

# Bulletin 2014-2015

## Our Lady of the Lake University of San Antonio

### Graduate Studies



411 S.W. 24th Street  
San Antonio, Texas 78207-4689  
210-434-6711  
ollusa.edu

This Bulletin supersedes all previous issues. Any student whose program is interrupted by an absence of one year or more may incur the obligation of meeting changed requirements as printed in the current Bulletin.

Our Lady of the Lake University of San Antonio reserves the right to withdraw courses at any time, and to change fees, rules, calendar, curricula, degree programs, degree requirements, graduation procedures and any other requirement affecting students. Changes will become effective whenever the appropriate authorities so determine. The provisions of this Bulletin do not constitute a contract, expressed or implied, between an applicant, student or faculty member and Our Lady of the Lake University of San Antonio.

Our Lady of the Lake University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Our Lady of the Lake University that fall under one of these areas: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

For other concerns or complaints, contact the Vice President for Student Life (campus life, student activities, etc.), Vice President for Academic Affairs (academic issues) or Director of Human Resources (employee issues).

# **An Equal Opportunity Educational Institution**

Our Lady of the Lake University believes in equal access to education and does not discriminate against members of any group because of their race, color, ancestry, religion, sex, sexual orientation, age, national origin, veteran status, disability or genetic information, or any other characteristic or status that is protected by federal or Texas law. The University follows Department of Education guidelines; Executive Order 11246 of October 1, 1972; Title IX of the Educational Amendments of 1972; and subsequently issued federal guidelines and regulations.

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# The University

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## History

Our Lady of the Lake University of San Antonio was founded by the Congregation of Divine Providence, a religious order begun in 18th century Lorraine, France. Members of the Congregation first arrived in the United States from France in 1866, and the initial establishments of the Congregation in America were in Austin, Texas, in 1866 and in Castroville, Texas, in 1868. In 1883, the Congregation became incorporated by the State of Texas for the purpose of granting diplomas and degrees; the first post-secondary program instituted by the Congregation consisted of normal courses offered for sisters preparing to enter the teaching profession.

In 1895, construction was started at the current site of the main campus, and by 1896, the general administration of the Congregation of Divine Providence was transferred from Castroville to San Antonio, where the campus of what became Our Lady of the Lake University was developed. The first college program began in 1911 as a two-year curriculum for women. In 1919, the curriculum was expanded to four years and the institution was admitted to membership in the Texas Association of Colleges. Graduate work, begun in 1942, was coeducational from its inception; all programs became fully coeducational in 1969.

In 1923, the University became the first San Antonio institution of higher education to receive regional accreditation. In 1927, it became the third Texas school to be approved by the American Association of Universities.

In 1975, the name of the institution was changed from Our Lady of the Lake College to Our Lady of the Lake University of San Antonio in recognition of the expanded mission and the complex structure that had developed.

Living up to its mission of providing education to those with limited access, the University introduced the Weekend College concept at the San Antonio campus in 1978. Weekend College, now part of the University's array of non-traditional scheduling options, was the first program of its kind in the region offering adult students an option for completing a degree while maintaining full-time employment. OLLU began offering Weekend Degree programs in the Houston area (now in The Woodlands) in 1986, and in the Rio Grande Valley in 2008.

Our Lady of the Lake University currently offers 33 undergraduate majors and minors, 14 master's degree programs and two doctoral degree programs. Academic degree programs are offered in the arts, sciences, business, education, professional studies and social work. OLLU also offers a dual-language (English and Spanish) certification option with all undergraduate degree programs. Classes are offered in daytime, evening, weekend and online formats.

## Mission Statement

As a Catholic university sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a community whose members are committed to serve students by:

- Ensuring quality, innovative undergraduate and graduate learning experiences;
- Fostering spiritual, personal, and professional growth; and
- Preparing students for success and continued service.

*Approved by the Board of Trustees, May 27, 2010.*

## Accreditation

Our Lady of the Lake University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Our Lady of the Lake University that fall under one of these areas: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

For other concerns or complaints, please contact the Vice President for Student Life (campus life, student activities, etc), Vice President for Academic Affairs (academic issues) or Director of Human Resources (employee issues).

The University has also received appropriate accreditation or approval for various programs from the American Speech-Language-Hearing Association, the Council on Social Work Education, the Accreditation Council for Business Schools and Programs, the American Psychological Association, and the Texas Education Agency State Board for Educator Certification. In addition, OLLU is a National Center of Academic Excellence in Information Assurance Education (CAEIAE), a designation of the National Security Agency (NSA) and the Department of Homeland Security (DHS) in support of the President's 2003 National Strategy to Secure Cyberspace. Documents pertaining to the University's accreditation may be viewed in the office of the Vice President for Academic Affairs during normal business hours.

## Vision Statement

Inspired by Catholic values and the heritage of the founding Congregation of Divine Providence, Our Lady of the Lake University is a community called to transform individuals as they discover their purpose in life.

We aspire to be nationally recognized for our distinctive programs, our expertise in Mexican American culture, and our diverse graduates who lead and serve with faith and wisdom to improve the world.

*Approved by the Board of Trustees, May 22, 2008.*

## Sources of University Support

Generous gifts to OLLU from alumni, individuals, companies, organizations, private foundations and federal agencies provide significant financial support for an extensive array of educational needs. Those needs include, but are not restricted to, scholarships, library holdings, technological needs, equipment, capital projects, the retention and recruitment of quality faculty and the enrichment of the University's endowment.

OLLU is proud of the thousands of alumni who give through the annual Lake Fund to their alma mater during Phonathon, through direct mail and online or because of a personal visit. OLLU is also grateful to the companies and private foundations that give, including recently The Greehey Family Foundation; AT&T Foundation; Baptist Health Foundation; Methodist Healthcare Ministries; Capital One; H-E-B; Coates Foundation; Bengal Energy; Flohr Enterprises, Inc.; Lilly Endowment, Inc.; The Hearst Foundations; Pizza Hut of San Antonio; San Antonio Livestock Exposition; San Antonio Area Foundation; USAA Federal Savings Bank; The Gordon Hartman Family Foundation; The Charitable Foundation of Frost National Bank; Valero Energy Corporation; Sembradores de San Antonio; Broadway National Bank; The Zachry Foundation; The Halff Foundation; CPS Energy; Rackspace; Lo Bello; Hogg Foundation; Citi Foundation; and many more.

