and general social studies A.A. degree.

101 ECONOMIC GEOGRAPHY GE *3 semester hours*
This course involves a study of world economic resources and their effect upon the life and habits of people. Topics include agriculture, industry, transportation, trade, urban life, location theory, and population.

200 HUMAN GEOGRAPHY GE *3 semester hours*
This course features the relationship between people and their natural environment. Topics include population, religion, economic activity, political organization, settlement patterns, industry, material culture, and use of leisure time.

GERONTOLOGY (GERN)

Director: Grant
Associate Professor: Grant
Assistant Professor: Finn

A *minor in gerontology* consists of 21 semester hours, including GERN 200, 241, 242, 400, 450; and BIOL 205. The student must also select one of the following courses: PSYC 118, 210, 309, BIOL 240, 322, 323, SOCI 230, 250, 335 or GEND 350.

Certificate in Gerontology
The certificate program is primarily designed for the benefit of the nontraditional student. Within the context of this program, "nontraditional student" refers to an individual who is interested in pursuing only those courses relevant to the completion of the certificate program. The administrative classification of students in the certificate program would be that of "non-degree student." The minimum eligibility requirement for admission to the program is a high school diploma.

The "Certificate in Gerontology" is an acknowledgement by The University of Findlay that the student has successfully completed the course work identified below with an average grade of "C" or better. The certificate represents the student's achievement in mastering course work specific to the aging process but does not confer upon the student any rights, privileges, or status. Rather, the certificate provides the student with a tool to promote his or her potential within the workplace. The certificate also will be awarded to a student who is enrolled in a degree program with a gerontology minor.

A *certificate in gerontology* consists of the following courses (21 semester hours): GERN 200, 241, 242, 450; BIOL 205; plus three hours from PSYC 118, 210, 309, BIOL 240, 322, 323, RCTH 201, SOCI 230, 250, 335 or GEND 350; and GERN 400 Internship (10 hours/week for one semester).

200 THE AGING PROCESS GE *3 semester hours*
(A required course for all gerontology students)
This course is an introduction to the social, psychological, and biological factors involved in the aging process. The course will examine aging as an individual as well as a societal process. Special emphasis will be placed on the theoretical frameworks appropriate to aging.

210 GENDER AND AGING GE *3 semester hours*
Gender and Aging is the study of theory, research, and application of issues related to gender and the aging experience. This course will examine gender differences in areas such as health, mental health, income security, crime, and public policy. Attention will be given to variations of the above when dealing with both males and females.

241 THE PSYCHOLOGY OF AGING GE *3 semester hours*
This course will examine the psychological concepts and behavioral patterns associated with aging. Some of the topics include perception, memory, intelligence, and personality as they relate to and are influenced by the aging process.

242 THE SOCIOLOGY OF AGING GE *3 semester hours*
This course will examine the social dynamics and social structure of the aging population. The course will focus on the interrelationship between the changing needs relative to the elderly and society. Some of the topics include interpersonal relationships, societal responses to aging, and political aspects of aging.

400 INTERNSHIP *3 semester hours*

Prerequisites: ENGL 106 or 107 and completion of all gerontology-related course work by the end of the internship semester

The student will work, under supervision, in an area social service agency, industry, medical, or nursing facility that provides services to the elderly. The time commitment will be 10 hours per week for 15 weeks.

450 SENIOR SEMINAR: SELECTED TOPICS *3 semester hours*

Prerequisites: ENGL 106 or 107, GERN 200, 241, 242, BIOL 240, and senior standing

This course will provide the student the opportunity to integrate the multidisciplinary nature of the gerontology program. The topic of the seminar will vary depending upon interest and trends. The topic selected will provide the student with the opportunity to concentrate on a particular area of interest within gerontology.

LAW AND THE LIBERAL ARTS (LAW)

Directors: Chwialkowski, Polelle
Associate Professors: Chwialkowski, Polelle

Law and the liberal arts is an interdisciplinary program designed for students interested in a broadly based liberal arts education that focuses on the law. The program is intended to stand as both an independent major within the College of Liberal Arts and as a preparatory program for those interested in law school. This program was developed after careful consultation with the nine Ohio law schools.

A *major in law and the liberal arts* includes COMM 211; ECON 199, 200, 201, or ACCT 220; PHIL 101, 301, or 303; PHIL 333 or HIST 350; ENGL 302 or 318; LAW 100; BUAD 310, COMM 230, CJAD 310, POLS 401, LAW 390, or PBAD 350; POLS 365; HIST 325 or LAW 390; POLS 335; PHIL 380 or LAW 390; and LAW 485. In addition students majoring in law and the liberal arts need to take 12 hours of elective credit (no more than six hours from a single discipline) from the following list: LAW 390, BLMC 240, NSCI 135, HIST 110, 111, 152, 220, 221, PSYC 302, ECON 200, 201, 320, ACCT 221, 371, BUAD 199, 350, 470, 492, FNCE 320, COMM 110, 125, 216, 230, 310, 385, 413, ENGL 202, 208, 272, 318, 330, 333, RELI 230, 270, 410, PHIL 100, 101, 220, 226, 303, CJAD 101, 310, 320, 347, 380, 420, CSCI 190, SOCI 240, 250, 345, POLS 100, 110, 301, 345, 401, 420, PBAD 205, 305, 350, 490, ESOH 100, 300, MUSC 234, ART 320, 321, or THEA 150. A legal internship program (Community-Urban Experiences in Law, LAW 328) is recommended, but it is not required.

A *minor in law and the liberal arts* includes LAW 100; BUAD 310, COMM 230, CJAD 310, POLS 401, LAW 390, or PBAD 350; POLS 365; HIST 325 or LAW 390; POLS 335; PHIL 380 or LAW 390; and one course from the following: COMM 211, ECON 199, 200, 201, ACCT 220, PHIL 101, 301, 303, 333, HIST 350, ENGL 202, 318 or one course from the elective list found within the major requirements.

100 INTRODUCTION TO LAW GE *3 semester hours*

This course will introduce students to the American legal system and its relation to American politics, culture, and society. The course is to serve as an introduction to the concept of law, the philosophy of law, legal precedent, common law, the interpretation of law, the U.S. Supreme Court, and the practical functioning of the U.S. legal system. The course will also provide practical advice on U.S. law schools and the admissions process. Students will be introduced to the basic skills necessary for the understanding and practice of the law, including analytical interpretation, reading comprehension, rhetorical skills, legal and technical writing, and logical reasoning.

328 COMMUNITY-URBAN FIELD EXPERIENCES IN LAW *variable credit*

Prerequisites: ENGL 106 or 107 (or its equivalent) and permission of the Community-Urban Field Experiences Director

This course offers majors in law and the liberal arts curriculum guided work-study experiences in the legal field. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences may also be available nation-wide. Graded S/U.

390 TOPICS IN LAW GE *3 semester hours*

Prerequisite: ENGL 106 or 107 (or its equivalent)

This course is designed to meet the needs of majors and non-majors interested in select topics pertaining to the study of law and the liberal arts. Topics may include: comparative law, legal ethics, law in popular culture, law and literature, law and social change, or some aspect of substantive law (e.g., property law).

POLITICAL SCIENCE (POLS)

Director: Polelle
Professors: McCandless, Stevens
Associate Professors: Chwialkowski, Polelle

Political Science Core Courses (26 semester hours):
The following core courses are required for all four-year programs in political science (26 semester hours):

POLS 100	Introduction to Political Science
POLS 110	American Politics
POLS 202	Comparative Politics
POLS 203	International Relations
POLS 495	Seminar in Political Science
PBAD 205	Introduction to Public Administration
CJAD 347	Research Methods in Criminal Justice
PHIL 333	Western Social and Political Thought

A *major in political science* consists of taking at least 41 semester hours in the discipline or related areas. In addition to the core, students must complete 15 hours from the following list of electives: POLS 111, 301, 328, 333, 335, 365, 401, 404, 420, or 455. Three of those hours may be completed by taking one of the following: PBAD 210, 305, 350, 395 (three to six hours may apply toward the elective requirement), 490; HIST 305, 306, 331, 382, 385, 405; COMM 230; FNCE 350; SOCI 313, 355. Students must also complete MATH 123 and a competency exam in political science.

Students are encouraged to develop individualized programs either accompanying the major or in place of the ordinary sequence of courses in the major, depending upon the student's career goals or other future plans.

Political science majors planning to teach high school should consult the Area of Teacher Education for licensure requirements.

Students preparing for law school should consult with the law and the liberal arts adviser.

A *minor in political science* consists of at least 18 semester hours, including POLS 100, 110, 203; plus three courses from the courses listed as either core/required courses (which are not listed above) or electives for the political science major.

100 INTRODUCTION TO POLITICAL SCIENCE GE *3 semester hours*

This course will introduce students to the discipline of political science. The various subfields and related fields will be reviewed: political theory, methodology, American politics, comparative politics, international relations, and public administration. Also, students will gain perspective on the historical development of this field of study, be introduced to various research methodologies, and learn the basics of accepted writing in politics and political science.

110 AMERICAN POLITICS GE *3 semester hours*

This course provides analysis of the context of national politics in the United States and the institutions of American national government.

111 STATE AND LOCAL POLITICS GE *3 semester hours*

This course offers analysis of state, metropolitan, and community politics with special emphasis on problems of public policy in education, transportation, urban development, and social welfare.

202 COMPARATIVE POLITICS GE *3 semester hours*

This course is an introduction to comparative political analysis with special attention devoted to politics in Western Europe, Russia, China, and selected developing states.

203 INTERNATIONAL RELATIONS GE *3 semester hours*

This course offers an introduction to the analysis of international relations with case studies of current problems in world politics.

301 POLITICAL PARTIES AND PRESSURE GROUPS GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves a study of the history, organization, and functions of political parties and pressure groups. It provides an examination of the methods of political action with emphasis on nomination, election, campaign finance, and interest articulation.

328 INTERNSHIP IN POLITICAL SCIENCE *variable credit*

Prerequisites: ENGL 106 or 107 and approval of the instructor

This course involves guided work-study experiences. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. Internships through The Washington Center are also appropriate for political science internship credit. Graded S/U.

333 CONTEMPORARY POLITICAL IDEOLOGIES GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides an analysis of political belief systems such as fascism, communism, socialism, liberalism, conservatism, and anarchism.

335 AMERICAN CONSTITUTIONAL LAW GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course is a study of Supreme Court cases relating to American governmental structure and process.

365 JUDICIAL PROCESS GE *3 semester hours*

Prerequisites: ENGL 106 or 107 and POLS 110

This course offers a survey of the nature, function, and characteristic procedures of Anglo-American course of law. Development and types of law, jurisprudence, judicial selection, structure, and decision-making processes of the courts are discussed. The dynamics and operation of the American court system are analyzed within a historical and contemporary context.

401 TOPICS: CONTEMPORARY INTERNATIONAL POLITICAL ISSUES GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course involves study of relevant and current issues in the world arena, such as foreign policy, disarmament, alliances, energy, environment, and international law. Emphasis on one significant topic each time the course is offered. May be repeated, if topic is different.

404 THE POLITICS OF TERRORISM GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and POLS 203 or permission of instructor

Low-intensity conflict is a significant characteristic of the contemporary international system. In the post-World War II period, scholars have accorded renewed attention to the study of terrorism as one form of this type of conflict. This course will provide an overview of the academic literature that addresses the following aspects of political terrorism: history, causes, theories, strategies and tactics, methods of prevention, and the future of the phenomenon.

420 TOPICS: AMERICAN POLITICAL ISSUES AND INSTITUTIONS GE *3 semester hours*

Prerequisites: ENGL 106 or 107 and POLS 110

This course will allow students to explore in more detail topics and political institutions introduced in the American Politics course. Examples: Congress, the presidency, public opinion, political socialization, political culture, or women in American politics. This is a repeatable course, as long as the topics are different. May not be taken more than twice.

455 AREA STUDIES GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course offers an examination of contemporary political, social, and economic issues and problems in world regions, such as the Middle East, Latin America, Africa, and Western Europe. May be repeated, if topic is different.

495 SEMINAR IN POLITICAL SCIENCE *2 to 4 semester hours*

Prerequisite(s): ENGL 106 or 107 and senior political science major or permission of the instructor

The course is designed and required as a capstone experience for all criminal justice, law, and the liberal arts, and political science majors. Students are asked to narrow their focus to a significant area of research in their discipline relating to interests developed during previous coursework, internships, etc. After determination of this area of interest, students are then tasked with the completion of a project relating to this narrowed topic. The project can be a research paper (utilizing either qualitative or quantitative methodology) or some other creative and useful endeavor agreed upon by the course instructor and student (e.g. development and implementation of high school workshops, development of course lesson plans, case study creation, etc.).

PSYCHOLOGY (PSYC)

Director: Malacos
Associate Professor: Malacos
Assistant Professors: Collins, Leach

Psychology Core Courses:
The following core courses are required for a four-year degree in psychology (35 semester hours):

PSYC 100 General Psychology
PSYC 113 Psychology of Becoming (Personal Growth and Development)
PSYC 128 Orientation to Psychology (1 hour)
PSYC 207 Child and Adolescent Development
or
PSYC 208 Life Span Development
or
GERN 241 The Psychology of Aging
PSYC 228 Human Interaction/Human Relations Laboratory (1 hour)
PSYC 302 Social Psychology
PSYC 313 Fundamentals of Counseling
PSYC 320 Theories of Personality
PSYC 328 Community Urban Experience (2 hours)
PSYC 333 Abnormal Psychology
PSYC 347 Research Methods in Psychology (4 hours)
PSYC 348 Experimental Psychology
PSYC 428 Research or Field Experience-Senior Capstone Seminar

A *major in psychology* (a total of 44 semester hours) consists of the psychology core (35 semester hours) and the completion of nine hours from PSYC 118, 210, 300, 309, 310, 312, 314, 315, 411, 495, or 499.

In utilizing psychology as a minor, the student should select the psychology elective courses in order to augment his/her major field of study. A *minor in psychology* consists of 18 semester hours including the core courses of PSYC 100, 313, and one course from the developmental trait group (PSYC 207, 208, or GERN 241). The student must complete nine additional hours of course work from the psychology offerings excluding PSYC 314. Six of the additional hours must be at the 300- or 400-level.

050 PSY-KEY CLUB *.5 semester hour*
The Psy-Key Club will provide opportunities for psychology majors, minors, and others interested in psychology to learn more about psychology and to participate in activities that promote skill building in working with people. Graded S/U.

100 GENERAL PSYCHOLOGY GE *3 semester hours*
This course offers an orientation to psychology as the scientific study of behavior (both human and animal), with special emphasis on principles of learning, memory, adjustment, abnormal behavior, and the physiology of behavior.

113 PSYCHOLOGY OF BECOMING (Personal Growth and Development) GE *3 semester hours*

This is a beginning course for the person interested in an experiential/experience-oriented approach to psychology. Emphasis is on personal growth and development and includes focus on self-awareness, personal values, stress and adjustment, healthy choices, communication with others, and interpersonal relationships.

118 DEATH EDUCATION GE *3 semester hours*

The course provides an exploration of the psychological dynamics involved in the dying process for both the dying person and friends and family, historical and multicultural customs, the making of funeral arrangements, options to burial, and legal documents needed to assist those in making choices that affect the dying person.

128 ORIENTATION TO PSYCHOLOGY *1 semester hour*

Designed for psychology majors to accompany PSYC 100, this course will offer the starting point for the building of the student's portfolio and assessment process and will provide an overview of the major as well as the various career opportunities available.

207 CHILD AND ADOLESCENT DEVELOPMENT GE *3 semester hours*

This course traces the physiological, cognitive, and psychosocial development of the individual from conception through adolescence. Factors influencing the pre-adult's behavior are set in the context of developmental theory and research.

208 LIFESPAN DEVELOPMENT GE *3 semester hours*

Prerequisites: ENGL 106 or 107, PSYC 100

People change, grow, and develop throughout life. The purpose of this course is to critically examine claims about the nature and causes of our developmental behavior, what the hurdles are that people must leap as they develop, and to learn what developmental psychologists have learned about our chronological, biological, cognitive, and social progression.

210 STUDIES IN DEVELOPMENTAL PSYCHOLOGY GE *2 to 4 semester hours*

This course includes diverse topics dealing with the growth and development of behavior. Each specific topic is subtitled on the student's transcript after completing the course. An example is psychology of early and middle adulthood. May be repeated, provided the topic is different.

228 HUMAN INTERACTION/HUMAN RELATIONS LABORATORY *1 semester hour*

Designed for sophomore psychology majors, this course provides students opportunities to lead in-class group experiences and to learn ways to study human behaviors. Emphasis will also be placed on understanding one’s self and the behaviors of multicultural groups.

300 DIAGNOSIS OF MENTAL DISORDERS *1 semester hour*

Prerequisites: junior standing and PSYC 333 (or con-current enrollment in PSYC 333)

This course will provide an overview of the Diagnostic and Statistical Manual-IV-TR and will provide students opportunities to learn more about the major mental disorders and the criteria needed for diagnosing these disorders.

302 SOCIAL PSYCHOLOGY GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107, PSYC 100, and junior standing or consent of the instructor

This course covers the study of human behavior in a social setting. Interpersonal relations are considered in the light of principles of attitude formation, prejudice, group dynamics, leadership, etc.

309 HEALTH PSYCHOLOGY 3 *semester hours*

Prerequisite: ENGL 106 or 107

This course focuses on the psychological factors that impact the health of children and adults. Students learn how psychological research methods, theories, and principles can be applied to enhance biomedical approaches for promoting health and treating illness. Students become aware of the experiences of treating patients in the hospital setting, factors that affect adherence to medical regimens, and sources of problems in patient/practitioner relationships. Individual behavioral change projects and group research are assigned to acquaint students with the methods needed to create healthier lifestyles.

310 STUDIES IN BEHAVIOR GE *2 to 4 semester hours*

Prerequisites: ENGL 106 or 107 and PSYC 100

This course covers topics from the mainstream of contemporary experimental psychology. Each specific topic is subtitled on the student's transcript. Examples of the subtitles are drugs, psychology of religious behavior, and psychology and the law. May be repeated, provided the topic is different.

312 STUDIES IN PERSONALITY GE *2 to 4 semester hours*

Prerequisites: ENGL 106 or 107, PSYC 100, and consent of the instructor

This course covers several topics typically associated with the human personality. Each specific topic is subtitled on the student's transcript. An example of a subtitle is tests and measurements. May be repeated, provided the topic is different.

313 FUNDAMENTALS OF COUNSELING GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and PSYC 100 or consent of the instructor

This course offers an orientation to counseling. The major focus will be on rapport building and developing interpersonal relationships, learning specific counseling strategies and techniques, and applying some theories to helping others. This course would be useful for anyone entering the helping fields.

314 READINGS IN PSYCHOLOGY *1 to 3 semester hour(s)*

Prerequisites: ENGL 106 or 107 and three courses in psychology and/or consent of the instructor

This course has no specific content area; rather its content is chosen by the student via his or her special interest. It may involve an individual or group approach. This is a repeatable course. Graded S/U.

315 ANIMAL BEHAVIOR GE *3 semester hours*

This course will provide the student with a general background of the field of animal behavior across the taxa, with special attention to domesticated species, and provide the student with an opportunity to experience the methodology and problems inherent in the field through an individual project involving observation of live animals.

320 THEORIES OF PERSONALITY GE *3 semester hours*

Prerequisites: ENGL 106 or 107 and PSYC 100

This course offers an integrated approach to the structure, dynamics, and development of personality as viewed by the major theorists of the day. Research methodology is considered, as well as major determinants of personality development.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

Prerequisites: ENGL 106 or 107 and approval of the Community-Urban Field Experiences Director

This course involves guided work-study field or service learning experiences outside the normal classroom setting. Up to 15 hours may be earned in one semester. Opportunities exist in the Findlay area, throughout the United States, and in a few placements overseas. Repeatable up to 15 hours. Students will meet periodically as a group with the CUE Director. Graded S/U.

333 ABNORMAL PSYCHOLOGY GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and PSYC 100 or consent of the instructor

This course covers the study of pathological behavior generally, with major emphasis on the nature, causes, prevention, and treatment of psychological disorders.

347 RESEARCH METHODS IN PSYCHOLOGY *4 semester hours*

Prerequisite(s): ENGL 106 or 107, PSYC 100, junior standing, and MATH 123 or permission of the instructor

Recommended prerequisite: CSCI 150

This course is an introductory analysis of methods, techniques, and procedures of social science research used in psychology. It covers elementary descriptive and inductive statistical procedures relevant to research in psychology. Relation of theory and research to applied issues in psychology.

348 EXPERIMENTAL PSYCHOLOGY GE *3 semester hours*

Prerequisite: PSYC 347 or consent of the instructor

The course is intended to advance the student's understanding of experimental research methods. The course covers basic and advanced principles of experimental design. The research process is highlighted from forming initial conceptions to publishing professional manuscripts.

411 APPLIED SPORT PSYCHOLOGY 3 *semester hours*

Prerequisites: ENGL 106 or 107 and PSYC 100

This course will introduce students to the field of applied sport psychology from the perspective of a coach. Application of sport psychology theories will be applied to the areas of leadership, motivation, decision making, group effectiveness and team-building, peak performance, arousal, imagery, and concentration. Prospective coaches, physical or occupational therapists, athletic trainers, and student-athletes could benefit from this course.

428 SENIOR CAPSTONE SEMINAR *3 semester hours*

Prerequisites: ENGL 106 or 107, PSYC 100, PSYC 328, major in psychology with senior standing, and permission of the psychology instructor

This capstone course offers students the opportunity to evaluate where they have been, where they are now, and where they want to be personally and professionally. Students will also select a semester-long project, research study, or extensive field experience that utilizes their skills and integrates their learning in psychology.

495 SEMINAR *1 to 4 semester hour(s)*

Prerequisites: ENGL 106 or 107 and consent of the instructor

This is an opportunity for the advanced student to pursue independent research and to do a special project or to be involved in a specific group topic or workshop. This is a repeatable course. Graded S/U.

499 PSYCHOLOGICAL RESEARCH *variable credit*

Prerequisites: ENGL 106 or 107, PSYC 100, 347, senior standing, and permission of student's research mentor

The student will develop, with the aid of a research mentor selected from one of the psychology faculty, a question to be researched. The student will then gather the necessary data to answer the question, and present the results orally and in writing to the psychology faculty and peers.

PUBLIC ADMINISTRATION (PBAD)

Professor: McCandless
Associate Professor: Chwialkowski
Adjunct Assistant Professor: Williams

The University does not offer a major in public administration. Students are encouraged to consider an individualized major in public administration. A minor is offered plus a specialization minor in public administration for students with a major in ESOH.

A *minor in public administration* consists of POLS 110, 111, and 203; PBAD 205; plus three of the following courses: PBAD 210, 305, 350, 395, and 490, to total 21 credit hours.

A *minor in public administration for ESOH majors* consists of ESOH 300, 400; POLS 110 or 111; PBAD 205; plus three of the following courses: PBAD 210, 305, 350, 395, and 490, to total 21 credit hours.

205 INTRODUCTION TO PUBLIC ADMINISTRATION GE *3 semester hours*

This course covers the nature, scope, and function of modern American bureaucracy as applied to governmental operation, relationship of bureaucracy to the political process, and administrative law.

210 MUNICIPAL ADMINISTRATION GE *3 semester hours*

This course focuses on the study of management at the local level with special emphasis on the implications of interactions with various levels of government, decision-making processes, the potential effectiveness of various governmental arrangements, and the unique aspects of finance at the municipal level.

305 PUBLIC POLICY GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course provides a systematic study of public policy in selected areas with emphasis on roles of various participants, their contributions, and history. It includes an analysis of public policy-making in various social fields and its relationship to public budgeting with special emphasis on policy development, implementation, and review.

350 ADMINISTRATIVE LAW GE *3 semester hours*

Prerequisite: ENGL 106 or 107

This course covers legislative, executive, and judicial controls of administrative actions with emphasis on judicial review of decisions of administrative agencies. The course will explore informal as well as formal controls over the actions of executive government in relation to citizen and corporate interests.

395 INTERNSHIP IN PUBLIC ADMINISTRATION *variable credit*
Prerequisites: ENGL 106 or 107 and consent of the instructor
These are guided work-study experiences. Students have the possibility of internship experiences in Findlay, Hancock County, and many of the surrounding communities and counties. Internships through The Washington Center may also be appropriate for public administration internship credit.

490 TOPICS IN PUBLIC ADMINISTRATION GE *3 semester hours*
Prerequisite: ENGL 106 or 107
This course is designed to allow for the consideration of relevant topics and issues in public administration. Possible topics include budgeting, personnel administration, and public policy analysis. May be repeated, if topic is different.

SOCIAL SCIENCE (SSCI)

The University does not offer a major in social science. However, the following courses may be used to fulfill elective requirement or a general education requirement in the social sciences.

188 FIRST-YEAR EXPERIENCE: SOCIAL SCIENCES GE *3 semester hours*
This course is designed to urge first-year students to explore selected topics within the social sciences. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

240 POWER AND THE SOCIAL SCIENCES GE *3 semester hours*
This course is intended to be a survey course within the social sciences. Using the unifying theme of power as a social force, this course examines the factors and impact of power from a variety of social science perspectives: history, psychology, anthropology, sociology, economics, and politics. The theme of power also incorporates the discussion of gender, age, social class, race/ethnicity, and cross-cultural issues.

270 WOMEN AND THE SOCIAL SCIENCES GE *3 semester hours*
This course offers a survey of women's contributions and issues within the social science disciplines of psychology, sociology, history, anthropology, economics, and politics. While developing an appreciation of the interrelatedness of these disciplines, the student will also be introduced to the unique perspective each discipline offers on women's studies.

347 RESEARCH METHODS IN THE HEALTH SCIENCES *4 semester hours*
Prerequisite(s): ENGL 106 or 107, junior standing, and MATH 123 or permission of the instructor
This course is an introductory analysis of methods, techniques, and procedures of scientific research. Relation of theory and research to applied issues in health sciences.

SOCIAL WORK (SOWK)

Director: Mickey
Coordinator of Field Instruction: Wilgus
Professor: Mickey
Associate Professor: Wilgus
Assistant Professor: Weasel
Adjunct Faculty: Walters-Powell

The Social Work Program at The University of Findlay is accredited by the Council on Social Work Education.

The primary mission of the social work program is to prepare students for entry-level, generalist social work practice. The educational experience is centered within a strong liberal arts framework. Designed for sequential learning, the social work curriculum is based on the Curriculum Policy Statement of the Council on Social Work Education, and emphasizes the requisite knowledge base, skills, ethics, and values of the social work profession. The first two years of study are devoted to the general education requirements set by the University, coupled with introductory social work and social science courses. The junior and senior years are generally devoted to specific skill/knowledge development and professionally supervised field placement experiences.

All students intending to major in social work must make formal application to the program, normally during the second semester of the sophomore year. Social work faculty review each application separately. The final decision of acceptance or rejection is based on a combination of academic excellence and professional potential. To be formally admitted to the program, a student must provide professional and personal references, have at least a 2.2 overall grade point average, have at least a 2.5 grade point average in all social science courses (with no grade below a "C"), and demonstrate a commitment to the values and ethics of the social work profession. Students who have not been formally admitted to the program may not enroll in either professional practice or field instruction classes.

In order to graduate with a Bachelor of Arts in Social Work from The University of Findlay, the student must maintain a 2.2 overall GPA and also a 2.5 GPA in all social science courses (with no grade below a "C").

A *major in social work* consists of 47 semester hours, including SOWK 101, 210, 305, 306, 307, 308, 347, 355, 360, 361, 405, 447, 450, 452, and 495. In addition, students are required to take SOCI 250 and one of the following: SOCI 105, 220, or 230. Also, students must take three hours of history, public administration, or political science; PSYC 100; three hours of upper-level PSYC; ECON 199 or 200; one course from PHIL 100, 101, 220, or 221; BIOL 240; and MATH 123.

In addition to classroom work, field instruction supervised by professional social workers in a variety of social welfare agencies in the community provides "hands-on" learning experience for students. Field instruction begins with SOWK 210, a one-semester course usually completed during the second year and is followed by SOWK 450 and 452, a two-semester sequence completed during the senior year. Upon graduation, each student will have completed almost 600 hours of supervised placements. The social work program is currently contracted with almost 30 human service agencies in a five-county area surrounding the University. The following is a listing of those agencies contracted with during recent years:

- Allen County Department of Job and Family Services, Children's Services, Lima
- Birchhaven Retirement Village, Findlay
- Blakely Care Center, North Baltimore
- Blanchard Valley Center, Findlay
- Blanchard Valley Regional Health Center, Findlay
- The Bridge Home Health and Hospice Care, Findlay
- Century Health, Findlay
- Crime Victim Services, Inc., Lima
- Diversion, Adolescent Foster Care of Ohio, Findlay
- Family Resource Centers, Findlay
- Findlay Hope House for the Homeless, Inc.
- Fostoria Community Hospital
- Fox Run Manor, Findlay
- The Friendly Center, Toledo
- Hancock County Adult Probation, Findlay
- Hancock County Agency on Aging
- Hancock County Board of Alcohol, Drug Addiction, and Mental Health Services
- Hancock County Department of Job and Family Services
- Hancock County Children's Protective Services Unit
- Hancock County Prosecutor's Office
- Hancock/Hardin/Wood/Putnam Community Action Center
- Harmony House Visitation Center
- The Heritage (nursing home), Findlay
- Lima Memorial Hospital
- North Coast Behavioral Health Care System, Toledo
- Oakwood Correctional Facility, Lima
- Open Arms Council on Domestic Violence, Inc., Findlay
- Specialized Alternatives for Family and Youth, Findlay
- Wood County Department of Job and Family Services, Children's Protective Services Unit, Bowling Green

The Social Work Program welcomes transfer students. Academic credit is granted to those students based on an analysis of course work taken and whether or not the transferring credit was granted by a program accredited by the Council on Social Work Education. Under no circumstances will academic credit for life experience and previous work experience be given any student, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas specified in the Curriculum Policy Statement of the Council on Social Work Education.

The social work major wishing to complete requirements for a double major must consult with both his or her academic adviser and a faculty adviser in the second discipline. However, the social work major is regarded as primary.

The University of Findlay Social Work Program conducts all aspects of its program without regard to race, color, gender, age, religion, disability, political orientation, sexual orientation, ethnicity, or national origin.

020 SOCIAL WORK CLUB *ACTIVITY* *.5 semester hour*

Promotion and encouragement of discussion and action on contemporary social issues. Participation in selected volunteer experiences in the community.

101 INTRODUCTION TO SOCIAL WORK GE *3 semester hours*

This course is an overview of social work emphasizing the commonalities of a very diverse profession. It focuses on the historical development of the profession, the variety of practice settings and levels of practice, and the knowledge, ethics, values, and skills required for entry-level professional practice.

170 TOPICS IN SOCIAL WORK *3 semester hours*

For use in the First-Year Seminar program only, this course is designed to enable students and faculty to explore interdisciplinary topics relevant to social work. Topics will be alternated and may include, but are not limited to, such issues as child welfare, substance abuse, family violence, gay and lesbian issues, the law, and health care.

210 OBSERVATIONS IN SOCIAL WORK *3 semester hours*

Prerequisites: SOWK 101 and permission of the instructor

The student will complete six hours per week (at least 90 hours during the semester) of observation within a social service agency, supervised by a professional social worker. The student will also spend one hour per week in a classroom setting in addition to the time spent in the agency. Graded S/U.

305 SOCIAL WORK PRACTICE I *3 semester hours*

Prerequisites: ENGL 106 or 107 and formal admission to the social work program

This course will cover the principles and skills of generalist social work practice with individuals and families. The student will learn the problem-solving process and will develop skills in engagement, assessment, planning, implementation, evaluation, and termination.

306 SOCIAL WORK PRACTICE II *3 semester hours*

Prerequisites: ENGL 106 or 107 and SOWK 305

Entry-level social workers are expected to work within a wide variety of situations involving groups. This course will help develop students into group leaders having the requisite knowledge of group behavior, structure, and dynamics, and the leadership skills necessary to conduct both task and treatment groups.

307 SOCIAL WORK PRACTICE I LAB *2 semester hours*

Prerequisite: ENGL 106 or 107

Corequisite: taken concurrently with SOWK 305

Complementing SOWK 305, the student will review and implement the techniques of the social work interview with a particular focus upon individuals and families. Taught laboratory style, with role-play, videotaping, and class exercises.

308 SOCIAL WORK PRACTICE II LAB *2 semester hours*

Prerequisite: ENGL 106 or 107

Corequisite: to be taken concurrently with SOWK 306

Complementing SOWK 306, the student will review and implement the techniques used in group work. Taught laboratory style, with role-play, videotaping, and class exercises.

315 READINGS IN SOCIAL WORK *1 to 3 semester hour(s)*

Prerequisites: SOWK 101, 360, and permission of the instructor

The content and structure of this course are not predetermined. A formal agreement between the instructor and the student prior to enrollment will establish direction, depth, and requirements of the course. May be repeated, if the content of the reading has changed.

320 MEETING THE NEEDS OF CHILDREN GE *3 semester hours*

This course offers an examination of the concepts, policies, and practices designed to meet the diverse needs of children and families through a network of programs and social services, supplementary services, and substitute services. Issues for future planning are also considered, including preservation of the home culture. Content of the course is particularly relevant for all who will work with children (i.e., social workers, teachers, nurses, clergy, etc.).

347 RESEARCH METHODS FOR SOCIAL WORKERS *3 semester hours*

Prerequisites: ENGL 106 or 107, MATH 123, junior standing, and a social work major

This course provides introductory analysis of methods, techniques, and procedures of research for social workers, and the elementary descriptive and inductive statistical procedures that allow social work majors systematically to evaluate programs, policies, organizations, and their practice.

355 AMERICAN SOCIAL SERVICE POLICY GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and SOWK 101 or permission of the instructor

Viewed from program and philosophical bases, this course focuses on the contemporary social welfare systems in the United States at all levels of planning and delivery. Special emphasis is on methods of evaluating service delivery. Attention is also given to social policies of other countries and how they compare to those of the United States.

360 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT I GE *3 semester hours*

Prerequisites: ENGL 106 or 107 and any two lower-level courses from psychology, social work, or sociology

The course involves the analysis of human behavior and the social context within which the behavior of individuals and families occurs throughout the lifespan. Developmental characteristics as well as theoretical perspectives from which to view behavior are examined. Specific approaches to be covered include biological, psychological, sociological, ecological-systems theory, and family-systems theory.

361 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT II *3 semester hours*

Prerequisites: ENGL 106 or 107 and SOWK 360

This course is the second of a two-course sequence focusing on the person-in-environment. This half of the sequence will analyze human behavior in the social context within which it occurs outside of the family, that is, in larger groups, organizations, and communities. It will also explore the ways in which individuals are affected by the social systems that surround them, with a particular emphasis on the impact of oppression on at-risk populations.

370 TOPICS IN SOCIAL WORK *1 to 3 semester hour(s)*

Prerequisites: ENGL 106 or 107 and SOWK 101 or any lower-level course in psychology or sociology

This course is designed to enable students and faculty to explore selected topics relevant to social work practice. Topics may include, but are not limited to, substance abuse, family violence, gay and lesbian concerns, geriatrics, the law, and health care. May be repeated, if topic is different. Travel/study courses are also offered.

405 SOCIAL WORK PRACTICE III *3 semester hours*

Prerequisites: ENGL 106 or 107 and SOWK 306

Corequisite: taken concurrently with SOWK 450

This course is the third in a sequence of courses dealing with professional social work practice. In this course, the student learns to apply the generalist methods of practice at the macro-level, that is, with organizations, neighborhoods, and communities. Emphasis is also given to the impact of those systems on individuals, families, and groups.

447 SENIOR RESEARCH PROJECT *1 semester hour*

Prerequisites: ENGL 106 or 107, SOWK 347, and senior standing

This course involves the construction, implementation, and analysis of a scientific research project conducted under the supervision of a faculty member of the social work program. Taken concurrently with SOWK 452.

450 SOCIAL WORK FIELD INSTRUCTION I *6 semester hours*

Prerequisites: ENGL 106 or 107, formal admission to the social work program, and SOWK 305, 306, 307, and 308

Corequisite: taken concurrently with SOWK 405

During the first semester of the senior year, the student will spend at least 240 hours in a program-approved social service agency under the supervision of a professional social worker. During the placement, the student is considered to be a student learner, gaining and integrating the skills, knowledge, and values learned in the curriculum that lead to professional, entry-level practice as a social worker. Graded S/U.

452 SOCIAL WORK FIELD INSTRUCTION II *6 semester hours*

Prerequisites: ENGL 106 or 107 and SOWK 450

Continuation of SOWK 450, with emphasis on the improvement and refinement of the knowledge, skills, and values needed for entry-level social work practice. Students must complete at least 240 hours in an approved agency. Graded S/U.

495 SENIOR INTEGRATIVE SEMINAR *3 semester hours*

Prerequisite: ENGL 106 or 107 and successful completion of SOWK 450

Corequisite: taken concurrently with SOWK 447 and 452

This is the capstone course for social work majors, taken the second semester of the senior year. Its purpose is to enable the student to integrate social work knowledge, skills, and values and a liberal arts base into a set of practice competencies necessary for the successful performance of entry-level social work practice.

SOCIOLOGY (SOCI)

Associate Professor: Grant

A *major in sociology* consists of a minimum of 33-35 semester hours in the discipline of sociology or in related fields. Students are able to write their own individualized major in consultation with the adviser. If an individualized major is not elected, the ordinary sequence of courses includes: SOCI 420, 495, PSYC 302; and CJAD 347 or PSYC 347, plus 24 semester hours in other sociology or anthropology courses and allied areas. Of these 24 semester hours, 12 must be in upper-level courses (i.e., 300- or 400-level).

A *minor in sociology* consists of 15 semester hours of course work including SOCI 420; two courses from SOCI 105, 150, 220, 230, 250; and two courses from SOCI 313, 335, 345, 350, 355, and 399.

Students in the criminal justice administration program may arrange double majors with sociology upon consultation with the Director of the Criminal Justice Administration Program or any sociology faculty member.

105 INTRODUCTION TO SOCIOLOGY GE *3 semester hours*

This course is recommended as a first course for those not familiar with the field of sociology. Emphasis is on basic concepts and processes in sociology. Topics include social organization and the relation of the individual to society, socialization, roles, group processes, stratification, social authority and control, disorganization, and change.

150, 350 TOPICS IN SOCIOLOGY GE *2 to 4 semester hours*

Prerequisite: 350 requires junior standing or permission of the instructor

This course is designed to enable students and faculty in the department to explore selected topics in sociology. Students from outside the discipline are also invited. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty. SOCI 150 presumes no previous background in sociology. SOCI 350 may be repeated if topic is different. SOCI 150 can be taken only once.

220 CONTEMPORARY SOCIAL PROBLEMS GE *3 semester hours*

This course provides an analysis of current issues such as family disorganization, poverty, suicide, prostitution, homosexuality, alcoholism, drug addiction, and aging.

225 JUVENILE DELINQUENCY GE *3 semester hours*

Prerequisite: SOCI 105

This course offers a sociological analysis of delinquency in the United States with specific attention to behavioral patterns and their societal roots; the juvenile justice system; juvenile law (including Ohio law); and the institutional means of control, treatment, and prevention.

230 SOCIOLOGY OF THE FAMILY GE *3 semester hours*

This course covers an analysis of the American family as an ongoing institution subject to external pressures for change. Intrafamily dynamics also will be considered. Other topics include theories and frames of reference in family sociology, mate selection, the family life cycle, sexual relationships, socialization of children, divorce, alternate family forms, and the family of the future.

250 HUMAN DIVERSITY IN AMERICA GE *3 semester hours*

This course will focus on such groups as African-Americans, Native Americans, Hispanics, and women. It includes anthropological and sociological views of race and cultural differences and patterns of ethnic relationships. It also covers the causes of prejudice, discrimination, and segregation as they apply to each group.

313 SOCIAL STRATIFICATION GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and junior standing or permission of the instructor

This course provides an intensive analysis of the patterns by which property, power, and prestige are allocated in society. It includes the meaning of stratification for society as a whole and for groups within society. Discussion of social mobility, class consciousness, and other selected topics.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

Prerequisites: ENGL 106 or 107 and approval of the Community-Urban Field Experiences Director

This course involves guided work-study experiences in urban areas. Up to 15 hours may be earned. While most opportunities are available in Findlay and Hancock County, many off-campus learning experiences are also provided throughout Ohio and other parts of the United States. Graded S/U.

335 URBAN SOCIOLOGY GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and junior standing or permission of the instructor

This course involves sociological study of the emergence and development of urban centers and suburbs. Emphasis is placed on the social problems of the inner city, social stratification and social mobility, poverty, overcrowding and slums, transportation, congestion, and environmental pollution. Analysis of alternative solutions to these problems, planning, urban renewal, and housing development.