Other benefactors provide financial support through deferred gifts such as bequests in wills, trust funds, life insurance policies, annuities and other planned giving vehicles. The University's 21st Century Circle honors those who make their planned gift intentions known to the Office of Development.

Many University-sponsored educational programs and projects have been funded through federal granting agencies, including: the National Science Foundation, U.S. Department of Defense, U.S. Department of the Navy, U.S. Department of Education, U.S. Department of Health and Human Services and the National Aeronautics and Space Administration

OLLU is a registered 501 C-3, nonprofit educational institution, and all contributions are fully tax deductible in accordance with IRS rules governing charitable gifts. Information regarding contributions is available from the Office of Development.

## The University Community

The community which is Our Lady of the Lake University of San Antonio consists of some 101 full-time and 158 part-time faculty, 283 full-time and 8 part-time staff members, and approximately 3,200 students, including resident students, commuter students, inter-institutional cross-registrants, online students and non-traditional students in San Antonio, The Woodlands (Houston), and La Feria (Rio Grande Valley). Graduate students represent almost half of the University's total enrollment.

Campus governance begins with the Board of Trustees, a lay board widely representative of the various ethnic groups, religious and professional interests of the external civic community. Faculty and students share in decision-making through a system of faculty-student policy-making and advisory committees. In addition, students control their own campus business through their Student Government Association with its general council.

The academic programs of the University are organized into the College of Arts and Sciences and the professional schools of the School of Business and Leadership, the School of Professional Studies and Worden School of Social Service. Various support services are provided by the divisions of Academic Affairs, Enrollment Management, Finance and Facilities, Information Technology Services, Institutional Advancement, Mission and Ministry and Student Life.

Of special interest to students are the following offices: Student Success Center (advising, assessment, disability services, tutoring, Career Services Office, McNair Scholars Office, Trio Office and Writing Center), the Center for Service-Learning and Volunteerism, University Ministry, and the Student Life Division (student leadership, entertainment, food service, health services, housing, intramurals, National Association of Intercollegiate Athletics sports teams, organizations, personal counseling, recognized student organizations, recreation and wellness center).

As part of its community service and research functions, the University also maintains the Harry Jersig Center providing diagnosis and therapy for communication and learning disorders; and an off-campus Community Counseling Center; the Old Spanish Missions Historical Research Library; the Center for Women in Church and Society; the Center for Mexican American Studies and Research; the Center for Science and Mathematics Education; and the International Folk Culture Center.

## Location

The main campus of Our Lady of the Lake University is located in historic San Antonio, a vibrant and diverse city with a population of more than one million. San Antonio is the seventh largest city in the nation and is the gateway to Mexico and Latin America. Founded by Spanish missionaries in 1718, San Antonio has combined the colorful traditions of many cultures. Enjoyed by visitors are the famed Alamo, the "Shrine of Texas Liberty"; the chain of Spanish missions (including Mission San



Jose, the best-preserved mission in the United States); La Villita, a restored 18th century Spanish settlement; the Spanish Governor's Palace; San Fernando Cathedral; and King William Historic District, a restored section of 19th century German homes. Along the banks of the San Antonio River, which meanders between the skyscrapers of the downtown area, is the colorful Paseo del Rio, a major tourist attraction replete with sidewalk cafes, art galleries, antique shops and night clubs. The river also leads into HemisFair Plaza, site of the 1968 World's Fair, and now the convention center for the city.

The city has long been established as a major medical and military center and now is quickly becoming known for its telecommunications, security, energy, finance, manufacturing and tourism industries. Corporations such as Toyota, the fourth-largest automaker in North America; Valero Energy Corp., the nation's largest oil refinery corporation; Clear Channel Communications, a global media and entertainment corporation; and the National Security Agency, have also made San Antonio home. With a growing corporate and medical presence, OLLU students have a variety of internship opportunities and career choices upon graduation.

San Antonio offers outstanding music and event venues such as the Alamodome, Majestic Theatre and Aztec Theatre; several fine museums including the San Antonio Museum of Art, the McNay Art Museum, the Institute of Texan Cultures and the Witte Museum; Market Square, the largest Mexican marketplace outside of Mexico; Six Flags Fiesta Texas; and three of the top 10 tourist attractions in Texas - the Alamo, the River Walk and SeaWorld San Antonio. The city also is home to the minor league baseball team, the San Antonio Missions, the Arena Football League's San Antonio Talons, the North American Soccer League's San Antonio Scorpions, the WNBA's San Antonio Silver Stars and the NBA's five-time World Champion San Antonio Spurs.

An important military center, San Antonio is the site of Fort Sam Houston (U.S. Army post) and Lackland and Randolph Air Force Bases. It is served by the Amtrak rail system and by numerous airlines. The city is on several major highways, including IH 35 (the Pan American Highway), IH 10 (a transcontinental highway) and IH 37 (roadway to the Texas coast).

Located at the edge of the Texas Hill Country, San Antonio is less than three hours by car from the Gulf of Mexico and Padre Island, a national park, and from Mexico. The state capital, Austin, is 70 miles away. San Antonio is situated at an average elevation of 700 feet above sea level. Its climate, with an average temperature of 68.5 degrees, has given it the title "The City Where the Sunshine Spends the Winter."

## Campus and Buildings

Located three miles west of downtown San Antonio, the campus of Our Lady of the Lake University of San Antonio provides a commanding view of the city's skyline (dominated by the 750-foot Tower of the Americas), of the tree-covered hills of northwest San Antonio and of Lake Elmendorf, which arcs its way around the northeast edge of the campus.

The large, lakeside campus itself presents intriguing contrasts: historic four-story Gothic structures stand alongside newer buildings of simple design; paved driveways and parking lots intersect green lawns and flower beds; malls and groves of stately live oak and pecan trees provide a quiet retreat from the activities of recreational courts and playing fields.

Towering high above all other structures and clearly visible from many points in the city is the majestic chapel spire of the Sacred Heart Conventual Chapel, whose bells sound out the hour and quarter hours. The chapel is admired for its Gothic design, its white marble altars and its stained glass windows from Munich, Germany.

The Main Building, first opened in 1896, is a multipurpose building containing administrative offices, classrooms, computer labs, a cafeteria, and student areas. It reopened in 2010 after a major renovation. The 51,690 square feet Sister Elizabeth Anne Sueltenfuss Library integrates

traditional library resources with the latest multimedia and information technology resources. It also houses the Academic Center for Excellence where students can access tutoring, the writing center and other academic support services. Moyer Hall includes the newly developed Student Success Center featuring where students can access advising and retention services. The Florence Walter Student Service Center houses the Assessment Center, Student Employment Office, Registrar's Office, Financial Aid Office, Student Accounts Office, Cashier, and the University Police.

Academic buildings include Griffith Fine Arts and Humanities Building, Harry Jersig Center, International Folk Culture Center, Main Building, Metz Hall, Moyer Hall, Thiry Auditorium, Worden School of Social Service, and the Convent Building. Other facilities are Casa Caritas, Elliott House, Providence Hall, St. Ann's Hall, St. Martin Hall and the University Wellness and Activities Center. Residence Halls are in Ayers Hall, Centennial Hall, Flores Hall, Pacelli Hall, Providence Hall, and St. Ann's Hall.

## Core Values

Our Lady of the Lake University is a Catholic community with a faith in a Provident God at its roots. The quality of our relationships defines our work toward the Mission and the Vision. Our core values reflect what we believe and live in our daily lives as faculty, staff and administration of Our Lady of the Lake University:

**Community:** We are a community who values and expects:

- Respect for diversity of experience, thought and expression;
- Transparency and accountability; and
- Productivity, creativity and innovation.

**Trust:** We recognize our individual and collective roles and responsibilities. As loyal and contributing members of the University, we demonstrate:

- Conscientiousness in performing our duties;
- Accountability to one another; and
- Responsibility for University resources.

**Integrity:** We engage in consistent, professional practice throughout our relationships that involve:

- Honesty, openness, and ethical behavior; and
- Congruence between ideals and behavior.

**Service:** We are each called to share our resources through:

- Use of our personal skills and knowledge for the benefit of others; and
- Promotion of the common good of the University and external communities.

Approved by the Board of Trustees, January 26, 2012.

# Academic Regulations

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## General Policy

Our Lady of the Lake University of San Antonio believes that the collective quest of the University community for self-realization can take place most effectively when there are some common understandings about how this joint endeavor of faculty and students is to be achieved. The University's academic regulations, therefore, codify some of these understandings so that the collective educational enterprise will be one of order and harmony.

The University also believes, however, that the best educational program is person-centered, one which can help students develop as individual persons along all the dimensions where growth appears necessary or desirable, without separating the intellectual from other aspects of individual development. Further, it holds that self-liberalization and self-realization take place best in an atmosphere of personal freedom, intellectual self-determination, and open communication.

Because a university is an ongoing enterprise that can carry out its mission only through constant adaptation to new needs and changing circumstances, Our Lady of the Lake University reserves the right to change any of its educational policies or procedures (including admissions and graduation requirements, curricular scope and content, schedule of offerings, fees and refunds, and regulations affecting students) at any time with notice to students.

The University also reserves the right to refuse to admit or readmit, or to dismiss any student at any time within policy, rules and regulations.

## Academic Advising Procedures

A faculty or professional staff member assists each student in preparing a degree plan, approves the student's course schedule for each enrollment period, and assists with any academic problems that may occur. Although students are expected to avail themselves of the adviser's assistance wherever needed, each student individually assumes the final responsibility for the selection of courses meeting degree and certificate requirements. The adviser's approval is not required, but highly suggested for students registering for courses, adding, dropping or changing courses in person with the Registrar's Office. The adviser's approval is required for taking courses at other institutions, and for exemptions from academic regulations. Regular consultations with advisers are recommended for all students.

## Registration Procedures

Students must register in person or online by the last registration day as noted in the official University calendar. Students who register after the last official day of early registration will be charged a late fee.

Weekend Degree Program students may register through the online registration system, by phone, fax, email or in person in the Weekend College in San Antonio or the Weekend College Office in Houston for courses offered at that location. Registration for courses at off-campus locations follows procedures and policies determined by the Weekend College Office.

The University reserves the right to cancel on-campus courses for which the enrollment is fewer than 10 students and off-campus courses for which the enrollment is fewer than 20 students.

## Cross-Registration (Inter-Institutional Registration)

Bilateral agreements between the institutions of the United Colleges of San Antonio (UCSA) permit simplified procedures for student cross-registration. Our Lady of the Lake University students may enroll in courses at the University of the Incarnate Word, Oblate School of Theology and St. Mary's University through the same process by which they enroll for courses at their home campus.

Information/restrictions concerning Cross-Registration:

1. Students at any UCSA institution may, with appropriate authorization of that institution, register for courses at the graduate or undergraduate level at the other institutions, provided all academic prerequisites of that institution offering the courses are met.
2. Students cross-registering at the secondary institution shall pay tuition at their "home" institution, plus any applicable course fees. Students must meet all applicable academic prerequisites and shall be subject to class attendance rules, grading policies, disciplinary regulations, and grievance procedures of the offering institution as these affect the course(s) taken.
3. Students may cross-register at and through their home institution for courses at the secondary institution, processing their registration and paying their tuition and applicable course fees at the home institution.
4. Restrictions to cross-registration process:
  - a. Independent study courses and individual instruction
  - b. Doctoral-level courses and programs
  - c. Developmental (precollege), 1000 and 2000 level courses will not be available for cross-registration unless exempted from the restriction by the appropriate college or school dean of from the institution to be attended. Such exemption may be for a specific student enrolled or for a course.
  - d. Weekend College courses at Our Lady of the Lake University
  - e. ADCaP courses at the University of the Incarnate Word
  - f. School of Law courses at St. Mary's University

Procedures for OLLU students registering for Inter-Institutional courses:

1. Obtain and complete the "Request for Cross-Registration" form from the Registrar's Office. Obtain all required OLLU signatures.
2. Obtain signatures from the Chair of the Department/Dean of the School and Registrar's Office from the institution where the course will be taken.
3. Submit original (signed) copy of "Request for Cross-Registration" form with approval or add/drop from to the OLLU Registrar's Office for processing. Allow two working days for processing each request.
4. Student is responsible for notifying the Registrar's Office of any changes made to the registration, i.e. cancellation of sections, dropping and/or adding sections/courses.