345 CRIMINAL BEHAVIOR GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and junior standing or permission of the instructor

This course provides an analysis of the causes, nature, and effects of criminal behavior. An in-depth examination of the major theoretical perspectives is provided.

355 SOCIETY AND SEXUALITY GE *3 semester hours*

Prerequisite(s): ENGL 106 or 107, junior or senior standing, and at least one lower-level sociology course or permission of the instructor

This course examines the ways in which human sexuality is influenced by cultural/social factors and how people react to and create the meanings which are a part of our sexual nature. Specific topics may include gender behavior, sexual orientation, sex education, sexual violence, prostitution, pornography, birth control, and AIDS.

399 READINGS IN SOCIOLOGY *1 to 3 semester hour(s)*

Prerequisite(s): ENGL 106 or 107 and at least three courses in sociology and/or consent of the instructor

The content and structure of this course is not predetermined. An agreement between the appropriate faculty member and the student will establish the direction, depth, and expectations of the course. The course may be repeated for credit as long as the content area of the reading has changed. Graded S/U.

420 THE ORIGIN AND DEVELOPMENT OF SOCIAL THEORY *3 semester hours*

Prerequisite(s): ENGL 106 or 107 and any interested senior who has taken two upper-level social science courses or by permission of the instructor

This course covers the emergence and growth of social science thought and its application to contemporary issues. Special emphasis is given to the writing of early social scientists and their contemporary counterparts. The purpose of this course is to encourage advanced social science students, and others who may be interested, to synthesize their own ideas in relation to the thinking of these major figures.

495 SUPERVISED RESEARCH *2 to 4 semester hours*

Prerequisite(s): ENGL 106 or 107, PSYC 347 or CJAD 347, and 420 or permission of the instructor

Designed primarily for individualized research, this course will ordinarily involve the preparation of an empirical research project. It will include the construction of a research proposal, the collection of data to test hypotheses, and the presentation of a final written report. This course may, on occasion, be designed to enable the student to report on library-oriented research.

COLLEGE OF SCIENCES

Dean: Mary Jo Geise
419-434-5377

CENTER FOR EQUINE AND PRE-VETERINARY STUDIES

Animal Science
Equestrian Studies
Pre-Veterinary Medicine

AREA OF COMPUTER SCIENCE AND TECHNOLOGY MANAGEMENT

Computer Science
Technology Management

AREA OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT

Environmental, Safety, and Occupational Health Management

AREA OF MATHEMATICS

Mathematics

AREA OF NATURAL SCIENCE

Biology
Chemistry
Geology
Natural Science
Physics

CENTER FOR EQUINE AND PRE-VETERINARY STUDIES

Director: F. McCarthy
Professors: Kerns, Peck
Associate Professor: F. McCarthy
Assistant Professor: Koehler
Instructors: Arnold, Bowman, Bradley, Brown, Gingrich, Harms, S. McCarthy, Morehead, O'Brien, A. Smith, M. Smith

A Bachelor of Science degree is granted for baccalaureate programs in the Center for Equine and Pre-Veterinary Studies.

Baccalaureate Programs:

Animal Science
Equestrian Studies-English Riding/Training Emphasis
Equestrian Studies-Western Riding/Training Emphasis
Equine Business Management
Pre-Veterinary Medicine

Associate Programs:

Equestrian Studies-English Riding Emphasis
Equestrian Studies-Western Riding Emphasis

ANIMAL SCIENCE (ANSC)

Director: F. McCarthy
Professors: Kerns, Peck
Associate Professor: F. McCarthy
Assistant Professor: Koehler

A *major in animal science* consists of ANSC 310, 320; six hours from ANSCI 351, 352, 353, 354, or 355; EQST 101 or ANSC 131; EQST 201 or ANSC 231; EQST 202 or ANSC 232; EQST 302; ACCT 220; BUAD 311, 321; and CHEM 111/111L. In addition, 15 hours with nine hours being at the 300- or 400-level from ANSC 133, 134, 330, 331, 332, 480, 490, EQST 102, 103, 104, 203, 301, 302, 311, 332, 337, 402, 404, 411, 412, 435, 480, 490, PVET 110, 310 or 490.

131 INTRODUCTION TO ANIMAL SCIENCE *3 semester hours*
This course is designed to introduce students to the various species of domestic livestock to develop a deeper appreciation of the animal agriculture industry and the animal sciences. Topics include animal anatomy and physiology, breeding and genetics, nutrition, general management practices, and other subjects of special interest.

133 PRACTICAL ANIMAL HANDLING I: EQUINE *2 semester hours*
This course covers fundamental principles of handling, restraint, and veterinary medical techniques pertaining to horses. Coverage of equine breeds, aging of horses via dental exams, and other "hands-on" demonstrations will be among the topics covered. Students may not take this course for audit.

134 PRACTICAL ANIMAL HANDLING II: FOOD ANIMALS *2 semester hours*

Prerequisite: minimum 3.0 GPA or permission of the instructor

This course is a continuation of ANSC 133 with emphasis on beef and dairy cattle, swine, sheep, and goats. Additional topics include neonatal care and management, live animal evaluation, and other related subjects. Field trip(s). Students may not take this course for audit.

231 PRINCIPLES OF FOOD ANIMAL NUTRITION *3 semester hours*

This course provides comprehensive coverage of the basic principles and applied aspects of general livestock feeding and nutrition. Topics include digestive anatomy and physiology, nutrient utilization and requirements of farm livestock, types and characteristics of feeds used in livestock rations, techniques in ration formulation, feeding programs, and recommendations for each of the major species of farm livestock.

232 PHYSIOLOGY OF REPRODUCTION AND GROWTH *3 semester hours*

This course focuses on anatomy and physiology of reproduction in farm animals with emphasis on the unique differences in reproductive physiology among the major species of farm livestock. Topics may include reproductive endocrinology, artificial insemination, embryo transfer, genetics, breeding systems, care and management of breeding stock, among others.

310 PRINCIPLES OF ANIMAL BREEDING AND GENETICS *3 semester hours*

Prerequisites: EQST 101 or ANSC 131 and MATH 123

This course covers a systems approach to selection and mating of livestock: gene frequency, heritability, relationship, inbreeding, linebreeding, heterosis, crossbreeding, direct and correlated response to selection, and the use of pedigree, family, progeny testing, and indices for selection.

320 MEAT ANIMAL EVALUATION *3 semester hours*

Prerequisite: EQST 101 or ANSC 131

This course involves live animal and carcass evaluation of beef, sheep, and swine, with discussion of tissue growth, tissue development, and general anatomy of the various animal species as it relates to food production. Also discussed will be factors that influence the product quality and marketability.

330 FORAGE AND CROP PRODUCTION *3 semester hours*

Prerequisite: EQST 101 or ANSC 131

This course covers growth characteristics, adaptations, and utilizations of different plant species for hay, pasture, silage, and land conservation. This course covers the plant, animal, and environmental factors which relate to establishment, management, productivity, and utilization of forage plants.

331 SMALL ANIMAL MEDICINE *3 semester hours*

Prerequisites: junior standing and permission of instructor

This course is designed to enhance the small animal medical skills of pre-veterinary students. Topics of discussion will include physical examination of the dog and cat, collection and interpretation of laboratory data, diagnostic and therapeutic procedures, infectious diseases of the dog and cat, pharmacology, and preventative medicine.

332 FOOD ANIMAL MEDICINE *3 semester hours*

Prerequisite: junior standing or permission of the instructor

Food Animal Medicine is a course designed to discuss preventive medicine, diagnosis, treatment, and prevention of diseases in cattle, sheep, goats, and swine. Other in depth topics will include immunology, vaccination strategies, preventive medicine programs, and the economic impact of disease on animal agriculture.

351 BEEF PRODUCTION AND MANAGEMENT *2 semester hours*

Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor

This course provides comprehensive coverage of the fundamental principles and management systems involved in beef cattle. There will be an integration of principles of nutrition, breeding, physiology, and marketing into complete production and management programs. The structure of industry, enterprise establishment, systems of production, production practices, and improvement programs will also be addressed.

352 DAIRY PRODUCTION AND MANAGEMENT *2 semester hours*

Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor

This course offers comprehensive coverage of the fundamental principles and management systems involved in the dairy cattle and milk production. There will be an integration of principles of nutrition, breeding, physiology, and marketing into complete production and management programs. The structure of the dairy industry, enterprise establishment, production practices, and improvement programs will be addressed as well as performance standards, selection criteria, record keeping systems, product markets, reproduction options and production techniques for modern dairy operations.

353 SHEEP PRODUCTION AND MANAGEMENT *2 semester hours*

Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor

This course covers practical application and integration of principles of nutrition, breeding and genetics, health, physiology, and marketing into a complete management programs. The structure of the sheep industry, pasture management and improvement programs as well as performance standards, selection criteria, product markets, reproduction options and production techniques for modern sheep operations will be discussed.

354 SWINE PRODUCTION AND MANAGEMENT *2 semester hours*

Prerequisite(s): ANSC 131, 231, 232, or permission of the instructor

This course covers integration and practical applications of principles of animal breeding and genetics, health, nutrition, reproduction, housing and equipment, and economics of a swine operation. The structure and dynamics of the swine industry, and economic importance to the national economy, performance standards, selection criteria, product markets, reproduction options and production techniques for modern swine operations will be discussed.

355 HORSE PRODUCTION AND MANAGEMENT *2 semester hours*

Prerequisite(s): ANSC 131 or EQST 101, ANSC 231 or EQST 201, ANSC 232 or EQST 232, or permission of the instructor

This course involves practical application of the principles of nutrition, health, reproduction, breeding and genetics and marketing of horses with special considerations for managing private and commercial horse facilities and businesses.

480 INTERNSHIP *1 to 6 semester hour(s)*
This course is a practical, experience-oriented activity in which students work at The University of Findlay farms or a similar farm to gain valuable experience not possible in a classroom setting. This is a repeatable course.

490 ADVANCED TOPICS IN ANIMAL SCIENCE *1 to 5 semester hour(s)*
Prerequisite: permission of instructor
This course involves study of selected topics in the animal sciences not included in regular offerings. This is a repeatable course.

EQUESTRIAN STUDIES (EQST)

Academic Director: F. McCarthy
Professors: Kerns, Peck
Associate Professor: F. McCarthy
Assistant Professor: Koehler
Instructors: Arnold, Bowman, Bradley, Brown, Burra, Gingrich, Harms, S. McCarthy, Morehead, O'Brien, A. Smith, M. Smith

Equestrian Core Courses (12 semester hours):

The following core courses are required for all two-year and four-year programs in equestrian studies (12 semester hours):

EQST 101 Introduction to Equine Science
EQST 102 Equine Selection/Judging - Western
or
EQST 104 Equine Selection/Judging - English
EQST 201 Principles of Equine Nutrition
or
ANSC 231 Principles of Food Animal Nutrition
EQST 202 Physiology of Equine Reproduction
or
ANSC 232 Physiology of Reproduction and Growth

A *major in equestrian studies-English riding/training emphasis* consists of 48 semester hours, including the four core courses (12 semester hours) and EQST 123, 124, 223, 224, 323, 324, 423, and 424. In addition, the student must complete 12 hours of equine electives. ANSC 331, 332, 351, 352, 353, and 354 can be used toward the equine electives requirement.

A *major in equestrian studies-western riding/training emphasis* consists of 48 semester hours, including the four core courses (12 semester hours) and EQST 121, 122, 221, 222, 321, 322, 421, and 422. In addition, the student must complete 12 hours of equine electives. ANSC 331, 332, 351, 352, 353, 354, and 355 can be used toward the equine electives requirement.

A *major in equine business management* consists of 48 semester hours, including the four core courses (12 semester hours) and EQST 302; one course from BUAD 150 or ECON 201; EQST 337; one course from BUAD 310 or EQST 435; ACCT 220; BUAD 311, 321; and MRKT 326. In addition, the student must complete 12 hours of equine electives. ANSC 331, 332, 351, 352, 353, and 354 can be used toward the equine electives requirement.

An *Associate of Arts degree in equestrian studies-English riding emphasis* consists of 24 semester hours, including the four core courses (12 semester hours) and EQST 123, 124, 223, and 224.

An *Associate of Arts degree in equestrian studies-western riding emphasis* consists of 24 semester hours, including the four core courses (12 semester hours) and EQST 121, 122, 221, and 222.

075 HORSE CLUB *ACTIVITY* *.5 semester hour*
This is a student organization designed to promote relationships between equestrian students and other campus organizations to complement the academic program. Activities include, but are not limited to, guest lecturers, field trips, and numerous extracurricular functions.

080 EQUESTRIAN JUDGING TEAM *ACTIVITY* *.5 semester hour*
Prerequisite: COMM 110
This is an activity through which equestrian students who compete on The University of Findlay livestock judging team earn academic credit.

100 CAREER PLANNING AND ACADEMIC SKILLS SEMINAR *1 semester hour*
This course offers an introduction to career planning, academic support services, and social and cultural aspects of life at The University of Findlay.

101 INTRODUCTION TO EQUINE SCIENCE *3 semester hours*
This course provides an overview of the horse with emphasis on the history and development of the horse and the equine industry, equine psychology and behavior, anatomy, physiology, and equine health and disease.

102 EQUINE SELECTION/JUDGING - WESTERN *3 semester hours*
This course covers fundamental concepts of correct structure and causes of lameness in the equine with an emphasis on western pleasure/performance horses. Current standards of equine excellence for the selection and improvement of breeding stock, judging procedures, and conduct in the show ring are some of the topics to be discussed.

103 INTRODUCTION TO THERAPEUTIC RIDING *3 semester hours*
This course provides an overview of therapeutic riding and its application to the disabled rider. Developing the various facets of a therapeutic riding program and discussion of the specific techniques utilized in equine-assisted therapy will be among the topics covered.

104 EQUINE SELECTION/JUDGING - ENGLISH *3 semester hours*
This course covers fundamental concepts of correct structure and causes of lameness in the equine with emphasis on English performance horses. Judging methods and systems, professional conduct at the horse show, and pertinent AHSA rules and procedures are some of the topics to be addressed.

105 BASIC HORSEMANSHIP *1 semester hour*
Prerequisite: permission of instructor
This course is a “hands-on” approach geared toward students wishing to become proficient in the care and handling of the horse. Course content includes catching, grooming, leading, longeing, saddling, bridling, and basic horsemanship skills. Repeatable.

121 FUNDAMENTALS OF HORSE HANDLING AND TRAINING *3 semester hours*

This course covers fundamentals of obedience training from the ground; techniques of showmanship and fitting horses for halter; proper saddling, bridling, and equitation; introduction to basic theories of horsemanship, seat, balance, and feel for the horse's mouth; introduction to basic theories of training (taking leads, setting heads, collection, etc.). (Offered only during the fall.)

122 INTRODUCTION TO GENERAL HORSE TRAINING *3 semester hours*

Prerequisite: EQST 121 or permission of the instructor

This course is a continuation of EQST 121 with an introduction to new areas that pertain to specific training procedures. These include turnarounds, circles, lead changes, trail obstacles, and English riding. (Offered only during the spring.)

123 FUNDAMENTALS OF ENGLISH RIDING AND TRAINING *3 semester hours*

This course covers the fundamental theories of hunter, jumper, and dressage training. Coverage of obedience training from the ground, proper tack and equipment application, usage, and stable management techniques expected in a professional show barn. Theoretical and riding work on equitation principles (both on the flat and over fences) and how these impact the training process, application of the aids, principles of dressage, gymnastics, and coursework will also be covered. (Offered only during the fall.)

124 GENERAL ENGLISH RIDING AND TRAINING TECHNIQUES *3 semester hours*

Prerequisite: EQST 123 or permission of the instructor

This course is a continuation of concepts from EQST 123. It includes refinement of form to function in the riding process. Continues work in dressage through transitions; increased emphasis on pace, control, and accuracy in work over fences. Students further explore horse show and sport horse activities and competition procedures. (Offered only during the spring.)

201 PRINCIPLES OF EQUINE NUTRITION *3 semester hours*

This course covers fundamental principles of animal nutrition and feeding with emphasis on the equine. Topics covered include digestive anatomy and physiology, nutrient utilization, types and characteristics of feeds used in horse diets, techniques in ration formulation and feeding programs, and recommendations for different types and classes of horses.

202 PHYSIOLOGY OF EQUINE REPRODUCTION *3 semester hours*

This course covers anatomy and physiology of reproduction in farm animals with particular emphasis on the horse. Reproductive endocrinology, artificial insemination, embryo transfer, care and management of breeding animals, and other related topics will be covered.

203 SOFTWARE APPLICATIONS IN EQUINE BUSINESS MANAGEMENT *3 semester hours*

Prerequisite: CSCI 150 or computer science competency

This course is a lecture/lab experience designed to introduce students to a variety of software packages utilized in different equine-related business enterprises. Software programs for use in farm management, boarding/stabling operations, and horse show management are among those to be demonstrated. Other topics include utilizing the World Wide Web (WWW) in equine enterprises and a brief overview of designing customized software applications.

221 BASIC COLT TRAINING *3 semester hours*

Prerequisite: "B" or better in EQST 122 or permission of instructor

This course is designed to develop proper skills and techniques in the student for use in training a two- or three-year-old colt. All students have responsibility for progressing individual colts assigned. (Offered only during the fall.)

222 COLT TRAINING II *3 semester hours*

Prerequisite: EQST 221

This course involves using previously developed skills to perfect a "basic broke horse." Teaching walk, trot, lope, back-up, and spins to a variety of colts and finished horses in a short period of time (three months). (Offered only during the spring.)

223 INTERMEDIATE ENGLISH RIDING AND TRAINING *3 semester hours*

Prerequisite: "B" or better in EQST 124 or permission of the instructor

This course has been developed to further the foundation of riding in both dressage and jumping. Dressage work to emphasize rhythm and straightness with an introduction to lateral movements. Students will be exposed to the elements of hunters, jumpers, and equitation. They will work toward executing a course of fences with accurate strides and lead changes. (Offered only during the fall.)

224 BREAKING AND TRAINING THE YOUNG HORSE *3 semester hours*

Prerequisite: EQST 223 or permission of the instructor

In this course, students develop the proper skills and techniques required to train an unbroken two- or three-year-old horse. Each student will have the responsibility for progressing an assigned horse to a predetermined level of training. (Offered only during the spring.)

301 EQUINE PREVENTIVE MEDICINE *3 semester hours*

This course deals with common equine health practices, parasitology, diseases, lameness, and establishment of a herd health program.

302 FARM AND STABLE MANAGEMENT *3 semester hours*

This course is designed to provide practical experience in supervising barn management, operating farm machinery, and organizing time. Students will also study academic principles involved in farm management.

311 FARM LIVESTOCK AND LAND MANAGEMENT *3 semester hours*

This course will expose students to various methods of land and livestock management, considering areas such as pasture rotations and ratio, labor relations, waste removal, and hay production.

321 ADVANCED HORSE TRAINING I *3 semester hours*

Prerequisite: minimum 3.0 GPA in EQST courses

This course covers advanced, more difficult training procedures. Emphasis will be placed on developing a competitive show horse. (Offered only during the fall.)

322 ADVANCED HORSE TRAINING II *3 semester hours*

Prerequisite: EQST 321 or permission of the instructor

Emphasis will be on selection of the proper horse (both physical ability and mental attitude) for a certain event. The duration of the semester will be spent progressing these horses to a predetermined, standard level. (Offered only during the spring.)

323 SCHOOLING/RESCHOOLING *3 semester hours*

Prerequisite(s): minimum 3.0 GPA in EQST courses and EQST 224 or permission of the instructor

In this course, students develop the proper skills and techniques required to retrain older horses and/or train green horses in dressage and/or over fences. (Offered only during the fall.)

324 ADVANCED ENGLISH RIDING AND TRAINING I *3 semester hours*

Prerequisite: EQST 323 or permission of the instructor

This course provides continued work on more advanced theories and techniques of the English horse. Preparing the horse for the show ring as a hunter, jumper, or dressage horse. (Offered only during the spring.)

332 EQUINE EXERCISE PHYSIOLOGY *3 semester hours*

Prerequisite(s): EQST 101 and ANSC 131 or permission of instructor

The purpose of this course is to develop a thorough understanding of the adaptations of the equine body to the stress of exercise. Through a combination of lectures, discussions, outside readings, and laboratory demonstrations, the course will be an in-depth study of equine sports medicine and the application of exercise physiology to the training of horses.

337 EQUINE MARKETING *3 semester hours*

Prerequisite: MRKT 326 or permission of the instructor

This course involves discussions of the economic, structural, cultural, and political factors impacting marketing functions in equine business enterprises. Advertising and promotion, determining prices for breeding fees, boarding and training services, as well as the application of market research design and methodology in establishing equine-related businesses will be among the topics covered.

380 PROFESSIONAL HORSE SHOW PRACTICUM *3 semester hours*

Prerequisite: EQST 122 or 124

This is a course designed to provide a student with the understanding and experience of preparing for large competitive horse shows. Riding and training techniques, conditioning methods, home stable, and travel horse care, as well as proper show grooming of horses for various types of horse show competitions will be a major focus in this class.

401 TEACHING BASIC TRAINING AND EQUITATION SKILLS *3 semester hours*

Prerequisite: EQST 322 or 324

Students will work with freshmen and sophomores in teaching basic skills in equitation, ground obedience training, use of training equipment, and basic progression in horsemanship.

402 ADVANCED EQUINE REPRODUCTION *3 semester hours*

Prerequisites: EQST 202 and 232

This course provides a practically-oriented approach to the common practices and problems involved in operating an equine breeding program. From a review of basic reproductive physiology to designing breeding and teasing programs, the primary emphasis of the course is to broaden the student's knowledge in the latest developments and techniques used in breeding horses. Other topics include artificial insemination, mare and foal care, syndications, breeding farm economics, and others. Field trip(s).

403 TEACHING BASIC TRAINING AND EQUITATION SKILLS II *3 semester hours*

Prerequisite: EQST 401 or permission of instructor

This course is designed to develop skills for teaching and training concepts for equitation, jumping, dressage, and performance horses. Students will organize, prepare, present, perform, and teach training exercises, ring figures, and riding skills. Utilization of classroom information will be applied through organizing and conducting individual and group lessons, under the guidance and supervision of a class instructor.

404 ADVANCED EQUINE NUTRITION *3 semester hours*

Prerequisites: EQST 201, 231

This course covers the application of feedstuff analysis, diet evaluation, nutrient utilization by horses and selection of appropriate feeds for horses of diverse nutritional needs will be covered.

411 FARM EQUIPMENT MANAGEMENT *3 semester hours*

This course is intended to provide practical experience in the operation, application, and maintenance of farm equipment including, but not limited to, tractors, spreaders, cultivators, disks, plows, water implements, elevators, combines, and trailers.

412 FARM STRUCTURE MANAGEMENT *3 semester hours*

This course focuses on farm structures in relation to construction design, application, efficient operation, energy efficiency, and maintenance.

421 ADVANCED HORSE TRAINING III *3 semester hours*

Prerequisite: EQST 322 or permission of the instructor

Students will be assigned horses that are basically broke and progress them through standard procedures to a finished product. They will learn to develop peaks, camouflage weaknesses, and accent strengths. (Offered only during the fall.)

422 ADVANCED HORSE TRAINING IV *3 semester hours*

Prerequisite: EQST 421 or permission of the instructor

Students will use procedures learned in previous courses on a variety of horses and will create minor variations in each procedure to develop a product that is standard in response, style, and way of going. (Offered only during the spring.)

423 ADVANCED ENGLISH RIDING AND TRAINING II *3 semester hours*

Prerequisite: EQST 324 or permission of the instructor

Emphasis will be placed on selection of the proper horse for a particular English discipline. The semester will be spent preparing these horses for a predetermined level of show ring readiness in their discipline. (Offered only during the fall.)

424 ADVANCED ENGLISH RIDING AND TRAINING III *3 semester hours*

Prerequisite: EQST 423 or permission of the instructor

Students will use procedures learned in the previous courses to improve and refine techniques applied in dressage and over fence work. (Offered only during the spring.)

435 EQUINE LAW *3 semester hours*

Prerequisite: junior or senior standing or permission of the instructor

This course provides an overview of the legal system and how it relates to those in equestrian-related business. Its emphasis will be on issues of liability, contracts, general business issues, and dispute resolution and avoidance. Will briefly introduce various business entities and compare cash and accrual accounting methods and tax issues.

480 INTERNSHIP *1 to 6 semester hour(s)*

This course is a practical, experience-oriented activity in which students work at The University of Findlay farms or a similar farm to gain valuable experience not possible in a classroom setting. This a repeatable course.

490 ADVANCED TOPICS IN EQUINE SCIENCE *1 to 5 semester hour(s)*

Prerequisite: permission of the instructor

This course provides study of selected topics in the animal sciences not included in regular course offerings. This is a repeatable course.

PRE-VETERINARY MEDICINE (PVET)

Director: Peck
Professors: Kerns, Peck
Associate Professor: F. McCarthy

A *major in pre-veterinary medicine* consists of PVET 110 and 310; BIOL 220, 220L, 230, 230L, 302, 310, 310L, 412, and 412L; CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 310, 310L, 311, 311L, and 400; MATH 123 and another course selected from MATH 140, 141, 142; and PHYS 250, 250L, 251, 251L. Other highly recommended courses include BIOL 300, 300L, 322, 322L, 323, 323L, 413, 413L; ANSC 131, 133, 134, 231, 232, 331; EQST 402; and PVET 490.

067 PRE-VETERINARY CLUB *ACTIVITY* *.5 semester hour*

This is an organization open to all students at The University of Findlay who are interested in the field of veterinary medicine. Activities include field trips, guest speakers, and a wide variety of extracurricular activities.

110 INTRODUCTION TO VETERINARY MEDICINE I *1 semester hour*

This course is taught by a practicing veterinarian, orienting pre-vet students to modern practice in the veterinary field. Topics included are admissions criteria, various careers in veterinary medicine, types of clinical practice, and current issues involving the profession, including ethics and malpractice.

310 GRADUATE/PROFESSIONAL SCHOOL SEMINAR *1 semester hour*

This course is designed to prepare students for admission to a graduate and/or professional school program of study. Activities include preparing for the GRE and other entrance exams; compilation of a written research report on specific admission requirements, and an oral presentation. The overall aim of the course is to serve as a source of current information on admissions trends and application procedures to assist students in preparing for admission to graduate/professional school.

490 CLINIC INTERNSHIP *1 semester hour*

Prerequisites: junior or senior status in the pre-veterinary program, minimum 3.0 GPA, and permission of the instructor

Students will observe in a local veterinary practice to gain further knowledge of the veterinary profession. Students may choose between small animal medicine, small animal surgery, food animal, or equine medicine and surgery. Students may not take this course for audit. Only approved veterinary practices will be available for the internship.

AREA OF COMPUTER SCIENCE AND TECHNOLOGY MANAGEMENT

Director of Computer Science: Langhals
Director of Technology Management: Schneider
Associate Professor: Geise
Assistant Professors: Gunnett, Langhals, Samimi, Schneider

A Bachelor of Science degree is granted for completion of baccalaureate programs in the Area of Computer Science and Technology Management.

Baccalaureate Programs:

Computer Science-Business Emphasis
Computer Science-Computer Systems Emphasis
Computer Science-Information Assurance Emphasis
Computer Science-Mathematics Emphasis
Computer Science-Web and Database Emphasis

Minors:

Computer Science
Information Processing
Technology Management

Associate Program:

Computer Science

Certificates:

Computer Applications
Information Assurance

Competency Requirements

All students of The University of Findlay must demonstrate a basic level of competence (achievement) in writing, computer science, and communication. Students pursuing four-year degrees in the Area of Computer Science and Technology Management are required to complete the two following courses. Students pursuing two-year degrees are required to complete one of the following courses.

Philosophy	PHIL 224 Ethics and Technology
Writing	ENGL 272 Introduction to Technical Communication

Students whose programs and goals make other competency areas appropriate may petition the Area of Computer Science and Technology Management to allow substitutions for areas listed above.

COMPUTER SCIENCE (CSCI)

Director: Langhals
Associate Professor: Geise
Assistant Professors: Gunnett, Langhals, Samimi, Schneider

A computer science major consists of completion of the computer science core and the completion of an emphasis area.

Computer Science Core Courses (38 semester hours):

The following core courses are required for all four-year programs in computer science (38 semester hours):

CSCI 190 Computer Science I
CSCI 191 Computer Science II
CSCI 193 Introduction to Unix
CSCI 240 Computer Software Design I
CSCI 241 Computer Software Design II
CSCI 270 Web Page Development
CSCI 325 Operating Systems
CSCI 345 Data Communications
CSCI 355 Computer Organization
CSCI 360 Data Structures
CSCI 480 Software Engineering
CSCI 490 Database Management Systems

Computer Science Program

The computer science major takes the computer science core requirements and completes one of the emphases listed below.

Computer Science-Business Emphasis

A *major in computer science-business emphasis* consists of the twelve core courses plus CSCI 330; ACCT 220, 221; BUAD 321; ECON 200, 201; and at least one course from CSCI 285, 300, 374, 445, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 132 and 133 or MATH 141 and 142.

Computer Science-Computer Systems Emphasis

A *major in computer science-computer systems emphasis* consists of the twelve core courses plus CSCI 300, 445, 460, and at least three of CSCI 285, 330, 374, 470, 475, 497 (three hours), 498 (three hours) where only one of the choices can be either 497 or 498. Competencies: MATH 141 and 142 (highly recommended) or MATH 132 and 133.

Computer Science-Information Assurance Emphasis

A *major in computer science-information assurance emphasis* consists of the twelve core courses plus CSCI 445; MATH 302; TECH 410, 412, 414, 416, 420; and at least one course from CSCI 285, 300, 330, 374, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 132 and 133 or MATH 141 and 142.

Computer Science-Mathematics Emphasis

A *major in computer science-mathematics emphasis* consists of the twelve core courses plus CSCI 300; MATH 295, 302, 342, 410; and at least one of CSCI 285, 330, 374, 445, 460, 470, 475, 497 (three hours), or 498 (three hours). Competencies: MATH 141 and 142.

Computer Science-Web and Database Emphasis

A *major in computer science-web and database emphasis* consists of the twelve core courses plus CSCI 285, 374, 445, 470, 475, and at least one of CSCI 300, 330, 460, 497 (three hours), or 498 (three hours). Competencies: MATH 141 and 142 or MATH 132 and 133.

An *Associate of Arts degree in computer science* consists of CSCI 190, 191, 193, 240, 241, 345; two of CSCI 151, 152, 153, 155, 157, 158, 159, or 270; at least one of CSCI 285, 300, 325, 330, 355, 360, 374, 445, 470, 475, or 490.

A *minor in computer science* consists of 24 hours in computer science, including CSCI 190, 191, 193, 240, 241; and three of the following: CSCI 270, 285, 300, 325, 330, 345, 355, 360, 374, 445, 460, 470, 475, 480, or 490.

A *minor in information processing* consists of 21 hours, including seven of the following courses: CSCI 148 or 150, 152, 155, 157, 158, 190, 270, or 285; or one approved course from another discipline with a technology emphasis such as: ACCT 350, ART 205, BUAD 390, EDUC 260, EQST 203, or SYSA 340.

A *computer applications certificate* consists of 18 semester hours, including CSCI 150; at least three of the following applications courses: CSCI 151, 152, 153, 155, 157, 158, or 159; and at most two of the following programming courses: CSCI 190, 191, or 240.

027 ACM STUDENT CHAPTER *.5 semester hour*

The University of Findlay Student Chapter of the Association for Computing Machinery (ACM) is an organization of students who are prospective computer professionals and students who are interested in computers. Activities include regular meetings of the chapter, attendance at a meeting of the Northwest Ohio Chapter of ACM or a similar professional organization, tours of computer facilities, and sponsorship of invited speakers. This is a repeatable course.

148 EDUCATIONAL TECHNOLOGY *3 semester hours*

This course is designed to prepare education majors to utilize technology as a tool in the classroom. Topics will include a brief overview on the background of computers, computer technology, the history of computers in education, and the use of tool-based software in the classroom. Hands-on activities will cover basic Internet access, Windows fundamentals, word processing, graphics software, database management, spreadsheet manipulation, desktop publishing, and the use of peripherals such as scanners and digital cameras.

150 INTRODUCTION TO COMPUTERS *3 semester hours*

This course is designed to provide a basic literacy in computer fundamentals. Topics will include hardware, software, applications, and impact on society. Laboratory work will emphasize microcomputer applications including word processing, electronic spreadsheets, and database management.

151 WORD PROCESSING *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This course provides a thorough study of beginning and intermediate word processing concepts including the design and development of professional documents and business publications. Intermediate topics will include multi-column and landscape printing, footnotes/endnotes, outlines, indexing, table of contents, sorting, mail-merge, graphics, tables, macros, and math/spreadsheet features. A major project is part of this course. A popular commercial word processing package such as Microsoft Word will be used.

152 PRESENTATION GRAPHICS *3 semester hours*

Prerequisite: CSCI 150

This course will use presentation software such as Microsoft PowerPoint in a comprehensive study of graphical tools and the techniques of creating effective and professional-looking presentations. A major project will be required as part of this course.

153 DOS AND WINDOWS *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This is a study of Windows operating system for personal computers including topics such as: file, document, and folder management, working on multiple documents, formatting and defragmentation, scanning disks for errors, customizing your computer, backing up files and registry, creating startup disk, connecting to an Internet Service Provider (ISP), downloading software, communicating with other computers, transferring files between two PCs, installing/uninstalling software, and installing new hardware. This course also includes file, folder management, and working with batch files using Window's disk operating system (DOS) command line user interface. A major project will be assigned.

155 SPREADSHEET DESIGN *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This course provides practical experience in the planning, design, and applications of an electronic spreadsheet package. Topics include general use of the spreadsheet, database, and graphics capabilities of the package, spreadsheet planning and design, and business and professional applications of spreadsheets. A major project is a part of this course. A popular commercial spreadsheet package such as Microsoft Excel will be used.

157 DATABASE APPLICATIONS *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This course offers practical experience in the planning, design, and applications of a database system. Topics include file structure and creation, database queries, reports from a database, organizing database files, and combining database files. A major project is a part of this course. A popular commercial database package such as Microsoft Access will be used.

158 WEB PAGE DESIGN *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This course is a study of beginning and intermediate Web page creation through the use of a Web editor such as Microsoft FrontPage or Macromedia DreamWeaver. A major project is a part of this course.

159 MICROCOMPUTER TOPICS *3 semester hours*

Prerequisite: CSCI 150 or permission of the instructor

This course is a study of selected microcomputer hardware and software topics not included in the regularly offered courses. This course is repeatable, provided the topics are different.

190 COMPUTER SCIENCE I *3 semester hours*

This is a first course in computer science, including an introduction to basic computer science concepts, problem-solving through the use of microcomputer software packages, and structured programming in Visual Basic.

191 COMPUTER SCIENCE II *4 semester hours*

Prerequisite: CSCI 190

This course is a continuation of CSCI 190 with an emphasis on structured programming and the use of objects in Visual Basic. Topics include use of various Visual Basic controls, conditional statements, sub procedures and functions, looping, arrays, structures, text files, and database access.

193 INTRODUCTION TO UNIX *1 semester hour*

Prerequisite: CSCI 190 or permission of instructor

This course is an introductory study of the Unix operating system with an emphasis on the practical aspects of the use of operating system utilities. Topics include processes, common commands and options, file and directory management and protection, text utilities, editing, and simple script usage.

240 COMPUTER SOFTWARE DESIGN I *4 semester hours*

Corequisite or Prerequisite: CSCI 191

This course introduces structured design using the C++ programming language, while continuing to enhance the understanding of structured programming practices and principles. Topics include the design and implementation of stream input/output, selection and repetition structures, modularity, arrays, searching, sorting, recursion, records, and string processing.

241 COMPUTER SOFTWARE DESIGN II *3 semester hours*

Prerequisites: CSCI 193 and 240

This course introduces object-oriented design and implementation using the C++ programming language, building upon the understanding of structured design and implementation gained from CSCI 240. Topics include encapsulation, polymorphism, inheritance, overloading, and pointers.

270 WEB PAGE DEVELOPMENT *3 semester hours*

Prerequisite: CSCI 148, 150, or 190

This course offers a practical experience in the creation of beginning and intermediate Web pages using HTML coding. Students will learn how to write HTML code to format text, add color and images, and utilize tables, frames, and forms. Additional topics such as the use of Java Applets, JavaScript within their web pages, and creating a well-formed XHTML document will be covered as time permits.

285 SQL PROGRAMMING *3 semester hours*

Prerequisite: computer competency

This course is a beginning course on relational databases, SQL and XML programming at an introductory level. Students will use a standard database package such as Access, SQL Server, or MySQL to learn how to write basic and intermediate database queries and will be introduced to XML documents, namespaces, document type definitions and schemas.

299 TOPICS IN COMPUTER SCIENCE *1 to 3 semester hour(s)*

Prerequisite: permission of the instructor

This course involves investigation into problems of interest to individual students. Registration and selection of problem are subject to approval of the instructor. This is a repeatable course, provided the topics are different.

300 DISCRETE STRUCTURES *3 semester hours*

Prerequisites: CSCI 240 and MATH 132 or 141

This course covers the study of the theory and applications of discrete mathematics. Topics include relations, digraphs, lattices, Boolean algebras, trees, languages, grammars, and finite state machines.

325 OPERATING SYSTEMS *3 semester hours*

Prerequisites: CSCI 193 (or concurrent enrollment) and 240

This course covers operating systems terminology, concepts, and design theory including memory management, processor, and process management, device and file management, concurrency, system management and intermediate shell script programming. Common Windows-based and Unix-based operating systems will be used as case studies.

330 APPLIED OPERATIONS RESEARCH *3 semester hours*

Prerequisites: CSCI 240 and MATH 132 or 141

Topics will include linear programming, duality theory, sensitivity analysis, network analysis, CPM, PERT, and game theory. There is an emphasis on the use of software packages for problem solving.

345 DATA COMMUNICATIONS *4 semester hours*

Prerequisite: CSCI 191

This course provides a broad study of data communication, network organization, and network communication protocols. The course will provide the student with both theoretical understanding and practical experience in such things as signal processing, transmission media, local area network protocols, and wide area network protocols.

355 COMPUTER ORGANIZATION *3 semester hours*

Prerequisite: CSCI 240

This course offers a study of the internal organization of computers. Topics covered include processor organization, data representation, information flow, instruction types, addressing, and structured machine levels.

360 DATA STRUCTURES *3 semester hours*

Prerequisite: CSCI 241

This course involves the study of data manipulation and data storage through object-oriented programming techniques. Topics include lists, stacks, queues, trees, sorting, searching, and memory management.

374 INTERNET PROGRAMMING UNIX *3 semester hours*

Prerequisite(s): CSCI 193, 241, and 270 or permission of the instructor

This course involves development of Web applications using Unix and a programming language such as PHP.

445 COMPUTER NETWORKING *3 semester hours*

Prerequisites: CSCI 193 and 345

This course offers an advanced study of distributed computing environments and network architectures. The course will provide the student with both theoretical understanding and practical experience in such things as network design and implementation, network security, capacity planning, risk assessment, and feasibility studies.

460 COMPUTER SYSTEMS MANAGEMENT *3 semester hours*

Prerequisites: CSCI 193 and 325

This course provides an advanced study of computer systems administration in both Unix and Windows operating systems. The course will provide the student with both theoretical understanding and practical experience in such things as user management, process control, data backups, software installation, and system security.

470 PROGRAMMING IN JAVA *3 semester hours*
Prerequisites: CSCI 241 and 270
This course covers programming in the Java language with an emphasis on Internet applications.

475 INTERNET PROGRAMMING WINDOWS *3 semester hours*
Prerequisites: CSCI 191 and 270
This course is an introduction to Internet scripting from both the client- and server-side. Covers core Web programming concepts necessary for Web programming in JavaScript, VBScript, and ASP.

480 SOFTWARE ENGINEERING *4 semester hours*
Prerequisite: CSCI 360
This course is a study of software engineering including planning, requirements analysis, system design, program design, implementation, testing, delivery, and maintenance. Students will learn how to develop large software systems. Each student will participate as an active member of a team in the development of a software system.

490 DATABASE MANAGEMENT SYSTEMS *3 semester hours*
Prerequisite: CSCI 241
This course covers the concepts of design and implementation of database management systems, focusing primarily on the relational model.

497 CAPSTONE PROJECT *1 to 3 semester hour(s)*
The student in conjunction with a department adviser will select a semester-long project that utilizes their skills and integrates their learning in the field of computer science. This course will be graded S/U and is repeatable up to a total of three semester hours.

498 INTERNSHIP IN COMPUTER SCIENCE *1 to 12 semester hour(s)*
Prerequisite: 18 hours of CSCI core courses and a minimum GPA of 2.75
This course involves guided work-study experiences. Up to 12 hours may be earned in one semester. Opportunities exist in the Findlay area and throughout the United States. Internships which count towards an emphasis area must be related to the emphasis and approved in advance by the computer science faculty. This course will be graded S/U and is repeatable.