## Class Attendance

Punctual attendance at each class and laboratory period is an obligation of the student. For some classes, the attendance requirements are determined by the college, school or department; for others, the individual faculty member sets attendance requirements in keeping with the nature of the course and the level of the students. Failure to conform to attendance requirements may subject a student to a failing grade or institutional withdrawal.

## | Academic Regulations

The University is required to monitor attendance for certain categories of students, such as those attending on Veterans Administration benefits, and to report these attendance records to the agency concerned.

### Withdrawal Procedure

A student may initiate a withdrawal from a class only by presenting the properly signed withdrawal forms to the Registrar's Office. Informal notice to faculty neither cancels registration nor the student's contract with the Student Business Office.

The University may initiate an institutional withdrawal for disciplinary reasons or for students who are delinquent or in default of payment. Students on institutional withdrawal are prohibited by University policy from continuing their coursework.

Faculty members may initiate the withdrawal of student(s) enrolled in their class(es) by submitting a request to the Registrar's Office. Upon completion of the withdrawal procedure in the Registrar's Office, the student will be withdrawn with a grade of WI.

### Repeating Courses

If a student repeats a course, the last grade received (excluding grades of Q, W, AU, WI or NC) is the permanent grade for the course. Any previous grade earned for the course remains on the transcript but is no longer computed in the grade point average.

### Assessments and Examinations

To receive course credit, students must be able to demonstrate attainment of the course's specified academic outcomes. Faculty members may use various kinds of evaluative tasks for this purpose, including quizzes, examinations, papers, reports, laboratory work, special projects and external assessments. Students are expected to meet faculty specifications and deadlines for these assessment activities.

A final examination period is scheduled in every session to permit faculty to give two-hour final examinations. In the week prior to final examinations, no new long assignments may be given, although regular class assignments may be given, and long-range assignments, such as term themes, which have been given several weeks in advance, may be due.

Faculty may, at their discretion, waive any part of a course assessment, including a final examination, provided that the remaining elements of the course assessment ensure an adequate evaluation of all essential student academic outcomes or course objectives. If an adequate assessment is not otherwise available, however, a faculty member is never obligated to waive a final examination or any other assessment element, even for a graduation candidate or a student with a disability.

### Grading System

In the explanation below, "I" followed by a grade indicates student received an "Incomplete" grade which has been completed and changed to the specified grade. E.g, "IA" means a student received an "I" but later completed the work and earned an "A."

A+, A, A- (IA+, IA, IA-)

Indicates excellent achievement demonstrated by

1. Competency and accuracy of knowledge
2. Sustained and effective use of knowledge

3. Independence of work
4. Originality (Grade points: 4.00)

B+, B, B- (IB+, IB, IB-)

Indicates satisfactory achievement in the same factors listed under the "A" grade. (Grade points: 3.00)

C+, C, C- (IC+, IC, IC-)

Indicates below-average performance. (Grade points: 2.00)

No more than six semester hours of "C" grades may be counted toward a master's degree; these must be balanced by "A" grades in other degree required courses. "C" grades may not be counted towards doctoral degrees.

D+, D, D- (ID+, ID, ID-)

Unsatisfactory work; does not count toward a master's degree; does not fulfill course requirements or prerequisite and must be repeated; will result in being placed on Scholastic Probation for the next nine hours of course work at the University. (Grade points: 1.00)

P - Indicates "pass" on the Pass-Fail system; awarded for the achievement of the minimal objectives of the course. (Grade points: "P" not counted in grade point average; "F" counts same as "F" grade below)

**NOTE:** The Pass-Fail option is available to graduate students only when the entire class is offered under this option.

I - Indicates incomplete work; used at the discretion of the faculty member when a student has legitimate reasons for being unable to complete requirements on time. (Grade points: not counted in grade point average)

At the time the grade is submitted, the faculty member selects a date by which the work must be completed. The date may be earlier than the standard date but may not be later than the end of term in which the standard date is included. If a specific date is not assigned by the faculty member, the standard date (six weeks into the next long term) will apply.

**NOTE:** Deadline for changing Incomplete grades:

1. "I" grade received in the Fall Term must be removed during the first six weeks of the Spring Term.
2. "I" grade received in the Spring Term must be removed during the first six weeks of the Fall Term; however, in the case of those students who may be liable for academic discipline, the incomplete grade must be removed within the first six weeks of the Summer Term.
3. "I" grades received in the Summer Term must be removed during the first six weeks of the Fall Term.

A faculty member may request from the Registrar an extension of time for the removal of incomplete grades. Exceptions may not extend beyond the end of the term in which the incomplete is due to be completed.

An incomplete grade which has not been removed within the allotted time automatically becomes an F. An "I" grade cannot be changed to AU, NC, Q, W, WI or X.

Q - Indicates official withdrawal from a course during refund period. (Grade points: not counted in grade point average)

W - Indicates official withdrawal from a course after refund period. (Grade points: not counted in grade point average)

**Note:** Specified deadlines to drop classes for each session are listed on the narrative calendars posted on the Registrar's website.

AU - Audit – Indicates non-credit. (Grade points: not counted in grade point average)

## | Academic Regulations

NC - No credit – indicates credit not granted for course. (Grade points: not counted in grade point average)

F - Indicates failure; removed from grade point average when course is successfully repeated; causes master's and doctoral students to be placed on Enforced Scholastic Withdrawal. (Grade points: 0.00)

X - Indicates that the work of the course extends over more than one term. Given in approved practicum, internship, field experience or thesis courses, and replaced by the appropriate letter grade when the work is completed. (Grade points: not counted in grade point average)

May also be used for mid-term grades for practica, internships or field experience.

WI - Indicates the student was withdrawn from the class by action of the faculty member or administration. (Grade points: not counted in grade point average)

## Grade Point Average

The grade point average is obtained by dividing the grade points earned by the grade point divisor. For more information on calculating a grade point average, visit [www.ollusa.edu/registrar](http://www.ollusa.edu/registrar). The cumulative grade point average used for most records is based on the total grade points earned from courses taken at OLLU and credit accepted in transfer. Although faculty may at their discretion add pluses or minuses to letter grades, these distinctions are not calculated in the grade point average. A cumulative grade point average of 3.00 is required for graduate degrees.

## Weekend College Program

Weekend College encompasses the University's nontraditional weekend, online and continuing education programs. Weekend College began in the fall of 1978 as a scheduling alternative to allow undergraduate and graduate students who cannot attend regular day and evening classes, year-round, to earn their degrees by attending classes on alternate weekends during the fall, spring and summer terms. Since the number of classroom hours is usually less than that of "regular" classes, the Weekend College programs are highly concentrated learning experiences for mature adults.

Currently, Our Lady of the Lake University offers undergraduate, graduate and Weekend College degree programs in three Texas cities: San Antonio, on the main campus; Houston, in cooperation with Lone Star College System's University Center in The Woodlands; and Harlingen, in cooperation with Texas State Technical College. Undergraduate, graduate and doctoral degrees currently offered through Weekend College include the Bachelor of Applied Studies, Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Master of Arts, Master of Arts in Teaching, Master of Science, the Master of Business Administration and a PhD in Leadership Studies (note: not all degrees are available at the various locations). For specific degree offerings, contact the Weekend College Office in San Antonio or Houston.

## Other Learning Alternatives

For the needs of various constituencies, the University has additional types of learning alternatives. These include: regular late afternoon and evening classes; courses at off-campus locations such as businesses; institutes on special topics; self-paced courses; programmed instruction; audio-tutorial instruction; computer-assisted learning; distance learning via the internet, independent study; internships and practica in professional fields; and study tours (local, regional, national and international).

## Application for Degree

No later than one term before the date on which a degree is to be conferred, a degree candidate must file with the Registrar an application for degree. At the same time, the adviser must present to the Registrar an up-to-date, signed degree plan.

Degree candidates who are taking courses at other institutions in their final term must make arrangements with the faculty at the other institution(s) to have final grades submitted to the Our Lady of the Lake University Registrar's Office by the deadline specified in the University calendar.

For students completing courses at other institutions, participation in graduation will be permitted, but letters of completion, verification of degree and Our Lady of the Lake University transcripts will not be released until official transcripts from the other institutions have been received in the Registrar's Office.

## Commencement Exercises

Our Lady of the Lake University confers degrees in May, August and December. Commencement Exercises are held in San Antonio in May and December. Students who complete requirements in August may participate in December Commencement Exercises. Degree candidates will be notified of place and time for ordering caps and gowns. Invitations may be ordered at that time also, the cost of which will be incurred by the student.

A student who has completed all degree requirements may request a letter from the Registrar indicating that the degree will be formally conferred at the next degree-conferring date. Students must also clear obligations with the University, obligations may include exit interviews, financial balances, overdue library books and fines.

## Student Academic Grievance

The University provides a uniform method by which students can pursue grievable issues. An academic grievance is an allegation that something has occurred that violates existing University policy or established practices, or is intrinsically wrong. Grievable issues include complaints about alleged violations of the institution's academic policies (e.g., application of grading policies), about unfairness in the application of policies (e.g., accusation of plagiarism or cheating), or other academic matters. For other potential violations of student rights, students should consult with their advisor or Student Life.

Evaluation of a student's academic performance in a course or program of the University, when conducted by a faculty member, is presumed to be valid unless there is proof that the evaluation was significantly and adversely affected by prejudice (bias against the student as an individual or as a member of a group or class) and/or capriciousness (unjustifiable deviation from generally acceptable academic standards or procedures, or from explicit understandings established for the course or through the course syllabus, which is the de facto contract for course objectives, requirements and expectations).

If a student has good reason to suspect that prejudice or capriciousness significantly and adversely affected an official final evaluation of performance in a course or program or the student is being treated in an arbitrary or capricious manner by a faculty member, the student should present this concern to the faculty member and request a reconsideration of the academic matter within 30 working days of the event upon which the complaint is based. The complete procedure on how to file a Student Academic Grievance is available in the Student's Handbook or on the Registrar's site in the OLLU Portal (<https://myollu.ollusa.edu>).



# University Services

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## Student Development

### *Academic*

Our Lady of the Lake University subscribes to the philosophy that human potential is enhanced through a program that focuses on individual needs within the educational system. A variety of student services, programs and facilities are available to help students adjust successfully to their environment and receive maximum benefit from the total University experience.

**The Student Success Center** provides students with a full spectrum of academic support beginning with freshmen advising and continuing through career placement after graduation. Many of the offices are conveniently located in a one-stop center on the lower level of Moye Hall. Tutoring and writing center services are located in the Sueltenfuss Library.

**The Academic Counseling Center**, located in the Student Success Center in Moye Hall, provides academic advising and counseling to new, first-year students. This involves advisement on course selection and registration procedures, helping students attain effective academic skills and strategies to become successful students, and fostering student's intellectual and personal development toward lifelong learning.

**The Tutoring Center**, located on the lower level of Sister Elizabeth Anne Sueltenfuss Library, provides student assistance in a variety of subjects. Tutoring is available by appointment or through walk-in service. The Tutoring Center also offers online tutoring. The online tutoring service is available by logging on through the myOLLU portal.

**The Services for Students with Disabilities (ADA) Office**, located in the Student Success Center in Moye Hall, provides academic assistance to qualified students. To qualify for services, students must schedule an appointment and provide appropriate documentation.

### **Accommodations for Students with Disabilities**

Our Lady of the Lake University does not discriminate on the basis of disability in its programs and activities. The University will ensure equal opportunity with respect to participation in and benefit from all postsecondary education programs and activities offered at the University. The University is in compliance with the Americans with Disabilities Amendments Act (ADAAA) and has established the ADA Compliance Council to ensure the University's continued compliance.

To inquire about services or to request accommodations or modifications, contact the Services for Students with Disabilities Office in the Student Success Center at [ada@ollusa.edu](mailto:ada@ollusa.edu) or 210-431-4010.