499 ADVANCED TOPICS IN COMPUTER SCIENCE *1 to 3 semester hour(s)*
Prerequisite: permission of the instructor
This course involves investigation into problems of interest to individual students. Registration and selection of problem are subject to approval of instructor. This is a repeatable course, provided the topics are different.

TECHNOLOGY MANAGEMENT (TECH)

Director: Schneider
Assistant Professor: Schneider

A *minor in technology management* **(for business majors only)** consists of TECH 200 or BUAD 390; TECH 300, 310; PHIL 224; CSCI 155 or ACCT 180; CSCI 157 and 190.

A *certificate in information assurance* consists of TECH 410, 412, 414, 416, 420, and MATH 302.

180 INTRODUCTION TO TECHNOLOGY MANAGEMENT/LECTURE *2 semester hours*

Prerequisite or concurrent: TECH 180L or CSCI 150

This course introduces students to technology management, technology management faculty, and available campus resources. A variety of topics related to technology management will be covered including professional ethics, computer hardware and software, oral and written communication, and descriptive statistics.

180L INTRODUCTION TO TECHNOLOGY MANAGEMENT/LAB *1 semester hour*

Students will use a word processor, statistical package, and database management system in the laboratory component of this course.

200 STATISTICS WITH TECHNOLOGY *3 semester hours*

Prerequisites: CSCI 190, MATH 123

A study of the use of statistics in technology. Topics will include spreadsheet packages as a statistical tool; problem solving with a statistical emphasis; and the use of graphics-calculator statistical capabilities. The design, sampling, and wording in statistical instruments will be explored.

299 TOPICS IN TECHNOLOGY MANAGEMENT *1 to 3 semester hour(s)*

Prerequisite: permission of instructor

This is a flexible elective available as a regular offering or for independent study. Topics may include emerging technology, current technological hardware and/or software tools, and and/or contemporary technological matters of interest.

300 TECHNOLOGY MANAGEMENT CONCEPTS *3 semester hours*

Prerequisites: TECH 200 or MATH 132, PHIL 224

This course covers the computer aspects of technology including networks, the Internet, intranets, servers, operating systems, database management systems, and computer security. It provides evaluation of hardware, software, and security requirements for a variety of organizational settings.

310 PROJECT MANAGEMENT FOR TECHNOLOGY *3 semester hours*

Prerequisites: TECH 300, MATH 133 or 142, and CSCI 191

This course provides an overview of the management of a technology team, including project management, managerial accounting, statistical analysis, and ethical considerations. Evaluation of project management, statistical, and accounting software tools.

350 COMMUNICATIONS FOR TECHNOLOGY *3 semester hours*

Prerequisites: ENGL 272, COMM 312

This course covers communication tools for technology management. It will cover the creation and management of group documents such as newsletters. In addition, exploration of distance-learning techniques such as teleconferencing and Web-based forums will be covered. Students will use presentation-graphics software or other technological media to present the results of research projects.

400 TECHNOLOGY MANAGEMENT SEMINAR *1 to 3 semester hour(s)*

Prerequisite: TECH 300 or 350

This course involves special studies and/or research in technology in the student's concentration. Emerging technologies will be emphasized. Open for individual or seminar group work. This is a repeatable course.

401 INTERPERSONAL MANAGEMENT *3 semester hours*

Prerequisites: TECH 300, COMM 312, ENGL 272

This course covers an investigation of personal management and communication skills within a working environment where technology applications are crucial in meeting project goals and objectives.

402 REPORTING MANAGEMENT *3 semester hours*

Prerequisite: TECH 310

This course is a study of reporting management including analysis of construction of financial reports, using current technological tools such as Crystal Reports, FRx, and proprietary customization tools.

403 PRACTICE MANAGEMENT *3 semester hours*

Prerequisite: TECH 310

This course deals with the building and maintenance of a consulting practice in the computer and software industries. Topics include: customer relationship management, technical support issues, successful technical consultant characteristics, staffing issues, budgeting and billing considerations, and sustainability and management of growth opportunities.

404 IMPLEMENTATION MANAGEMENT *3 semester hours*

Prerequisite: TECH 300

This course is a study of implementation management and system administration of a large computer software system. Current technological tools will be utilized.

410 INFORMATION SECURITY FUNDAMENTALS *3 semester hours*

Prerequisite(s): TECH 180 and 300 or permission of instructor

This course offers an introduction to information security including security policy; anatomy of abuses (theft, fraud, viruses, worms, DoS); risk analysis; auditing and vulnerability assessment; firewalls and intrusion detection systems; and home and small business security.

412 MANAGING BUSINESS NETWORKS *3 semester hours*

Prerequisite: TECH 410 or permission of instructor

This course is an in-depth exploration of development and management of business networks from the enterprise perspective. Topics included in this course are communications protocols, wireless communications, and security implications, audit, and risk management. Students will understand network management and related protocols, security and vulnerability issues, security policy and risk analysis, intrusion detection, log file management, and incident handling procedures.

414 SECURE ECOMMERCE *3 semester hours*

Prerequisite: TECH 410 or permission of instructor

This course is an examination of eCommerce and the security issues that arise therein. Topics included in this course are system administration, distributed systems security, operating systems security, database security, biometrics, and disaster preparedness. Major topics include National Security Telecommunications and Information Systems Security (NSTISS) planning and management, NSTISS policies and procedures, life cycle management, access control, administration, security policies and safeguards, along with risks and vulnerabilities associated with eBusiness initiatives.

416 COMPUTER AND NETWORK FORENSICS *3 semester hours*

Prerequisite: TECH 410 or permission of instructor

This course explores the field of computer forensics with an emphasis on evidence collection, preservation of evidence, and data analysis. Topics will include the scope and impact of computer crime, forensics basics, forensic tools and their usage, access and control, incident handling and reporting, collection and preservation of evidence in a way that is acceptable in a court of law, legal and ethical considerations, and policy and statutes.

420 INFORMATION ASSURANCE CAPSTONE *3 semester hours*

Prerequisite(s): TECH 412, 414, 416, and MATH 302 or permission of instructor

This course will bring the previous learning together and help prepare students to become information assurance professionals. It will include a major research project and/or a community service component, grant writing principles, and participation in the management of a symposium. Topics will include development and implementation of security policies, internal security practices, roles of various personnel, system security validation, life cycle management, and grant writing. The students will learn professional standards, global management principles, and the principles of co-existence in a secure cyberspace.

499 TECHNOLOGY MANAGEMENT INTERNSHIP *1 to 12 semester hour(s)*

Prerequisite: TECH 300

This course involves a work experience with a cooperating institution supervised by a member of the Technology Management Area. Students will keep a detailed log of their work experience and will prepare a final report and present it to the Technology Management Area. This is a repeatable course. Graded S/U.

AREA OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT

Director of Undergraduate and Graduate Programs: Carter
Professor: Carter
Associate Professors: Edelbrock, Homsher, Murphy
Assistant Professors: Doyle, Gillespie, Wilkinson

A Bachelor of Science degree is granted for baccalaureate programs in the Area of Environmental, Safety, and Occupational Health Management (ESOH).

Baccalaureate Programs:

Environmental, Safety, and Occupational Health Management
- Emergency Management
- Environmental and Health Compliance Emphasis
- Industrial Hygiene Emphasis
- Management Emphasis

Minor:

Environmental, Safety, and Occupational Health Management

ENVIRONMENT, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT (ESOH)

Director of Undergraduate and Graduate Programs: Carter
Professor: Carter
Associate Professors: Edelbrock, Homsher, Murphy
Assistant Professors: Doyle, Gillespie, Murphy, Wilkinson

An environmental, safety, and occupational health management major consists of the 27 hours within the environmental, safety, and occupational health management core, three hours of specialized training courses, 30 hours of required math and science courses, and the completion of an ESOH emphasis area. Students may take as many of the Environmental Resource Training Center (ERTC) courses as they choose; however, only six hours may be counted toward graduation.

ESOH Core Courses

The following core courses (27 semester hours taken in sequence unless otherwise noted) are required for all four-year programs in environmental, safety, and occupational health management:

ESOH 100	Basic Environmental Health
ESOH 150	OSHA Hazardous Waste Site Worker (40-hour Safety) Training (ERTC)
ESOH 180	Industrial Processes and Hazard Recognition
ESOH 270	Fundamentals of Occupational Health
ESOH 300	Environmental Laws and Regulations
ESOH 315	Sampling Techniques and Statistics
ESOH 316	Environmental Analysis and Standard Methods/Lecture
	And
ESOH 316L	Environmental Analysis and Standard Methods/Lab
ESOH 425	Environmental Risk Assessment

Three semester hours of specialized training courses selected from:

ESOH 135	Chemistry of Hazardous Materials
ESOH 152	OSHA Hazardous Waste Site Supervisor Training
ESOH 153	Technician Level Emergency Response Training
ESOH 155	Incident Command for Industrial Responders Training
ESOH 205	OSHA 30-hr General Industry Compliance
ESOH 206	Confined Space Entrant/Attendant, Supervisor, and Basic Rescue Training
ESOH 207	DOT Hazardous Materials Transportation Training
ESOH 208	RCRA Hazardous Waste Generator Training
ESOH 485	Train-the-Trainer

The following list includes required math and science courses:

BIOL 201 and 201L	Introduction to Anatomy and Physiology and Lab
BIOL 412	Microbiology I
BIOL 412L	Microbiology I Lab
CHEM 130 and 130L	General Chemistry I and Lab or CHEM 140 or 140L
CHEM 325	Basic Organic and Biochemistry/Lecture
	And
CHEM 325L	Basic Organic and Biochemistry/Lab
CSCI 190	Computer Science I
MATH 123	Elementary Statistics

MATH 140 Mathematical Functions or MATH 141 Calculus I
PHYS 250 and 250L General Physics I or PHYS 251 and 251L General Physics II

Environmental, Safety, and Occupational Health Management-Environmental and Health Compliance Emphasis
The *major* consists of 29 hours beyond the 27-hour ESOH core, three hours of ERTC courses, and 30 hours of required math and science courses. This emphasis was developed to correspond to the recommendations of the National Environmental Health Association (NEHA) for career tracks in environmental and public health. The required courses include ESOH 400, 420, 440, 465; BIOL 138, GEOL 150, or GEOL 300; BIOL 405; CHEM 131 and 131L or 141 and 141L; and NSCI 323. Students are strongly encouraged to participate in at least one structured internship or cooperative work experience for academic credit under ESOH 490.

Environmental, Safety, and Occupational Health Management-Industrial Hygiene Emphasis
The *major* consists of 27.5 hours beyond the 27-hour ESOH core, three hours of ERTC courses, and 30 hours required math and science courses. This emphasis was developed to correspond to the recommendations of the Accreditation Board for Engineering and Technology (ABET) for students planning to pursue Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) credentials after graduation. The required courses include ESOH 335, 420, 435, 485; BIOL 405; CHEM 131 and 131L or CHEM 141 and 141L; NSCI 323; and four additional hours of physics. Students are strongly encouraged to participate in at least one structured internship or cooperative work experience for academic credit under ESOH 490.

Environmental, Safety, and Occupational Health Management-Management Emphasis
The *major* consists of 27 hours beyond the 27-hour ESOH core, three hours of ERTC courses, and 30 hours required math and science courses. Students are required to take seven courses from the following: ESOH 335, 400, 405, 410, 415, 420, 435, 440, or 465. Students are strongly encouraged to participate in at least one structured internship or cooperative work experience for academic credit under ESOH 490.

A *major in environmental, safety, and occupational health management-emergency management emphasis* consists of ESOH 100, 105, 150, 180, 270, 300, 315, 316, 316L; ESOH 425 or 427; three hours from ESOH 135, 152, 153, 155, 160, 163, 165, 205, 206, 207, 208, or 485; ESOH 200, 220, 250, 255, 257, 320, 325, 423, 429; BIOL 201, 201L, 412; CHEM 130, 130L or 140, 140L; CHEM 325 and 325L; CSCI 190; MATH 123, 140; PHYS 250, 250L or 251, 251L.

A *minor in environmental, safety, and occupational health management* consists of 22 hours including ESOH 180, 270, 300, 315, and two other upper-level ESOH courses.

Courses marked with (ERTC) are taught at the Environmental Resources Training Center and are usually offered on weekends during the academic semester.

Transfer students must complete at least four courses in environmental, safety, and occupational health management at The University of Findlay.

100 BASIC ENVIRONMENTAL HEALTH GE *3 semester hours*

This course is designed to provide an overview initially of ecosystems—including their abiotic components—in their natural state absent any impacts by the industrial society and its sources. Thereafter, the course examines man's impact upon the ecosystem and public health by evaluating sources of air contaminants, water contaminants, and soil contaminants and their adverse impacts along with an analysis of the generation and management of solid waste streams. The course concludes with a study of the identification and management of hazards in the workplace. United States environmental and occupational health and safety laws and regulations are the processes associated with their development, implementation, and enforcement are examined throughout the course.

105 INTRODUCTION TO EMERGENCY MANAGEMENT *3 semester hours*

This course will serve as a practical introduction for students who must understand the process of disaster planning, response, and mitigation through the use of selected case studies and examples of disasters from around the world to connect theory to real-world application.

110 STRATEGIES FOR COLLEGE LEARNING AND CAREER DEVELOPMENT *1 semester hour*

This course is designed to provide an overview of the various facets of the environmental and occupational safety and health industry and the related aspects of other industries. Effective study skills and time management are also introduced.

111 INTRODUCTION TO ENVIRONMENTAL, OCCUPATIONAL HEALTH AND EMERGENCY MANAGEMENT *1 semester hour*

Prerequisite: enrolled in the UF-USA program

This course is designed to provide an overview of the sociopolitical and technological responses to environmental pollution, occupational health and emergency management challenges in the United States. Topics include: explanation of the fundamentals of environmental science and engineering, description of facts about global and domestic environmental issues, explanation of United States environmental, public health, and safety policy, laws and regulations, and a discussion of sustainability and environmental and health risk assessment. Throughout the course, there will be a discussion and demonstration of career opportunities in these fields.

135 CHEMISTRY OF HAZARDOUS MATERIALS (ERTC) *1 semester hour*

This course shows the student how fundamentals of chemistry apply to hazardous materials. Included are risks of exposure to hazardous substances, the EPA and DOT perspectives for classification, and chemical behavior of hazardous materials. Classroom demonstrations highlight the major concepts. Topic areas include hydrocarbons and their derivatives, flammable liquids and solids, explosives, reactives, corrosives, compressed gases and cryogenics, and radioactive materials.

150 OSHA HAZARDOUS WASTE SITE WORKER (40-HOUR SAFETY) TRAINING (ERTC) *2 semester hours*

This course provides participants with the practical knowledge concerning response operations for remediation incidents involving hazardous materials. The course emphasizes uncontrollable (remediation) site functions, methods of operation, and safety in cleaning-up hazardous substances dumped or spilled, or investigations at abandoned hazardous waste sites.

151 OSHA 8-HOUR HAZARDOUS WASTE SITE WORKER REFRESHER (ERTC) *.5 semester hour*

Prerequisite: ESOH 150

This course is designed to comply with 29 CFR 1910.120 requirements regarding annual follow-up training for hazardous waste site workers who have previously received the OSHA 40-hour Safety Training. This is a repeatable course. Graded S/U.

152 OSHA HAZARDOUS WASTE SITE SUPERVISOR TRAINING (ERTC) *.5 semester hour*

Prerequisite: ESOH 150

This course trains the supervisor to implement the employer's programs in safety, health hazards, monitoring, and protective equipment, as well as recordkeeping and documentation of site operations and accident management techniques.

153 TECHNICIAN LEVEL EMERGENCY RESPONSE TRAINING (ERTC) *1 semester hour*

Prerequisite: ESOH 150

This course provides participants with practical knowledge concerning response operations for emergency incidents involving hazardous materials. The course emphasizes the incident command system (ICS), methods of mitigation and control at an emergency response, safety issues considered in an emergency response, and termination procedures.

154 REFRESHER FOR EMERGENCY RESPONDERS TRAINING (ERTC) *.5 semester hour*

This course is designed to address the OSHA 8-hour annual refresher training requirement. It is also designed for training the emergency responder at the operations and technician levels. The workshop reviews the basic requirements and current updated regulations and techniques associated with emergency response. Through the use of scenarios and hands-on exercises, it allows students to maintain their proficiency in the regional areas. Graded S/U.

155 INCIDENT COMMAND FOR INDUSTRIAL RESPONDERS TRAINING (ERTC) *.5 semester hour*

Prerequisite: ESOH 153

This course will introduce participants to the ICS as addressed by the Federal Emergency Management Agency (FEMA) and the National Fire Academy. Recommendations from OSHA, National Fire Protection Association (NFPA), and Environmental Protection Agency (EPA) will be stressed. Students with industry background will gain the knowledge and experience of what assisting agencies can offer in a "hazmat" incident. They will also learn how they fit into the ICS on larger scale events. Students with public agency background will gain knowledge and experience in working within the incident command structure. Students with emergency response background will gain knowledge and experience in commanding spill mitigations and clean up. They will also learn how to better work with outside agencies. Strong emphasis will be given to actual case studies, scenarios, and table-top exercises.

160 CPR/FIRST AID/ADVANCED FIRST AID *1 semester hour*

This course is designed to introduce concepts of first aid and build the student's knowledge base to an operations level. The training will consolidate student's knowledge and skills in order to operate at the work place in the private or public sector.

163 PERSONAL EMERGENCY PREPAREDNESS *1 semester hour*

Emergency preparedness is a shared responsibility requiring each individual to take charge of his/her own preparedness. This course will review the needs and requirements for individual and family emergency preparedness and train the student in the preparation of individual and family emergency plans for family members.

165 SEARCH AND RESCUE *1 semester hour*

This course will focus on the basics of search and rescue and include training to achieve the competencies required to demonstrate basic Search and Rescue (SAR) principles and skills to become Call Out Qualified (CMQ), become certified in FEMA Community Emergency Response Team (CERT)

180 INDUSTRIAL PROCESSES AND HAZARD RECOGNITION *3 semester hours*

Prerequisite: ESOH 100 or permission of instructor

This course is designed to introduce the main processes involved in mining, production, and manufacturing operations. Through a combination of lectures, case studies, and field trips, the student will recognize the potential sources of occupational hazard exposure, air and water pollution, and solid waste that result from such operations. While the major focus of the course will be basic recognition, attention will be given to methods of scientific evaluation, engineering control, and regulatory requirements.

200 EMERGENCY MANAGEMENT AND LAW *3 semester hours*

This course will focus on the United States and Ohio statutes, regulations, and standards that govern emergency management. The class will review the Patriot Act; Disaster Mitigation Act; Stafford Emergency Assistance and Disaster Relief Act; 44 C.F.R.; Emergency Management and Assistance; Comprehensive Environmental Response, Compensation, and Liability Act; Federal Civil Defense Act of 1950, as amended; Public Law 96-342, Improved Civil Defense, 1980; Pollution Prevention Act; and the relevant Ohio statutes, regulations, and policies.

205 OSHA 30-HOUR GENERAL INDUSTRY COMPLIANCE (ERTC) *1.5 semester hours*

This course will provide the student with the basic information and training requirements necessary to develop and implement an in-house OSHA voluntary compliance program and methods of finding, interpreting, and implementing regulations pertaining to employee safety. Course topics will include: introduction to OSHA; OSHA Act and General Duty Clause; inspections, citations, penalties, and recordkeeping; walking and working surfaces; means of egress and fire protection; hazardous materials; personal protective equipment; permit-required confined spaces; lockout tagout; materials handling; machine guarding, welding, cutting, and brazing; electrical and safety-related work practices; hazard communication; OSHA recordkeeping; and other OSHA regulations. The instructors have been approved to teach the course and will issue Department of Labor voluntary compliance class completion cards to each student completing the course.

206 CONFINED SPACE ENTRANT/ATTENDANT,
SUPERVISOR, AND BASIC RESCUE TRAINING (ERTC) *1.5 semester hours*

This course is designed for those in charge of confined space entry programs needed to meet the requirements of 29 CFR 1910.146. The written programs and the procedures required to be implemented are explained so that entries can be made in a safe and timely manner. Much emphasis is placed on assessment of confined space hazards and monitoring for atmospheric hazards both present or potentially possible. OSHA recommended criteria for working in confined spaces are emphasized. Self-rescue and attendant-assisted rescue techniques are stressed to allow for safe egress should a problem arise.

207 DOT HAZARDOUS MATERIALS TRANSPORTATION TRAINING (ERTC) *1.5 semester hours*

This course is structured for participants to learn the basic hazardous materials transportation regulations (49 CFR), and how to apply them to daily operations involving any of the four transportation modes (air, water, rail, highway). Training covers hazardous materials package selection, use, marketing, and labeling, proper shipping name, hazard class, UN/NA identification numbers, and packaging group for shipping paper preparation. Additional considerations for hazardous waste, hazardous substances, marine pollutants, and inhalation hazard poisons are studied. Training topics include: UN Performance Packaging Standards (HM-181), hazardous material identification, DOT Hazard Communication, how to use the hazardous materials table, hazardous material incident notices/reporting, page loading/unloading, and UN Recommendations HM-215A.

208 RCRA HAZARDOUS WASTE GENERATOR TRAINING (ERTC) *1.5 semester hours*

This course is designed to ensure that a facility's operations achieve and maintain regulatory compliance while meeting federal and state personnel training requirements for industries and federal facilities that generate hazardous waste. Training workshop topics include: cradle-to-grave management overview; hazardous waste identification; satellite accumulation area and containers; generator container/tank storage; container labeling; Resource Conservation and Recovery Act (RCRA) permits exempt activities; recordkeeping/personnel training; RCRA preparedness and prevention programs; RCRA contingency plans; and how to complete hazardous waste manifests, Land Disposal Restriction (LDR) notification forms, annual/biennial reports, and exception reports.

220 PRINCIPLES OF MANAGEMENT AND STRATEGIC PLANNING *3 semester hours*

This course is the introduction to management principles and long term strategic planning. It emphasizes the need for planning and the use of standard and non-standard planning techniques and procedures as they apply to emergency management planning.

250 EMERGENCY MANAGEMENT TECHNOLOOGY *3 semester hours*

This course will focus on the existing technology tools as well as discussions on tools of the future to be used in the assessment, planning, and management of emergencies. Technology to be reviewed and utilized include: Geographic Information Systems (GIS) and land use mapping systems, public health databases, and various communication technologies. In addition the concept of communication inoperability will be addressed.

255 INCIDENT SCENE AND EVIDENCE INVESTIGATION *3 semester hours*

This course will focus on the basic considerations of concern prior to, during, and after the incident scene investigation. The course will emphasize the taking, preservation, and analysis of evidence for use in administrative, civil, and criminal matters. Additionally, the course will cover the law of evidence and the use of expert opinion as evidence. Interview techniques will also be discussed.

257 BEHAVIORAL ASPECTS OF EMERGENCIES *3 semester hours*

This course covers the study of human behavior during an emergency to include: how do we function in normal situations versus how do we function in stressful situations and then add to it the component of experience. Does experience make a difference?

270 FUNDAMENTALS OF OCCUPATIONAL HEALTH GE *3 semester hours*

Prerequisites: ESOH 180 and CHEM 130

This course is an introduction to the scientific methods of anticipating and recognizing occupational and environmental hazards that may cause injury or disease among workers and/or citizens of a community. Emphasis is placed upon the general workplace standards of OSHA. Specific topics include the entry and action of biological, chemical, and physical hazards, air sampling, monitoring, selection, and use of personal protective equipment. Case examples are used throughout.

300 ENVIRONMENTAL REGULATIONS AND LAWS *4 semester hours*

Prerequisite(s): ESOH 100, 180, and 270 or permission of instructor

This course studies the federal legislative and regulatory processes associated with the regulation of air quality, air contaminant sources, surface water quality, sources of water pollutants, drinking water, solid and hazardous waste, the remediation of soil and groundwater, and the reporting of the storage and releases of hazardous and toxic chemicals. Specific study is made of the Administrative Procedure Act, the Clean Air Act, the Clean Water Act, the Safe Drinking Water Act, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act, and the Emergency Planning and Community Right to Know Act and their implementing regulations. Resources utilized include the United States Code, the Federal Register, and the Code of Federal Regulations.

315 ENVIRONMENTAL SAMPLING AND STATISTICS GE *4 semester hours*

Prerequisite(s): ESOH 100, 180, 270, 300, and MATH 123 or permission of the instructor

Participants implement procedures for planning, collecting, documenting, and interpreting and assessing the quality of environmental sampling data. Case studies are used to assist students in preparing a sampling and analysis plan for contaminants and sites selected by participants. A group sampling exercise is planned and completed by the class at a site. USEPA sampling guidelines are applied throughout the course.

316 ENVIRONMENTAL ANALYSIS AND STANDARD METHODS/LECTURE *3 semester hours*

Prerequisite(s): ESOH 315 and CHEM 325 and 325L or any other organic chemistry lecture and laboratory course or permission of instructor

Concurrent: with ESOH 316L

This course provides an introduction to the fundamentals, techniques, and applications of "classical" (wet) and instrumental methods of analysis by examining standardized measurement techniques in environmental and health and safety investigations as the foundation of defensible decision making.

316L ENVIRONMENTAL ANALYSIS AND STANDARDMETHODS/LAB *1 semester hour*

Prerequisite(s): ESOH 315 and CHEM 325 and 325L or any other organic chemistry lecture and laboratory course or permission of instructor

Concurrent: with ESOH 316

Measurements of volatile, semi-volatile, and inorganic compounds and metals are conducted following APHA, ASTM, AWWA, EPA, and NIOSH standard methods. Sample matrices tested include soil, water, and air. Both field and laboratory procedures are utilized. Students conduct both field sampling and pertinent analysis of collected samples.

320 EMERGENCY MANAGEMENT FINANCE *3 semester hours*

This course will focus on two areas of emergency management, the contracting for goods and services before, during, and after an emergency; and, the financial management of emergencies from the point of view of governmental agencies, businesses, and individuals.

325 EMERGENCY MANAGEMENT STANDARDS AND PROCEDURES I-THEORY *3 semester hours*

This course will explore the theory underlying the following national standards and industry procedures: National Incident Management System (NIMS), National Fire Protection Association (NFPA) 1600, Unified Command, Incident Command System, Mutual Aid and the National Model, Liaison, and Communicating in an emergency.

335 INDUSTRIAL HYGIENE SAMPLING AND CALCULATIONS *4 semester hours*

Prerequisites: ESOH core, BIOL 201, and a physics course

This course is a continuation of the concepts of ESOH 270. The first two-thirds of the course places emphasis on methodologies of gas, vapor, and aerosol sampling; including instrumentation function and calibration. The last third of the course involves measurement and evaluation of physical hazards including noise, heat stress, lighting, and ergonomic hazards. The course will include a major emphasis upon the types of problems and calculations likely to be found in the ABIH certification examination. The course has laboratory exercises and uses a case study to explore the methods of sampling.

400 ENVIRONMENTAL PERMITTING AND REPORTING *4 semester hours*

Prerequisite(s): ESOH core or permission of instructor

This course is an advanced application course which studies the preparation and analysis of air and water permits and the preparation of quarterly and annual reports, all of which are submitted to state and federal regulators. Students examine and complete various federal and state permit applications regulating air contaminant sources, surface water discharges, discharges to sanitary sewers, and storm-water discharges. The course also requires the study of annual generator hazardous waste reports, hazardous chemical inventories, toxic release inventories, and the requirements associated with accidental release reports under the Clean Water Act, the Comprehensive Environmental Responses Compensation and Liability Act, and the Emergency Planning and Community Right to Know Act. The course also studies the regulatory enforcement process associated with an entity's noncompliance with permits and reports, including the administrative and judicial processes, penalty calculations, and negotiations.

405 ENVIRONMENTAL TREATMENT METHODS GE *4 semester hours*

Prerequisites: ESOH 270, 300, 335, and one course each in chemistry and math

This course is a comprehensive overview of treatment technologies currently in use in the environmental industry. The course explores both theoretical and practical aspects using a case study approach.

410 HUMAN RESOURCES ISSUES FOR ENVIRONMENTAL, SAFETY, AND HEALTH MANAGERS *4 semester hours*

This course provides an overview of key areas of human resource management that overlap with the management of environmental, health, safety, and security issues at industrial facilities. Topics include job and training analysis, labor relations, record keeping and reporting, accident investigation and worker's compensation, crisis management and contingency planning, as well as fraud and other investigations.

415 INTRODUCTION TO PROJECT MANAGEMENT *4 semester hours*

This is a course designed to provide an introduction to project management, particularly in the area of environmental and safety and health programs. Both the technical aspects of integrated project management, (e.g., scope, work breakdown, scheduling, budgeting, completion) and personnel issues within a project team are described. Students discuss case studies, prepare an individual project plan, and work with various management tools (e.g., PERT network diagrams and Gantt charts.)

420 MANAGEMENT OF SAFETY AND HEALTH PROGRAMS *4 semester hours*

Prerequisite: ESOH 270, BSEM 325 or an equivalent course

This comprehensive capstone health and safety course includes detailed study of the occupational safety and health regulatory compliance requirements in prototypical U.S. industrial facilities. It utilizes both the General Industry Standards of OSHA (29 CFR 1910) as well as professional standards of the major consensus practice organizations that address the practice of occupational health. Case studies examine different workplace settings and roles (e.g. regulator, consultant, or facility staff) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create program documents, and conduct mock management assessments pertaining to staffing and budgetary concerns.

423 EMERGENCY MANAGEMENT STANDARDS AND PROCEDURES II-APPLICATION *3 semester hours*

The course will take the theory taught in ESOH 325 and focus on the practical application of the following standards and procedures addressed in a scenario and case based learning format: NIMS, NFPA 1600, unified command, incident command system, mutual-aid and the national model, liaison, and communicating in an emergency. Case studies examine different workplace settings and roles (e.g. regulator, consultant, or victim) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create program documents, and conduct mock management assessments.

425 ENVIRONMENTAL RISK ASSESSMENT *4 semester hours*

Prerequisite(s): ESOH 316 and 316L or permission of instructor

This capstone course applies the principles of exposure and toxicity assessment to characterize risk using a case-study approach. The student will apply these principles to contaminants and exposure routes at a site selected with theinstructor's approval. Class discussions and risk calculations will cover exposure assessments for air, water, soil, and food. Risk-based environmental decisions methods are introduced.

427 THREAT AND VULNERABILITY ASSESSMENT AND MANAGEMENT *3 semester hours*

This capstone course applies the principles of threat and vulnerability assessment to characterize risks facing communities and workplaces using a case-study approach. Class discussions will cover such hazards as: hazard and threat recognition, vulnerability analysis, biohazards, trend analysis, risk mitigation, continuity of business operations, and mutual aid agreements for the private sector. Risk-based decision methods are introduced.

429 ALL HAZARDS EMERGENCY PLANNING *3 semester hours*

This capstone course will be the culminating course in the emergency planning portion of the program. It will bring together concepts and procedures from previous course work and will address the following topics: Communications inoperability; mutual aid agreements; use of the national model proposed by Department of Homeland Security (DHS) and National Emergency Management Association (NEMA); business continuity; resource management; donations management; debris management; volunteer management; and leadership.

435 CONTROL AND ENGINEERING IN INDUSTRIAL HYGIENE *4 semester hours*

This course is a detailed study of ventilation control methods. Case studies of general methods and local exhaust for control of hazardous gases, vapors, and aerosols are investigated. Calculations regarding the capture and reduction in contaminant levels are required. Investigation of noise, temperature, ergonomic, and radiation factors are considered. Students conduct a ventilation and noise investigation that properly implements control practices in an industrial setting.

440 ECONOMICS AND POLICY DEVELOPMENT OF ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *4 semester hours*

This course examines the historical evolution of policy-, law-, and rule-making in the fields of environmental health and protection, public health, and occupational safety and health. The course evaluates the impact that these programs have had upon the health of the natural environment and the health of American citizens and workers, as well as the impact of protective measures on the financial competitiveness of U.S. industries. The effects of globalization, as well as alternative policy approaches such as disease prevention/health maintenance, pollution prevention, sustainable development, and industrial ecology are also addressed.

465 ENVIRONMENTAL AUDITS AND ASSESSMENT *4 semester hours*

Prerequisites: ESOH 300

This is a comprehensive capstone environmental course that instructs students on approaches for conducting industrial operational compliance audits for all applicable air, water, and waste regulations as well as permitting and reporting requirements. Students also obtain a working knowledge of, and ability to conduct or direct, Phase I and Phase II environmental site assessments pursuant to American Society for Testing and Materials (ASTM) standards.

485 TRAIN-THE-TRAINER (ERTC) *1.5 semester hours*

This course helps qualify individuals for workforce training roles. It describes the approaches of needs analysis, task analysis, and performance objectives that are used to design training; lesson plans, delivery and assessment techniques; and the validation and documentation of training programs. Instructional strategies, and media and delivery techniques appropriate to the adult learner are also described. This is a practical hands-on course where each student is expected to develop, deliver, and be critiqued on a training presentation. The presentation will be videotaped for those who request. The course is designed for compliance with the ANSI Z-490 standard and participants are eligible to sit for the National Environmental Training Association CET or CIT exam.

490 INTERNSHIP IN ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *1 to 15 semester hour(s)*

Prerequisites: ESOH 100, 180, and at least two science courses, permission of the instructor, and completion of an application from the PEP Office

This experience includes a practical experience-oriented activity involving an internship, co-op, or other significant work experience in which students work for a company or public entity involved in any facet of an environmental, safety, and health industry. The work experience must be pre-approved by a faculty member and the Professional Experience Program Office. Regular reports and a portfolio of material accomplished during the experience must be presented to the faculty member to receive credit. The number of credits will be determined with the student's adviser.

495 ADVANCED TOPICS IN ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT *1 to 5 semester hour(s)*

This course provides for study of selected areas of environmental, safety, and occupational health management not included in regularly offered courses. May be taken multiple times, provided the topics are different.

498 SURVEY OF EMERGENCY AND DISASTER MANAGEMENT *3 semester hours*

This course will offer participants the opportunity to learn about the latest technologies, events, and issues relevant to being an effective and well-versed emergency management professional.

AREA OF MATHEMATICS

Directors: Albert, McCrory
Associate Professor: Warton
Assistant Professors: Albert, McCrory, Rawashdeh, Wallach
Instructor: Groth

A Bachelor of Science degree is granted for completion of baccalaureate programs in the Area of Mathematics.

Baccalaureate Programs:

Mathematics-Applied Emphasis for Actuary Preparation
Mathematics-Applied Emphasis for Computer Science
Mathematics-Applied Emphasis for Engineering Science
Mathematics-Applied Emphasis for Operations Research
Mathematics-Pure Mathematics Emphasis

A student who wishes to be licensed to teach adolescent/young adult integrated mathematics should refer to the major requirements given in the College of Education. In addition, completing the major in mathematics-pure mathematics emphasis is highly recommended.

Minor:

Mathematics

Mathematics (MATH)

Associate Professor: Warton
Assistant Professors: Albert, McCrory, Rawashdeh, Wallach
Instructor: Groth

Mathematics Core Courses (25 semester hours):
The following core courses are required for all four-year programs in mathematics (25 semester hours):

MATH 141	Calculus I
MATH 142	Calculus II
MATH 250	Calculus III
MATH 295	Introduction to Discrete Mathematics
MATH 342	Linear Algebra
CSCI 190	Computer Science I
CSCI 191	Computer Science II

A *major in mathematics* consists of the mathematics core and the completion of one of the emphases listed below.

Mathematics-Applied Emphasis for Actuary Preparation
Requirements in addition to the core are MATH 310, 330, 410; one course from MATH 320, 343, or 400; CSCI 157, 240, 241; ACCT 220, 221; ECON 200, 201; BUAD 321; and FNCE 320.

Mathematics-Applied Emphasis for Computer Science
Requirements in addition to the core are MATH 310, 330, 343, 410; one course from MATH 320, 345, or 400; CSCI 157, 193, 240, 241, 270, 325, 470. In addition, MATH 302 is a recommended course.

Mathematics-Applied Emphasis for Engineering Science
Requirements in addition to the core are MATH 310, 330, 345; one course from MATH 320, 343, 400, or 410; PHYS 252, 253; CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L; GEOL 120, 410. Additional courses to support a particular type of engineering (such as geology, biology or additional chemistry) are recommended.

Mathematics-Applied Emphasis for Operations Research
Requirements in addition to the core are MATH 310, 330, 410; one course from MATH 320, 345, or 400; CSCI 240, 330; PHYS 252; BUAD 435; SYSA 360. In addition, MATH 302 is a recommended course.

Mathematics-Pure Mathematics Emphasis
Requirements in addition to the core are MATH 320, 343, 345, 410, and two courses from MATH 310, 330, 400 (may be taken more than once), or CSCI 300.

A *minor in mathematics* consists of 18 hours, including MATH 141, 142, 250, 295, and three hours selected from MATH 320, 342, 343, 345, 400, 410; CSCI 300.

101 FUNDAMENTALS OF MATHEMATICS *3 semester hours*

This course covers introductory algebra. Topics include linear equations, polynomials, factoring, quadratic equations, straight line graphing, and problem solving. Grades assigned for this course include the 12-point grading scale and the addition of an "NC" grade. "NC" stands for no credit and doesn't affect the GPA. Students receiving an "NC" will need to repeat the course successfully to meet the prerequisites for other higher-level classes. ("NC" may not be available in all off-campus programs due to state rulings on repeating courses.) This is a Developmental Course.

110 INTERMEDIATE MATHEMATICS *3 semester hours*

Prerequisite: MATH 101, "B" or better in one year of high school algebra, "B" or better in two years of integrated mathematics, or permission of instructor

Topics include polynomials, rational expressions, inequalities, introduction to functions, graphing of linear and nonlinear equations and inequalities, systems of equations, and radicals.

123 ELEMENTARY STATISTICS GE *3 semester hours*

Prerequisites: MATH 101, one year of high school Algebra I and one year of any other college preparatory mathematics class, or two years of integrated mathematics

A first course in the study of descriptive and inferential statistics utilizing only rudimentary skills of arithmetic and algebra. Elementary probability, measures of central tendency, measures of variability, confidence intervals, and hypothesis testing.

132 FUNDAMENTALS OF CALCULUS I GE *3 semester hours*

Prerequisite: MATH 110, advanced high school algebra, or three years of integrated mathematics

This course provides an introduction to finite mathematics and calculus. Topics include matrices, linear programming, math of finance, algebraic functions, and an introduction to differential calculus of algebraic functions. A graphing calculator is required.

133 FUNDAMENTALS OF CALCULUS II *3 semester hours*

Prerequisite: MATH 132

This course is a continuation of MATH 132. The course content consists of a survey of differential and integral calculus of algebraic functions with an emphasis on applications in business and economics. A graphing calculator is required.

140 MATHEMATICAL FUNCTIONS GE *4 semester hours*

Prerequisite: MATH 110, advanced high school algebra, or three years of integrated mathematics

This is a pre-calculus course emphasizing the function concept and trigonometry. It includes a study of the algebraic, exponential, logarithmic, and trigonometric functions. Other topics include graphing techniques, trigonometric identities, and complex numbers. A graphing calculator is required.

141 CALCULUS I GE *4 semester hours*

Prerequisite: MATH 140 or permission of the instructor

This course offers a study of the techniques and meaning of the processes of differentiation. Other topics include limits, continuity, implicit differentiation, extrema, the Mean Value Theorem, and applications. A graphing calculator is required.

142 CALCULUS II *4 semester hours*

Prerequisite: MATH 141

This course is a continuation of MATH 141. It is a study of the techniques and applications of integral calculus. Topics include Riemann sums, logarithmic integration and differentiation, inverse functions, volume, arc length, integration by parts, and trigonometric substitution. A graphing calculator is required.

188 FIRST-YEAR EXPERIENCE: MATH GE *3 semester hours*

This course is designed to urge first-year students to explore selected topics within the discipline of math. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

250 CALCULUS III *4 semester hours*

Prerequisite: MATH 142

A continuation of MATH 142, this course includes a study of series and an introduction to vector and multivariable calculus. Topics include Taylor and Maclaurin Series, conics, parametric equations, polar coordinates, geometry of space, partial derivatives, and multivariable integrals. A graphing calculator is required.

295 INTRODUCTION TO DISCRETE MATHEMATICS *3 semester hours*

Prerequisite: MATH 141 or permission of the instructor

This course provides a bridge to higher-level mathematics through the use of proof and the study of topics in discrete mathematics. Topics include sets, logic, theorems, proofs, proof by induction, recurrence, permutations and combinations, order relations, matrices, and graph theory.

302 MATHEMATICAL INTRODUCTION TO CRYPTOLOGY *3 semester hours*

Prerequisite: MATH 132 or permission of the instructor

This course offers an introduction to current cryptological practice that have mathematical content or underpinnings. Topics include ciphers and modular arithmetic, probability and expectation, the Hill cipher including matrix arithmetic, Boolean functions, computational complexity, and number theory. A graphing calculator is required.

305 MATHEMATICS FOR EARLY CHILDHOOD TEACHERS I GE *3 semester hours*

Corequisite: sophomore education block

This course is a study of the mathematical concepts underlying mathematics. Topics include problem solving, sets, numeration systems, functions, number theory, rational and real numbers, money, and time.

306 MATHEMATICS FOR EARLY CHILDHOOD TEACHERS II GE *3 semester hours*

Prerequisite: MATH 305

A continuation of MATH 305, this course covers topics including geometry, angles, measurement, statistics, probability, normal curve, and confidence intervals.

310 DIFFERENTIAL EQUATIONS *3 semester hours*

Prerequisite: MATH 142

This is a first course in differential equations, including such topics as separable variables, homogeneous equations, exact equations, integrating factors, linear and higher order differential equations. It also includes the solution of nth order equations, and Laplace Transform solutions, and applications. This is an alternate year course.

315 MATHEMATICS FOR MIDDLE CHILDHOOD
TEACHERS AND INTERVENTION SPECIALISTS I GE *3 semester hours*
Prerequisite: EDUC 151, 161, or SPED 134
This course is a study of the mathematical concepts underlying middle school mathematics. Topics include problem solving, numeration systems, functions, number theory, rational and real numbers.

316 MATHEMATICS FOR MIDDLE CHILDHOOD
TEACHERS AND INTERVENTION SPECIALISTS II GE *3 semester hours*
Prerequisite: MATH 315
A continuation of MATH 315, This course covers topics including functions and graphs, probability, statistics, geometry, measurement, calculators, and computers.

320 CONCEPTS AND FOUNDATIONS OF MATHEMATICS *3 semester hours*
Prerequisite: MATH 133 or 142
This course is steeped in the history of mathematics, with emphasis on the beginnings of arithmetic, algebra, geometry, and calculus. Includes a study of number systems, sequences and patterns, the beginning of number theory, and an in-depth study of individual mathematicians.

330 MATHEMATICAL MODELING *3 semester hours*
Prerequisite: MATH 142
This course provides an introduction to the mathematical modeling process and applies this process to problems that require the student to reason analytically, and relate mathematical concepts to everyday activities. Emphasis will be placed on connections of mathematics to application areas such as business, industry, economics, and physical, biological, and social sciences. Topics may include optimization techniques, deterministic and stochastic models, and simulations. This is an alternate year course.

342 LINEAR ALGEBRA *3 semester hours*
Prerequisite: MATH 142, however MATH 295 is strongly recommended
This course offers a study of matrix operations, vector spaces and transformations, and their applications to simultaneous linear equations and geometry.

343 ABSTRACT ALGEBRA *3 semester hours*
Prerequisite: MATH 295
This course provides an introduction to algebraic structures. Equivalence relations, binary operations, isomorphisms, and homomorphisms will be studied. Binary operations and their properties in the context of groups, subgroups, rings, and fields are developed. This is an alternate year course.

345 MODERN GEOMETRY *3 semester hours*
Prerequisite: MATH 295
This course offers an introduction to classical geometry and modern systems from the viewpoint of axiomatics. Other topics include historical foundations of Euclidean and non-Euclidean geometry. This is an alternate year course.

400 TOPICS IN MATHEMATICS *3 semester hours*
Prerequisite: MATH 295
This course is a flexible multiple elective as a regular offering or for independent study. Topics include advanced calculus, number theory, statistics, regression analysis, complex variables, topology, etc. This is an alternate year course.

410 PROBABILITY AND STATISTICS GE *3 semester hours*

Prerequisites: MATH 142 and 295

This course offers a study of discrete and continuous random variables and their distribution functions. Topics will include discrete and continuous probability theory, random variables, sampling distributions, hypothesis testing and confidence intervals. A graphing calculator is required. This is an alternate year course.

499 MATHEMATICS INTERNSHIP *1 to 12 semester hour(s)*

Prerequisites: 18 hours of mathematics and a minimum GPA of 2.5

This course provides guided work-study experiences. Students have the opportunity to apply their knowledge and skills in a work environment. The internship must be approved and supervised by the mathematics faculty. The student is also supervised on site by a representative of the business. Up to 12 hours of internship may count toward graduation requirements. This course is graded S/U and repeatable up to 12 semester hours.

AREA OF NATURAL SCIENCE

Professors: Bartolomeo, May, Moody, Peck, Rife
Associate Professors: Homsher, Kerns, McCarthy
Assistant Professors: Bascal, Frye, Henderson-Dean, Jenson, Kerr, Summers
Instructor: Noblet
Senior Lecturer: Cape

A Bachelor of Science degree is granted for baccalaureate programs in the Area of Natural Science.

Baccalaureate Programs:

Biology
Biology-Agriculture Emphasis
Biology-Ecological Assessment Emphasis
Biology-Life Science Emphasis
Biology-Wildlife Management Emphasis
Chemistry

Minors:

Biology
Chemistry
Geology
Nature Interpretation

Related Programs Housed in Other Colleges:

Forensics (College of Liberal Arts)
Medical Technology (College of Health Professions)
Pre-Medicine (College of Health Professions)
Pre-Nursing (College of Health Professions)

Students with specialized interests may develop individualized majors in consultation with their advisers.

Competency Requirements
All students at The University of Findlay must demonstrate a basic level in reading, writing, computer science, and communication.

A *minor in nature interpretation* consists of 20 semester hours, including BIOL 138, 325, 331; one of BIOL 150/150L, 151/151L, or 230/230L; and two courses from BIOL 140, 145; GEOL 120; or PHYS 100.

BIOLOGY (BIOL)

Director: Henderson-Dean
Professors: Moody, Peck, Rife
Assistant Professor: Henderson-Dean
Instructor: Noblet

Biology Core Courses (31 semester hours):
The following core courses are required for all four-year programs in biology (31 semester hours):

BIOL 150 Biodiversity, Form, and Function and
BIOL 150L Biodiversity, Form, and Function/Lab
BIOL 151 Biology II: Botany and
BIOL 151L Biology II: Botany/Lab
BIOL 220 General Zoology I/Lecture and
BIOL 220L General Zoology I/Lab
BIOL 230 General Zoology II/Lecture and
BIOL 230L General Zoology II/Lab
BIOL 310 Genetics
BIOL 310L Genetics Lab
BIOL 322 Human Anatomy and Physiology I and
BIOL 322L Human Anatomy and Physiology I/Lab
BIOL 338 Introduction to Research
BIOL 412 Microbiology I
BIOL 412L Microbiology I Lab

Non-biology Core Requirements:
MATH 140 Mathematical Functions
CHEM 130 General Chemistry I*
CHEM 130L General Chemistry I/Lab*
CHEM 131 General Chemistry II*
CHEM 131L General Chemistry II/Lab*
CHEM 310 Organic Chemistry I and
CHEM 310L Organic Chemistry I/Lab
and
CHEM 311 Organic Chemistry II and
CHEM 311L Organic Chemistry II/Lab
or
CHEM 325 Basic Organic and Biochemistry/Lecture
And
CHEM 325L Basic Organic and Biochemistry/Lab

*Please note that CHEM 140/140L and 141/141L can replace the CHEM 130/130L and 131/131L requirements.

A *major in biology* consists of the biology core (31 semester hours), the non-biology core (16-20 semester hours), 15 hours of electives or the completion of one of the emphases listed below.

The 15 hours must be chosen from the following: nine to 12 hours from BIOL 138, 140, 145, 205, 300, 300L, 302, 323, 323L, 325, 331, 360, 405, or 422. In addition to these nine to 12 hours a student must complete three to six hours from CHEM 400; EQST 231, 402; ESOH 300, 315; GEOL 120, 205, 410; PHYS 100; PSYC 310; NSCI 100, 323, or 380.

Biology-Agriculture Emphasis
The objective of this major is to prepare students who are interested in agricultural/biological opportunities. Requirements in addition to the core and non-biology core are BIOL 145, 331; GEOL 205; EQST 131, 231, 402.

Biology-Ecological Assessment Emphasis
The objective of this major is to prepare a biologist for laboratory/field work in environmental disaster prevention/treatment technology. Requirements in addition to the core and non-biology core are BIOL 331, 405; ESOH 100, 270, 300; and NSCI 323.

Biology-Life Science Emphasis
The objectives of this major are to prepare students for graduate school, to serve as a background for generalized laboratory/field biological sciences in the business or industrial sector, and to qualify as a double major with another University major. Requirements in addition to the core and non-biology core are BIOL 323, 323L, 302, and 360 or 422.

Biology-Wildlife Management Emphasis
The objective of this major is to prepare a wildlife biologist for field research. Requirements in addition to the core and non-biology core are BIOL 140, 145, 325, 331, and GEOL 410.

A *minor in biology* consists of CHEM 130 or 140, 130L or 140L; plus 20 hours of electives from the following courses, in which eight hours must come from the 300- or 400-level: BIOL 138, 140, 145, 150, 150L, 151, 151L, 205, 220, 220L, 230, 230L, 300, 300L, 302, 305, 322, 322L, 323, 323L, 331, 338, 405, 412, 412L, 413, 413L, NSCI 380, or NMED 425.

102 INTRODUCTION TO THE BIOLOGICAL SCIENCES GE *3 semester hours*
This course is an introduction to all living systems from unicellular organisms to the more complex, multi-cellular forms of life. Course content includes topics such as mitosis, meiosis, DNA structure and replication, animal systems, plant structure, and ecological based studies. These topics will be studied through a two-hour lecture component and a one-hour lab section each week.

138 ENVIRONMENTAL STUDIES GE *3 semester hours*
This course is designed to introduce the student to a variety of relationships between organisms and their environment through field trips, lecture, and laboratory formats. Principles of ecology, taxonomy, and naturalism are emphasized, with a focus on human impacts both technological and cultural on the environment. Current readings, integrated science concepts, and professional and personal opinions are also explored through small group discussion. Technological tools are employed for the purpose of scientific inquiry and as a supplement to the content.

140 ORNITHOLOGY GE *3 semester hours*

This course is a field study of the birdlife of northwestern Ohio, both migrants and residents. More than half the time will be spent in the field. Classroom time will be devoted to discussions of evolutionary genetics, anatomical characteristics, habitat requirements, nesting habits, general behavior patterns of the class Aves. Human environmental impact affecting both resident and neotropical migratory species is discussed.

145 ENTOMOLOGY GE *3 semester hours*

This course offers a study of insects having an economic and cultural impact on man. The history of man's coexistence with insects is emphasized. Insect morphology, life cycles, identification, and control are stressed. Field/laboratory work and problem solving, utilizing technological tools, will be an integral part of this course.

150 BIODIVERSITY, FORM, AND FUNCTION/LECTURE 3 *semester hours*

Prerequisite: must be enrolled concurrently with BIOL 150L

This is an introductory course and the first course in the biological sciences for biology majors. It examines the variety of populations, species, and natural communities known as biological diversity. It surveys the five kingdoms (bacteria-like life forms, protozoan life forms, fungi life forms, plants, and animals) and three domains of life on the planet. The relationship of global systems as they pertain to the healthy function of the biosphere is explored. Major biological concepts are presented.

150L BIODIVERSITY, FORM, AND FUNCTION/LAB *1 semester hour*

Prerequisite: must be enrolled concurrently with BIOL 150

The laboratory experience is a field-based experience. Students learn how to identify, use keys, and collect and preserve organisms for biological study. Introductory biology hands-on experiences include: microscope work, quantitative and qualitative sampling of natural communities, water quality testing, biomonitoring, and cell structure and function.

151 BIOLOGY II: BOTANY/LECTURE *3 semester hours*

Prerequisite: must be enrolled concurrently with BIOL 151L

This is an introductory course for a biology major that emphasizes unique features of plant biology. Included are discussions on: the origins of life; important plants of the world and their habitats; plant diversity, structure, function, and reproduction; plants and environmental science; plants that changed history; practical botany; and botany as a science. This class provides a general introduction to the importance and function of plants in human affairs. It includes an overview of science as a way of knowing, plant forms and functions, plant reproduction, and use of economically and sociologically important plants. Ecological concepts as they relate to the growth and production of world food crops will also be included. The course has a strong emphasis on the historical development of exploitation of certain plants and the role plants played in exploration and international development.

151L BIOLOGY II: BOTANY/LAB *1 semester hour*

Prerequisite: must be enrolled concurrently with BIOL 151

This is a laboratory study of the structure, function, and reproduction of seed plants. The role of plants in making life on earth possible is an important theme. Flowering and non-flowering plants and products such as fruits, forages, grains, medicines, herbs and spices, textile fibers, lumber, algae, and foliage plants are studied.

201 INTRODUCTION TO ANATOMY AND PHYSIOLOGY GE *3 semester hours*

Prerequisite: introductory course in biology or permission of instructor

This course offers an introduction to the structure and working of the human body with emphasis on how structure makes function possible and disruptions in either leads to disease. Special emphasis will be placed on the musculoskeletal, nervous, cardiovascular, and respiratory systems. The health risks associated with current behavioral and societal issues will be discussed, including drug and alcohol use, smoking, HIV, eating disorders, obesity, heart disease, etc.

201L INTRODUCTION TO ANATOMY AND PHYSIOLOGY/LAB *1 semester hour*

Prerequisite: must take concurrently with BIOL 201

This course provides an introduction to the human body by examination of its structure and functioning. Exercises will reinforce the discussions of the corresponding body system being covered in lecture. Methodology used will include dissection, audiovisual material, and computer software.

205 HUMAN NUTRITION GE *3 semester hours*

This course covers the study of basic nutrition including the role of carbohydrates, fats, proteins, vitamins, and minerals in human metabolism. Topics will include energy sources and systems, energy requirements in physical exertion, weight and diet, and a review of current dietary practices. Applications of nutritional principles to physical fitness and performance enhancement and the effect of various ergogenic aids will be studied.

220 GENERAL ZOOLOGY I/LECTURE *3 semester hours*

This course offers a study of the various organizational patterns of animals, beginning with their chemical structure, through cells, to organs and systems with emphasis on genetic forces. Societal concerns as well as global influences are addressed.

220L GENERAL ZOOLOGY I/LAB *1 semester hour*

Laboratory investigations are coordinated with lecture material including the study of structure and function of a selected vertebrate. Technology tools are employed as an aid to analyzing animal physiology.

230 GENERAL ZOOLOGY II/LECTURE *3 semester hours*

This course offers a survey of the major taxonomic groups of the animal kingdom. The emphasis is on genetics, evolutionary biology, and classification. The anatomy, physiology, and ecology of each major animal phylum is contrasted with the other phyla. Societal concerns as well as global influences are addressed.

230L GENERAL ZOOLOGY II/LAB *1 semester hour*

Laboratory investigations are coordinated with lecture material and involve the examination of representative animals from the survey. Technological tools are employed as an aid to organizing and classifying each taxonomic group.

240 LIFESPAN BIOLOGY GE *3 semester hours*

Prerequisite: social science major or by permission of the instructor

This course provides an examination of the biological systems controlling human growth and development from conception through death. Particular emphasis is placed on the relationships between environmental and genetic factors that influence various developmental stages that pertain to the human lifespan.

300 IMMUNOLOGY *3 semester hours*

Prerequisite(s): CHEM 325 and 325L or 311 and 311L, BIOL 310, 310L or permission of the instructor

This course emphasizes basic immunological aspects as applied clinically in the hospital today. It includes basic concepts of protein biochemistry, biological basis of immunity, immunological reactions, immunoglobulin, and *in vivo* and *in vitro* immunological reactions.

300L IMMUNOLOGY LAB *1 semester hour*

Concurrent: BIOL 300

Microscope slides of the lymphatic system and of the white blood cells will be examined. Emphasis is placed on basic immunological tests such as the Ouchterlony test, blood typing, ELISA's, protein chromatography, and western analysis.

302 CELL BIOLOGY *3 semester hours*

Prerequisite(s): two courses of biology and eight hours of chemistry or permission of instructor

This course covers the study of the structure, function, and molecular pathways of the cell. Emphasis will be placed on modern molecular techniques, the role of membrane systems, cell to cell molecular interactions, cellular signal transduction, DNA transcription, translation and replication, and the cellular mechanism of cancer and disease processes.

305 ORNAMENTAL HORTICULTURE GE *3 semester hours*

This general survey course will present basic botany as applied to horticulture. Students will work with a variety of plant materials, learn about the use and care of plants in gardens and landscaping, and become acquainted with plant-propagation techniques. Laboratory and field experiences are included in this course.

310 HUMAN GENETICS *3 semester hours*

Prerequisite: one course in biology or permission of the instructor

This course covers the study of the nature of genetic materials, the fundamental processes of gene replication, and the role of the gene in directing the formation of materials in the cell. Bacterial genetic processes will also be reviewed. Applications of genetic inheritance patterns and populations genetics will be studied.

310L HUMAN GENETICS LAB *1 semester hour*

Concurrent: BIOL 310

Molecular techniques of genetic study and manipulation will be explored. Restriction mapping, PCR, electrophoresis, and bacterial transformation will be several of the topics discussed and utilized in the laboratory section.

322 HUMAN ANATOMY & PHYSIOLOGY I *3 semester hours*

Prerequisite: one course in biology

This course offers a study of the anatomical structure of the body as it relates to the functioning of the human body. The course begins at the cellular level and continues up to the entire organism, using the organ systems as the means of study. Various technological tools are used to encourage critical thinking in those topics that have societal impact on human health. Genetic influences on the body and its functioning are included. Special emphasis is placed on the integumentary, skeletal, and muscular systems.

322L HUMAN ANATOMY & PHYSIOLOGY/LAB *1 semester hour*

Prerequisite: must be enrolled concurrently with BIOL 322

Microscope slides, models, dissection, various audio visual aids, and written lab exercises will be used to examine anatomical structure and function. Emphasis is placed on the integument, connective tissue, skeletal and muscular systems. Related genetic disorders, disease, and societal concerns are discussed.

323 HUMAN ANATOMY & PHYSIOLOGY II *3 semester hours*

Prerequisite: one course in biology

This course provides a study in the physiological functioning of the body as it relates to structure. Special emphasis is placed on the cardiovascular, respiratory, urinary, and endocrine systems as these systems are influenced by genetic mechanisms as to their functioning in the development of disease. Also included as topics of discussion are the societal issues affecting the body, such as smoking, drug usage, diet, and other factors of lifestyles seen today. Laboratory exercises further clarify lecture topics. Various technologies are used to enhance class discussions.

323L HUMAN ANATOMY & PHYSIOLOGY II/LAB *1 semester hour*

Prerequisite: must be enrolled concurrently with BIOL 323

Microscope slides, models, dissection, various audio visual aids, and written lab exercises will be used to examine anatomical structure and function. Emphasis is placed on the nervous, endocrine, sensory, cardiovascular, and respiratory systems. Related genetic disorders, disease, and societal concerns are discussed.

325 NATURE INTERPRETATION GE *3 semester hours*

This course covers the work of the interpretive naturalist with emphasis on practical application. Trail layout and design, planning of self-guided trails, presentations, and the preparation of media and displays are included. The role and occupational duties of the environmental educator and the role of natural areas in our society will be taught.

331 GENERAL ECOLOGY *4 semester hours*

Prerequisites: 12 hours of biology and MATH 123

This course offers a study of the relationships of plants and animals to their environment. Man's influence and dependence on the earth's ecology are also explored. The field and laboratory component emphasizes the use of technology and statistics to analyze ecological data.

338 INTRODUCTION TO RESEARCH *3 semester hours*

Prerequisite: 15 hours of biology or permission of the instructor

This course is designed to introduce the student to research methods and techniques and develop an appreciation of the importance of the scientific method as applied to biological research. Through classroom discussions, assigned readings, and other activities students will gain experience in designing, conducting, and reporting scientific experiments to more fully understand the importance of scientific research and its relations to social and ethical issues.

360 FIELD EXPERIENCE PRACTICUM *1 to 12 semester hour(s)*

Prerequisite: 12 hours of nature interpretation

This course offers a practical, experience-oriented activity in which students work with professionals in the area of natural resources: naturalists, park rangers, conservationists, and ecologists.

405 BASIC ENVIRONMENTAL TOXICOLOGY *3 semester hours*

Prerequisite(s): CHEM 325 and 325L or permission of the instructor

This course provides a study showing how chemical principles can be used to understand the behavior and fate of xenobiotics (foreign substances) in biological organisms, and what detriment can occur to the ecosystem to which organisms belong. Basic biochemistry, routes of entry, bioaccumulation, xenobiotic metabolism, mutagenesis, and carcinogenesis are the topics covered.

412 MICROBIOLOGY I *3 semester hours*

Prerequisite(s): eight hours of biology and eight hours of chemistry or permission of the instructor

This course offers a study of the classification, structure, and metabolism of microorganisms. The role of microbes in agriculture, industry, waste management, and microbial diseases are studied.

412L MICROBIOLOGY I LAB *1 semester hour*

Concurrent: BIOL 412

Laboratory work will focus on basic staining procedures, growth characteristics, culture methods, and identification of bacteria.

413 MICROBIOLOGY II *3 semester hours*

Prerequisites: BIOL 412 and 412L or permission of instructor

This course provides a clinical overview of microbiology using a systems approach. Common bacterial, viral, fungal, and protozoan pathogenic organisms will be studied for mode of infection, diagnosis, and treatment methods.

413L MICROBIOLOGY II LAB *1 semester hour*

Concurrent: BIOL 413

Laboratory work will focus on staining, culturing, and diagnostic techniques used in clinical applications. Common pathogens of the nervous system, urogenital tract, gastrointestinal tract, and respiratory tract will be studied.

422 SPECIAL INVESTIGATIONS *1 to 5 semester hour(s)*

This course allows for investigations of problems of interest to individual students. Registration and selection of a problem are subject to the approval of the instructor. This is a repeatable course.

CHEMISTRY (CHEM)

Director: Frye
Professor: Bartolomeo
Associate Professor: Homsher
Assistant Professors: Bascal, Frye, Jenson, Summers

A *major in chemistry* consists of CHEM 140, 140L, 141, 141L, 316, 316L, 320, 320L, 321, 321L, 340, 360, 395 (four hours), 400, 438, 450, 451, 460, and 499 (four hours); MATH 123, 141, 142, 310; PHYS 252 and 253. It is strongly recommended that students also take MATH 250, 295, 342, and 410.

A *minor in chemistry* consists of 20 hours of chemistry, including CHEM 130 or 140, 130L or 140L, 131 or 141, 131L or 141L, 310, 310L, 311, 311L, and 316/316L or 400.

099 FUNDAMENTALS OF CHEMISTRY *1 semester hour*

Prerequisite: permission of instructor or enrollment in CHEM 111 and 111L or 130

This course should be taken concurrently with CHEM 111 or 130. It emphasizes basic skills and concepts needed for success in chemistry, such as the metric system, problem solving, and molegram conversion. This is a Developmental Course.

111 BASIC CHEMISTRY I/LECTURE GE *3 semester hours*

Prerequisite: MATH 110 or equivalent

Concurrent: with CHEM 111L

This course covers basic principles of chemistry designed to give a foundation for the various sciences. Topics include methods of measurement, temperature and heat, atomic structure, bonding, chemical nomenclature, chemical equations, stoichiometry, gas laws, solutions, acids and bases, electrochemistry, and chemical equilibrium.

111L BASIC CHEMISTRY/LAB *1 semester hour*

Prerequisite: MATH 110 or equivalent

Concurrent: with CHEM 111

Laboratory work reinforces the basic principles covered in CHEM 111 lecture and introduces analytical techniques. Laboratory experiments cover density, percent composition of mixtures, applying the mole concept, chemical reactivity, chemical reactions with balanced equations, gas laws, titrations, and atomic structure. The labs are a mixture of computer simulations and wet-bench chemistry.

130 GENERAL CHEMISTRY I/LECTURE GE *3 semester hours*

Prerequisites: high school chemistry and MATH 110 or equivalent

Concurrent: with CHEM 130L

This course covers general principles of chemistry with emphasis on atomic structure and behavior, mole concept, stoichiometric calculations, quantum theory, and chemical bonding.

130L GENERAL CHEMISTRY I/LAB *1 semester hour*

Concurrent or prerequisite: CHEM 130

Laboratory experiments cover metric system, mole concept, chemical reactivity, equations, solubility, and atomic structure. The labs are a mixture of computer simulations and wet-bench chemistry. Computer interface instruments are also used to collect data.

131 GENERAL CHEMISTRY II/LECTURE GE *3 semester hours*

Prerequisites: CHEM 130 and 130L

Concurrent: with CHEM 131L

This course studies general principles of chemistry with emphasis on behavior of gases, liquids, solutions, equilibrium, thermodynamics, chemical kinetics, acid-base, precipitation, and oxidation-reduction reactions.

131L GENERAL CHEMISTRY II/LAB *1 semester hour*

Prerequisites: CHEM 130 and 130L

Concurrent: with CHEM 131

Laboratory experiments cover equilibrium, chemical kinetics, acid-base chemistry, qualitative analysis of anions, and identification of Groups I-IV. Computer interface instruments are also used to collect data.

140 ACCELERATED GENERAL CHEMISTRY I/LECTURE *3 semester hours*

Prerequisites: high school chemistry and MATH 110 or equivalent
Concurrent: with CHEM 140L
Note: students cannot take both CHEM 140 and CHEM 130 for credit
General chemical principles are presented at an accelerated pace covering basic thermodynamics, quantum theory, periodic behavior of the elements, chemical bonding with emphasis on molecular orbital theory, behaviors of gases, solids and liquids, solution chemistry, and kinetics. Thermodynamics will be stressed as the driving force for chemical/physical processes. Competence with the basic concepts of dimensional analysis, nomenclature, stoichiometry, basic reactions, and aqueous solutions are assumed.

140L ACCELERATED GENERAL CHEMISTRY I/LAB *1 semester hour*

Prerequisite or concurrent: CHEM 140
Laboratory experiments reinforce the topics of thermochemistry, molecular structure, chemical bonding, gases, properties of solutions, and chemical kinetics. Guided inquiry and open inquiry formats are used so the student will receive experience more closely related to actual scientific research.

141 ACCELERATED GENERAL CHEMISTRY II/LECTURE *3 semester hours*

Prerequisite: CHEM 140
Concurrent: with CHEM 141L
Note: students cannot take both CHEM 141 and CHEM 131 for credit
General chemical principles are presented at an accelerated pace covering general equilibria, aqueous solution equilibria, coordination chemistry, electrochemistry, nuclear chemistry, and a thorough treatment of thermodynamics appropriate for a first-year chemistry course.

141L ACCELERATED GENERAL CHEMISTRY II/LAB *1 semester hour*

Prerequisites: CHEM 140 and CHEM 140L
Concurrent: with CHEM 141
Laboratory experiments cover equilibrium, acid-base chemistry, qualitative analysis of anions, identification of Groups I-IV, and introduction to organic chemistry. Guided inquiry and open inquiry formats are continued from CHEM 140L.

199 TOPICS IN CHEMISTRY GE *3 semester hours*

This course provides a study of chemical principles and their application to topics of current importance in society. Designed as a science elective for the non-science student.

310 ORGANIC CHEMISTRY I/LECTURE GE *3 semester hours*

Prerequisite: CHEM 131 or 141
Concurrent: with CHEM 310L
This is an introductory course in organic chemistry designed for a wide range of students' majors and interests. Emphasis is placed on nomenclature and mechanisms of reactions of organic compounds. Alkanes, alcohols, and ethers are among functional groups covered extensively. Special attention is also given to stereochemical designations and reactivity. A section on infrared and nuclear magnetic resonance spectroscopy is also discussed.

310L ORGANIC CHEMISTRY I/LAB *1 semester hour*

Prerequisite: CHEM 131L or 141L

Concurrent: with CHEM 310

This is a typical laboratory course in organic chemistry. Experiments develop a student's ability to separate compounds using chromatography, distillation, and extraction. Identification techniques such as gas chromatography (GC), thin-layer chromatography (TLC) are also taught. Also includes some synthetic experiments. Experiments generally parallel topics discussed in CHEM 310.

311 ORGANIC CHEMISTRY II/LECTURE GE *3 semester hours*

Prerequisite: CHEM 310

Concurrent: with CHEM 311L

This course is a continuation of CHEM 310. Emphasis is placed on nomenclature and mechanisms of organic reactions. Functional groups covered include alkenes, alkynes, aldehydes, ketones, and carboxylic acids. The reactivity, structure, and stability of aromatic compounds are also discussed. The student will get a thorough study of resonance and formal charge as related to compound stability and reactivity.

311L ORGANIC CHEMISTRY II/LAB *1 semester hour*

Prerequisite: CHEM 310L

Concurrent: with CHEM 311

This course is a continuation of CHEM 310L. Experiments that develop a student's synthetic ability are performed. The synthesis will expand and develop reaction mechanisms and concepts taught in CHEM 310 and 311. Compounds are identified by infrared spectroscopy where possible.

316 CHEMICAL ANALYSIS/LECTURE *3 semester hours*

Prerequisites: CHEM 321, 321L

Concurrent: with CHEM 316L

This course offers an introduction to the fundamentals, techniques, and applications of "classical" (wet) and instrumental methods of analysis. Emphasis is placed on demonstrating how general chemical principles are utilized to create methods which allow quantitative analysis of inorganic and organic species.

316L CHEMICAL ANALYSIS/LAB *1 semester hour*

Prerequisites: CHEM 321, 321L

Concurrent: with CHEM 316

Students gain hands-on experience with computerized laboratory instrumentation while applying concepts discussed in lecture. Students are expected to develop instrument calibration and analysis procedures without reliance on protocol methods.

320 ACCELERATED ORGANIC CHEMISTRY I/LECTURE *3 semester hours*

Prerequisite: CHEM 141

Concurrent: with CHEM 320L

This is a traditional organic chemistry course presented at an accelerated pace. The course will cover stereochemistry, alkanes, alkyl halides, alcohols, ethers, spectroscopy, alkenes and alkynes. Whenever possible, pharmacological and physiological applications or topics will be included. Competence of general chemistry principles is assumed and will not be reviewed.

320L ACCELERATED ORGANIC CHEMISTRY I/LAB *1 semester hour*

Prerequisites: CHEM 141, 141L

Concurrent: with CHEM 320

This is a typical laboratory course in organic chemistry. Experiments develop a student's ability to separate compounds using chromatography, distillation, and extraction. Identification techniques are also taught. Emphasis is placed on understanding the physical properties of organic compounds. Also includes some biologically significant synthetic experiments. Experiments generally parallel topics covered in the lecture.

321 ACCELERATED ORGANIC CHEMISTRY II/LECTURE *3 semester hours*

Prerequisite: CHEM 320

Concurrent: with CHEM 321L

A continuation of CHEM 320, the course will cover conjugated systems, aromatics, aldehydes, ketones, amines, carboxylic acids, carboxylic acids derivatives, carbohydrates, nucleic acids, amino acids, proteins, and lipids. Additionally, the connection of organic chemistry to common metabolic processes such as the citric acid cycle will be studied. Whenever possible, pharmacological and physiological applications of topics will be included.

321L ACCELERATED ORGANIC CHEMISTRY II/LAB *1 semester hour*

Prerequisites: CHEM 320, 320L

Concurrent: with CHEM 321

This course is a continuation of CHEM 320L. Experiments that develop a student's synthetic ability are performed. The experiments will expand and develop reaction mechanisms and concepts taught in CHEM 320 and 321. The experiments will have biological significance whenever possible.

325 BASIC ORGANIC AND BIOCHEMISTRY/LECTURE *3 semester hours*

Prerequisite: CHEM 111 and 111L, 130 and 130L, or permission of the instructor

Concurrent: with CHEM 325L

This course is designed to give students a basic knowledge and understanding of principles of organic chemistry and biochemistry. Topics covered include nomenclature of organic compounds, basic reactions of organic chemistry, carbohydrates, amino acids, proteins, and nucleic acids.

325L BASIC ORGANIC AND BIOCHEMISTRY/LAB *1 semester hour*

Prerequisite: CHEM 111 and 111L, 130 and 130L, or permission of the instructor

Concurrent: with CHEM 325

Techniques and experiments are designed to enhance the concepts learned in the classroom.

340 INORGANIC CHEMISTRY *3 semester hours*

Prerequisites: CHEM 321, 321L

This course introduces students to the theories of atomic structure and chemical bonding in main-group, transition-metal, and solid-state. Other topics include symmetry and its applications to bonding and spectroscopy, electronic spectroscopy of transition-metal complexes, mechanisms of substitution and redox processes, organometallic and bioinorganic chemistry. This course uses molecular orbital theory to explain the electronic structure and reactivity of inorganic complexes.

360 SYNTHESIS AND CHARACTERIZATION *4 semester hours*

Prerequisites: CHEM 321, 321L

This is a laboratory course in organic and inorganic synthesis and the characterization of synthetic products utilizing modern chemical instrumentation and techniques. Using but not limited to infrared, ultraviolet, nuclear magnetic resonance, and mass spectrometry.

395 SEMINAR *1 semester hour*

Prerequisites: declared chemistry major with junior standing

This course is designed to expose students to the development of presentations containing scientific material. A seminar presentation prepared and given by the student is required. Attendance in departmental seminars is mandatory. Seminar series presentations may be substituted for departmental seminars at the discretion of the instructor. This is a repeatable course. This course is graded S/U.

400 BIOCHEMISTRY GE *4 semester hours*

Prerequisite: CHEM 311 or 321

This course covers fundamental concepts of biochemistry with emphasis on ionic equilibrium and buffers, enzyme kinetics, cell energetics as applied to catabolic and anabolic processes, and oxidation-reduction in biological systems.

438 INTRODUCTION TO CHEMICAL RESEARCH *3 semester hours*

Corequisite: CHEM 460

This course offers an introduction to chemical literature, scientific writing, and experimental design. Students will interview chemistry faculty to select a research project adviser.

450 PHYSICAL CHEMISTRY I *4 semester hours*

Prerequisites: CHEM 321, 321L; MATH 123, 142; and PHYS 253

Topics covered in this course are laws of thermodynamics, Gibbs and Helmholtz energies, chemical, electrochemical, and ionic equilibria, phase equilibria of one, two, and three component systems, atomic and molecular electronic structures, rotational, vibrational, electronic, and magnetic resonance spectroscopies.

451 PHYSICAL CHEMISTRY II *4 semester hours*

Prerequisite: CHEM 450

Topics covered in this course are statistical mechanics, kinetic theory of gases, experimental kinetics, gas reactions, chemical dynamics, photochemistry, kinetics in the liquid phase, macromolecules, solid-state chemistry, and surface dynamics.

460 ADVANCED ORGANIC CHEMISTRY *3 semester hours*

Prerequisites: CHEM 321 and 321L

This course covers theory and application of organic chemistry and reaction mechanisms to organic synthesis and contemporary research topics in closely related areas. Topics include stereochemistry, reactive organic intermediates, molecular orbital theory, photochemistry, organic materials chemistry, and chemical biology.

490 ADVANCED TOPICS IN CHEMISTRY *1 to 5 semester hour(s)*

Prerequisite: permission of instructor

This course allows for study of selected areas of chemistry not included in regularly-offered courses.

495 ADVANCED ORGANIC CHEMISTRY *3 semester hours*

Prerequisites: CHEM 321, 321L

This course covers theory and application of organic chemistry and reaction mechanisms to organic synthesis and contemporary research topics in closely related areas. Topics include stereochemistry, reactive organic intermediates, molecular orbital theory, photochemistry, organic materials chemistry, and chemical biology.

499 SUPERVISED RESEARCH *4 to 6 semester hours*
Prerequisite: CHEM 438
This course allows for research supervised by a faculty member culminating in a presentation of the project.

GEOLOGY (GEOL)

Professor: May
Senior Lecturer: Cape

A *minor in geology* consists of at least 17 hours of geology course work, including GEOL 120, 205, 300, 305, and 340.

120 INTRODUCTION TO GEOLOGY GE *3 semester hours*
This is a laboratory and project-based course emphasizing the identification of earth materials and the interpretation of their origin, distribution, and history. Recommended for non-science majors. Technology tools are used to obtain information from federal and state geologic agencies.

150 APPLIED EARTH SCIENCE GE *3 semester hours*
This course covers the role of geologic information in land-use and environmental decision making, with an emphasis on resource management and the mitigation of natural or human-induced hazards. Recommended for non-science majors. Local societal concerns as well as global impacts are addressed.

205 SURFICIAL EARTH SYSTEMS GE *3 semester hours*
This course examines the interaction of the atmosphere and hydrosphere with the solid earth. It is organized as a survey course with the following major topics: features and behavior of the atmosphere, climate and climate change, and landscape evolution. Recommended for non-science majors. Technology tools are used to analyze modern satellite and historical ground-based data sets which are obtained from federal and international repositories.

300 HYDROLOGY *3 semester hours*
Prerequisites: GEOL 120 or 205, one course in chemistry, and MATH 140
This course examines the distribution and movement of water above and below the ground and the resultant chemical attributes of freshwater systems. The behavior and transport of pollutants in groundwater and surface water systems are emphasized. Computer-modeling and simulations are included.

305 MINERALOGY *4 semester hours*
Prerequisite: one course in chemistry
This course is a laboratory-based study of crystalline matter, major rock-forming minerals, and mineral crystallization in igneous and metamorphic environments. Also includes discussion of mineral and rock resources, the economic development of these resources, and the environmental impacts of the mineral industries. Lectures are supplemented with self-paced computer instruction.

340 SEDIMENTARY GEOLOGY *3 semester hours*
Prerequisites: GEOL 120 and MATH 123
This is a field and laboratory-based study of soil, sediments, and sedimentary rocks. Topics include weathering, transport and depositional processes, and stratigraphic principles and procedures. Geologic controls on environmental restoration projects are also described.

410 GEOGRAPHIC INFORMATION SYSTEMS *3 semester hours*

Prerequisites: computer science competency; junior or senior standing

This is a computer applications course analyzing datasets that have a spatial or geographic component. Course-supplied software integrates database applications, cartographic display, spatial mathematics and analysis, and import-utilities to work with proprietary databases or data retrieved from national repositories. Case studies are developed from the fields of natural resources and environmental management, facility and utility administration, regional planning, commerce and marketing, public health and epidemiology, and other topics of student interest. Local, regional, national, and international projects are explored.

490 ADVANCED TOPICS IN GEOLOGY *1 to 6 semester hour(s)*

Prerequisite: permission of instructor

This course provides for study of selected areas of geology not included in regularly offered courses.

NATURAL SCIENCE (NSCI)

Director: Frye
Professors: Carter, May, Moody, Rife
Assistant Professor: Frye

100 AN INTEGRATED APPROACH TO THE SCIENCES GE *3 semester hours*

This course offers an overview of the major historical advances in the sciences as well as the frontiers of modern research. The course is designed to provide non-science majors with an integrated view of scientific investigations in the fields of physics, astronomy, chemistry, geology, and biology.

188 FIRST-YEAR EXPERIENCE: NATURAL SCIENCES GE *3 semester hours*

This course is designed to urge first-year students to explore selected topics within the natural sciences. The content of the course will vary and will be determined by timely issues and developments within the field and by the special interests of students and faculty.

323 EPIDEMIOLOGY AND BIOSTATISTICS *3 semester hour*s

Prerequisite(s): high school statistics or MATH 123 and nine hours of natural science courses, or permission of instructor

This course covers the basic principles, concepts, and procedures employed in epidemiological studies. It emphasizes the numerical and graphical methods generally useful in the surveillance and investigation of health-related events. A case study approach is applied to assist the student in utilizing fundamental mathematical approaches.

328 COMMUNITY-URBAN FIELD EXPERIENCES *variable credit*

Prerequisite: approval of College of Sciences supervising faculty member

This course provides guided work-study experiences. Up to 15 hours may be earned in one semester. Opportunities exist in the Findlay area and throughout the United States. Graded S/U.

380 OCEANUS GE *3 semester hours*

This is an integrated science course focusing on the ocean as a theme to convey global science concepts. It includes 30 video-shows that are augmented with lecture topics, lab demonstrations, and interactive CD-ROM technology. The course covers geological, chemical, physical, and biological topics, as well as human interactions with the marine environment. Technological tools are employed for the purpose of scientific inquiry and as a supplement to the content.

490 SPECIAL TOPICS IN NATURAL SCIENCE *1 to 4 semester hour(s)*
Prerequisite: permission of the instructor
This course provides for study of selected areas of natural science not included in regularly offered courses.

PHYSICS (PHYS)

Assistant Professor: Kerr

100 ASTRONOMY GE *3 semester hours*
This course is a descriptive study of the planets, stars, and stellar systems. Uses of astronomical techniques and facilities will be used such as lab experiments and the University observatory and planetarium.