Documentation must be provided in addition to discussing accommodations with the Disability Coordinator. Some accommodations require time to arrange (for example, audio books, captioning and of classes); therefore, students needing disability accommodations must make requests in a timely manner, as early as possible after registration.

Our Lady of the Lake University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies as the ADA Coordinator:

Janet Fischer, MEd  
Services to Students with Disability Coordinator  
Moye Basement #009A  
411 S.W.24th Street, San Antonio, Texas 78207  
210-431-4010

**The Testing Center**, located on the lower level of the Walter Student Service Center, administers and proctors a variety of tests, including the Miller Analogies Test, the College-Level Examination Program Tests (CLEP), the Nelson-Denny Reading Test, the College Assessment Package, departmental tests for advanced placement, and assessment of life/work experience.

**The Center for Service-Learning and Volunteerism (CSLV)**, located in the Worden School of Social Service Building, promotes student success and personal development by cultivating meaningful service opportunities between students, faculty, and the community. The CSLV coordinates academic service-learning classes, advises the vOLLUnteer Unity Council student organization, offers community service student transcripts, and provides individual advising to connect students with meaningful service opportunities.

**The Biliterate Program**, located in the Convent Building, Room 115, coordinates the development of dual-language (English/Spanish) academic programs designed to give students professional-level Spanish proficiency in their field of study. The program offers students the opportunity to earn certification through the dual-language certification option. Upon graduation, students are prepared to work with English and Spanish speaking individuals in their chosen field of study.

**The Center for Mexican American Studies and Research**, located in Moye Hall, serves to further the University mission of serving a culturally diverse population through traditional and innovative educational programs by advancing understanding and development of Mexican Americans. The Center does this through the coordination and development of the Mexican American Studies major/minor curriculum. The Center also maintains the Old Spanish Missions Collection, which offers a wealth of information on Spanish Colonial missions and presidios and shipwrecks off the Texas coast, and the Mexican American Collection, donated by Maria Antonietta Berriozabal and which documents the 10 years she served as San Antonio's first Hispanic City Councilwoman.

**The Center for Science and Mathematics Education**, created in 2001, is located in the Durango House. The Center coordinates a variety of initiatives designed to improve science and mathematics teaching in area school districts and houses the OLLU Texas Regional Collaborative for Excellence in Science and Mathematics Teaching, one of 65 programs in Texas. With the goal of encouraging teachers to continue their education and stay in the teaching field, the Center coordinates graduate study opportunities, professional development, mentoring, teacher recognition and a resource/library center.

**Study Abroad Adviser** serves as the focal point for the international/global/intercultural activities and initiatives on campus. The Study Abroad Adviser develops and provides study abroad opportunities to OLLU students to help them function more effectively in a global society.

## ***Non-academic***

**The Athletic Department**, located in the University Wellness and Activities Center (UWAC), is made up of OLLU's competitive athletic teams, coaches and directors. The University competes in the National Association of Intercollegiate Athletics (NAIA) with men's baseball, men's and women's basketball, men's and women's cross-country, men's golf, men's and women's soccer, women's softball, men's and women's tennis, men's and women's track and field, and women's volleyball. A schedule for each team is posted on the athletics page on the University's website. Students, faculty and staff are encouraged to attend home games at no cost.

**The Student Leadership and Development Office**, located in the Worden Building, strives to strengthen learning experiences through co-curricular opportunities that focus on developing leadership, multicultural awareness and programming activities that advance self-understanding and growth for the University community. The office empowers student leaders to target their leadership potential through organization engagement and participation. Leadership programs are a major focus of this office. The office serves as a resource for the University's Student Organizations

## | University Services

(Recognized Student Organizations and Chartered Student Organizations) as well as an adviser to the following leadership development organizations: the Leadership Institute for Freshman Excellence (LIFE), the Student Government Association (SGA), First Year Connection (FYC) Mentors and the University Programming Council (UPC). All students are encouraged to get involved in these initiatives and programs to complement their academic curriculum and enhance their résumé for future career selection.

**The University Ministry Office**, located in the Elliott House, seeks to empower students for life in light of the Gospel of Jesus Christ. Its mission is to foster an environment that provides for spiritual development and faith formation among faculty, staff and students. University Ministry provides an opportunity for all faculty, students, staff and administration to build unity within the campus from the religious perspective. Prayer and study groups, lectures and discussions, liturgical and Para liturgical services, retreats and social action groups are planned throughout the year. Pastoral counseling services and the Sacrament of Reconciliation are available by appointment, as are opportunities to learn more about the Catholic faith. University Ministry makes every effort to promote church vocations and create Christian unity among all who come into contact with OLLU.

**Campus Recreation**, located in University Wellness and Activities Center (UWAC), offers a variety of activities for students, faculty and staff in both competitive (intramural and club sport teams) and noncompetitive (recreational) activities. The office sponsors activities that promote fitness participation at all levels of skill development. Facilities include softball, soccer and flag football fields; tennis courts; indoor temperature-controlled swimming pool; a gymnasium equipped for volleyball, basketball and other indoor sports; The facilities also include free weight area, a group-fitness room; cardiovascular equipment, a total body pin-select circuit strength training area, a racquetball court, and the Saint's Warrior Zone total body conditioning room. A table tennis and a billiard table are also available for the OLLU community.

**The Center for Career Development and Testing** provides support to develop the career and professional skills of OLLU students, fostering effective internship and employment search practices as well as partnering with the community to assist students in successfully entering meaningful careers. In addition, the center operates the University's testing and assessment facilities. Career development services includes vocational assessments, career-planning support, résumé writing assistance, mock interviews, access to internship job opportunities, career events on campus, professional networking opportunities, and graduate school information. The career development component of the office is located In Main Building, Room 123. The testing and assessment component is located on the lower level of the Walter Student Service Center.

**The Center for Women in Church and Society**, located in the Elliott House, is an outgrowth of the historical commitment to the education of women demonstrated by the Sisters of the Congregation of Divine Providence and Our Lady of the Lake University. The Center for Women in Church and Society is anchored in two fundamental beliefs: that all beings are valuable, sacred, and deserving of respect and care; and that where women thrive, all of God's creation thrives. Thus, we exist to provide an environment -- physical, spiritual and virtual -- in which campus and community women support each other in living lives of physical, mental, and spiritual abundance, and in which we join with men of our campus and community to advocate for systems and policies that enable lives of abundance for women around the world.