115 INTRODUCTION TO PHYSICAL SCIENCE GE *4 semester hours*
This course offers a study of physics and chemistry that includes the following topics: matter and energy, force and motion, heat, thermodynamics, electricity, magnetism, atomic structure, bonding, equations, solutions, and acids and bases.

250 GENERAL PHYSICS I/LECTURE GE *3 semester hours*
Prerequisite: MATH 110, high school physics, or permission of the instructor
Corequisite: PHYS 250L
This course is a development of vector mechanics, equilibrium, linear and rotational kinematics and dynamics, work, energy and power, impulse and momentum, wave phenomena, fluid mechanics, and heat. Emphasis is placed upon the mathematical formulation of principles and on problem solving.

250L GENERAL PHYSICS I/LAB *1 semester hour*
Corequisite: PHYS 250
A variety of lab experiences are coordinated with topics covered in lectures and problems. In these labs data will be gathered, organized, and analyzed.

251 GENERAL PHYSICS II/LECTURE GE *3 semester hours*
Prerequisite: MATH 110, high school physics, PHYS 250, or permission of the instructor
Corequisite: PHYS 251L
This course is a development of electricity, optics, magnetism, special relativity, and basic nuclear and atomic physics. Emphasis is placed upon the mathematical formulation of principles and on problem solving.

251L GENERAL PHYSICS II/LAB *1 semester hour*
Corequisite: PHYS 251
A variety of lab experiences are coordinated with topics covered in lectures and problems. In these labs data will be gathered, organized, and analyzed.

252 CALCULUS-BASED PHYSICS I GE *4 semester hours*
Prerequisite: MATH 141
The topics covered will be the same as those in PHYS 250, except calculus and vector algebra will be used as tools in lectures and problem solving.

253 CALCULUS-BASED PHYSICS II GE *4 semester hours*
Prerequisite: MATH 142
This course is a continuation of PHYS 252. Topics covered will be the same as those in PHYS 251, except calculus and vector algebra will be used as tools in lectures and problem solving.

260 PHYSICS FOR THE HEALTH SCIENCES *4 semester hours*

Prerequisite: MATH 110, high school physics, or permission of the instructor

This course is a one-semester overview of vector mechanics, linear and rotational kinematics and dynamics, work, energy and power, wave phenomena, fluid mechanics, heat, electricity, and magnetism. Emphasis is placed upon the mathematical formulation of principles and on problem solving as well as their relationship to biological processes.

490 ADVANCED TOPICS *1 to 3 semester hour(s)*

Prerequisites: PHYS 251 and permission of the instructor

Study of selected areas of physics not included in regular offerings. May be taken twice, provided the topics are different.

OFF-CAMPUS PROGRAMS

Bachelor's Degree Completion Programs:

Bachelor of Science in Business Management
Bachelor of Science in Criminal Justice
Bachelor of Science in Environmental, Safety, and Health Management

The bachelor's degree completion programs in business management, criminal justice, and environmental, safety, and health management are either offered at off-campus sites or online (Internet). They are intended for working adults who have at least 62 transferable semester hours at the "C" or better level. These bachelor's degree completion programs consist of the last 62 semester hours for a total of 124 semester hours. ** Students accepted into these programs also must meet University competency requirements in the areas of math, writing, communication, and computer science. Some competencies must be met before enrollment in certain courses in the program, while others may be fulfilled any time before completion of the program. Assessment tests are available in each competency area, or acceptable courses may be transferred in. Prerequisites for the BSEM program include inorganic chemistry and organic chemistry. These or their transfer equivalents must be taken before BSEM 325 and BSEM 405. There are no additional prerequisites for the BSCJ Program.

Courses, whether in-class or online, meet once a week in eight-week blocks, with two successive blocks comprising a semester. Two courses per block are the usual full-time load. Those attending full time may finish in four semesters, if they have 62 transferable hours and meet all competencies and prerequisites. Online courses also are offered in the summer.

The 62 semester hours required for the completion programs consist of 20 semester hours of general education and 42 semester hours of major courses. All courses are worth four semester hours except for two one-hour topics courses in BSAD, a two-hour research methods class in BSEM, and a two-hour readings course in BSCJ. General education courses are interdisciplinary in nature, integrating two or more academic areas. Some courses from four-year institutions may be transferred in to substitute for some of the 62 hours required for the degree completion program. At least the last 30 hours must be taken at The University of Findlay.

Application packets are available from the Graduate and Special Programs Office or you may apply online at www.findlay.edu.

General Education Courses for Degree Completion Programs:

BSLA 270 Power in Society: Use and Abuse
BSLA 280 Enduring Issues in World Religions
BSLA 301 Arts and Culture
BSLA 304 Analytical Skills
One of the following three courses
BSLA 302 Communicating Across Traditional Media
BSLA 315 E-Rhetoric
BSLA 316 E-Poetics

Major Courses for Bachelor of Science in Business Management (BSBM):

BSAD 300 Economics
BSAD 315 Management of Organizations
BSAD 320 Marketing Management
BSAD 325 Business Law and Regulations
BSAD 350 International Business
BSAD 375 Managerial Accounting
BSAD 380 Finance
BSAD 390 Survey of Operations Management and Logistics
BSAD 400 Business Research
BSAD 450 Business Policy, Strategy, and Ethics
BSAD 100 Topics in Management I: Management Styles
BSAD 101 Topics in Management II: Philosophies and Practices

Major Courses for Bachelor of Science in Criminal Justice Administration (BSCJ):

BSCJ 340 Correctional Thought and Practice
BSCJ 350 Policy and Administration in Criminal Justice
BSCJ 360 Senior Seminar in Criminal Justice Administration
BSCJ 370 Criminal Procedure and Liability Issues
BSCJ 410 Criminal Justice Research Methods
BSCJ 411 Reading in Criminal Justice
BSCJ 415 Crime Analysis
BSCJ 420 Non-Profit Organization Accounting
BSCJ 425 Criminal Justice Seminar on Special Topics
BSCJ 430 Intergovernmental Relations
BSCJ 450 Criminal Justice Organizational Management
BSCJ 472 Management Application Project

Major Courses for Bachelor of Science in Environmental, Safety, and Health Management (BSEM):

BSEM 100 Online Resources and Research Methods in Environmental, Safety, and Health Management
BSEM 400 Environmental Permitting and Reporting
BSEM 405 Environmental Treatment Methods
BSEM 415 Introduction to Project Management
BSEM 420 Management of Safety and Health Programs
BSEM 425 Environmental Risk Assessment
BSEM 440 Economics and Policy Development of Environmental, Safety, and Health Management
Four courses from the following:
BSEM 200 Overview of Environmental, Safety, and Health Management

BSEM 300 Environmental Regulations and Laws
BSEM 315 Environmental Sampling and Statistics
BSEM 325 Industrial Hygiene and OSHA Standards
BSEM 410 Human Resource Issues for Environmental, Safety, and Health Managers
BSEM 465 Environmental Audits and Assessment
BSEM 480 Training Practicum

BACHELOR OF SCIENCE DEGREE COMPLETION LIBERAL ARTS COURSES (BSLA)

270 POWER IN SOCIETY: USE AND ABUSE *4 semester hours*
Utilizing the six social science disciplines, the course focuses upon the nature and uses of power in society and how it is employed in some of the challenges facing the United States.

280 ENDURING ISSUES IN WORLD RELIGIONS *4 semester hours*
This course acquaints students with various approaches in world religious views that have shaped and continue to shape our global world. Students are encouraged to think analytically about global religious issues.

301 ARTS AND CULTURE *4 semester hours*
This course examines people, their ideas, cultures, and their art chronologically, beginning with Hellenic Greek times. Focusing on art and music, students explore how changes in government, religions, ethics, and value systems have influenced aesthetic convention over the past 2,000 years.

302 COMMUNICATING ACROSS TRADITIONAL MEDIA *4 semester hours*
Prerequisites: writing and communication competencies
This course develops through comparison and contrast the advanced skills needed to integrate literature, composition, and speaking.

304 ANALYTICAL SKILLS *4 semester hours*
Prerequisite: either equivalent of two years of high school algebra or MATH 110
This course covers advanced mathematics, statistics, and critical thinking and logic in an integrated fashion. A graphing calculator is required.

315 E-RHETORIC *4 semester hours*
Prerequisite: ENGL 106 or 107
This course introduces strategies for effective communication on the Internet. Students will explore how rhetorical theory can be applied to online communication. Reading and writing assignments will acquaint students with methods for analyzing audiences and rhetorical situations, the role of ethos in electronic communication, invention strategies for online writing, arrangement and style of electronic texts, and resources for online research.

316 E-POETICS *4 semester hours*
Prerequisites: ENGL 106 or 107
This course examines how electronic media are reshaping literature. Students will survey important concepts in poetics, and they will consider how these concepts can be applied to literature online. Reading and writing assignments will acquaint students with established and emerging genres of literature, processes for composing and publishing electronic texts, and literary resources on the Internet.

BUSINESS MANAGEMENT DEGREE COMPLETION COURSES (BSAD)

100 TOPICS IN MANAGEMENT I: MANAGEMENT STYLES *1 semester hour*

This course leads students through an examination of management issues and their effect on various work situations. This course enables the student to understand the business activity chain.

101 TOPICS IN MANAGEMENT II: PHILOSOPHIES AND PRACTICES *1 semester hour*

This course provides an opportunity to the student to explore current management philosophies and practices by reviewing best practices secondary data.

300 ECONOMICS *4 semester hours*

This course deals with the decision-making applications of micro- and macroeconomics with emphasis on the application of national fiscal and monetary policies in a business context. The microeconomic theories presented include economics of the firm and pricing by supply/demand analysis. The macroeconomic content covers variables that impact the business cycle such as interest rates, inflation, and employment.

315 MANAGEMENT OF ORGANIZATIONS *4 semester hours*

This course examines and analyzes the organization as a social system and the impact of its various components on work attitude and behavior. Develops essential strategies for managing organizations. Concepts and skills involved in staffing, appraisal, placement, training, development, job analysis, compensation, and compliance with applicable governmental regulations are presented. Case studies are used.

320 MARKETING MANAGEMENT *4 semester hours*

This course develops the essential concepts and principles in the field of marketing. The fundamentals of marketing-mix are discussed. The course looks at marketing strategy and the customer-firm relationship. Case studies are used in studying marketing-managers challenges and opportunities.

325 BUSINESS LAW AND REGULATIONS *4 semester hours*

This course introduces the laws that apply to business in the USA. Topics include the structure and operation of the American legal system, the basis of constitutional law, ethics, criminal law, personal injury (torts), contracts and sale of goods, negotiable instruments, agency, business organizations, employment law, administrative law and the regulatory process, occupational safety and health, e-commerce, and real estate law. The course presents a basic overview of the concepts and terminology essential to understanding the field of business law.

350 INTERNATIONAL BUSINESS *4 semester hours*

This course is a survey of the interrelationships of world business operations. It deals with the establishment of international business relationships, discusses the role of international relations in the American and world economies, introduces the perspectives of cultural, educational, political, and economic constraints, covers the international financial and trade theory frameworks, the functions of management and marketing as they relate to doing business globally, and discusses the problems and challenges facing the multinational corporation.

375 MANAGERIAL ACCOUNTING *4 semester hours*

This course prepares managers to use accounting information for decision making. The course includes an overview of accounting practices and focuses attention on the role of accounting within a firm and the variations among accounting systems by industry and culture. Use of accounting computer packages is also taught.

380 FINANCE *4 semester hours*

This course examines the use of financial data to address problems and opportunities for organizations. An understanding of financial markets and tools used to identify and analyze capital expenditure proposals and financing alternatives is covered.

390 SURVEY OF OPERATIONS MANAGEMENT AND LOGISTICS *4 semester hours*

Prerequisite: BSAD 315

This course offers an introduction to and survey of the management of operations and logistics, focusing on the processes, systems, decision, and structures. Planning and control, quality assurance, inventory management, Just-In-Time systems, and transportation management are stressed. Case studies are used.

400 BUSINESS RESEARCH *4 semester hours*

Prerequisites: BSAD 320 and BSLA 304

This course provides an examination of the business research process. Focus of the course is on the development and design of research and the interpretation of data from that research. Students use online databases and do computerized data analysis.

450 BUSINESS POLICY AND STRATEGY *4 semester hours*

Prerequisite: student must be in the last semester of senior year

This culminating course is based on the content of the courses in the program. Emphasis is placed on the development of integrative plans of action that reflect the organization's environmental, market, financial, and time constraints. Case studies are used.

480 ADVANCED ACCOUNTING *4 semester hours*

This course offers a study of accounting treatments for business combinations, consolidated financial statements, partnerships, and fiduciary accounting.

482 AUDITING *4 semester hours*

This course provides a study of the professional standards and techniques used in modern auditing for the purpose of safeguarding asset; maximizing efficiency and resource allocation; promoting adherence to policies, plans, procedures, laws, and regulations in a corporation.

485 SPECIAL TOPICS-ACCOUNTING *4 semester hours*

This is a capstone course which will address special current topics as well as curriculum designed to assist in the student's preparation for the CPA and CMA professional certification.

CRIMINAL JUSTICE ADMINISTRATION DEGREE COMPLETION COURSES (BSCJ)

340 CORRECTIONAL THOUGHT AND PRACTICE *4 semester hours*

This course provides an examination of the procedures of correctional institutions and problems encountered in the classification, care, and treatment of offenders. It provides an in-depth analysis of correctional alternatives available for the treatment of the offender, including the institutional correctional setting and community corrections. An overview of case management and counseling strategies is presented with an emphasis on program effectiveness.

350 POLICY AND ADMINISTRATION IN CRIMINAL JUSTICE *4 semester hours*

This course offers an intensive and in-depth analysis of criminal justice agencies (law enforcement, corrections, and the courts), organizational structures, and public policy issues. The impact and dynamics of group and societal relationships are discussed in terms how these factors influence the criminal justice agency and the criminal justice system.

360 SENIOR SEMINAR IN CRIMINAL JUSTICE ADMINISTRATION *4 semester hours*

This is a capstone course that focuses on contemporary problems within the criminal justice system. The student is expected to prepare a major paper and make a presentation to the class.

370 CRIMINAL PROCEDURE AND LIABILITY ISSUES *4 semester hours*

This course offers an emphasis on the application of U.S. Supreme Court cases involving arrest, search, and seizure. Additional areas covered include confessions, interrogation, right to counsel, lineups, and other criminal stages of the pre-trial criminal process. The student is exposed to theoretical applications of constitutional protections with emphasis on the practitioner.

410 CRIMINAL JUSTICE RESEARCH METHODS *4 semester hours*

This course provides basic introduction to research and statistics in a criminal justice setting. Emphasis is on social science research methods, survey research, and methods of program evaluation.

411 READINGS IN CRIMINAL JUSTICE *2 semester hours*

This is a directed readings course intended to supplement the student's understanding of the criminal justice system through selected readings in the field.

415 CRIME ANALYSIS *4 semester hours*

This course offers an examination and understanding of the role analysis plays in criminal investigation, crime statistics, geographic and temporal methodologies, and charting techniques, and its application to criminal justice management and policy making. Computer applications are emphasized.

420 NON-PROFIT ORGANIZATION ACCOUNTING *4 semester hours*

This course covers accounting for public sector managers. Topics include non-profit organization accounting systems, governmental accounting, and the use of non-profit organization accounting data.

425 CRIMINAL JUSTICE SEMINAR ON SPECIAL TOPICS *4 semester hours*

The course allows for presentation of different topics depending on new developments and issues relevant to criminal justice.

430 INTERGOVERNMENTAL RELATIONS *4 semester hours*

This course covers discussion of issues related to the functioning of the United States federal structure of government and its relationship to various state, county, and local governments. Focus is on intergovernmental issues that affect planning, budgets, operations, community activities, and communication issues within the criminal justice context.

450 CRIMINAL JUSTICE ORGANIZATIONAL MANAGEMENT *4 semester hours*

The course is concerned with management theory and practice in the administration of criminal justice institutions. Specific areas of emphasis are the impact of ADA, EEO, budgeting, management concerns of criteria and methods of selection, promotion, evaluation, assessment centers, training standards, education, supervision, and retention; organizational development, accreditation, labor relations, career development, and the requirements for meeting individual, group, and organizational goals in a criminal justice agency.

472 MANAGEMENT APPLICATION PROJECT *4 semester hours*

Prerequisite: permission of instructor

The MAP course is designed for students employed in criminal justice or related agencies who would like to engage in problem-specific studies or projects relating to their respective agencies' needs. This course involves collection of problem-centered information, writing reports, and developing strategies to implement potential new programs.

ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT DEGREE COMPLETION COURSES (BSEM)

100 ONLINE RESOURCES AND RESEARCH METHODS IN ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *2 semester hours*

This course introduces students to the extensive online and essential print references and resources that support environmental, safety, and occupational health management and are maintained by federal and state agencies, universities, private firms, and consensus professional organizations. Focused case studies are used to introduce students to the electronic indexing tools, databases, and regulatory Internet sites utilized by environmental, safety, and health managers in U.S. practice.

200 OVERVIEW OF ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *4 semester hours*

This survey course is designed to introduce the various facets of environmental protection and related aspects of occupational safety and health. Designed for students with little or no background in these subjects.

300 ENVIRONMENTAL REGULATIONS AND LAWS *4 semester hours*

The course reviews the federal legislative and rulemaking process as applied to the regulation of ambient air, drinking water, waster water, hazardous waste, and the remediation of soil and ground water. Specific study is made of the Clean Air Act, the Safe Drinking Water Act, the Clean Water Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Response Compensation and Liability Act. Resources utilized include the United States Code, the Federal Register, and the Code of Federal Regulations.

315 ENVIRONMENTAL SAMPLING AND STATISTICS *4 semester hours*

Prerequisite: BSLA 304

Participants implement procedures for planning, collecting, documenting, and interpreting and assessing the quality of environmental sampling data. Case studies are used to assist students in preparing a sampling and analysis plan for contaminants and sites selected by participants. A group sampling exercise is planned and completed by the class at a site. USEPA sampling guidelines are applied throughout the course.

325 INDUSTRIAL HYGIENE AND OSHA STANDARDS *4 semester hours*

Prerequisite: CHEM 325 or comparable course in organic chemistry

This course provides a study of the methods of recognizing, evaluating, and controlling occupational and environmental hazards that may cause injury or disease. Emphasis is on the workplace OSHA standards. The pathway for entry and action of chemical and physical hazards, air sampling and monitoring, and respiratory protection is included. The course uses a case study approach to explore the methods used by a health and safety manager to communicate technical and risk assessment data to production and management in an organization.

400 ENVIRONMENTAL PERMITTING AND REPORTING *4 semester hours*

Prerequisite: BSEM 300 or consent of instructor

This is an advanced application course that analyzes permits, permitting processes, and other means by which environmental contaminants are regulated. Students examine and complete various federal and state permit applications and permits regulating air emissions and storm water and waste water discharges, as well as study and prepare the review reports which are periodically submitted to regulatory agencies. A study of administrative and judicial procedures and negotiations in various enforcement scenarios is also addressed.

405 ENVIRONMENTAL TREATMENT METHODS *4 semester hours*

Prerequisites: BSLA 304, organic chemistry, and BSEM 300 or its equivalent

This course offers a comprehensive overview of treatment technologies currently in use in the environmental industry. The course explores both theoretical and practical aspects using a case study approach.

410 HUMAN RESOURCE ISSUES FOR ENVIRONMENTAL, SAFETY, AND HEALTH MANAGERS *4 semester hours*

This course provides an overview of key areas of human resource management that overlap with the management of environmental, health, safety, and security issues at industrial facilities. Topics include job and training analysis, labor relations, record keeping and reporting, accident investigation and worker's compensation, crisis management and contingency planning, as well as fraud and other investigations.

415 INTRODUCTION TO PROJECT MANAGEMENT *4 semester hours*

This course is designed to provide an introduction to project management, particularly in the area of environmental and safety and health programs. Both the technical aspects of integrated project management, (e.g., scope, work breakdown, scheduling, budgeting, completion) and personnel issues within a project team are described. Students discuss case studies, prepare an individual project plan, and work with various management tools (e.g., PERT network diagrams and Gantt charts.)

420 MANAGEMENT OF SAFETY AND HEALTH PROGRAMS *4 semester hours*

Prerequisite: BSEM 325 or consent of instructor

This comprehensive capstone health and safety course includes detailed study of the occupational safety and health regulatory compliance requirements in prototypical U.S. industrial facilities. It utilizes both the General Industry Standards of OSHA (29 CFR 1910) as well as professional standards of the major consensus practice organizations that address the practice of occupational health. Case studies examine different workplace settings and roles (e.g. regulator, consultant, or facility staff) as well as the possible management tasks that students may encounter in professional employment. Students are required to complete workplace and facility audits, create documents, and conduct mock management assessments pertaining to staffing and budgetary concerns.

425 ENVIRONMENTAL RISK ASSESSMENT *4 semester hours*

Prerequisite: BSEM 315 or consent of the instructor

This capstone course applies the principles of exposure and toxicity assessment to characterize risk using a case-study approach. The student will apply these principles to contaminants and exposure routes at a site selected with the instructor's approval. Class discussions and risk calculations will cover exposure assessments for air, water, soil, and food. Risk-based environmental decision methods are introduced.

440 ECONOMICS AND POLICY DEVELOPMENT OF ENVIRONMENTAL, SAFETY, AND HEALTH MANAGEMENT *4 semester hours*

Prerequisite: BSEM 400

This course examines the historical evolution of law-, rule-, and policy-making in the fields of environmental health and protection, public health, and occupational safety and health. The course evaluates the impact that these programs have had upon the health of the natural environment and the health of American citizens and workers, as well as the impact of protective measures on the financial competitiveness of U.S. industries. The effects of globalization, as well as alternative policy approaches such as disease prevention/health maintenance, pollution prevention, sustainable development, and industrial ecology are also addressed.

465 ENVIRONMENTAL AUDITS AND ASSESSMENT *4 semester hours*

Prerequisite: BSEM 400

This comprehensive capstone environmental course instructs students on approaches for conducting industrial operational compliance audits for all applicable air, water, and waste regulations as well as permitting and reporting requirements. Students also obtain a working knowledge of, and ability to conduct or direct, Phase I and Phase II environmental site assessments pursuant to American Society for Testing and Materials (ASTM) standards.

480 TRAINING PRACTICUM *4 semester hours*

Prerequisites: consent of instructor and completion of any prerequisite training courses

This is a self-paced course designed to introduce participants to the design and implementation of workplace training courses. Students work with an instructor to select and successfully complete at least two supervisory-level workshops at The University of Findlay's Environmental Resource Training Center (ERTC), and then independently design a workplace-training program to meet specific regulatory requirements at a given facility. Supervisory-level workshops currently include OSHA supervisor, confined space entry permit issuer/entry supervisor, incident command for industrial responders, DOT hazardous materials transportation, and RCRA hazardous waste generator training.

STUDENT LIFE

Academic pursuits, while one of a student's primary considerations, do not dominate life at Findlay, and they are not separate from life outside the classroom. Activities on campus, part-time jobs, friends, and conversations with faculty members are as much a part of the college experience as assignments, classes, and examinations.

The University experience is a vital learning and developmental process for the student. Therefore, the mission of Student Services is:

- To provide support functions focused on identifying and meeting student needs.
- To foster active learning opportunities that will enhance the academic experience, create a sense of civic responsibility, and promote intellectual, physical, cultural, ethical, moral, spiritual, and social growth.
- To encourage and support diversity.
- To challenge students to explore their identities, persist in their academic programs, make a commitment to lifelong growth, and actively participate in the local and global community.

The University maintains only those rules and regulations that are needed in a community to ensure safety and to control behavior that infringes on the rights of others. Other restrictions, such as no alcoholic beverages on campus and visitation hours, are deemed by the Board of Trustees as necessary to establish what is felt to be a proper atmosphere for the Findlay experience.

Informally, the University staff is committed to providing students with opportunities for personal growth. Because of Findlay's size, personal contact between students and faculty is a way of life. Access to University officials is easy and considered the privilege of each student. However, as in life, each individual must do the growing, the asking, and the serving.

Students find the community of Findlay another source of activity and personal fulfillment. The city offers part-time jobs, volunteer service organizations, recreation, and provides a chance to become involved with a larger community.

The information that follows is intended to provide information about services for students as well as community expectations and standards.

Academic Support Center

The mission of the Academic Support Center is to provide opportunities through classes, tutoring, mentoring, advising, and specialized programs for students to be academically successful at The University of Findlay and to collaborate with faculty, staff, and administrators in addressing the learning needs, academic performance, and retention of students.

The Academic Support Center (ASC) provides, free of charge, a variety of academic support programs to students enrolled at The University of Findlay. *Academic counseling* is provided to help students who experience problems with their coursework. As a result of the counseling, various services may be recommended. *Peer tutoring* is available in writing, math, and chemistry and other selected subjects. *Study skills* are taught in one- to three-hour formats. Students whose reading skills fall below University standards as evidenced by standardized test scores must take a one-hour *college reading* course. The Academic Support Center also works in conjunction with the Office of Disability Services to help students with appropriate support.

Special academic programs are also administered through the Academic Support Center. *The Gateway Program* provides special academic support for incoming students whose high school records indicate at-risk factors for college success. This one-year program provides special academic advising and course planning to give students the opportunity to succeed at the college level. The Suspension Return program provides structured support to students who return following academic suspension.

Alumni and Related Organizations

The University of Findlay Alumni Association consists of all two-year (A.A.) and four-year (B.A., B.S.) graduates of the institution, including all graduates of the master's programs (M.A., M.A.L.S., M.A.T., M.S., M.P.T., M.O.T., and M.B.A.), all non-graduates who have successfully completed two years of study at the institution, and all honorary degree recipients. The Association is administered by the Alumni Board of Governors, which is comprised of the officers of the Alumni Association, the immediate past president of the Association, 12 elected and six appointed members (including an alumni trustee), and two student members. Four of the members are representatives to the Board of Trustees' standing committees.

The Associates of The University of Findlay -- Established in 1964, The Associates are the strength of the University. This special membership, with different gift levels reflecting the University's heritage, recognizes individuals who support the University on an annual basis. These unrestricted dollars are used to maintain the high level of quality education offered at UF. These gifts are used to update library books, recruit exceptional faculty, maintain physical facilities, upgrade laboratory equipment, and provide scholarship support.

Town and Campus -- Organized in 1961, this women's service group at The University of Findlay has contributed materials and equipment for the residence halls, organized social activities on campus, and assisted with and actively participated in numerous social occasions on campus and other University functions. The organization enrolls both active and sustaining members who contribute to the Town and Campus Scholarship Program, which provides financial aid for students of The University of Findlay.

Alumni Memorial Union Information

The University of Findlay Alumni Memorial Union provides the campus community with a variety of services. The following facilities and offices are located in the student union:

Oiler Mart

The Oiler Mart specializes in art/school supplies, University-related gifts and clothing, class rings, health/beauty aids, and snacks.

Office of Student Activities

The Office of Student Activities/Commuter Student Services is located in the Alumni Memorial Union. After entering the union through the Frazer Street doors, the office is the first door on the right. The office serves student organizations and offers leadership development opportunities for the student body. Additionally, this office handles information regarding campus events, fundraising, publicity, and organization registration.

Office of Facilities

The Office of Facilities is located on the east side of the Alumni Memorial Union. This office handles scheduling of all facilities for The University of Findlay and the adjacent campus of Winebrenner Theological Seminary. Facilities may be reserved for use by faculty, staff, and students. Businesses, organizations and individuals may rent space for meetings, conferences, luncheons/dinners, bridal showers, anniversary and wedding receptions, camps, skating in the Clauss Ice Arena and other activities, as well as athletic facilities for school and community sports teams and camps.

Dining Services Catering Office
The Dining Services Catering Office is located on the far east side of the union. This is the office student organizations and visiting groups should contact to reserve and order food for special events held on campus. For more information call: 419-434-4645.

SGA and CPB Offices
The Student Government Association and the Campus Program Board Offices are located in the union.

ATM
An automated teller machine is located between the double doors of the Frazer Street entrance to the Alumni Memorial Union. This machine accepts the following cards: Money Station, Visa, Master Card, Cirrus, Jeanie, Plus System, Discover, and American Express Cash.

The Cave
The Cave is a snack bar that features Grill 155 (which offers grilled sandwiches), Rappz (which serves made-to-order wraps), Smart Market (which features grab-and-go salads and sandwiches), and Jazzman's (which is a full-service coffee shop with pastries, treats, and specialty coffees). Students, faculty, and staff may relax in the beautiful solarium while enjoying conversation and food. Resident dining plans, Munch Money, and Bonus Dollars are accepted in The Cave. Individuals wishing to purchase dining plans may do so at the dining service main office located in Henderson Dining Hall.

Game Room
The Game Room is open to all students of The University of Findlay and their guests. Inside you will find pool, foosball, and ping-pong tables and video/electronic games. Students wishing to use the equipment in the Game Room must abide by the following regulations:

1. To use recreational equipment, a student must sign in, present a student ID card to the Game Room Student Manager, and sign out when exiting the room.

2. Smoking, chewing tobacco, alcohol, food, and drink are not permitted in the Game Room.

3. Students and their guests are requested to refrain from monopolizing the pool and ping-pong tables when others are waiting. The Game Room Student Manager will supervise usage.

4. Restitution will be issued for replacement costs of any damaged equipment.

5. Gambling is strictly prohibited in the Game Room and elsewhere on The University of Findlay campus. Students or guests who gamble in the Game Room will be barred from the Game Room and may be subject to disciplinary action.

6. Students may be suspended from Game Room use for failure to adhere to any Game Room regulations.

Endly Room
The Endly Room serves as a regular meeting place for faculty meetings and lunches. Faculty, staff, students, or outside groups may reserve this room for special meetings and activities through the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Atrium and Lounge
A spacious lounge and atrium area exist in the central part of the building for general student use. This space includes a 52" plasma TV, conversation areas, balconies, and a fireplace for students to enjoy while studying, meeting informally, or with a group. There are also four computers students can use to access their e-mail or the Internet. Reservations for this space can be made through the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Conference Rooms
Two conference rooms, Brachendorf and Slough, exist within the building for use by reservation of any student, faculty, or staff group, as well as for off-campus groups. These comfortable conference rooms seat nine to 18 people. Contact the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Multi-purpose Room
A spacious room that may be divided into two large rooms, known as the North and South Multipurpose Rooms, or opened up into one large meeting room is located just east of the Atrium. It possesses its own sound system, lighting, and large screen. This room is available to student organizations, faculty, staff, and off-campus groups by reservation only. Contact the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Information Center and Box Office
The Information Center and Box Office is located in the AMU Lounge. This office serves as a resource center for providing information to both community and campus. Tickets for band, choral, and theatre performances, the Concert and Lecture Series, and SummerStock may also be purchased at the Information Center and Box Office.

UF Bulletin Board (TV Channel 71)
The union has several television monitors posted throughout the building that screen TV 71, the campus events bulletin board. Access to TV 71 can also be received in the residence halls and several other TV monitors located on campus.

Alumni Memorial Union Usage Guidelines
The following guidelines are to be used in decorating the Alumni Memorial Union:

Items that are allowed
masking or scotch tape
(do not tape on glass, wallpaper, or painted walls; no double faced tape or duct tape)
thumb tacks or push pins
string or wire twisties
(attached to pipes or other permanent fixtures)

*Items that are **NOT** allowed*
alcohol, candles, confetti, glitter, hot glue, red punch, staples, tobacco (smoking or chewing)

All pushpins, thumbtacks, tape, string, and wire twisties must be removed after the event.
Lights or any other objects may not be hung or placed on the trees or plants in the Atrium.
Atrium, lounge, and conference room furniture removal or rearranging must be coordinated through the Director of Facilities Scheduling and Events in the Alumni Memorial Union. To reserve this facility call: 419-434-6942.
ALL FOOD must be coordinated through University Dining Services Catering Office at 419-434-4645.

Any exceptions from this list must be approved through the Director of Facilities Scheduling and Events in the Alumni Memorial Union. To reserve this facility call: 419-434-6942.

Campus Compact: Community Service and Service Learning

Mission and Purpose:

Since 1998, The University of Findlay has been a member of the national Campus Compact, an organization of more than 900 colleges and universities that promotes community service and service learning which develops students' citizenship skills and values, encourages collaborative partnerships between campuses and communities, and assists faculty who seek to integrate public and community engagement into their teaching and research. The University of Findlay Campus Compact Office's mission is to integrate service within the University to strengthen the larger community. Campus Compact is coordinated by students, faculty, staff, and community members who seek to nurture service activities of many types with a belief that learning through service will benefit the individual as well as the community in lasting ways. Campus Compact encourages The University of Findlay personnel to "Be the Difference" in each person's community, as well as The University of Findlay community and the Hancock County community.

Service Opportunities for Students:

The Campus Compact office can help students, faculty, and staff members who wish to volunteer in the Hancock County community. A list of current local volunteer opportunities and a list of local community agencies is available on Campus Compact's Web site. The following are major annual service events:

New Student Orientation Service Project

In August during Orientation weekend, over 600 students, faculty, and staff of The University of Findlay participate in a community service day working to aid local non-profits, churches, and schools.

Days of Caring

Each year, in conjunction with the local United Way and other social service agencies, more than 70 University volunteers complete one- or two-day service projects that focus on improving the quality of life in the local Findlay community. Projects have included work with the elderly, environmental issues, and housing.

Alternative Spring Break Program

Each year during the designated spring break session, UF students, accompanied by faculty and staff, participate in an "alternative spring break" program designed to provide them with the opportunity to meet local, state, or national community needs by volunteering their time. Past experiences have allowed students to work with youth and elders in community centers in major cities and to participate in Habitat for Humanity building projects across the country. Students are prepared for these experiences by investigating the social issues they address and the communities they serve as well as by receiving training in leadership, teambuilding, and service learning.

Student Organization Service Projects

Many student organizations participate in one-time and ongoing community service projects. Campus Compact helps student organizations make connections to the Hancock County community.

Community Service Work Study Positions

Eligible students may apply through the Office of Student Employment to work in paid positions with non-profit agencies in the community. Campus Compact recommends service sites for these students in coordination with the Office of Student Employment.

Service Internships

Campus Compact assists in the placement of semester-long community service internships at local non-profit agencies.

Civic Engagement and Leadership Conferences and Trainings:
Campus Compact sponsors several annual on-campus student forums on civic engagement and leadership and helps to support student attendance at leadership and community service conferences and trainings.

For More Information
Please contact the Campus Compact Office at campuscompact@findlay.edu or 419-434-6671 for more information about these programs.

Campus Traditions

Awards Day – Is held in the spring before final exams. It honors students who have distinguished themselves in academic work, sports, service, leadership, and citizenship.

Black History Month – Each February, a variety of activities and programs are sponsored by the Black Student Union and the Office of Intercultural Student Services to educate and inform the University community about African-American culture.

Greek Week – All fraternities and sororities on campus unite to sponsor a week of fun activities with the focus being to promote Greek life on campus.

Homecoming – The Campus Program Board, in cooperation with the Office of Alumni and Parent Relations, sponsors annual homecoming events that feature a campus homecoming court and other special activities throughout the week.

International Night – International students display different customs, foods, and entertainment during International Night. The Offices of International Admissions and Intercultural Student Services work with numerous faculty, staff, and community organizations to produce this special event.

Passport Events – All full-time undergraduate students are provided a passport to attend a variety of activities throughout the semester. The student presents this passport at specified events throughout the semester, and receives a stamp. At the conclusion of each semester, students who have participated qualify to win prizes. The Campus Program Board plans all of the activities.

Sibs and Kids Weekend – Students invite their sisters and brothers for a weekend on the UF campus. Numerous social events for all ages are held throughout the weekend. Sponsored by Residence Life, Student Government Association, and other supportive student volunteers, this event draws many young people to campus.

CAREER SERVICES

Career Planning and Undeclared Major Advising

Students receive help exploring the majors and career options that best match their interests, abilities, and goals. Services available include individual career counseling, the CT/DISCOVER career information system, the ACAD 125 career development course for new students choosing a major, and other career planning resources to help students connect with the right major and career field. Services also include academic advising and guidance selecting a major for freshmen entering as undeclared/undecided majors and counseling support for students changing majors.

Internship and Cooperative Education Programs (I.C.E.P.)

Internship and Cooperative Education Programs enables students to acquire "hands-on" work experience directly related to their degree or career interest. In addition to helping students identify these opportunities, assistance is provided in résumé writing, cover letter writing, networking, interviewing, and the job search process. Many opportunities are offered locally, regionally, and nationally. Student may consider three work experience models:

- Internship – A full-time or part-time project-oriented assignment that lasts for one semester and is usually for pay. Academic credit toward graduation may be available.
- Cooperative Education – This is an assignment that lasts for at least two semesters, often alternating semesters at work with semesters at school. Competitive salaries are awarded and academic credit may be available.
- Degree-Related Work/Summer Experience – This is an assignment for pay that is not available for academic credit and terms of employment are between employer and the student.

The Internship and Cooperative Education Programs (I.C.E.P.) introduce students to the application phase, communicate with them while on assignment, and try to place students in increasingly demanding positions. Our staff members assist students in résumé preparation, résumé referrals to employers, and interviewing strategies. These programs allow students to gain practical knowledge that will compliment classroom learning and increase marketability for job placement.

Career Placement

Career Placement provides comprehensive and individualized employment search services for undergraduates, graduate students, and alumni. To help current students and alumni locate full-time employment, assistance is provided in résumé and cover letter writing, networking, interviewing, and utilizing job search resources and strategies, including OilerJobs, The University of Findlay's online job search system. Career Placement sponsors a variety of on-campus interview opportunities and job fairs, in addition to consortium sponsored recruitment events. Students are encouraged to visit Career Placement early in the job search process to become familiar with and take advantage of the wide range of employment services that are available.

Student Employment

The Office of Student Employment offers assistance to students seeking part-time, temporary, or summer employment. Services offered include an online job posting service of on-campus and off-campus available positions, an online job referral system for on-campus positions, part-time and summer job fair offerings, professional skill building workshops, and assistance with community service work-study placement. Students interested in these services may register with the Office of Student Employment.

Counseling Services

Counseling is available at no additional cost to all students to address emotional health, personal, and/or social issues through the Office of Counseling Services. Most students' mental health needs and issues of personal development can be addressed through individual counseling. Support groups, couples counseling, and educational programming are offered on an as-needed basis. Counseling Services serves as a liaison with campus and community resources when necessary, such as cases with psychiatric, extensive substance abuse, and academic needs. Alcohol and other drug (AOD) education and prevention efforts are coordinated from this office. UF Counseling Services is a confidential service provided by licensed professional counselors/clinical counselors.

Dining Service

General Information

The University of Findlay Dining Services provides a combination of three on-campus restaurants and on/off premise catering that offers nutrition, great taste, and fun!

"Henderson Dining Hall," located on the first floor of Deming Hall, is an all-you-can-eat dining format featuring The Marketplace which consists of the Farmer's Market Salad Bar, Hometown Comfort Foods, Grill, Pizza, The Deli Case, Flash in the Pan, Breakfast Bar, Desserts, and Beverages. It is a unique departure from typical college food. This is an integrated food program that features advanced food technology, new recipe development, and high tech equipment.

"The Cave" is an à la carte dining restaurant located in the Alumni Memorial Union. It showcases four branded concepts – Grill 155, Rappz, Smart Market, and Jazzman's Café. Students can enjoy a meal while working on their laptops or visiting with friends. On-the-go students may take a quick meal or snack to go.

"Café à la Cart" is located in the lobby of 300 Davis Street for on-the-go student, faculty, and staff. It offers a grab-and-go cooler with a collection of fresh salads, sandwiches, and wraps, as well as snacks such as cheese cubes, fresh fruit cups, and veggies with dip. Bakery items include fresh baked cookies, muffins, and other sweet treats. An assortment of beverages is also available, including gourmet hot beverages featuring Seattle's Best Coffee and Tazo Tea. Café à la Cart accepts Visa, MasterCard, and Discover as well as Findlay Munch Money, Bonus Dollars, and cash.

Catering can customize a menu to fit a theme, a budget and a style, or event planners can choose from The Catering Menu that lists popular choices and combinations. Contact the Catering Office for a free consultation.

Resident Dining Plans

Students who live on campus, can choose any one of the following meal plans:

Plan #1 – 19 Plus Dining Plan: This traditional dining plan provides you with up to three meals per day, 19 meals per week in Henderson Dining Hall, as well as receive 30 bonus dollars per semester to spend at participating dining locations.

Plan #2 – 14 Plus Dining Plan: Choose any fourteen meals per week in Henderson Dining Hall up to three meals a day, plus receive 120 bonus dollars per semester deposited into a dining card account to spend at participating dining locations.

Plan #3 – 8 Plus Dining Plan: Choose any eight meals per week up to three meals a day, plus receive 180 bonus dollars per semester deposited into a dining card account to spend at participating dining locations.