**The Counseling Services Office**, located in Providence Hall, offers a variety of services ranging from crisis intervention to personal development. Services include short-term individual, couple, family and group counseling. Consultation and referral services are also provided.

**The Health Services Office** is located in the University Wellness and Activities Center, Room 112. Office hours are 9-6 Monday-Thursday and 9-5- on Fridays. Walk-ins are welcomed. Appointments can be made by calling 210-431-3919. The Director of Health Service/Nurse Practitioner is available to current students, staff and faculty for treatment of minor and stable chronic illnesses. This is a

non-billing clinic. Health promotion events are held on campus throughout the year. The office also provides the online magazine "Health 101" through the Health Services Office web pages on the OLLU website. The email address for Health Services is [healthservice@lake.ollusa.edu](mailto:healthservice@lake.ollusa.edu).

**University Police**, located on the lower level of the Walter Student Service Center, coordinates campus safety and security. University Police Officers work 24 hours a day to ensure protection of the University community. The Campus Security Report is published annually and is available from the University Police office and on the website.

Additional information about any of the services offered by OLLU can be found in the Student Handbook.

## Student Organizations

Participation in student organizations is an integral part of the University's commitment to educating the total person. The University's student organizations offer participants the opportunity to meet new people, explore special interests, develop leadership skills, translate classroom knowledge and theories to practical application and positively enhance the University community.

Chartered Student Organizations are groups sponsored under the umbrella of a University department and are directly funded by University funds.

Recognized Student Organizations (RSOs) are groups operating on a voluntary and self-governing basis. These groups are funded through membership dues, fundraising projects and budget allocations from the Student Leadership and Development Office. The University's student organizations offer students the opportunity to develop and explore special interests while working collaboratively with others. The University recognizes academic groups, honor societies and special interest groups, including cultural, recreational, religious and service organizations. Through participation in the Student Government Association and initiatives such as the "Student Organization Handbook," the Student Organization Officer-Adviser Workshop, Club Rush (both fall and spring semesters) and the various speakers on leadership, the Student Leadership and Development Office works to increase the leadership development of student organization officers and members. For a complete listing of Student Organizations, contact the Student Leadership and Development Office.

## Records and Transcripts

### *Privacy (FERPA) Information*

Student records at Our Lady of the Lake University of San Antonio are subject to provisions of the Family Educational Rights and Privacy Act of 1974 (PL 93-380) (FERPA), as amended, and to regulations interpreting the act.

This act provides that students shall have access to their official "education record" and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, the University may not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. Even a release of information to parents or spouse requires the student's written consent.

Available upon request from the Registrar's Office are copies of the act, a list of types of records maintained, names and titles of responsible officials and of personnel having access, procedures for reviewing or challenging records and forms for requesting copies, releasing restricted information or prohibiting release of directory information. Policies and procedures governing student records are also published in the Student Handbook.

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Our Lady of the Lake University hereby designates the following as public or directory information:

- Name, address (local and permanent), telephone listing
- Email address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance ("from" and "to" dates of enrollment)
- Degrees and awards received
- The most recent previous educational agency or institution attended
- Photograph

The institution may disclose such information for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure of directory information, written notification must be received in the Office of the Registrar, 411 S.W. 24th Street, San Antonio, Texas 78207-4689, within the first 12 days of the fall or spring semester, the first four days of a summer session or the first weekend of class ( for students in the non-traditional scheduling format). Forms requesting the withholding of directory information are available in the Office of the Registrar on the San Antonio campus, the Administrative Offices on the Woodlands (Houston) and La Feria (Rio Grande Valley) campus, or the Registrar's Office Website. Our Lady of the Lake University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

### ***Transcripts***

Request for an official transcript of academic credits should be addressed to:

Our Lady of the Lake University  
Registrar's Office  
411 S.W. 24th Street  
San Antonio, Texas 78207-4689

For security purposes, transcript requests are not accepted by telephone. All obligations to the University must be met before transcripts are released. Transcripts from other institutions are not reproduced.

## **Tuition and Other Expenses**

A document detailing current charges for tuition, fees, room and board is available by request from the Student Business Office. This information is also available on the University's website.

After course selection is completed and before classes begin, all students are responsible for making payment arrangements in the Student Business Office.

## **Student Business Office**

The Student Business Office provides cashier and student account services for all students. Registration is completed only after receiving final confirmation of registration from the Student Business Office. The office assists all students with registration invoices and monthly payments. Students receiving financial aid must settle accounts as soon as financial aid is received. Once accounts reflect a credit balance, a refund check (or E-refund) will be issued within 14 days, in compliance of federal guidelines. If a student does not enroll for E-refund, the financial aid refund will be disbursed by check. The check will be mailed to the student's preferred mailing address

indicted in the system. If a check is not received after being placed in the mail, the student must wait 10 business days before a replacement check will be issued.

With a current University ID, students may cash personal checks up to \$25 per day. Penalty fees are assessed on all returned checks. An ATM is available on campus in the Moye breezeway.

University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

For questions regarding student accounts, please call 210-434-6711, ext. 3929 or visit the Student Business Office located in the Walter Student Service Center.

## ***Final Confirmation of Registration***

The Student Business Office provides students registration financial information electronically through E-Commerce, the University's online student accounts financial system. Students must obtain Final Confirmation of Registration in order to complete the registration process by completing the following four requirements:

- 1) Agreeing to the Financial Responsibility Policy in E-Commerce
- 2) Enrolling in a payment agreement if NOT fully covered by financial aid. This includes students paying in full, paying balance of tuition/fees less financial aid or if covered by an employer
- 3) Making your initial payment as stated on your payment agreement
- 4) Taking care of all outstanding issues with the Student Business Office such as a prior balance and/or mismatched registration verses financial aid awarded hours

Payment deadlines are available at the Student Business Office's MyOLLU portal page. Please see this website for information on employer reimbursed plans, payment agreement enrollment instructions, and other information, such as policies and deadlines. Various payment options are:

- Pay in Full Agreement - Payment is due at time of enrollment or deferment date for the term. Also for students who are paying the difference between official financial aid and the term charges.
- Two Payment Plan - The first half is due at the time of enrollment or deferment date for the term and the remainder is due within 30 days of the first day of classes.
- Four Payment Plan - One fourth of the payment is due at time of enrollment or deferment date for the term. Subsequent payments are due no later than 30 days after the first day of class and each 30 days thereafter. A \$45 enrollment fee is added to the balance due.