Plan #4 – 150 Block Dining Plan: Select any 150 meals in Henderson Dining Hall throughout the semester plus 100 bonus dollars deposited into a dining card account. The plan allows any number of meals per day or week, as long as no more than 150 meals are taken throughout the semester.

Plan #5 – 125 Block Dining Plan: Select any 125 meals in Henderson Dining Hall throughout the semester plus 165 bonus dollars deposited into a dining card account. The plan allows any number of meals per day or week, as long as no more than 125 meals are taken throughout the semester.

*Note: Meals with the Resident Dining Plans are not available during official University breaks. However, Bonus Dollars are accepted at all participating locations during Thanksgiving, Spring, and Easter Breaks.

**Bonus Dollars are accepted at The Cave, Café à la Cart, Domino's Pizza, Papa John's Pizza, Marco's Pizza, George House Coffee and Tea Company, and Henderson Dining Hall. Check www.findlay.edu (Keyword: dining) for the most current listing of participating dining locations.

Universal Dining Plans

Students living in a townhouse, apartment, or commuting from home have the option of a flexible dining plan. The University of Findlay Dining Service has designed a dining plan that allows students to create and customize their own plan by purchasing packaged blocks of 10 meals and by adding Findlay Munch Money to fit an on-the-go lifestyle. Students may sign up for the Universal Dining Plan and/or Findlay Munch Money, present their UF Identification Card to the cashier and enjoy the meal of their choice while on campus visiting friends, between classes, or just taking the night off from cooking and dishes.

Other Programs

Ann E. Bonifas Scholarship – This scholarship is awarded to a deserving student employed in dining services each year.

Care Packages – To help ease the pressure and stress of college classes, a variety of care packages can be ordered by calling Dining Services at 419-434-4542.

Special Diets – If a student requires a special diet, we ask that the student provide Dining Services with a letter from his/her physician stating the type of diet he/she is on, along with a list of those items that he/she can or cannot eat. The Dining Services Director will make arrangements to meet the special requirements of the student's diet.

Sick Trays – For those students who are unable to come to the dining room due to an illness, a sick tray is available. Obtain a sick tray authorization slip from the Cosiano Health Center or resident assistant and have a friend present the form with the Student ID to the Dining Services manager.

Lunch on the Go – To accommodate the on-the-go Findlay student, Dining Service offers a sack lunch program in exchange for a meal using the Resident Dining Plans. Just ask our cashier in Henderson Dining Hall for a "Fast-Track-Box-Lunch" that can be ordered days/weeks in advance, create a standing order for a particular time each week or order on-the-run. We offer selections that can be prepared in minutes for your convenience.

Parents are always our guests! – This program won't be found at many colleges. Any time a parent visits the campus, he/she may enjoy a meal on Dining Services. The fine print: Program offered only in Henderson Dining Hall; parent's son/daughter must accompany the parent to the meal and be on a valid Resident Dining Plan; the program is not offered during Homecoming, Family, Sibs and Kids, and Commencement weekends or during the summer months; faculty and staff with a student on the Resident Dining Plan are limited to 10 meals. Any questions about the program, please call 419-434-4542.

Policies and Dining Card Information

1. Your University ID card is your dining card. When the card is encoded with a dining plan, it becomes equivalent to cash. Safeguard your card!

2. Since your dining card is also your ID card, it should never be loaned to another student. The card represents you and you alone.
3. If you lose your ID card, the card will be placed on lost-card status. You will need to replace your lost card within 48 hours. A new card may be created at the Print Shop in Old Main for a replacement fee. If the lost card is found, a reactivation fee will be charged.
4. If a lost card is not reported immediately, Dining Services is not responsible for any money spent against your account.
5. Henderson Dining Hall is "All You Care to Eat." However, removal of food from the dining area is not permitted.
6. Open Door Policy – The Dining Services management team encourages you to use comment cards, stop by and talk one-on-one, and participate on the Dining Committee. Feedback is always welcomed.

Disability Service

The Office of Disability Services (ODS) provides support services and accommodations to students with disabilities as they pursue their educational goals at the University. Eligibility for services is determined through current documentation of a disability that causes significant functional impact in the educational setting. Once appropriate documentation has been received, ODS will interview the student to determine the most appropriate accommodations. Students must request these accommodations each semester. All services are provided free of charge.

Specific services that the Office of Disability Services can coordinate include note takers, sign language interpreters, tape recorders, extended time on tests, minimal-distraction testing area, letters of introduction to faculty, student advocacy, temporary disability plans, and campus orientations. Books on tape, student tutors, and adaptive housing are also available.

The Office of Disability Services is located in the lower level of Old Main, Room #42. Questions can be directed to: ods@findlay.edu or by calling 419-434-5532. Feel free to visit Disability Services website: http://wwww.findlay.edu/offices/adminoffices/disabilityservices/default/htm

Drama/Theatre

Theatre experience is open to any student interested in any phase of theatre production -- lighting, publicity/public relations, acting, costuming, properties, sound, and construction. Some advanced production experience (directing, design) requires the completion of a related theatre course. All work is centered on main-stage or laboratory productions and provides a significant experience for the participants and a service to the University community. Student participants may receive up to three credits for meaningful participation.

Greek Life

The University of Findlay has only nationally affiliated Greek chapters, and those chapters must observe all University policies in order to maintain University recognition of the chapter and the national organization. National affiliation is required for a chapter to be considered for University recognition. If University recognition is ever withdrawn from a chapter or a national, the chapter and national may no longer participate in the Greek community or indicate that they are in any way affiliated with The University of Findlay. Additionally, a non-recognized chapter or national is prohibited from receiving any benefit provided as a result of University recognition.

Fraternity/Sorority Housing Policy

In order for a fraternity or sorority to be recognized by the University, the house they reside in must be classified as "on-campus housing." Regardless of who owns the house, chapter members and residents of the house are subject to the same policies other "on-campus housing" units and residents are subject to. All rules and regulations of The University of Findlay, including residence hall regulations and visitation policies, apply to fraternity and sorority houses. All individuals involved in a violation will be individually subject to disciplinary action, and the chapter as a whole will be subject to disciplinary action as well.

Membership Education

Fraternities and sororities typically have a specific period in the fall and spring semester for recruitment and education of new members. During the education period, new members are introduced to the ideals, goals, rituals, and expectations of the Greek chapter they are joining. Within the activities, all University rules and regulations are to be observed. At all times, **hazing** in any form is **strictly prohibited** at The University of Findlay.

All active and new members must sign a Hazing Form that verifies member compliance with Sections 2307.44 and 2903.31 of the Ohio Revised Code.

Hazing in Student Organizations

All student organizations (Greek and non-Greek) are subject to the UF hazing policy listed below:

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then not withstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.

B. 1. No person shall recklessly participate in the hazing of another.
2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

Any UF student organization or group found guilty of hazing will be subject to a $500 fine, disciplinary action, and possible loss of University recognition.

Health Services

General health assessment and care for the sick and injured student is offered at the Cosiano Health Center. Most of the services are free of charge. Immunizations such as hepatitis B, meningitis, tetanus, and flu are available at cost. The center is staffed by two to three registered nurses Monday through Friday. Two medical doctors and a nurse practitioner are available at the center during limited hours. Preventive health programming is offered through presentations and health fairs.

Housing and Residence Life

UF has an active housing and residence life program, providing students a variety of programs and opportunities to optimize their time living on campus. In addition to eight traditional residence halls, UF also offers numerous houses designed for those with special interests as well as several fraternity and sorority houses. Townhouse apartments and cottages are also offered to students.

An Assistant Dean of Students/Director of Housing and Residence Life, Assistant Director of Housing and Residence Life, resident directors, and resident assistants are employed by the University to manage campus living units and to assist students whenever possible. Their functions include counseling, upholding community standards, hearing judicial cases, providing activities, serving as a resource, and supervising housing facilities. Any student or guest of The University of Findlay is obligated to follow the directions of a residence life staff member. Failure to do so may result in suspension or dismissal. A residence life staff member has the right to enter any resident's room with or without the permission of the resident in the pursuance of his or her functions as a staff member.

Honorary Organizations

Alpha Phi Sigma, is a criminal justice honor society that promotes high academic and ethical standards of criminal justice practices. It recognizes and promotes four goals: academic excellence, unity, leadership, and service.

Alpha Psi Omega, the honorary dramatics fraternity, was established to develop talent and the art of acting, to cultivate a taste for the best in drama, and to foster cultural values.

Aristos Eklektos is an honor society designed to encourage excellence in all aspects of a student's educational development, to foster an academic climate at the University, to reward the meritorious service of students and faculty, and to promote leadership and excellence.

Kappa Delta Pi is an education honor society that promotes excellence in education and recognizes outstanding contributions. The honor society endeavors to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work.

Phi Alpha Honor Society is a national honor society for social work students. The society promotes humanitarian goals and ideals. *Phi Alpha* fosters high standards of education for social workers and invites into membership those students who have attained both excellence in scholarship and achievement in social work.

Phi Alpha Theta History Honors Society promotes and encourages the study of history and recognizes the students that excel in the study of history.

Phi Beta Delta is an honor society for international scholars. It recognizes achievement in international interchange; increases the acknowledgment, credibility, and importance of the international experience; develops a network of students and faculty; creates a catalyst for international academic-based programming on campuses; and connects individuals involved in international experiences by recognizing the importance of these achievements in higher education.

Phi Theta Epsilon is an honor society that recognizes and encourages scholastic excellence of occupational therapy students. The honor society contributes to the advancement of the field of occupational therapy through the scholarly activities of students and alumni members. It provides a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

Psi Chi is a psychology honor society that recognizes and promotes the study of psychology. It recognizes students that excel in the pursuit of academic excellence.

Tau Omega Pi, a scholastic honorary fraternity, recognizes and encourages superior scholarship in all academic areas.

Intercollegiate Athletics

Believing that physical activity contributes to personal health and well-being, the University provides many opportunities for participation in athletic events. A full program of intercollegiate and intramural competition, as well as facilities on campus for recreation, provides the opportunity and stimulus for active participation for all students.

As a member of the National Collegiate Athletic Association (NCAA), Findlay participates in 23 intercollegiate sports. The University of Findlay is a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC) and the International Horse Show Association (IHSA).

All varsity sports are governed by rules of eligibility and athletic policy and procedures of the NCAA. Some scholarships are awarded specifically for special athletic skills and/or participation on an athletic team. Financial aid is also awarded on the basis of financial need and/or superior academic achievement.

Men's intercollegiate sports include cross country, baseball, basketball, equestrian, football, golf, soccer, swimming and diving, tennis, track (indoor and outdoor), and wrestling. Women's intercollegiate sports include cross country, basketball, equestrian, golf, soccer, softball, swimming and diving, tennis, track (indoor and outdoor), and volleyball.

Cheerleaders are selected by a review committee and adviser.

International Admissions and Services

International students from countries all over the world attend The University of Findlay. Many come to learn about the English language and American culture, while others pursue undergraduate or graduate studies. International Admissions and Services helps international students make the adjustments necessary to live and study in the USA. The Office of International Admissions and Services assists international students with orientation, immigration paperwork, advising, counseling, driver's license information, on-campus jobs, off-campus housing options, etc.

International Admissions and Services also offers international students the opportunity to learn outside the classroom by providing special trips to museums, sporting events, outlet mall shopping, concerts, and places of historical interest.

Intercultural Student Services

Mission:
The mission of the Office of Intercultural Student Services is to foster a campus environment that acknowledges and respects the value of diversity.

Vision:
The vision of the office is to create a campus where diversity is viewed as a valuable part of the educational process and where community members, while understanding commonalities, can appreciate and respect the unique attributes of each individual.

Goal:
The goal of the office is to offer a variety of co-curricular activities throughout the year which will increase cultural sensitivity and awareness as well as affirm and celebrate diversity.

Purpose:
The purpose of the office is to serve as a voice and an advocate for students of color and other underrepresented populations, be a resource to University community members who are seeking assistance in promoting cultural awareness/understanding, and actively collaborate with faculty, staff, and administrators in an effort to recruit and retain students of color.

Music

The University of Findlay choir is prepared to perform on campus, in the community, and on tour. Membership is open to all interested students and requires two rehearsals per week. The University Singers is a "show choir" that performs for University and community functions. Select membership is by audition.

The University supports two concert bands. The Symphonic Band meets weekly in preparation for concerts on campus and in the community and is open without audition to all students and to members of the community. The Wind Ensemble is selected by audition, numbers 45-50 players, and performs on campus, in the community, and on tour.

Membership in the "Oiler Brass" marching band is available to all interested students. This group performs at home sporting events and on tour.

The University Jazz Ensembles are also open to all interested players. Enrolled students are auditioned and placed into a variety of instrumental combinations from full big bands to small groups. Opportunities are provided to learn improvisational techniques for those students who are interested.

Orchestra activities include membership in the Lima Symphony Orchestra. One or more rehearsals per week is standard. Membership is by audition, and students must arrange for their own transportation to participate in this professional ensemble.

Parking on Campus

All registered students at The University of Findlay are permitted to have a motor vehicle on campus regardless of class standing. All students who wish to park their vehicles in campus parking lots or on any property owned by the University must be registered with the Campus Security Office, located in Lovett Hall.

Registration must be completed within five days of the start of the fall semester, or within three days of bringing the vehicle to campus. **The University assumes no responsibility for vehicles or their contents while vehicles are parked on University-controlled property.**

The student is responsible for reporting any change of license number within three days of the date on which the new number was changed in the appropriate state bureau of motor vehicles. A student operating more than one vehicle must register both vehicles and have a separate parking permit for each vehicle that is driven.

How to Register Online.
Go to http://my.findlay.edu and log in using your e-mail user name and password. Click on the **UF INTRANET** tab, and then click on **ONLINE PARKING PERMIT REGISTRATION**. Complete the form accurately, and then click **SUBMIT**. You can pick up your permit at the Security Office during the first week of classes.

Parking Permits
The parking hanger must be displayed or hung from the rearview mirror and face outward. Should the vehicle be missing the rear view mirror, the permit must be displayed on the dash in a manner that can be readily seen by security. A parking sticker must be displayed on motorcycles, motor bikes, and other types of motor vehicles so that it can be easily seen. All students must produce a valid student ID card when registering.

Traffic Regulations
The speed limit on campus is 10 miles per hour. Restricted and reserved parking areas are so marked. All of the lots are striped to keep the parking lots orderly. Yellow stripes are reserved for faculty and staff, green stripes are for commuters, and white stripes are for resident student parking. **Commuters may park in white striped stalls if green are filled.**

The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.

Traffic Violations and Fines
All unregistered vehicles on The University of Findlay property after the first week of classes without a valid parking permit will be subject to towing. The first parking violation will be considered a warning (except violations of parking for people with disabilities and fire lane violations). The second violation will result in a fine. Should anyone wish to appeal a parking violation, he/she must contact Campus Security within five days at x4799, x4601, or from off campus at 419-434-4799 or 419-434-4601.

The following fines will be imposed:

$50	Parking in for people with disabilities parking space
$50	Reckless operation of motor vehicle
$50	Fire lane, second violation vehicle towed or booted
$50	Blocking Code Blue Phone, vehicle towed or booted, no exceptions
$30	Failure to register and properly display permit
	Parking in faculty and staff area
	Unauthorized parking in restricted areas (lawns, courtyards, sidewalks, or crosswalks)
	Improper or illegal parking
$75	Boot removal fee
$15	Resident student parking in commuter spaces

A student who willfully disregards these traffic regulations and accumulates more than three parking violations will be responsible for the towing and or booting costs of the vehicle on the fourth violation. The boot removal fee is $75, the boot removal fee and the violation must be paid at the Business Office or online before the boot is removed.

Payment of Fines
Payments should be made at the Business Office between 8 a.m. and 4 p.m., Monday through Friday. After hours, the owner of the booted vehicle can go online at:
http://www.findlay.edu/offices/adminoffices/businessoffice/stuaccts/payments.htm

Once the fee is paid, a receipt should be printed. When the receipt is presented to the on-duty officer, he/she will remove the boot. All unpaid fines will be applied to your student account (except the boot removal fee and ticket) and are subject to the regulations governing student accounts.

Visitors
We welcome visitors on our campus. Persons who visit campus must secure a visitor's parking permit from the Campus Security Office upon arrival on campus. This permit should be displayed on the dash of the visitor's vehicle. This permit allows the visitor to park in any student or faculty/staff lot except where designated as for people with disabilities or reserved.

Posting of Signs and Announcements on Campus

All The University of Findlay faculty, staff, students, and registered student organizations wishing to display any type of publicity must abide by the following regulations:

1. **All fliers and posters posted on campus and distributed to on-campus mailboxes must be approved/stamped by the Office of Student Activities**. Groups/individuals are responsible for providing copies of fliers; all copies must be approved/stamped. Fliers are to be posted on designated bulletin boards only, with staples (no tape, glue, or thumbtacks), by either the Office of Student Activities or the group/individual. Fliers may not be posted on glass doors or windows, except when used as directional/informational signs, during the day of the event and in the building of the event. Groups/individuals are responsible for distributing fliers to on-campus mailboxes through Postal Services. Groups/individuals are responsible for distributing fliers to Resident Assistants through the Student Services Office. **Fliers ARE NOT to be slipped under residents' doors or taped to doors.**
2. Fliers/posters may be posted for a maximum of one month previous to an event and should be removed by the group/individual within 24 hours after the event.
3. Fliers/posters may be no larger then 8 ½" X 14". Exceptions are professionally printed posters, i.e.: theatre productions, entertainers, homecoming, and musical series.
4. Table tents in The Cave and Henderson Dining Hall must be scheduled through and approved by the Office of Student Activities. Two organizations/events may be publicized with table tents at one time. This is on a first-come, first-served basis. Note: The Cave and Henderson Dining Hall have the first option of using table tents for promotion.
5. Groups/individuals may advertise their event on the windows of the west side of the AMU. Dates must be reserved through the Office of Student Activities. Groups/individuals may reserve either the north or the south windows, allowing for two events to be advertised at one time. This is on a first-come, first-served basis.

6. Banners may hang from the AMU north balcony, AMU south balcony, Deming Hall, and on the Gazebo. Banners hanging in the AMU must be secured with twine or tacked into the tack strips; **NO TAPE MAY BE USED**. Banners hanging outside must be submitted to the Office of Student Activities three days prior to the event; they will then be submitted to Physical Plant for hanging. Individuals/groups wishing to use this form of advertisement must reserve space through the Office of Student Activities. This is on a first-come, first-served basis.
7. **ALL** off-campus organizations or businesses wishing to post fliers/posters must receive approval from the Office of Student Activities prior to doing so.
8. All campus-wide voice mail messages must be submitted to and approved by the Office of Student Activities for distribution.
9. Organizations wishing to chalk walks as a form of advertising must make reservations in the Office of Student Activities. Upon approval, a facilities request form must be submitted to the the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942. Only designated areas may be used for this purpose. Space is available on a first-come, first-served basis.

For more information, questions, or locations of bulletin boards, contact the Office of Student Activities at ext. 4606 or studentactivities@findlay.edu.

Recreational Services

The Intramural Program at The University of Findlay offers a number of activities in which students, coaches, faculty, and staff may participate. The activities are comprised of individual and team events. The mission of the Intramural Program is to:

1. Provide campus-wide activities that increase student involvement on campus and improve campus life.
2. Provide unique experiences for students to learn and develop their skills through various activities and competitions.
3. Provide employment opportunities so students can develop skills in the areas of leadership, officiating, scorekeeping, supervising, and administration.
4. Provide an opportunity for social interaction and diversity among the student body.

Eligibility

All UF students, coaches, faculty, and staff are eligible to participate in the Intramural Program. Each participant is responsible for the verification of his or her eligibility. All participants must present their UF I.D. upon request by intramural staff in order to participate.

Employment Opportunities

The Intramural Program is always looking for interested students to join our staff, as the intramural activities are supervised, officiated, or score kept by UF students. All workers are hired by the Director of Intramurals and must be eligible for work-study.

1. These positions are paid positions, and training is provided. Employees may also participate in the intramural program as players.
2. Positions include:
    1. Official and scorekeepers (three to 12 hours per week)
    2. Supervisors (10 to 20 hours per week)
    3. Office help (three to 10 hours per week)

Schedules
Intramural activities run through the academic year. Activities are broken up into four seasons: Fall I, Fall II, Winter, and Spring.

Cardio Center
1. The Cardio Center is only available for students, faculty, staff, Board of Trustees, and their families — immediate family living in their homes.
2. A current UF photo ID is required to gain entrance into the Cardio Center
3. Proper workout attire is required.

Shafer Library
Opened in 1968, Shafer Library contains more than 140,000 volumes, approximately 600 print and 8,000 electronic periodical subscriptions and a substantial collection of microfilms and audiovisual media. The library has been a selective depository for U. S. government documents since 1969.

An online catalog system allows quick access to books, videos, and other materials in Shafer Library as well as those in more than 80 other academic institutions statewide through the OPAL and OhioLINK consortiums. Students can request and renew items by computer from any location.

More than 200 research databases and 30,000 journals are also available on the Web. These include periodical indexes (many with full-text articles), dictionaries, encyclopedias, directories, statistical sources, selected literary texts, photos, e-books, newspaper articles, music files, and more.

Within Shafer Library, students may relax, study in groups, or watch TV in Guyer Lounge. Food and beverages are permitted in this area.

Spiritual Life on Campus
A variety of opportunities for sharing in spiritual life exist on campus, including numerous Bible studies. In addition, several organizations and groups are active on campus to offer fellowship for students, including Newman Club and Fellowship of Christian Athletes. Also, there is a contemporary worship service held on campus. Events and activities are sponsored for Christmas and Lenten observance as well as other campus ministries programming in an effort to enhance awareness of Christianity and personal spiritual life.

Student Activities and Student Organizations
Campus social, recreational, and cultural events are coordinated through the Office of Student Activities and Commuter Student Services, located in the Alumni Memorial Union, Room #5.

Campus Program Board
The Campus Program Board (CPB) is the programming body of the Student Government Association and is funded by student activity fees. It is committed to the task of providing cultural and educational programs to enhance the quality of life at The University of Findlay. CPB is open to all full-time undergraduate and graduate students who wish to participate in actively planning, implementing, and evaluating programming. The organization is directed by students and advised by the Director of Student Activities and Commuter Student Services. The CPB office is located behind the Game Room in the Alumni Memorial Union.

Clubs and Organizations

The University of Findlay has numerous student organizations focusing on cultural, social, philanthropic, professional, and spiritual activities. Information about existing organizations or about starting a new student organization may be obtained through the Office of Student Activities and Commuter Student Services: 419-434-4606 or studentactivities@findlay.edu. An updated list of active student organizations, interest groups, and honor societies is available on the Student Activities and Commuter Student Services page of The University of Findlay's website.

In order to be recognized as a University club or organization, the club or organization must have a faculty or staff adviser and a constitution approved by the University. Additionally, all procedures and policies communicated by either the Student Activities and Commuter Student Services Office or the University must be followed in order to receive and maintain University recognition.

Student Government

The Student Government Association (SGA) exists to give students an opportunity to establish practices and policies relating to student welfare. An active SGA provides leadership for the student body and assists the administration in many facets of student life. The governing body of the SGA is the Student Senate, which is composed of the six elected SGA officers, the president of each class, a representative from each class, and a delegate from each class. Student interests and concerns are served through the Student Government Association representatives on various faculty committees and the Board of Trustees.

Under the supervision of the University and the Student Government Association Adviser(s) the Student Government Association facilitates allocating funds (received through student activity fees) among campus organizations. It also has the authority to propose rules affecting student life that are then submitted to the Student Services Committee, the faculty, or the Board of Trustees for final approval. The Student Government Association Office is located in the Alumni Memorial Student Union, just north of the Atrium.

Student Media

The Pulse is the campus newspaper published by The University of Findlay students. It provides coverage of campus news, views, sports, human interest stories, and campus anecdotes. Students interested in serving as writers, columnists, business manager, technicians, and in other staff positions should contact the editor or faculty adviser. *The Pulse* can also be read online via The University of Findlay Web site.

UF-TV is a University-operated television station located on cable channel 20. Students are given many opportunities for involvement both on-camera and behind the scenes.

WLFC-FM is the University radio station. Staffed by students and volunteers, it reaches Hancock County with music, news, sports, and various types of University-derived programming. Students interested in serving as on-air or production staff should contact the faculty adviser or the station manager. Studios and offices are in the Egner Center for the Performing Arts.

The *Envoy* is the campus literary magazine. Students contribute to, edit, and produce the magazine. Contributors share their work through publication and public readings. The editorial positions are treated as professional internships.

University and On-Campus Housing Policies

Policies, rules, and regulations have been established to support and promote an optimal living/learning environment across campus. Students are responsible for becoming familiar with all of these published statements and for observing them as they live on-campus, attend class, or participate in any University-related activity. As members of this community, students have a right and a responsibility to question other students when policy violations are observed. Failure to follow these policies can endanger personal safety and the safety of others. In addition, students who do not follow these policies may be infringing on the rights of other students. When policy violations do occur, students found responsible may be subjected to sanctions that may include but are not limited to: assignment of probation status, monetary fine, community service, restitution, counseling, restriction in campus access, and/or participation in additional educational activities.

The following policies apply to all University of Findlay students and are in effect at all times. This included break periods. Additionally, these policies apply to all University-controlled and -owned property.

Alcohol Policy for Students and Student Organizations

Alcoholic beverages are not permitted on University-owned or –controlled properties or at functions sponsored by The University of Findlay off campus. Students violating this policy may be suspended from the University.

Any students who, in the judgment of the administration, show definite evidence of intoxication or who have possession of alcoholic beverages on University-owned or -controlled property will be subject to judicial action that may include one or more of the following: a monetary fine, probation status, counseling, community service, restitution, restriction in campus access, suspension or dismissal. This also applies to the possession of empty alcohol containers, or "empties" used for any purpose, including decoration.

Since alcohol is not permitted on University-owned or -controlled properties, all students present where an alcohol violation occurs are subject to disciplinary action regardless of age. In University townhouses, cottages, special-interest houses, group houses, and fraternity and sorority houses, all residents can be held responsible for alcohol violations occurring anywhere in the unit.

All student organizations of The University of Findlay that violate the alcohol policy are subject to the following sanctions:

- First Violation - Two years of disciplinary probation* and a $1,000 fine for the organization.
- Second Violation - (while on probation) Extension of probation* for one year, a $1,500 fine for the organization and possible loss of University recognition as an organization.
- Third Violation - Automatic loss of recognition by The University of Findlay.

*Probation terms for student groups will vary based on the type and severity of the violation, and The University reserves the right to assign probation terms as it sees appropriate.

Appliances

Students are permitted to have small refrigerators (6.0 cubic feet maximum), small microwave ovens, and other small appliances. As a fire safety precaution, the University requires that small appliances such as curling irons, hair dryers, and coffee makers have an auto-shutoff feature. Additionally, UL-approved power strips that stop the flow of electricity when overloaded must be used when connecting appliances to room outlets. Appliances with open heating elements (e.g. toasters, space heaters, miniature stoves) pose fire hazards and are not permitted. Air conditioners of any kind (window or portable) are not permitted in student rooms.

Bed Bunking/Lofts
All student rooms are furnished with stackable/loft able furniture. A pamphlet offering ideas on how to arrange the components of the loft furniture may be obtained from the residence life staff. Only the components of this loft system (supplied by the University) may be utilized in the configuration of a loft/bunk. No other materials may be attached to the furniture components or used as part of a loft/bunking configuration. A residence life staff member will inspect all lofts, and the resident may be required to make modifications or remove the loft if guidelines are not followed.

Bicycles, Mopeds, Motorcycles
Bicycles, mopeds, and motorcycles are not permitted in campus living units.

Candles and Incense
Open flames, including the burning of candles and incense, are strictly prohibited. Candle warmers are permitted, but must be located in the open areas of a room, away from flammable items.

Check-in/Check-out
Upon check-in each student will be required to complete a room condition inventory form to verify the condition of all University property. Residents of townhouses, cottages, and group houses will be required to complete an inventory of all common areas (kitchen, living room, etc.). Any damages to University property will be noted on the room condition form at the time of check out, and residents will be billed accordingly. In order to check in or out of a room, the student must contact a residence life staff member, receive approval from the Office of Student Services, and follow all procedures. Failure to follow proper check-in or checkout procedures will result in a $50 fine for each occurrence (this includes failing to complete room condition inventories and common area inventories).

Complying With Requests
Any student or guest of The University of Findlay is obligated to follow directions given by University faculty or staff members in performance of their duties. This includes student employees (e.g. resident directors, resident assistants, etc.) who are carrying out their assigned duties. Failure to do so may result in suspension or dismissal.

Cooking
The use of a microwave oven or other non-open flame/heating element appliance for the warming of food is the only cooking permitted within a student room (see appliances section).

Damage to University Property in Common Areas of Living Units
Common area damages (which include all areas outside student rooms) may be charged to the residents of the respective residence hall/house/townhouse/cottage unless the person(s) responsible for the damage is (are) identified.

Disciplinary Fines
Fines may be assessed for the behaviors listed below. These fines are in addition to restitution and other sanctions that may result from disciplinary action. Other sanctions may include but are not limited to: assignment of probation status, community service, restitution, counseling, restriction in campus access, restriction of participation in additional educational activities, and/or suspension. The fines are designed to provide deterrents to prospective violators, and to assign accountability to actual violators. The violations in the following list represent behaviors that contradict the mission of the University and often result in damage to University property or hazards to individual safety. This list is not exhaustive, and may be amended at the discretion of Student Services.

- Moving or tampering with a fire extinguisher $100
- Discharging a fire extinguisher $200
- Pulling a false fire alarm $250
- Tampering with safety equipment (e.g. Blue Light Phones, security cameras, etc.) $100-200
- Misuse of University telephone system (e.g. unauthorized use of an access code, telephone harassment, obscene greetings or messages on voice mail, etc.) $100-300
- Misuse of University campus computer network (e.g. unauthorized use of passwords, e-mail harassment, unethical conduct, computer lab violations, etc.) $100-300
- Propping fire or entrance/exit doors open $50
- Violation of cafeteria rules and regulations $25-150
- Entering a prohibited or closed area on campus (e.g. roof, closed building, etc.) $100
- Tampering with or defacing University property $50-200
- Failure to follow proper check-in/check-out or room change procedures $50-100 per violation
- Violation of visitation policy $50
- Theft $100-500
- Violation of alcohol/drug policy $100-500
- Removing furniture from lounges or student rooms $50
- Smoking in campus buildings $30
- Unsafe bunking or lofting of bed $50
- Destruction of personal or University property $250
- Failure to comply with a directive of a University official or harassment of a University official $50-200
- Violation of window/door display policy $25-50
- Violation of hazing policy (any student organization) $1,000
- Violation of alcohol policy (any student organization) $1,000- 1,500
- Failing to dispose of personal trash properly $30
- Pets in campus living units (per day) $20
- Providing false information to a University staff member $100
- Possession of a weapon (subject to suspension) $200
- Violation of offenses listed in the Student Rights and Responsibilities statement, Article VII, number 2, items a-o in lieu of suspension or dismissal $100-500

Drugs

The University of Findlay recognizes that the sale, possession, or use of central nervous system stimulants and depressants, narcotics, and hallucinogenic drugs is incompatible with state and federal law. Findlay is also aware of considerable medical evidence that the use of drugs of this kind, except under medical supervision, may induce physical and emotional dependence on their use and that such use may be dangerously harmful to the student user and may seriously jeopardize the student's performance in college.

Considering these facts, The University of Findlay will not permit the unlawful possession, use, or distribution of marijuana, narcotics, barbiturates, amphetamines, prescription drugs, hallucinogenic drugs, and/or any other illegal substances. Violators of this policy will be subject to suspension from Findlay.

Aware of the complexity of the drug problem and the personal difficulties it may cause, Findlay provides counseling through Counseling Services and Health Services for persons who wish to resolve their problem on a voluntary and confidential basis.

Extension Cords
Lightweight household extension cords (#14 gauge or smaller) without overload protection are not permitted at any time. UL-approved power strips with 15 amp overload protection are the only extension cords permitted on campus.

Fire Drills and Safety Equipment
Every student must vacate a building during fire drills. The proper procedures for each floor and house will be explained at the beginning of the school year.

No false fire alarms or tampering with the fire-fighting equipment will be tolerated. Students violating this regulation shall be subject to suspension.

Fireworks/Flammable Materials
No fireworks or flammable materials (e.g. gasoline, kerosene) shall be allowed in any campus facility or on any campus grounds. Students violating this regulation shall be subject to suspension.

Fundraising
Student organizations may raise funds for their group's University club account by following the guidelines indicated on the Fund Raiser Permit.

Since it is the responsibility of the Office of Development to work with area businesses and individuals to secure donations, sponsorships, products, and gifts-in-kind for the University, student organizations may not approach any business or individual with a request for donations, sponsorships, services, products, or gifts-in-kind until a completed Fund Raiser Permit Form is submitted and approved.

Student groups failing to adhere to established fundraising guidelines will have the following sanctions imposed:

- 1st violation – All donations must be returned to the donors and the student group will be placed on warning status.
- 2nd violation – All donations must be returned to the donors and the student group will move to probation status.
- 3rd violation – All donations must be returned to the donors and the student group's University Charter will be revoked for one year.
- 4th violation – All donations must be returned to the donors and the student group's University Charter will be permanently revoked.

Please note: If monetary donations cannot be returned to individual donors, the funds will be deposited to the Campus Programming Board account to be used in support of campus programming.

Gambling
Gambling in any form is prohibited. Students violating this regulation shall be subject to suspension.

Guests
Guests of the same sex are permitted as long as all roommates are in agreement and visitation policies are not violated. A guest who stays in a room more than a total of five nights in any given semester may, at the discretion of Student Services, be assessed room charges. A student who is asked to leave the institution for disciplinary reasons may not be a campus guest without written permission from the Office of Student Services. It is the host's responsibility to see that guests observe all campus regulations. The host of any non-University guest is responsible for the behavior of the guest on the campus.

Hazing

All student organizations (Greek and non-Greek) are subject to the UF hazing policy listed below:

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then not withstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.

B. 1. No person shall recklessly participate in the hazing of another.

2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

Any UF student organization or group found guilty of hazing will be subject to a $500 fine, disciplinary action and possible loss of University recognition.

Housing Requirement

A. As a condition of being admitted to The University of Findlay, every full-time undergraduate student who, **prior to the start of an academic year**, is under the age of 22 and has a class standing of either freshman (0-27 credit hours completed), sophomore (27.01-57 credit hours completed), or junior (57.01-87 credit hours completed) must reside in on-campus housing for the entire academic year. Class standing is determined strictly by number of credit hours successfully completed.

B. A student classified as one of the following **prior to the start of an academic year** is not required to live on campus: senior (87.01 or more credit hours completed), graduate student, veteran, married student, part-time student, student age 22 or older, and student commuting from the full-time home of a parent, grandparent, or legal guardian (who live within the 30-mile commuting radius). If a student in this category chooses to live on campus, then he or she is subject to all terms stated in the Housing License Agreement (see section C below).

C. Once a student is assigned to on-campus housing, the Housing License Agreement is in effect for the entire academic year and may only be terminated for the following reasons: the student withdraws from the University; or the student is required to live away from Findlay in order to fulfill an academic program requirement (e.g. internship).

D. Requests to reside off campus or terminate a Housing License Agreement must be initiated at the Office of Student Services. All such requests will be referred to the housing appeals committee for review. Upon review, the committee will render a decision. This decision shall be final and is not subject to appeal. All students will be charged for room and meals until given permission, in writing from the committee, to reside off campus.

Meal Plan Participation Requirement

A. Any student who resides in Bare, Deming, Fox, Lovett, Morey, Myers, UF Haven, or UF Village residence halls **must** participate in the full residential meal program regardless of age or class standing.
B. Any sophomore, junior, senior, or graduate student who resides in a special-interest house, group house, UF cottage, or a University townhouse has the option to participate in either the full residential meal program or the commuter meal program, but is not required to do so.
C. All freshmen assigned to on-campus housing are required to participate in the full residential meal program regardless of which campus housing facility they reside in.

Housing Policy for Students with Disabilities

The Office of Disability Services, along with the Office of Student Services, will work to ensure the provision of accessible on-campus housing for any student diagnosed with a disability (and registered with the Office of Disability Services). If, in the opinion of the University, a student's disability requires being housed in a single room, the extra fee for a single room will be waived, and the standard room rate will be charged.

Please notify the Office of Student Services (in writing) of a special housing request at least three months prior to the beginning of the semester in which the accommodation is needed. Although requests submitted after this deadline will be considered, accommodation options will decrease as the beginning of the semester arrives.

Identification Cards

Upon registration for the first semester of attendance at The University of Findlay, each student is issued an identification card. The card admits students to athletic events and campus activities and may be used to assist in cashing checks and checking materials out of the library. The card should be carried at all times. A $5 fee is charged (payable at the Business Office) for replacement of a lost ID card.

Insurance

The University of Findlay does <u>not</u> provide insurance to cover students' personal possessions. It is suggested that students consider extending parents' homeowner's policy to cover personal effects. The University is not liable for damage to or theft of personal property, regardless of cause.

A year-round health insurance program may be purchased through the University. Students are responsible for hospitalization and medical care other than the first aid offered by the University nurse.

Keys
All keys issued to students at check-in must be returned upon time of checkout. A $40 charge per key will be assessed for failure to return keys at checkout.

A student who loses a key must report this to his or her resident assistant, resident director, or the Office of Student Services. The staff member will complete a maintenance request asking that the lock on the room door be changed and that a new key be issued. Once Physical Plant changes the lock, the student can pick his/her new key up by contacting Security at 419-434-4799. The student's account will be billed $40 per key for this service.

Any student who is locked out of his or her room may go to his/her resident director, resident assistant, or Security to have his or her door unlocked. A $2 charge will be assessed to the student for each occurrence between the hours of 8 a.m. and 12 midnight. A $4 charge will be assessed to the student for each occurrence between the hours of 12 midnight and 8 a.m.

Lighting
Portable incandescent, fluorescent, and halogen (with protective grill) lights are permitted in student rooms.

Lost and Found
Lost and found articles are turned in and claimed at the Security Office in Lovett Hall.

Lounges and Furnishings
Furniture located in common areas and student rooms cannot be removed. Lounge furniture is designed for lounge use only. Students who remove furniture from its designated lounge or student room are subject to disciplinary action and a $50 fine.

Mail
Students living on campus receive their mail in their respective housing location. Packages may be picked up at Postal Services in the basement of Old Main.

Maintenance Request
When something in a room or living unit needs to be repaired, students should contact a residence life staff member and request that a work order be submitted to the Physical Plant. If it is an emergency situation, students may contact Physical Plant at 419-434-4544 Monday through Friday between the hours of 8 a.m. and 5 p.m. On Saturday, Sunday, or after 5 p.m., students may report emergency maintenance situations to Security at 419-434-4799.

Motor Vehicles
Students are permitted to bring motor vehicles to campus, but they must be registered through the Security Office. To drive or park on campus, commuting students must also register their vehicles. Students violating parking and/or traffic regulations on campus are subject to disciplinary action, which may include but is not limited to probation status, monetary fine, and/or loss of the privilege of having a vehicle on campus. For complete information on parking policies, please visit the following website:
http://www.findlay.edu/offices/adminoffices/safetyandsecurity/parkingoncampus/default.htm

Noise
Radios, stereos, televisions, musical instruments, and etc. are to be kept at a low volume at all times. If noise from a particular room is deemed to be too loud, residents of that room will be asked to reduce the noise level and may be subject to disciplinary action.

Quiet hours are from 10 p.m. to 10 a.m., Sunday through Friday. On Friday and Saturday nights, quiet hours are from 12 midnight to 10 a.m. The expectation of exercising common courtesy is in effect 24 hours a day.

The playing of sports in campus living units is not permitted.

Playing music or other amplified sound out windows is not permitted at any time.

Pets

Pets are only permitted in on-campus residences as guide animals for the physically challenged. Fish are the only exception to this policy. Aquariums not exceeding twenty (20) gallons in size are permitted provided that fish are the only inhabitants. A UL-approved power strip must be used to connect to the power source within the residence. Electrical aquarium accessories must be unplugged during extended vacation periods, such as Christmas break. If any unauthorized pet is kept in an on-campus residence, disciplinary action will be taken, which may include a monetary fine and/or disciplinary probation.

Physical Violence

Attempting or committing physical violence will not be tolerated. Students violating this regulation shall be subject to suspension. Individuals subjected to any act of violence should immediately report the incident to a residence life staff member, Security, and/or the Office of Student Services.

Refund Policy for Room and Board

Room and board charges are refunded according to the following schedule. The student must officially check out of the room before any charges will be refunded. To officially check out, a student must receive permission from the Student Services Office, contact a residence life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room.

During the first calendar week	90%
During the second calendar week	75%
During the third calendar week	60%
During the fourth calendar week	45%
During the fifth calendar week	30%
During the sixth calendar week	15%
After the sixth calendar week	0%

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

Responsibility

Because students have a responsibility to confront others when they are not adhering to the rules, all students present in a room are responsible for violations occurring in that room. Students are also responsible for the actions of their non-student guests.

Rollerblades and Skateboards

Rollerblades and skateboards are not to be used or worn inside campus buildings or on indoor and outdoor basketball and tennis courts. High-paced speed skating is not allowed on campus due to the density of pedestrian traffic.

Trick or stunt skating is not permitted on campus. Skating is not permitted on: gazebos, benches, ramps, steps, concrete planters, concrete walls, or railings.

Roofs
NO ONE is permitted to be on the roof of any campus facility. Students violating this policy will be subject to suspension.

Room Changes
Room assignments and changes are to be approved by the Office of Student Services. For information regarding the room change process, students should contact a residence life staff member or the Office of Student Services. Any student moving to a different room without official permission will be subject to a $100 fine and disciplinary action.

Room Damage Policy
Students residing on The University of Findlay campus are responsible for all University-owned furnishings in their rooms. The Office of Student Services will bill a student's account for damages beyond the normal wear and tear discovered during and/or at the end of the academic semester.

Damages to University property located in common areas will be charged to the student(s) responsible for the damage. In the event that individual responsibility cannot be determined, damage charges will be divided equally among all occupants of the living area where damage occurred.

Room Inspection and Entry
The University of Findlay reserves the right to have staff members enter student rooms without notice to perform job-related duties, safety inspections, or to investigate possible violations.

Social Gatherings
Lounges/lobbies and other common areas in campus living units can accommodate small social activities. All activities held in these areas must be planned and supervised by residence life staff, and a facility use permit form must be submitted and approved through the Director of Facilities Scheduling and Events in the Alumni Memorial Union: 419-434-6942.

Solicitation
Solicitation by or on behalf of any entity external to the University is expressly prohibited in and on all University-owned or -controlled properties. University offices or personnel wishing to solicit either on or off campus must contact the Office of Development directly to secure permission. Registered student organizations wishing to solicit on or off campus must contact the Student Activities Office directly and submit a Fundraiser Permit Form for consideration. If the Fundraiser Permit Form is approved, the registered student organization may solicit according to stipulations stated in the approval.

Space Heaters
Space heaters are not permitted.

Storage
Students may only store items in their student room. The University does not provide any additional storage space for personal belongings, and all furniture present in a student room is required to remain there.

Telephones
Student rooms are equipped with telephone lines, which enable students to call on or off campus. All rooms are equipped with one phone jack. Students have the option of either bringing their own telephone to campus or borrowing a phone from the University. Telephones are available from Information Technology Services; damage deposit is required. The damage deposit will be refunded providing there is no damage to the telephone. Each student is assigned an access code permitting him or her to dial off campus. This code serves as a billing number for all phone calls made by the student.

Long-distance calls may also be placed on pay telephones. Students are expected to observe good telephone etiquette at all times, limiting calls to not more than 10 minutes.

Students opting to use a personal cell phone instead of the student room phone must provide that number to the Student Services Office so they may be contacted in the event of an emergency.

Tobacco Policy
Tobacco use (smoking or chewing) is not permitted in campus buildings including campus living units facilities.

Trash Policy
Residents are expected to help keep their bathrooms and common areas clean. Personal trash is to be disposed of in dumpsters located in various areas on campus. Students who dispose of personal trash in restrooms or common areas will be subject to a $30 fine and disciplinary action.

Visitation
Students of the opposite sex are prohibited from entering campus living units except during visitation hours. Those hours are:

Sunday through Thursday - 9 a.m. to 12 midnight;
Friday and Saturday – 9 a.m. to 2 a.m.

Exceptions to the above guidelines: 24-hour visitation is in effect every day of the week in residence hall lounges and living rooms of resident director rooms, special-interest houses, group houses, cottages, fraternities, sororities, and townhouses. Persons visiting one of these areas after 12 midnight on Sunday through Thursday and after 2 a.m. on Friday and Saturday must stay in the 24-hour visitation area and must be escorted by a resident as they enter and exit the facility. Students and/or their guests are not permitted to sleep in the 24-hour visitation areas.

Campus living unit visitations are subject to the following rules and regulations:

1. Visitors not attending Findlay must be at least 18 years of age (unless they are an immediate relative of a resident). These persons must be able to show proof of their age by a driver's license, ID, or selective service card.
2. Restrooms on residence hall floors are not to be used by members of the opposite sex.
3. Visitation is under the supervision of residence life staff of each campus living unit.
4. Roommates must be in agreement about visitors to the room so that the individual rights to privacy are respected.
5. Students violating visitation hours will be subject to disciplinary action. Exceptions may be made by Student Services or a resident director only, and written authorization must be obtained in advance.
6. Students are responsible for the actions of their visitors.
7. If a visitor in a student room or in a residence hall lounge or living room of a special-interest house, group house, fraternity, sorority, or townhouse is disruptive to other residents in any way, staff may ask the visitor to depart immediately.

Wall and Door Decorations
Tape and thumbtacks used on walls or ceilings of rooms do permanent damage to the room and are not permitted. A special non-glue substance is available for use with posters on walls.

Weapons
Possession or use of firearms, air guns, pellet guns, paint ball guns, explosive devices, and materials used to construct weapons, or any item considered a deadly weapon is not permitted in any University facility or on any University-owned or -controlled property. Students who hunt must make arrangements to store their weapons off campus.

Window and Door Displays
The displaying of items which are inconsistent with the mission and goals of The University of Findlay, in campus living unit windows and on room door exteriors, is prohibited. Such items include, but are not limited to, beer cans, liquor bottles, profanity, obscene pictures, material that denigrates a particular group of people, and any other items that may be deemed offensive to others. The Office of Student Services and residence life staff members shall have the authority to require a resident to remove items from windows and door exteriors that are deemed inappropriate.

Student Rights and Responsibilities Statement
Preamble and Premises
The primary mission of The University of Findlay is to equip students for meaningful lives and productive careers. To accomplish this, students must be provided with the opportunity to acquire a liberal arts education to the extent of their abilities, to achieve competence in their chosen disciplines, to explore the significant issues confronting society, and to develop a heightened sense of responsible citizenship. In keeping with this mission, the academic program at The University of Findlay attempts to:

1. Be responsive to the needs of students in a rapidly-changing society and to new developments in the understanding of learning;
2. Assist students to become mature adults capable of continuous self-education;
3. Develop awareness of self, others, and the environment;
4. Develop understanding of various approaches to knowledge;
5. Develop ability to choose values critically.

The University of Findlay Board of Trustees, as the governing body of the University, is charged by law with the authority and duty to determine policies and to make or approve rules and regulations to promote the mission of the University. This legally-imposed duty includes the authority to delegate administrative responsibilities to supervise and control the conduct of any member or segment of the University community who impedes, obstructs, or seriously threatens the mission of the University.

Together with the Trustees, all members of the University family, individually and in group relationships, share a common responsibility to refrain from conduct which obstructs the achievement of the purposes of the University, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University by persons entitled thereto, or impairs the growth and maintenance of the kind of academic environment which is essential to the operation of an institution of higher learning.

It is assumed that any person admitted as a student at The University of Findlay is aware of its mission and hopes to gain the maximum educational benefits available, both formal and informal. Informal education benefits available to students are those which accrue from participation in the political, social, religious, cultural, aesthetic, and recreational experience related to the non-academic life of the University community and contact with the broader public community of which the University is a part.

The student has basic civil and human rights and immunities which the University has a duty to protect and which the student has an obligation to fulfill. Consequently, the proper functioning of The University of Findlay community requires the adoption and enforcement of rules and regulations specific to its own self-image and circumstances. A student has the right to the practical experience derived from participation in the formulation and administration of such rules and regulations, especially those most directly concerned with the student's personal relationship to the University and to his or her fellow students -- a community committed to the honoring of responsibilities, the protection of rights, and the goal of equality of treatment for all within the requirements of state and federal law.

I.

The following particular rights of the student are recognized as among those which the University has a duty to foster and protect:

1. The right to pursue educational, recreational, social, religious, cultural, and residential activities.
2. The right to maintenance of a campus environment characterized by safety and good order.
3. The right to organize, join, and maintain membership in associations to promote lawful interests the student holds in common with other students, subject to reasonable and non-discriminatory University regulations.
4. The equal right with others to appropriate available services of the faculty, administrative offices, and counseling agencies of the University.
5. The right to fair and impartial evaluation of the student's academic work.
6. The right to have complete and accurate records kept by the University of the student's own academic performance and equally accurate records of fellow students with whom he or she is compared for grading and awarding of degrees.
7. The right through Student Government Association to voice his or her opinion and to participate in the formulation of regulations affecting student affairs.
8. The right within lawful bounds, individually and in association with others, to express dissent, to protest, to petition for redress of grievances, or to demonstrate in support of or against University, city, state, or national policy in a manner not infringing on the rights of others, but subject to the condition that demonstrations staged on campus or University-controlled property must conform to University regulations concerning prior notice of time, place, and purpose filed by persons who acknowledge responsibility for leadership of the activity in question.
9. The right to have the University maintain and protect the confidential status of the student's academic conduct and counseling records. Except under legal compulsion, information contained in such records, with the exception of the student's name, mailing address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. The student shall specify what categories, if any, of his or her records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the ability and character of a student based on personal knowledge and the public reputation the student has made for himself or herself in the University community. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested through the Office of Student Services.

II.

The following are among the responsibilities recognized as incumbent upon every student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure to fellow students and other members of the University family the rights enumerated in the preceding Section I of this statement.
3. Individual responsibility for his or her actions in respect to University rules and regulations.
4. Individual responsibility for his or her actions in respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting himself or herself in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action which causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.

III.

Student participation in University government.

1. Qualified students selected by the student body and representative students selected by the administration shall be given the right to attend, take part in the deliberations of, and have the right to vote at meetings of faculty standing committees such as the Convocations Committee, Athletic Committee, Committee on Committees, and other standing or ad hoc special committees that may be established in the future with provisions for student representation.
2. Student representatives also shall be selected to attend and take part in the discussion of various standing committees of the Board of Trustees, and other ad hoc special committees, dealing with subject matter of particular interest to students and shall be invited to attend meetings of the Board of Trustees dealing with matters of special interest and given an opportunity in such meetings to express their views and opinions.

IV.

Disciplinary procedures in instances of student misconduct not subject to suspension or dismissal.

1. Policy:
   a. Violations of University rules, regulations, or policies that do not rise to the level of suspension and/or dismissal shall be adjudicated by authorized personnel associated with the Office of Student Services. **Outside parties may not represent or be present at a judicial meeting.** Sanctions may include but are not limited to: assignment of probation status, monetary fine, community service, restitution, counseling, restriction in campus access, and/or participation in additional educational activities.
2. Appellate procedure:
   a. Decisions rendered regarding violations of University rules, regulations, or policies that do not rise to the level of suspension and/or dismissal are not subject to appeal and are final when rendered.
3. In instances where the assessment of the prescribed or decided appropriate sanction for lesser offenses render a student subject to suspension or dismissal, the jurisdiction of authorized personnel from the Office of Student Services shall cease. Such cases shall be forthwith referred to the Vice President for Student Services for appropriate action.

V.

Disciplinary procedures in instances of misconduct which may subject a student to suspension or dismissal.

1. Investigation of alleged misconduct:
   a. Investigations of alleged serious misconduct shall be made by authorized personnel of the Office of Student Services. Accused students shall be personally interviewed. Before being questioned, a student shall be advised of the specific allegations made against him or her and that he or she is not required to make any statement but may voluntarily make a statement and explanation of the facts and submit information in proof of the same. If, as a result of such preliminary procedures, it appears there is factual basis supporting an allegation which could lead to suspension or dismissal, then the matter will be referred to the Vice President for Student Services for review and possible referral to the Conduct and Discipline Committee for a more detailed investigation before any decision is made or disciplinary action is taken against him or her.
   b. In a matter when a student feels that disclosure of events surrounding his/her actions before a committee may be detrimental to his/her reputation, he/she may request that the Vice President for Student Services adjudicate the matter and not make a referral to the Conduct and Discipline Committee. Should the student choose this alternate route, the Vice President for Students Services will review the matter and render a decision.
2. Conduct and Discipline Committee Meeting:
   a. The student shall be furnished with a written statement of the allegations against him/her along with a notice of the time and place of the Conduct and Discipline Committee meeting.
   b. The student shall be given (at the discretion of the Conduct and Discipline Committee Chair) reasonable opportunity to introduce information by way of written and/or oral statements from witnesses and otherwise in his/her own defense. **Outside parties may not represent or be present at a Conduct and Discipline meeting.** The Conduct and Discipline Committee shall weigh the information, reach a decision, and determine and impose the appropriate sanction, if any. The committee's action shall not be subject to any further appeal in the normal sense except as described in Section V, Item 4.
   c. At any time when time factors or vacation periods make it impossible for the regularly appointed Conduct and Discipline Committee to meet, the Vice President for Student Services will appoint an ad hoc committee to meet.
   d. During the last 21 days of any semester the Vice President for Student Services, may, with the permission of the President, suspend the student immediately. The student may appeal to the Conduct and Discipline Committee within 72 hours after the suspension.
   e. In the event that it appears the action of a student may present clear and present danger to the campus community, the Vice President for Student Services in consultation with the President may suspend a student immediately. In such an event, the student may appeal this decision to the Conduct and Discipline Committee after the suspension but no later than 72 hours.
3. Copies of the allegation letter sent to the student prior to the meeting and the decision letter sent to the student following the meeting will be kept on file by the Office of Student Services.
4. Appellate procedure:
   a. A student who has been found responsible of misconduct and who is subsequently suspended or dismissed may file a written application for permission to appeal to the President. Such application shall identify the matter and contain a concise statement of the reason for the appeal (e.g., a claim that the finding of responsibility is contrary to the manifest weight of the information presented at the hearing; that the sanction assessed exceeds that prescribed for the violation for which the student was cited; other substantial errors in the original proceeding) and shall be filed within 72 hours from the pronouncement of the decision.

b. The President shall consider the application as promptly as possible and may call the appellant to appear to make a further statement or explanation in support of the application before deciding whether to grant the application. If it is decided that the application is not merely frivolous and does present a substantial question whether real injustice has been done, the application shall be granted and the matter reviewed. Once the review is completed, the President may sustain, reverse, or modify the decision and orders made in the original decision.

c. The judgment and final orders of the President, including orders denying applications to appeal, shall not be subject to review by or appeal to any higher authority.

5. If the Vice President for Student Services feels that the decision of the Conduct and Discipline Committee is inconsistent with the mission and goals of the institution, he may appeal the decision to the President of the University.

VI.

Disciplinary Procedures in instances of Student Organization Misconduct.

In the event a recognized student organization is accused of misconduct, the following procedure will generally be followed:

1. Upon notification of a violation, a representative from the Office of Student Services will meet with the president of the organization to investigate the situation.
2. If, after investigation, the violation does not warrant loss of University recognition, the matter will be handled following the procedures outlined under Section IV.
3. If, after investigation, the violation appears to warrant loss of University recognition, the matter will be handled following the procedures outlined under Section V.
4. In all instances the president of the accused student organization shall serve as the official spokesperson, and shall be responsible for presenting all information regarding the matter.
5. If a student organization is placed on probation status, any violations occurring during the term of that probation will be investigated by appropriate staff members, and the matter will be adjudicated by the Vice President for Student Services. Decisions rendered by the Vice President for Student Services regarding violations occurring during the probation term shall be final and shall not be subject to appeal.

VII.

Types of misconduct which may subject a student to suspension or dismissal.

1. It should be readily understood that misconduct which the laws of the land treats as punishable crimes (which may be loosely defined as wrongs against society) usually involve also an element of harm to some individual or group within the broader context. A complex organization such as a university community requires rules and regulations peculiar to its own situation and internal means of enforcing their observance independently from public authority for the protection of itself and its subgroups and individual members, keeping in mind the principle that discipline should have the primary aim of promoting the welfare of the person who is subject to it and that punishment as a matter of law enforcement is incidental and secondary.
2. The following offenses on the part of a student, when committed on University-owned or -controlled property or against such property or when the offense is against a fellow student or other member of the University family or its invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.

a. Attempting or committing physical violence or acts of sexual harassment against any student, faculty member, administrative officer, employee, guest of the University; or against any other person on University-owned or -controlled property.

b. Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, robbery, or embezzlement.

c. Obstructions or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on University-owned or -controlled premises.

d. Alteration, forgery, or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.

e. Dishonesty such as plagiarism and cheating when charges are preferred by a faculty member with approval of the department head.

f. Violation of published University policies, rules, and regulations concerning fraternities, sororities, and other student organizations; violation of published policy, procedures, bylaws, and rules or regulations of any clinical facility utilized by the University in its professional education program; use of University facilities; or concerning the time, place, and manner of meetings and demonstrations on University-owned or -controlled property. (Protection of right of lawful assembly and protest are covered in Section 1, (8) of this joint statement.)

g. Possession or use of firearms, air guns, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances and in violation of University regulations concerning safekeeping of lawful firearms.

h. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.

i. Possession, use, or distribution of beer, wine, or intoxicating liquor.

j. Gambling.

k. Tampering with or misuse of fire alarms or fire fighting equipment.

l. Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions.

m. Conduct not herein above specifically listed which is classified as a felony under the provisions of the Ohio Revised Code or Federal Statutes.

n. Refusal to comply with lawful directions of University officials acting in the performance of their duties.

o. Infractions of on-campus housing policies and/or University policies as detailed in this catalog, involving a third appearance before a hearing officer are subject to be treated as a single offense subject to disciplinary procedure under this section.

Earlier sections of this joint statement describe the procedures designed to assure every student who is charged with misconduct of fair and impartial consideration and treatment. The penalties referred to, directly or by inference, in those sections range all the way from simple reprimand and minor social probation through restitution, strict disciplinary probation, temporary suspension, and up to the ultimate point of permanent dismissal. It might appear at first glance that it would be well to prescribe a very particular punishment for infraction of each particular rule. There are good reasons for not so attempting: (1) What should be a brief, understandable statement of principles would become a complex, rigid, self-defeating code stressing the negative approach to social interaction; (2) More importantly, substantial inequities would be certain to result from the fact that many given acts of misconduct do vary greatly as to seriousness and appropriate kind and degree of punishment depending on intent and surrounding circumstances which cannot, in the nature of things, all be foreseen and allowed for. Consequently, the real protection against the harshness and inequities inherent in such a system lies in the adoption of a flexible framework within which administration involving the peers of the accused is provided and the right of meaningful appeal is protected.

3. With respect to serious public offenses committed by students off-campus and not directly involving the University or member of the University family, or under circumstances not specifically covered above, the following policy shall apply: It is not the function or the intention of the University to attempt to substitute itself for or duplicate the work of the duly constituted civil authority in dealing with violations of the law and ordinances enacted for the protection of the public. It is understood that the University should not assess additional punishment or penalties, as such, for such infractions. In these cases, when the unique and distinct interests of the University are not involved, its role shall be that of a counselor to the end of helping the student achieve an acceptable adjustment under which he or she can continue his or her education. However, a student who has been formally charged in a civil court with a criminal act of so serious a nature and under such circumstances that the student's presence on campus is deemed to constitute a real threat to the safety of property of the University or of the persons or property of members of the academic community or whose presence under the circumstances is clearly deleterious to the avowed purposes of the institution, may be suspended for a temporary stated period or pending final determination of the case by the courts. The question of possible dismissal of the student in case of admitted or legally determined guilt shall not be considered or decided pending action in the courts.

VIII.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University of Findlay is committed to fostering an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equality and prohibits discriminatory practices, including harassment. Therefore, The University of Findlay expects that all relationships among faculty, staff, and students will be characterized by mutual respect and will be free of bias, prejudice, discrimination, and harassment.

The University of Findlay does not engage in discrimination in its programs, activities, and policies against students, employees, or prospective employees, in violation of state and Federal laws. The University of Findlay prohibits and will not tolerate any such discrimination or related harassment at its facilities, programs, and activities.

The University of Findlay also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Individuals and Conduct Covered

These policies apply to all faculty, staff, and students, and prohibit harassment, discrimination, and retaliation.

Conduct prohibited by these policies is unacceptable on The University of Findlay campus and at functions related to The University of Findlay off campus.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by applicable federal, state, and local laws or that denigrates or shows hostility or aversion toward an individual's relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Reporting an Incident of Harassment, Discrimination, or Retaliation

The University of Findlay strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The University of Findlay's policy or who have concerns about such matters should file their complaints as follows:

Students believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident/s to the Vice President for Student Services.

Faculty or staff members believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident/s to the Director of Human Resources.

The University of Findlay also has a Harassment Hotline. The number is 419-434-6777; your call will be answered confidentially and directed to the appropriate area for help. If you are in immediate danger, security will be notified.

When lodging a complaint, provide the following information:

- The complainant's name, contact information, and status within the University community, including title and departmental information as appropriate
- The basis for a claim of an alleged act/s of harassment or discrimination: that is, race, color, religion, sex, age, national origin, disability, sexual orientation, or other characteristic
- The name and position in the University community held by the person/s who committed the alleged act/s
- A brief description of what occurred, including location/s, date/s, time/s, and names of witnesses or individuals who can corroborate the allegations
- The complainant's reason for concluding that the behavior or action was discriminatory or harassing in accordance with all applicable laws
- Copies of materials, if any, which may be relevant to the investigation of the complaint
- Steps the complainant has taken to date, if any, to resolve the complaint
- A statement indicating the remedy sought by the complainant

Faculty, staff, or students who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect a person's rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while claims may be filed within 180 days of the harassment or discrimination, The University of Findlay strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Investigating an Incident of Harassment, Discrimination, or Retaliation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as follows:

- Allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member will be investigated by the Vice President for Student Services.
- Allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a staff member, or a student will be investigated by the Vice President for Academic Affairs.
- Allegations made about a staff member harassing, discriminating against or retaliating against another staff member, a faculty member, or a student will be investigated by the Director of Human Resources.

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. University employees and students are obligated to comply with requests to provide statements during an investigation.

Taking Action Regarding an Incident of Harassment, Discrimination, or Retaliation
Upon completion of the investigation, one of the following actions will be taken:

- For allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member who has lodged a complaint, the Vice President for Student Services will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Student Conduct and Discipline Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Student Conduct and Discipline Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.
- For allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a staff member, or a student who has lodged a complaint, the Vice President for Academic Affairs will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Faculty Judicial Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Judicial Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.
- For allegations made about a staff member harassing, discriminating against, or retaliating against another staff member, a faculty member, or a student who has lodged a complaint, the Director of Human Resources will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Staff Affairs Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Staff Affairs Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriate disciplinary measures. Responsive action may include, but is not limited to, reprimand, probation, suspension, dismissal, counseling, and/or required training.

The appropriate University official shall monitor all reported incidents of alleged discrimination and harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with, and retaliatory actions have not occurred.

Appealing a Decision Regarding an Incident of Harassment, Discrimination, or Retaliation
If a faculty member, staff member, or student making a complaint does not agree with its resolution, a written appeal may be submitted to The University of Findlay President within 72 hours of the notification of the resolution. The decision of the President, in conjunction with the appropriate vice presidents, and/or Chairman or Vice Chairman of the Board of Trustees, will be final.

False Charges:
Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

Records Regarding an Incident of Harassment, Discrimination, or Retaliation

The University of Findlay Human Resources Office will maintain records regarding all cases of harassment, discrimination, or retaliation for a period of at least three years or longer where required by law. These records will include all documentation related to a reported incident and its disposition. Except as required by law, no records maintained by the Human Resources Offices shall be released.

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Faculty Emeriti

Marian R. Bartch, A.B., M.Ed., Ph.D., *Professor Emerita of Education*, The University of Findlay, 1969-1994
Michael P. Beltz, B.S., M.B.A., M.S., *Assistant Professor Emeritus of Physics*, The University of Findlay, 1987-2002
Kenneth J. Buchenroth, B.S.B.A., M.B.A., C.P.A., *Professor Emeritus of Business Administration*, The University of Findlay, 1970-1992
Lucille C. Capra, B.A., M.A.T., Ph.D., *Professor Emerita of English*, The University of Findlay, 1984-1995
Edward W. Erner, B.A., M.S., Ph.D., *Dean Emeritus of the University*, The University of Findlay, 1973-2002
Robert J. Ewald, B.S., M.A., Ph.D., *Professor Emeritus of English*, The University of Findlay, 1972-1995
James D. Houdeshell, B.S., M.Ed., P.E.D., *Professor Emeritus of Physical Education*, The University of Findlay, 1955-1998
George H. Jenkins, C.D.E., C.D.P., C.S.P., Ph.D., *Professor Emeritus of Systems Analysis*, The University of Findlay, 1983-1996
John M. Joseph, B.S., M.A., *Professor Emeritus of Biology*, Findlay College, 1954-1986
G. Richard Kern, Jr., A.B., M.Div., M.A., Ph.D., *Professor Emeritus of History*, The University of Findlay, 1960-61; 1970-1998
Gwen Kuenzli, B.F.A., M.F.A., *Assistant Professor Emerita of Speech*, The University of Findlay, 1983-2000
Samuel C. Littlepage, B.S., M.S., *Assistant Professor Emeritus of Physics*, The University of Findlay, 1979-2002
Donald L. Mathews, B.S., M.A.T., *Assistant Professor Emeritus of Mathematics*, The University of Findlay, 1986-2002
William Jack McBride, B.S., M.A., Ed.D., *Dean Emeritus of the College*, Findlay College, 1964-1984
Harriette F. Ritz, B.S., M.S.Ed., M.Div., *Associate Professor Emerita of Business Administration*, Findlay College, 1944-1946; 1963-1974
Janet Blair Roll, B.A., M.A., Ph.D., *Professor Emerita of Mathematics and Computer Science*, The University of Findlay, 1981-2002
Edwin S. Stefan, B.A., M. Div., S.T.M., Rel.D., *Professor Emeritus of Psychology*, The University of Findlay, 1969-1995
William D. Wagner, M.A., Ph.D., *Professor Emeritus of English*, The University of Findlay, 1966-1996
L. Leon Walker, B.S., M.S., Ph.D., *Professor Emeritus of Biology*, The University of Findlay, 1989-2004
Raeburn G. Wallen, A.B., M.Div., M.R.E., M.A., D.W.R., *Professor Emeritus of Religion*, The University of Findlay, 1959-1999
John Wheeler, M.S., M.Ed., *Associate Professor Emeritus of Education*, The University of Findlay, 1966-1994

Faculty

(Date indicates first year of full-time service at The University of Findlay)

Natalie M. Abell, Ph.D., *Professor of Education*, B.S.Ed., Ohio University; M.S.Ed., Indiana University; Ph.D., University of Toledo, 1992
Patricia Abels, M.B.A., *Assistant Professor of Accounting and Business*, B.S., The Ohio State University; M.B.A., Ashland University, 2006
Karen Ackerman-Spain, Ph.D., *Assistant Professor of Education*, B.Ed., M.Ed., Ph.D., University of Toledo, 2004
Anne G. Albert, M.S., *Co-director, Mathematics; Assistant Professor of Mathematics*, B.S., Bucknell University; M.S., University of Illinois, 1979
Micheal F. Anders, Ph.D., *Director, Music; Professor of Music*, B.S., M.M., Lamar University; Ph.D., The Ohio State University, 1981
Aramis Angulo-Valera, M.A., *Instructor of Spanish*, B.A., National University of Trijello; M.A., The Ohio State University, 2004

Gregory Arburn, Ph.D., *Assistant Professor of Economics and Finance; Director, Finance and SIFE*, B.S., Purdue University; M.S., Ph.D., Clemson University, 2000
Marc M. Arce, M.S., *Instructor of Physical Education; Head Men's and Women's Cross Country Coach; Head Men's and Women's Track and Field Coach*, B.S., Indiana University; M.S., Indiana State University, 1987
Michelle Arnold, B.S., *Instructor of English Riding Program*, B.S., The University of Findlay, 2001
Douglas M. Asbury, M.B.A., *Assistant Professor of Accounting; Director, Accounting*, B.A., Urbana College; M.B.A., Xavier University, 1986
Alan A. Baker, M.A., *Instructor in Physical Education; Head Men's and Women's Golf Coach*, B.A., Findlay College; M.A., Austin Peay State University, 1990
Luke Bartolomeo, Ph.D., *Professor of Chemistry*, B.S., Findlay College; M.A., Ph.D., Bowling Green State University, 1976
Hafed Bascal, Ph.D., *Assistant Professor of Chemistry*, B.S., M.S., Brock University; Ph.D., University of Western Ontario, 2006
Arindam BasuSarkar, Ph.D., *Assistant Professor of Pharmaceutical Science*, BPharm, MPharm, Jadavpur University, India; Ph.D., Auburn University, 2006
Donald E. Beck, M.A., *Assistant Professor of English as an International Language*, B.A., M.A., The University of Findlay, 1990
Keith L. Beck, M.Ed., *Director of Strength and Conditioning; Assistant Professor of Physical Education*, B.A., The University of Findlay; M.Ed., The University of Toledo, 1991
Tara Beitzel, M.A., *Assistant Professor of Occupational Therapy*, B.S., Mount Mary College; M.A., The University of Findlay, 2005
Todd Beitzel, M.A., *Assistant Professor of Criminal Justice; Co-director, Criminal Justice*, B.S., M.A., University of Wisconsin, 2000
Janice Blum, M.S., *Instructor of American Sign Language*, B.S., M.S., University of Wisconsin-Milwaukee, 2001
Lucinda Bouillon, Ph.D., *Associate Professor of Health Science*, B.Ed., M.Ed., Ph.D., The University of Toledo; 1997
Jacob Bowman, B.S., *Instructor of Western Riding*, B.S., The University of Findlay, 2005
Clark Bradley, B.A., *Instructor of Western Riding*, B.A., Texas Christian University, 1995
Susan M. Brooks, M.Ed., *Assistant Professor of Education*, B.S., Eastern Michigan University; M.Ed., Wright State University, 2002
Dale R. Brougher, Ph.D., *Associate Professor of Religious Studies*, B.S., Findlay College; M.Div., Winebrenner Theological Seminary; Th.M., Princeton Theological Seminary; M.B.A., The University of Findlay; Ph.D., Bowling Green State University, 1987
Stephen Forrest Brown, B.A., *Director, Western Riding Program; Instructor of Riding; Head Men's and Women's Western Equestrian Coach*, B.A., Glenville State College, 1984
Melissa A. Cain, Ph.D., *Professor of Education*, B.S., Bowling Green State University; M.A., Ph.D., University of Toledo, 1992
Mary Cameron, Ph.D., *Associate Professor of Education; Director, Intervention Specialist*, B.A., University of West Indies, Jamaica; M.A., University of Toronto; Ph.D., University of Toledo, 1998
Nondace N. Campbell, M.Ed., *Director of the Reading Center; Assistant Professor of Reading*, B.A., Huntington College; M.Ed., University of Toledo, 1972
Cheryl Cape, M.S., *Senior Lecturer of Geology; Academic Technology Specialist: Faculty Liaison*, B.S., M.S., Stanford University, 2003
Martin Carrigan, J.D., *Associate Professor of Law and Business; Director, Business Administration*, B.A., University of Notre Dame; M.B.A., The University of Findlay; J.D., The University of Toledo, 1997
Mark J. Carroll, M.Ed., *Assistant Professor of Physical Therapy*, B.S., The Ohio State University; M.Ed., Mount Vernon Nazarene University, 2003

William Carter, Ph.D., *Professor of Environmental, Safety, and Health Management; Director, Undergraduate, Graduate, and Degree Completion in Environmental, Safety, and Occupational Health Management*, A.B., Williams College; Ph.D., Syracuse University, 1995
Jila Castillo, M.A., *Assistant Professor of Intensive English Language*, B.S., M.A., The University of Findlay, 1999
Robert Cecire, Ph.D., *Assistant Professor of Religious Studies*, B.A., Wheaton College; B.D., Gordon Divinity School; M.A., Ph.D., University of Kansas, 2001
Jacquelyn Chamberlin, M.A., *Assistant Professor of Occupational Therapy*, B.S., Indiana University; M.A., Wright State University, 2000
Paul Chwialkowski, Ph.D., *Associate Professor of Social Science, Criminal Justice, and Public Administration; Co-director, Law and the Liberal Arts and Criminal Justice,* B.A., J.D., The University of Toledo; Ph.D., Duke University, 1997
John F. Cindric, Jr., Ed.D., *Professor of Education; Director, Post Masters Program Development*, B.S., Miami University; M.A., Bowling Green State University; Ed.D., University of Toledo, 1986
Wick Colchagoff, M.A., *Assistant Professor of Health Sciences; Head Men's and Women's Volleyball Coach*, B.S., Kent State University; M.A., University of Denver, 1998
Donald E. Collins, M.A., *Assistant Professor of Psychology; Student-Athlete Academic Counselor,* B.A., Dickinson College; M.A., Bowling Green State University, 1970-82; 1985
Joseph P. Conrad, Ph.D., *Assistant Professor of Health Sciences,* B.S., Xavier University; M.S., Ph.D.,University of Toledo, 2004
Dorothy Copas, M.Ed., *Assistant Professor of Education; Director, Early Childhood*, B.S., Ashland University; M.Ed., Bowling Green State University, 2002
Jack Edward Corle, M.F.A., *Associate Professor of Art*, B.F.A., Ohio Northern University; M.F.A., Rochester Institute of Technology, 1986
Joseph Crea, M.H.A., *Assistant Professor of Pharmacy; Medical Director for the Physician Assistant Program*, D.O., University of Osteopathic Medicine and Health Science; M.H.A., The Ohio State University, 2006
Kathleen Cummings, M.S., *Instructor, Health and Physical Education*, B.S., Rio Grande, M.S., Eastern Kentucky University, 2006
Louann H. Cummings, EDM, *Professor of Business*, B.A., Denison University; M.B.A., The University of Toledo; EDM, Case Western Reserve University, 2000
Jerry A. Deall, M.F.A., *Assistant Professor of Scenic and Lighting Design*, B.F.A., Stephens College; M.F.A., University of Arizona, 1996
Christine Denecker, M.A., *Assistant Professor of English*, B.A., Bluffton College; M.A., Bowling Green State University, 2003
Nicole A. Diederich, Ph.D., *Associate Professor of English; Director, Writing Center*, B.A., Western Oregon State College; M.A., Ph.D., Washington State University, 1997
Mary Beth Dillon, B.S., *Fieldwork Coordinator and Instructor of Occupational Therapy*, A.S., Mount Aloysius College; B.S., The University of Findlay, 2001
Thomas Dillon, Ed.D., *Interim Dean, College of Education; Dean, Graduate and Professional Studies; Associate Professor of Occupational Therapy*, B.S., University of New Hampshire; M.A., American International College; Ed.D., University of St. Thomas, 2001
William Doyle, Ph.D., *Assistant Professor of Environmental, Safety, and Health Management*, B.S., University of Maryland; M.S., Ph.D., University of Alabama, 2005
Lisa L. Dutton, Ph.D., *Associate Professor of Health Sciences; Dean, College of Health Professions*, B.S., University of Wisconsin; M.S., University of Health Sciences/Chicago Medical School; Ph.D., Bowling Green State University, 1994
Rahman H. Dyer, Ph.D., *Associate Professor of Education; Director, Educational Administration*, B.A., The University of Findlay; Ed.S., Ph.D., Bowling Green State University, 1996

Michael Edelbrock, M.S., *Associate Professor of Environmental, Safety, and Health Management*; *Assistant Director, Master's Degree Program, SEEM*, B.S., University of Cincinnati; M.S., The University of Findlay, 1999
Ahmed I. El-Zayaty, Ph.D., *Professor of Accounting*, B.Com., M.S., Cairo University of Egypt; M.B.A., Ph.D., Baruch College of CUNY; M.Phil., City University of New York, 1993
Jenna Encheff, *M.S., Assistant Professor of Physical Therapy*, B.S., M.S., University of Toledo, 2004
Kay Arlene Ericson, M.A., *Assistant Professor of Physician Assistant; Academic Coordinator for Physician Assistant Program*, B.S., The College of West Virginia; M.A., The University of Findlay, 1999
David Essinger, M.F.A., *Assistant Professor of English*, B.Phil., Miami University; M.F.A., the School of the Art Institute of Chicago, 2003
Geraldine Finn, Ph.D., *Assistant Professor of Interdisciplinary Studies; Director of Gender Studies*, B.A., The University of Findlay; M.A., Cleveland State University; Ph.D., The Union Institute, 1992
Kim Forget, Ph.D., *Assistant Professor of Education; Director, Reading*, B.S., M.Ed., Ph.D., Bowling Green State University, 2002
David E. Foster, M.A., *Associate Professor of Communication*, B.A., M.A., The University of Akron, 1989
Robert M. Frampton, D.H.C.E., *Associate Professor of Physical Therapy; Director, Physical Therapy Program*, B.S., M.P.T., D.H.C.E., Duquesne University of the Holy Ghost, 2002
Scott Freehafer, Ph.D., *Assistant Professor of Business*, B.S., M.Ed., Ashland University; M.B.A., Miami University; Ph.D., Capella University, 2006
Jeffrey L. Frye, Ph.D., *Assistant Professor of Chemistry; Director of Chemistry and Natural Science*, B.S., Juniata College; Ph.D., Miami University, 1991
Donald V. Fuller, Ph.D., *Associate Professor of Athletic Training; Director, Athletic Training*, B.S., University of New Mexico; M.S., Indiana State University; Ph.D., University of Southern Mississippi, 2001
Maria V. Gamba, M.S., *Associate Professor of Business*, A.B., University of the Philippines; M.S., Wright State University, 1988
April Gardner, M.S., *Instructor of Physician Assistant*, B.S., Bowling Green State University; M.S., The University of Toledo, 2006
Mary Jo Geise, M.S., *Associate Professor of Mathematics and Computer Science*, B.S., Slippery Rock State College; M.A.T., M.S., Bowling Green State University, 1982
Deborah A. George, M.S., *Assistant Professor of Physical Therapy; Academic Coordinator of Clinical Education*, B.S., Cleveland State University; M.S., The Ohio State University, 1994
Nabarun Ghose, D.B.A., *Professor of Business and Marketing*, B.A., Madras Christian College; M.I.J., Baylor University; D.B.A., Southern Illinois University, 2006
Eric Gordon Gillespie, M.P.H., *Assistant Professor of Environmental, Safety, and Health Management*, B.S., East Tennessee State University; M.P.H., University of Texas, 1991
Lori Gingrich, A.A., *Instructor of Western Riding*, A.A., The University of Findlay, 2006
Tony G. Goedde, M.A., *Instructor of Mathematics*, B.S., M.A., Bowling Green State University, 1989
Cynthia Goodwin, M.S., *Assistant Professor of Occupational Therapy; Director, Occupational Therapy Program*, B.S., M.S., Eastern Michigan University, 2002
Jon C. Gordon, Ph.D., *Director, Communication Academic Program; Associate Professor of Communication*, B.A., Hiram College; M.A., University of South Carolina; M.F.A., Ph.D., The Ohio State University, 2001
G. Kathleen Grant, Ph.D., *Director, Gerontology and Sociology; Associate Professor of Sociology*, B.A., Wayne State University; M.A., California State University; M.A., The University of Findlay; Ph.D., University of Akron, 1992
James G. Greenwood, M.A., *Associate Professor of Communication*, B.A., M.A., Northern Illinois University, 1981
Diane M. Groth, B.S., *Instructor of Mathematics*, B.S., Ohio University, 1986
Craig E. Gunnett, M.S., *Assistant Professor of Computer Science*, B.S., Westminster College; M.S., Bowling Green State University, 1984

Shiv K. Gupta, M.B.A., *Professor of Marketing and Economics*, B.A., University of Punjab (India); M.B.A., University of Dayton, 1967
Cheri Hampton-Farmer, M.A., *Assistant Professor of Communication*, B.S., Bob Jones University; C.L.A., Capital University Law School; M.A., Bowling Green State University, 2005
Irma A. Hanson, Ph.D., *Professor of Bilingual Multicultural Studies and English as a Second Language*, B.A., Inter-American University; M.A., American University; Ph.D., Georgetown University, 1993
Fumiko K. Harada, Ph.D., *Professor of Japanese; Special Assistant to the President*, B.A., International Christian University; M.A., Ph.D., The Ohio State University, 1989
Janet Harms, A.A.S., *Instructor of English Riding*, A.A.S., Black Hawk College, 2003
Rosita Harper, M.A., *Assistant Professor of English as an International Language*, B.A., M.A., The University of Findlay, 1996
Scott M. Hayes, M.F.A., *Associate Professor of Theatre; Director of Theatre Program; SummerStock Producing Artistic Director*, B.F.A., University of California at Santa Barbara; M.F.A., Florida State University, 2001
Bethany Henderson-Dean, Ph.D., *Assistant Professor of Biology; Director, Biology*, B.S., Heidelberg College; Ph.D., Ohio University, 2004
Marianna L. Hofer, M.F.A., *Associate Professor of English*, B.A., Kent State University; M.A., Miami University; M.F.A., Bowling Green State University, 1986
Lansford Holness, M.A., *Assistant Professor of Art*, B.A., Staffordshire University; M.A., Birmingham Institute of Art and Design, 2001
Michael T. Homsher, Ph.D., *Associate Professor of Environmental, Safety, and Health Management*, B.S., Marietta College; M.S., Southern Connecticut State College; Ph.D., The University of Toledo, 1990
Deborah James-Jenkins, M.A., *Assistant Professor of English*, B.S., Concord College; M.A., Marshall University, 1991
Jeffery A. Jenson, Ph.D., *Assistant Professor of Chemistry*, B.S., University of Wisconsin; Ph.D., University of North Dakota, 1992
Gary Johnson, Ph.D., *Associate Professor of English*, B.A., The University of Virginia; Ph.D., The University of North Carolina, 2000
Hiroaki Kawamura, Ph.D., *Associate Professor of Japanese; Director, Language and Culture Programs*, B.A., Lewis-Clark State College; B.A., Dokkyo University, Japan; M.A., University of Idaho; Ph.D., The Ohio State University, 1998
Christine Keck, M.S., *Instructor of Education*, B.S., Valparaiso University; M.S., State University of New York, 2001
C. Michael Kerns, D.M.V., *Professor of Animal Science,* D.M.V., The Ohio State University, 1992
Andrew Kerr, Ph.D., *Assistant Professor of Physics*, B.S., Bradley University; Ph.D., University of Missouri Columbia, 2003
Rosalie King, M.A., *Assistant Professor of Occupational Therapy*, B.S., The Ohio State University; M.A., The University of Findlay, 1999
Lisa A. Klingshirn, M.S., *Instructor of Physical Education; Associate Men's and Women's Track and Cross Country Coach*, B.A., Malone College; M.S., The University of South Carolina, 1990
Lori Kloman-Williamson, A.A.S., *Clinical Coordinator and Instructor for Nuclear Medicine Program*, 2006
Robin R. Koehler, M.S., *Assistant Professor of Equine Studies*, B.S., Montana State University; M.S., University of Kentucky, 1989
Diane Kontar, Ph.D., *Assistant Professor of Art History; Director, Art*, B.A., University of Minnesota; M.A., University of Michigan; MLS, Indiana University; Ph.D., Florida State University, 2004
Paul Langhals, M.S., *Assistant Professor of Computer Science; Director, Computer Science*, B.S., M.S., Bowling Green State University, 1991
Judith Mara Lanzendorfer, Ph.D., *Assistant Professor of English*, B.A., Indiana University of Pennsylvania; M.A., Ph.D., Arizona State University, 2001

Teresa J. LaRocco, M.A., *Assistant Professor of English*, B.S., M.A., The Ohio State University, 1984
John Leach, Ph.D., *Assistant Professor of Psychology; Director, Master of Arts in Liberal Studies*, B.A., The University of Findlay; M.A., Ph.D., Bowling Green State University, 2001
Cheng-Yuan Lee, Ph.D., *Assistant Professor of Education; Academic Technology Specialist: Instructional Design*, B.S., Chung-Yuan University; M.S., University of Tennessee; Ph.D., University of Central Florida, 2005
Theresa Leto, M.O.T., *Instructor of Occupational Therapy*, B.S., M.O.T., The University of Findlay, 2005
Sara Lingvai, MPAS, *Clinical Coordinator and Instructor of Physician Assistant Program*, B.S., MPAS, Duquesne University, 2006
Marie Louden-Hanes, Ph.D., *Dean, Undergraduate Education*; *Professor of Art*, B.F.A., M.A., Ph.D., Bowling Green State University, 1992
Phillip Lucas, M.B.A., *Instructor of Criminal Justice*, M.B.A., B.A., The University of Findlay, 2004
John Malacos, Ph.D., *Associate Professor of Psychology; Director, Psychology*, B.A., Eastern Michigan University; M.A., Ph.D., Michigan State University, 1996
Jerry J. Mallett, Ed.D., *Director of Mazza Centennial Collection; Professor of Education*, B.S., Ohio University; M.Ed., Ed.D., University of Toledo, 1968
Elaine M. Markon, M.S., *Assistant Professor of Physics; Assistant Director, Nuclear Medicine Institute*, B.S., Indiana University of Pennsylvania; M.S., Ohio University, 1984
Joseph T. Martelli, D.I.T., *Associate Professor of Business*, B.S., Kent State University; M.Ed., Bowling Green State University; D.I.T., University of Northern Iowa, 1990
Richard Martin, Ed.D., *Professor of Criminal Justice*, B.S., Lipscomb University; M.S., Ed.D., Indiana University, 2000
Kathy Mason, Ph.D., *Assistant Professor of History*, M.A., The Ohio State University; B.A., Ph.D., Miami University, 2003
Dennis C. Mathern, Ph.D., *Professor of Business*, B.S., M.Ed., M.B.A., Ph.D., Bowling Green State University, 1988
Daniel J. May, Ph.D., *Professor of Geology; Vice President for Academic Affairs*, B.S., Stanford University; Ph.D., University of California, Santa Barbara, 1991
Raymond J. McCandless III, D.A., *Professor of Political Science; Director, Academic Technology Services with TLTC*, B.A., St. Joseph's University of Philadelphia, Pa.; M.A., D.A., Lehigh University, 1980
F.D. McCarthy, Ph.D., *Director, Center for Equine and Pre-Vet Studies; Associate Professor of Equestrian Studies*, B.S., The Ohio State University; Ph.D., Michigan State University, 2002
Judith M. McCrory, M.A., *Co-director, Mathematics; Assistant Professor of Mathematics*, B.S., M.A., Bowling Green State University, 1984
Julie Dean McIntosh, Ed.D., *Assistant Professor of Education; Director, AYA/Multi-Age*, B.A., The University of Findlay; M.Ed., Ed.D., Bowling Green State University, 2003
Srikumaran Melethil, Ph.D., *Professor and Chair of Pharmaceutical Sciences*, BPharm, MPharm, Andhra University, India; J.D., University of Missouri-Kansas City; Ph.D., State University of New York at Buffalo, 2006
Barry I. Mickey, M.S.W., A.C.S.W., *Director, Social Work Program; Professor of Social Work*, B.A., University of Mississippi; M.S.W., University of Oklahoma, 1992
Sharon G. Milligan, M.Ed., *Director, Health and Physical Education; Associate Professor of Physical Education*, B.A., Otterbein College; M.Ed., Ohio University, 1967
Diana M. Montague, Ph.D., *Professor of English*, B.A., Valparaiso University; M.S., University of Illinois; Ph.D., Bowling Green State University, 1986
Dwight L. Moody, Ed.D., *Professor of Natural Science*, B.S., M.S., Chardon State College; Ed.D., University of Toledo, 1974
Chris Moser, Ed.D., *Assistant Professor of Education; Director, Human Resource Development Strand*, B.S., M.A., Ed.D., Ball State University, 1995

Greg Mott, M.A., *Instructor of English as an International Language*, B.A., Earlham College; M.A., The University of Findlay, 2002
Nancy Muñoz, M.A., *Assistant Professor of Spanish*, B.A., The College of Wooster; M.A., University of Texas at Austin, 1995
Timothy J. Murphy, Ph.D., *Assistant Professor of Environmental, Safety, and Health Management*, B.S., Ferris State University; M.S., The University of Findlay; Ph.D., The Ohio State University, 1998
Kathy Noblet, B.S., *Lab Instructor and Biology Facilities Manager*, B.S., The University of Findlay, 2004
Arthur O'Brien, A.A., *Instructor of Western Riding*, A.A., Findlay College, 2005
Debra Parker, PharmD, *Assistant Professor of Pharmacy Practice; Director, Patient Care and Drug Information*, PharmD, Ohio Northern University, 2006
Scott Payne, Ph.D., *Director, English and Writing; Associate Professor of English*, B.A., Augustana College; M.A., Ph.D., University of Louisville, 1996
Linda M. Peck, D.V.M., *Director, Pre-Veterinary Studies; Professor of Animal Science*, B.S., D.V.M., The Ohio State University, 1986
Cynthia Pentz, MPA, *Director, Physician Assistant Program; Assistant Professor of Physician Assistant Program*, A.S., Pasadena City College; B.S., University of Southern California; MPA, University of Nebraska, 2006
Julia Perez-Gamboa, Ph.D., *Associate Professor of Spanish*, B.A., National University of Trujillo; M.A., Ph.D., The Ohio State University, 2000
Mark Polelle, Ph.D., *Associate Professor of History and Law; Director, Geography, History, Political Science, Law and the Liberal Arts, and Public Administration*, B.A., University of Chicago; M.L.S., J.D., Ph.D., Rutgers University, 1998
Elizabeth J. Raker, Ph.D., *Director, Middle Childhood Education; Professor of Education*, B.Mus.Ed., Mary Manse College; M.Ed., Ph.D., University of Toledo, 1994
Mahmoud Rawashdeh, Ph.D., *Assistant Professor of Mathematics*, B.S., Yarmouk University; M.A., City University of New York, Brooklyn College; Ph.D., The University of Toledo, 2006
Michael C. Reed, Ph.D., *Professor of TESOL and Bilingual Education*, B.A., Allegheny College; M.A., Temple University; Ph.D., Georgetown University, 1987
Gwynne Stoner Rife, Ph.D., *Professor of Biology*, M.S., University of Southern Mississippi; B.S., M.A.T., Ph.D., Bowling Green State University, 1995
Robert Rustic, M.B.A., *Assistant Professor of Business; Faculty Athletic Representative; Director, Business Management*, B.S.M.E., Ohio University; M.B.A., The Ohio State University, 1999
Douglas S. Salveson, M.F.A., *Gallery Director; Professor of Art*, B.A., Moorhead State College; M.F.A., University of Cincinnati, 1971
Heda Samimi, M.S., *Assistant Professor of Computer Science*, B.S., Southwestern Oklahoma State University; M.S., Central Michigan University, 1985
Benjamin Sapp, M.A., *Instructor of Education; Deputy Director, Mazza Museum*, B.A., M.A., The University of Findlay, 1994
Robert W. Schirmer, M.L.S., *Associate Professor; Director, Shafer Library*, B.A., College of Wooster; M.L.S., Kent State University, 1980
Laura A. Schmelzer, M.O.T., *Assistant Professor of Occupational Therapy*, B.A., Capital University; M.O.T., Chatham College, 2001
Helen M. Schneider, Ph.D., *Assistant Professor of Computer Science; Director, Technology Management*, B.A., The Ohio State University, M.B.A., The University of Findlay; Ed.S., Ph.D., Nova Southeastern University, 1988
Paul Sears, Ph.D., *Dean, College of Business; Professor of Business*, B.A., Yale University; B.S., Lake Erie College; M.Sc., University of London; M.B.A., University of Chicago; Ph.D., Case Western Reserve University, 2006

Quentin Skrabec, Jr., Ph.D., *Associate Professor of Business*, B.S., University of Michigan; B.S., M.B.A., Robert Morris College; M.S., The Ohio State University; Ph.D., The University of Toledo, 1998
Amanda Smith, B.S., *Instructor of English Riding*, B.S., The University of Findlay, 2006
Donna M. Smith, M.A., *Assistant Professor of Psychology; Director of Support Services*, B.A, M.A., Bowling Green State University, 1984
Mark Smith, B.S., *Instructor of Western Riding*, A.A., Findlay College; B.S., University of Main at Orono, 2004
Richard A. Smith, Ph.D., *Professor of Philosophy; Director, Philosophy*, B.A., The Ohio State University; M.A., University of Toledo; Ph.D., Purdue University, 1979
Ryan J. Smith, B.S., *Instructor and Clinical Coordinator in Nuclear Medicine*, B.S., The University of Findlay, 2004
Andrew F. Smyth, M.S., *Lecturer of Physical Education; Head Men's and Women's Soccer Coach*, B.S.C., University of Birmingham; M.S., Miami University; M.S., Oklahoma State University, 1989
Penny Soboleski, M.Ed., *Instructor of Education*, B.S., M.Ed., Bowling Green State University, 2006
Joon-Young Song, Ph.D., *Assistant Professor of Finance*, B.S., M.B.A., Seoul National University; M.A., Ph.D., University of Tennessee; M.S., Syracuse University, 2004
Richard States, M.B.A., *Assistant Professor of Nuclear Medicine; Director, Nuclear Medicine Institute*, B.S., Edinboro University; M.B.A., Wayland Baptist University, 2002
Dennis Stevens, Ph.D., *Dean, College of Liberal Arts; Professor of Political Science*; B.A., Kenyon College; Ph.D., Boston College, 2006
Matthew Stolick, Ph.D., *Associate Professor of Philosophy*, B.A., Westminster College; M.A., Ph.D., University of Tennessee, 1999
L. Thomas Stuckert, M.A., *Assistant Professor of English*, B.S.Ed., M.A., Bowling Green State University, 1986
Louis Stulman, Ph.D., *Professor of Religious Studies; Director, Religious Studies*, B.A., Roberts Wesleyan College; M.Phil., PhD., Drew University, 1997
Janet Summers, M.B.A., *Assistant Professor of Chemistry and Lab Manager*, B.S., Heidelberg College; M.B.A., The University of Findlay, 1999
Marc Sweeney, Pharm.D., *Associate Professor of Pharmacy; Director of Clinical Pharmacy Practice*, B.S., Ohio Northern University; Pharm.D., The Ohio State University, 2005
Jack M. Taylor, M.M., *Professor of Music*, B.S., West Chester State College of Music; M.M., Yale University School of Music, 1980
Janet R. Mrvosh Taylor, M.Ed., *Instructor of Academic Support and University-Wide Courses*, B.A., Duquesne University; M.Ed., Slippery Rock State College, 1980
Julie Toney, M.P.H., *Assistant Professor of Physical Therapy; Academic Clinical Coordinator for Field-Work Education in the Physical Therapy Program (Traditional)*, B.S. The University of Toledo; M.P.H., Medical College of Ohio, 2003
Alvin Trusty, B.S., *Assistant Professor of Education Technology; Director, Education Technology*, B.S., Ohio Northern University. 2002
Christine Tulley, Ph.D., *Associate Professor of English*, B.S., Ph.D., Bowling Green State University; M.A., Cleveland State University, 2001
Ronald Tulley, M.A., *Assistant Professor of English*, B.A., University of Illinois; B.A., M.S., Southern Illinois University at Carbondale; M.A., Bowling Green State University; M.B.A., The University of Findlay, 2002
Chris Underation, M.A., *Assistant Professor of Communication*, B.A., Mount Union College; M.A., Gordon Conwell Theological Seminary; M.A., Kent State University, 2006
J. Randall Van Dyne, M.B.A., *Assistant Professor of Business; Executive Director, SEEM*, B.A., Ohio Northern University; M.B.A., Eastern New Mexico University, 1976-78; 1989
Scott VanZant, Ph.D., *Associate Clinical Professor of Physical Therapy*, B.S., M.A., Ball State University; M.P.T., Northern Arizona University; Ph.D., Kent State University, 2000

Kerry Volansky, M.B.A., *Associate Clinical Professor of Physical Therapy*, B.S., Bowling Green State University; M.B.A., Baldwin Wallace College, 2001
Judith Wahrman, Ph.D., *Associate Professor of Education; Director, Graduate Outreach*, B.S., New York University; M.Ed., Ph.D., Bowling Green State University, 1997
Wendy Walkosky, Ph.D., *Assistant Professor of Athletic Training*, B.S., M.S., Humboldg State University; Ph.D., University of Toledo, 2006
David C. Wallach, M.S.T., *Assistant Professor of Mathematics*, B.S., Wright State University; M.S.T., Rutgers University, 1984
Sharon Walsh, M.A., *Assistant Professor of Physical Therapy*, B.S., The Ohio State University; M.A., Walsh College, 1999
Chris Ward, Ed.D., *Assistant Professor of Business; Director, Marketing*, A.A., Owens Technical College; B.S., M.B.A., The University of Findlay; Ed.D., University of Sarasota, 2004
Pamela Warton, Ph.D., *Associate Professor of Mathematics*, B.S., M.A., Ph.D., Bowling Green State University, 2006
Jean Weaver, M.B.A., *Assistant Professor of Physical Therapy*, B.S., The Ohio State University; M.B.A., The University of Findlay, 2001
Anthony J. Wilgus, M.S.W., A.C.S.W., *Associate Professor of Social Work*, B.A., University of Detroit; M.A., Roosevelt University; M.S.W., University of Michigan, 1987
Grant W. Wilkinson, J.D., *Assistant Professor of Environmental Regulation*, B.S., Boston University; J.D., Catholic University of America, Columbus School of Law, 1993
John Wolper, Ed.D., *Associate Professor of Hospitality Management; Director of Hospitality Management*, B.S., M.S., University of Massachusetts; Ed.D., Indiana University of Pennsylvania, 2001
Paula Wolper, M.B.A., *Assistant Professor of Hospitality Management*, B.A., Michigan State University; M.B.A., Pennsylvania State University, 2001
Daniel Yates, Ph.D., *Assistant Professor of Business*, B.S., Tiffin University; M.B.A., University of Dayton; M.O.D., Bowling Green State University; Ph.D., Northcentral University, 2005

Administrative Staff

Amelia Acuna, B.A., *Admissions Counselor*
Kory Allen, B.A., *Offensive Line Coach/Assistant Football Coach*
Meghan Allender, B.S., *Assistant Athletic Trainer*
Mark Alliman, *Project Manager, Center for Preparedness Program*
Ron Ammons, B.S., *Assistant Sports Information Director; Head Softball Coach*
Raquel Armstrong, *Assistant Director for Career Services and Director of Internship and Cooperative Education Programs*
Paula R. Babcock, B.A., *Prospect Researcher*
Nancy M. Bahler, *Telecommunications Manager*
Betsy M. Baier, B.S., *Administrative Assistant, College of Science*
Patricia Beck, B.S., *Director, Student Employment; Assistant Director, Career Services*
Jack R. Bender, *Trainer, Project Manager, SEEM*
Troy Berry, M.A., *Director, Athletic Tickets and Concessions; Head Baseball Coach*
Shelley Brian, *Human Resources Assistant*
B. Ann Brossia, B.A., *Development Officer*
Radell E. Brougher, B.A., *Accounts Receivable Manager*
Cindy Brown, M.A., *Head Men's and Women's Tennis Coach*
Matt Bruskotter, *Project Manager, SEEM*
David Buck, *Sports Information Director*
Jay Canterbury, *University Stores Manager*
Mimi Chan, *Blackboard Administrator*

Joseph Ciraldo, *Web Applications Developer*
Myreon K. Cobb, *Director of Physical Plant*
Lori Colchagoff, *Director of Disability Services*
Judy Cook, *Assistant Director, Financial Aid*
Bryan Crissman, B.A., *UNIX System Administrator*
Kathleen Cummings, M.S., *Head Women's Basketball Coach*
Kelly Blake Cummings, *Assistant Football Coach*
Carla L. Dee, A.A., *Office Manager, SEEM*
Jennifer Dempster, *Associate Registrar*
Thomas Dillon, Ed.D., *Interim Dean, College of Education; Dean, Graduate and Professional Studies*
Richard Dukes, *Network Infrastructure Technician*
David W. Duncan, *Business Manager, Child Equestrian Complex*
Lisa L. Dutton, Ph.D., *Dean, College of Health Professions*
David Emsweller, M.A., *Vice President, Student Services*
Dane M. Erford, M.B.A., *Controller/Assistant Treasurer, Business Office*
Charles A. Ernst, M.A., *Coordinator of Marketing and Promotions; Assistant Men's Basketball Coach*
David Ferguson, M.S., *Vice President, Development*
Natalie Jean Fittro, A.A., *Administrative Assistant to the Dean of the College of Business*
Margaret Flemion, *Executive Administrative Assistant to the President*
George Flores, *NT Server Systems Administrator*
Ryan Fox, *Network System Manager*
Vicky Francis, *Accounts Payable Manager*
Dawn Franks, M.A., *Coordinator, Degree Completion Program*
DeBow Freed, Ph.D., *President*
Penny L. Gerdeman, B.A., *Director, International Student Recruitment Programs*
Gregory Gilbert, *Assistant Athletic Director for Facilities and Compliance*
Jim Givens, M.A., *Associate Athletic Director for Development and Business*
Tony G. Goedde, M.A., *Registrar; Director, Institutional Research*
Bryan Golding, M.B.A., *Director, Recreational Services*
Connie Gundlach, *MIS Analyst and Programmer*
Clarence Guthrie, *Public Services Librarian*
Arman J. Habegger, M.A., *Director of Financial Aid*
Craig Haines, B.A., *Assistant Director of Immigration*
Bradley Hammer, B.A., *Assistant Director, Career Services; Director, Career Placement*
Charlene J. Hankinson, B.S., *Public Relations Officer*
Fiona Hanks, *Head Athletic Trainer*
Greg F. Hass, D.V.M., *Staff Veterinarian*
Jens Hatch, *Academic Technology Specialist*
Whitney Haverfield, B.A., *Media Technology Specialist*
Richard W. Henninger, D.V.M., *Staff Veterinarian*
Donna Hiltner, *Housekeeping Supervisor*
Sara A. Hingson, M.A., *Associate Registrar*
Patricia Holcomb, *Administrative Assistant, College of Education*
Robin Hopkins, M.A., *Assistant Director, Admissions*
James D. Houdeshell, P.E.D., *Special Assistant to the President; Development Officer*
Mary K. Huber, B.A., *Assistant Controller*
Harold Huffman, M.A., *Recruiting Coordinator for SEEM Academic Programs*
Keaton Hughes, *Technical Support Services Specialist*
Edward Hyland, Ph.D., *Development Officer*

Lisa Ingram, M.B.A., *Admissions Counselor, Coordinator, Equine and Pre-Veterinary Studies*
Linda A. Jackson, *Senior Women's Coordinator*
Bruce Johnston, *Assistant Athletic Trainer*
Crystal Jones, *Campus Compact Coordinator*
Shawn Jordan, *Admissions Counselor*
John W. Kayser, *Assistant Project Manager, SEEM*
Scott Kidd, B.S, *Technology Support Services Specialist*
Ronald Knopf Jr., *Web and Media Technology Services Manager*
Kay Koch, *Director, Student Office for Advocacy and Retention*
Savithri Kolla, M.S., *MIS/Analyst/Programmer*
Noah Kreischer, B.S., *Academic Technology Specialist*
Don Kurtz, B.S., *Textbook and Systems Manager*
Cynthia R. Lahey, *Administrative Assistant to the Vice President of Development*
Randall Langston, *Director, Admissions*
Connie Leatherman, *Director, Field Experience*
Nancy L. Leatherman, A.A., *Executive Administrative Assistant for the Vice President of Academic Affairs*
Anne Risser Lee, *Creative Services Coordinator*
Eric Lee, B.A., *Graphic Designer, Arts and Development*
Robert Link, *Director, Human Resources; Business Manager*
Marie Louden-Hanes, Ph.D., *Dean, Undergraduate Education*
John Maag, B.S., *Data Architect*
Pete Male, *Systems Analyst, Financial Aid*
Patrick Malone, Pharm.D., *Assistant Dean, School of Pharmacy*
Elaine M. Markon, M.S., *Assistant Director, Nuclear Medicine Institute*
Daniel May, Ph.D., *Vice President for Academic Affairs*
Julie McClintock, *Assistant Manager, Accounts Receivable*
Jolie McCutcheon, *Barn Manager, Child Equestrian Complex*
Jeffrey McGuire, *Director of Operations, SEEM*
Paula McRill, *Office Manager, Center for Equine and Pre-Veterinary Studies*
Melissa Medrick, *Admissions Counselor, Equine Program*
Mairi B. Meredith, M.L.S., *Technical Services Librarian*
Glenn A. Miehls, M.B.A., *Assistant Registrar*
Debra Miles, *Student Loan Specialist*
Brandon Mooney, B.A., *Admissions Counselor*
Caroline Moore, *Head of Circulation, Shafer Library*
Thomas Leroy Morgan, *Assistant Registrar-International Credential Evaluator*
William Mottola, *Assistant Football Coach*
Jayme Myers, *Technical Editor II*
Shawn Nelson, *Head Wrestling Coach*
Ron Niekamp, *Head Men's Basketball Coach*
Wayne Norris, *Head Men’s and Women’s Swimming and Diving Coach; Aquatic Director*
Michael Nye, *Building and Grounds Coordinator*
Ryan Patterson, *Assistant Women’s Basketball Coach*
Terry Olthouse, M.A., *Educational Coordinator, Mazza Museum*
Aaron Osborne, B.A., *Media Technology Specialist*
Katha Pancake, B.A., *Director of Development*
Brianna Patterson, B.A., *Public Relations Officer*
G. Ronald Philipp, M.Ed., *Praxis Coordinator/Field Experience*
J. Duane Philipp, M.Ed., *Licensure Officer/Field Experience*

Ogden Price, *Electrical and Mechanical Coordinator*
Rachel Punches, B.A., *Recruiter, Graduate and Special Programs*
Rebecca Quintus, *Information Services Librarian; Director, Honors Program; Coordinator of Academic Excellence Day*
Steven P. Rackley, *Director of Athletics*
Karen Rettig, *Pharmacy Admission Coordinator*
Lora Rettig, B.S., *Academic Labs and Services Manager*
Brian Reynard, *Academic Technology Specialist: Blackboard Faculty Support*
Dean Richardson, *Rink Director*
Kendall Richardson, B.A., *Director, Annual Giving*
Heather Riffle, *Director, Office of Graduate and Special Programs*
David Rossman, M.A., *Coordinator of Graduate Outreach and Partnership*
Carissa Russell, M.A., *Assistant Athletic Trainer*
Brad Salisbury, *Technology Support Services Manager*
Sandra S. Saunders, *Director of Facilities, Scheduling, and Events*
Michael Schanski, *Assistant Football Coach*
Robert W. Schirmer, M.L.S., *Director, Shafer Library*
John M. Scott, B.A., *Lima Correctional Institution*
Paul Sears, Ph.D., *Dean, College of Business*
Nichole Shafer, B.A., *Assistant Director of Admissions*
Charles Shepard II, M.B.A., *Director of Development*
Bonnie Sims, *Administrative Assistant, College of Liberal Arts*
Beth Skulina, B.S., *Alumni and Development Coordinator*
Donna M. Smith, M.A., *Director, Academic Support Center*
Jennifer Smith, *University Stores Coordinator*
Kevin E. Smith, *Project Manager, SEEM*
Lisa Snyder, *Assistant Director, Financial Aid*
Deanna M. Spraw, B.A., *Director, Alumni and Parent Relations*
Carole L. Spurgeon, *Payroll and Benefits Manager*
John Stanovich, *Assistant Dean, School of Pharmacy-External Affairs*
Donald W. Stansloski, Ph.D., *Consulting Dean of Pharmacy*
Jacolyn Stephenson, *Coordinator of Tutoring and Testing*
Dennis Stevens, Ph.D., *Dean, College of Liberal Arts*
Beth Stewart, *ATS Resource Manager*
Matthew Stimmel, B.S., *Technical Director and Scenic Designer*
Carol Stitt, *Co-Barn Manager, Center for Equine and Pre-veterinary Studies*
Richard Strahm, *Part-time Consultant, Major Donors and Development Officer*
Suzanne English Sullivan, B.A., *Director, Public Information*
Rita M. Sweet, *Executive Administrative Assistant, Vice President for Business Affairs*
Brian Taylor, *Assistant Wrestling Coach; Cardio Center Assistant Manager*
Janet R. Mrvosh Taylor, M.Ed., *Director, Career Services*
Martin L. Terry, B.S., *Vice President, Business Affairs*
Brian Treece, M.A., *Assistant Dean of Students; Director, Housing and Residence Life*
Mitchell Treece, *Operating and Systems Administrator*
Scott Trimmer, *Academic Technology Specialist*
Kelly M. Vackert, *IT Licensing and Contract Coordinator*
Deb VanAtta, *Assistant Director, Immigration and International Admissions and Services*
J. Randall Van Dyne, M.B.A., *Assitant Vice President, Executive Director, School for Environmental*

Emergency Management
Kelli Wages, *Coordinator, International Admissions and Immigration*
Chad Wagner, *Head Strength and Conditioning Coach; Assistant Football Coach*
Kenneth Walerius, *Director, Safety and Security*
Christine Walko, *Technology Support Service Specialist*
Rachel Walter, B.A., *Assistant Director, Housing and Residence Life*
Scott Walthour, *Chief Technology Officer*
John Wauford, M.A., *Head Football Coach*
Charles Webb, B.S., *Admissions Counselor*
Daniel Webb, *Business Manager, Center for Equine and Pre-Veterinary Studies*
Brenda Weber, *Executive Administrative Assistant, Vice President of Student Services*
Sharinda Welton-Peeler, *Director, Student Activities and Commuter Student Services*
Tony Wenzinger, B.A., *Director, Print and Postal Services*
Linda Werst, *Co-Barn Manager, Center for Equine and Pre-Veterinary Studies*
Karyn Westrick, M.A., *Director of Counseling Services*
Amy Will, *Assistant Athletic Trainer*
Ginny Williams, M.S., *Assistant Director, Counseling Services*
Scott Wolke, *Network Administrator*
Betty Yarnell, *Administrative Assistant, Graduate and Special Programs*
Karen R. Yingling, R.N.,C, *Director of Health Services*

Athletic Department Staff

Kory Allen, B.A., *Assistant Football Coach/Offensive Line Coach*
Meghan Allender, B.S., *Assistant Athletic Trainer*
Ron Ammons, B.S., *Assistant Sports Information Director; Head Softball Coach*
Troy Berry, M.A., *Director of Tickets and Concessions; Head Baseball Coach*
Cindy Brown, M.A., *Head Men's and Women's Tennis Coach*
David Buck, *Sports Information Director*
Kathleen Cummings, M.S., *Head Women’s Basketball Coach*
Kelly Blake Cummings, *Assistant Football Coach/Linebackers*
Deanna Eatherton, *Administrative Assistant, Athletics*
Charles Ernst, B.A., *Assistant Men's Basketball Coach; Coordinator of Marketing and Promotions*
Greg Gilbert, *Assistant Athletic Director for Facilities and Compliance*
Jim Givens, M.A., *Associate Athletic Director for Development and Business*
Bryan Golding, M.B.A., *Director, Recreational Services*
Fiona Hanks, *Head Athletic Trainer*
Linda Jackson, *Senior Women’s Coordinator*
Bruce Johnston, *Assistant Athletic Trainer*
William Mottola, *Assistant Football Coach/Offensive Coordinator*
Shawn Nelson, *Head Wrestling Coach*
Ron Niekamp, *Head Men's Basketball Coach*
Wayne Norris, *Head Men’s and Women’s Swimming and Diving Coach; Aquatic Director*
Ryan Patterson, *Assistant Women’s Basketball Coach*
Steven P. Rackley, *Director of Athletics*
Dean Richardson, *Rink Director*
Carissa Russell, M.A., *Assistant Athletic Trainer*
Michael Schanski, *Assistant Football Coach*
Brian Taylor, *Assistant Wrestling Coach; Cardio Center Assistant Manager*

Chad Wagner, *Head Strength and Conditioning Coach; Assistant Football Coach*
John Wauford, M.A., *Head Football Coach*
Amy Will, B.S., *Assistant Athletic Trainer*

Equestrian Studies Staff

Michelle Arnold, *Riding Instructor*
Jacob Bowman, *Riding Instructor*
Clark R. Bradley, *Riding Instructor*
Stephen Forrest Brown, *Director, Western Riding Program; Riding Instructor*
Janet Harms, *Riding Instructor*
Sandra McCarthy, *Director, English Riding Program; Riding Instructor*
Jolie McCutcheon, *Barn Manager, Child Equestrian Complex*
Cynthia Morehead, *Riding Instructor*
Arthur O'Brien, *Riding Instructor*
Amanda Smith, *Riding Instructor*
Mark Smith, *Riding Instructor*

Non-administrative Staff

Brenda K. Alliman, B.A., *Administrative Assistant, University Veterninary Services, Inc.*
Lisa K. Bacci, *Administrative Assistant, Equestrian and Pre-Veterinary Studies*
Angela S. Behney, B.S., *Clerk, Bookstore*
Jane M. Bender, *Administrative Assistant, Area of Social Science*
Sonja L. Benedict, *Administrative Assistant, University Relations*
Nancy Bickford, M.B.A., *Periodicals Assistant, Shafer Library*
Elsie Bishop, *Administrative Assistant, Financial Aid*
JoAnn E. Blankenship, B.A., *Administrative Assistant, College of Sciences*
Teresa Blosser-Kisseberth, B.S., *Administrative Assistant, Child Equestrian Complex*
Cindy Bormuth, *Information Center and Box Office Coordinator*
Kathryn A. Bradford, *Administrative Assistant, College of Business*
Susan A. Briggs, A.A., *Print Services Technician*
Robin Bryan, *Administrative Assistant, Academic Support Center*
Cori Burchnell, *Barn Foreman, Child Equestrian Complex*
Renee Caskie, *Inquiry Manager, Graduate and Special Programs Office*
Tim Coppes, *Part-time Clerk, Orange and Black Pro Shop*
Amy Craven, *Administrative Assistant, Career Services*
Carrie Davisson, *Part-time, Accounts Receivable Clerk*
Nicole Decker, *Print Shop and Postal Services Clerk*
Cathy Donovan, *Part-time Administrative Assistant, Undergraduate Language and Culture Area*
Elizabeth Livesay Drown, *Records Manager, Admissions*
Deanna Eatherton, *Administrative Assistant, Athletics*
Cynthia A. Fry, *Administrative Assistant, Physical Therapy*
Karen Fulks, *Administrative Assistant, Alumni and Parent Relations*
Margaret Gartner, *Administrative Assistant, Area of Fine Arts*
Beth Gault, *Administrative Assistant, Facilities Scheduling and Events*
Regina George, *Administrative Assistant, Graduate TESOL Program*
Michelle Groshoske, *Administrative Assistance, Office of Graduate and Special Programs*
Anne Hermiller, *Administrative Assistant, School of Pharmacy*
Jennifer Hoskins, *Cashier, Accounts Receivable*
Jane Ickes, *Administrative Assistant, Occupational Therapy*

Jean M. Kastner, A.A., *Cataloging Assistant, Shafer Library*
Kristi Kleatsch, *Administrative Assistant, Academic Affairs*
Amanda Kurtz, *Part-time, Orange and Black Shop*
Rebecca Lauger, *Administrative Assistant, Admissions*
Sheri Leatherman, *Administrative Assistant, College of Education*
Colene Lewis, *Postal Clerk*
Karen Lieb, *Administrative Assistant, Human Resources*
Deborah Longworth, *Accounts Receivable Clerk*
Betsy Martindale, *Part-time, Administrative Assistant, Child Equestrian Complex*
Robin Mays, *Switchboard Operator/Security Dispatcher*
Peggy McBride, *Administrative Assistant, Physicians Assistant Program*
Barbara J. McCrory, *Administrative Assistant, Mazza Museum*
Georgia McStraw, *Administrative Assistant, Teacher Education Office*
Cindy Messenger, *Data Entry*
Tamela Miller, *Administrative Assistant, Shafer Library*
Jane Niese, *Administrative Assistant, College of Health Professions*
Jerolyn R. Niswander, *Administrative Assistant, Director of Counseling Services*
Lisa Peter, *Payroll Clerk*
Diana Quate, *Administrative Assistant, Admissions*
Suzanne Recker, *Administrative Assistant, Office of International Student Admissions and Services*
Trina Reichenbach, *Part-time Clerk, Office of the Registrar*
Veronica Rice, *Administrative Assistant, Office of Student Activities and Commuter Student Services*
Jennifer J. Richards, *Acquisitions Assistant, Shafer Library*
Heather Riddle, *Veterinary Technician, Child Equestrian Complex*
Jennifer Risner, *Administrative Assistant, SEEM*
Paula Sadler, A.A., *Administration Assistant, Nuclear Medicine Institute*
Carol Schleucher, *Part-time Fiscal Clerk, Accounts Payable*
Brenda Sheline, *Administrative Assistant, English*
Katrina Shull, *Administration Assistant, Employer Relations*
Holli Sierra, *Cashier, Business Office*
Carmen Smith, *Administrative Assistant, Office of International Admissions and Services*
Ruth Stechschulte, *Recorder, Office of the Registrar*
Sue Stoffel, *Administrative Assistant, Physical Plant*
Kim Stuckey, *Fiscal Clerk, Business Office*
Tracy Tweed, *Administrative Assistant, Cosiano Health Center*
Tami Vance, *Inquiry Manager, Admissions*
Cindy Walerius, *Part-time, Administrative Assistant, IELP*
Patricia Welch, *Administrative Assistant, Accounts Receivable*
Rebecca Wilhelm, *Clerk, Accounts Payable*
Amber Wolfrom, *Inquiry Manager, Office of International Admissions*
Lesa Word, B.S., *Administrative Assistant, Occupational Therapy*
Catherine Yoxtheimer, B.S., *Technical Administrative Assistant*
Angela Zeglen, B.S., *Administrative Assistant, Annual Giving*
Diane Zeyen, *Publications Coordinator, SEEM*

Physical Plant

Christine Anderson, *Housekeeper*
Louise Bays, *Housekeeper*
Stephanie Beach, *Housekeeper*
Susan Berger, *Housekeeper*
Gary Bibler, *Maintenance*
Irene Binkley, *Housekeeper*
Amy Bosak, *Housekeeper*
Gerald (Gary) Carrick, *Assistant Electrician*
Michelle Chamberlain, *Housekeeper*
Charles Coldren, *Bus Driver*
Brenda Conley, *Housekeeper*
Pamela Cooper, *Housekeeper*
Christina Cox, *Housekeeper*
Sue Cox, *Housekeeper*
Brenda Dillinger, *Housekeeper*
Susan Eiserle, *Housekeeper*
Linda Fielder, *Housekeeper*
Sue A. Flanders, *Groundskeeper*
Gregg Fox, *HVAC Technician*
James Fry, *Plumber*
Tina Gerken, *Housekeeper*
Shawn Gibson, *Groundskeeper*
Chad Gossman, *Assistant Electrician*
Sylvia Guzman, *Housekeeper*
Barbara A. Hartman, *Housekeeper*
Randall G. Hertel, *Locksmith*
Melodylaine Hessey, *Housekeeper*
Karen Hilkert, *Housekeeper*
Karen Hill, *Housekeeper*
Virgil (Ray) Ireland, *Floor Care*
April Ishmael, *Housekeeper*
Patricia A. Kidd, *Housekeeper*
Rick A. Kidd, *Maintenance, South Campus*
John Kruse, *Painter*
Jeffrey P. Lewis, B.A., *Maintenance, Shipping and Receiving*
Lawrence Lynch, *Housekeeper*
Marie L. Marquart, *Housekeeper*
Brenda McCoy, *Housekeeper*
Stacey Miller, *Housekeeper*
Christopher Moore, *Carpenter*
Roger Niese, *HVAC Technician*
Jane Olivarez, *Housekeeper*
Virginia I. Osborn, B.A., *Housekeeper*
Donald Otto, *HVAC Assistant*
Linda L. Palmer, *Housekeeper*
Levi Rausch, *Maintenance, South Campus*
Kimberly Ray, *Housekeeper*
Samuel Ream, *Groundskeeper*

Wayne Risser, *Maintenance, Child Equestrian Complex*
Jackie Sabbe, *Housekeeper*
Keith Samsal, *Groundskeeper*
Darwin Searfoss, *Housekeeper*
Sarah Searfoss, *Housekeeper, South Campus*
Jeanette Sickle, *Housekeeper*
Shari Smith, *Groundskeeper*
Karen Starr, *Housekeeper*
Barbara J. VanDermark, *Housekeeper*
Steve Ward, *Groundskeeper*
Elaine Wilkinson, Housekeeping
Linda Wolford, *Housekeeper*
Rodger Wolford, *Plumber*
Linda Young, *Housekeeping*

Office of Safety and Security

Kevin Baker, *Part-time/On Call*
Steven Baum, *Sergeant*
Derek Boutwell
Nolan Eatherton, *Part-time/On Call*
Kyle Ford, *Part-time/South Campus*
David Foust
Ryan Hackworth
Robert Hartman, *South Campus/Night Watch Officer*
Ann (Chris) Hepperly-Ford, *Part-time/Night Security/South Campus*
David Katafias, *Part-time/On Call*
Dawn LaRoche, *Part-time/On Call*
Tracy Love, *Part-time/Main Campus*
Ira Mansfield, A.S.
Harvester (Harvey) Moritz
Linsee Ostrander, *Part-time/On-call Security*
Howard Rader
Jason Tussing
Thomas Tussing, *Child Equestrian Complex/Night Watch Officer*

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