Note: All payment agreements will incur a \$45 late payment fee, if applicable.

An email confirming the plan will be sent to the student's University email address immediately and soon after an email will be sent either for Final Confirmation of Registration or indicating the action to be taken. Payments may be made online, in person, or mailed. Checks payable to Our Lady of the Lake University, Visa, MasterCard, Discover or American Express are accepted. Eligible Veterans should contact the Veterans Coordinator in the Office of Financial Aid for assistance in completing necessary paperwork.

A book voucher may be available at the University Bookstore if expected financial aid is in excess of tuition, fees, and other charges for the session.

## ***Delinquency and Default***

Students delinquent on or in default of payments and students with returned checks may be withdrawn from the University. Such students may be readmitted the following term if all financial obligations are cleared and the student is otherwise academically eligible for readmission. Balances must be paid in full before transcripts can be released.

In the event of default, students must pay the holder the amounts incurred and court costs and attorney fees in the amount assessed by the court and/or collection fees assessed by an agency in the business of collecting just debts. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

### ***Notice of Consent to Collection Communications***

By registering with the University, students' expressly consent to Our Lady of the Lake University, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact them as the law allows. This consent includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails and/or automated telephone dialing systems. Students' also expressly consent to Our Lady of the Lake University their affiliates, agents, and service providers to contact students by telephone at any telephone number associated with their account, currently or in the future, including wireless telephone numbers, regardless of whether they incur charges as a result. Students agree that Our Lady of the Lake University, its affiliates, agents, and service providers may record telephone calls regarding students' accounts in assurance of quality and/or other reasons.

## **Financial Aid**

The Financial Aid Office at OLLU understands the pressures students and families face in financing a college education. Sometimes students mistakenly assume they cannot afford the quality education offered by a private university.

Qualified students who desire the excellent educational opportunities OLLU offers should not have to settle for less because of cost. For this reason, OLLU makes available a broad range of financial aid programs based on students' needs and qualifications. The Financial Aid Office makes every effort to provide the difference between what the student and family can contribute to the cost of attendance and the actual cost of attending the University.

### ***Financial Aid Programs Available***

OLLU awards **scholarships** to undergraduates on the basis of admission test scores and high school grades. Every undergraduate student who applies for admission is automatically considered for a scholarship.

**Grants and loans** from federal and state financial aid programs and University sources are available. Grants do not need to be repaid. Loans are repaid at variable rates after the student is no longer enrolled on at least a half-time basis.

**Work awards** are made through federal and state work-study programs, as well as through University programs. Students receiving a work-study award will work approximately 10-12 hours per week in a University office or department.

### ***Outside scholarships***

For additional information on scholarship opportunities, visit the financial aid website at [www.ollusa.edu/FinancialAid](http://www.ollusa.edu/FinancialAid).

### ***Applying for Financial Aid***

To be considered for financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Filing online will expedite the process. On the FAFSA, the student must include Our Lady of the Lake University's federal school code number, **003598**. This will assure that OLLU receives the information electronically.

The FAFSA process begins on Jan. 1. To be considered for priority awarding, the student should complete the FAFSA by **May 1**. The most important thing to remember is to apply early. Students must reapply for financial aid each year.

### ***Eligibility Requirements for Financial Aid***

The student:

- must be enrolled or accepted for enrollment in an eligible program of study
- must be a U.S. citizen or an eligible non-citizen
- must meet satisfactory academic process
- must have a valid Social Security number
- must certify that he or she will use federal student aid only for educational purposes
- must certify that he or she is not in default on a federal student loan and owes no money on a federal student grant
- must comply with Selective Service registration

### ***Verification***

The Department of Education randomly selects students for a process called verification. Verification means that OLLU will be comparing information from the student's FAFSA with signed copies of the student and/or the parent(s) IRS Tax Transcript. Additional documentation may be required to resolve discrepancies found in the verification process. If there are differences between the FAFSA and financial documents, corrections will be made electronically by the Financial Aid Office.

All students who have been selected for verification will not be awarded until the verification process is completed. OLLU encourages students and families to submit the requested documentation as soon as possible to avoid any delays.

All documents submitted to the Financial Aid Office become the property of OLLU.

### ***Special Circumstances***

The student's eligibility for aid is based on the information that the student reported on the FAFSA. OLLU is aware that some families have situations, which are not covered in the information that is provided on the FAFSA. There must be compelling reasons for the Financial Aid Office to take into account special circumstances the student might have. These circumstances could include the family's unusual medical expenses, tuition expenses or unemployment. Adequate documentation to support any request must be provided.

### ***Satisfactory Academic Progress Policies***

#### **Purpose**

Federal Financial Aid regulations require Our Lady of the Lake University to monitor a student's progress toward earning a degree. Financial aid recipients must meet OLLU minimum progress standards to remain eligible for financial aid. Those who are not financial aid recipients, but would like to apply for financial aid, must meet these minimum progress standards to receive financial aid. There are four components that the Financial Aid Office checks at the end of the spring term to determine if a student will remain eligible or become eligible for financial aid. Failure to meet any one of these minimum requirements will result in the loss of financial aid eligibility. These four components of the OLLU Satisfactory Academic Progress policy are:

- 1) **Degree Seeking Program** - The student must be enrolled in a degree seeking program to receive financial aid.



## | University Services

AND

2) Quantitative Measure - The student must complete at least 75 percent of attempted term hours with a grade of D or better.

AND

3) Qualitative Measure - The student must maintain a cumulative grade point average (GPA) of 2.0 if he/she is an undergraduate student or maintain a cumulative GPA of 3.0 if he/she is a graduate/professional student.

AND

4) Time Frame Maximum - The student must not have attempted more than 150 percent of the credit hours required for graduation in his/her degree program.

### **Degree Seeking Program**

The student must be enrolled as a regular student in an eligible program to receive financial aid. A regular student is defined as a student who is enrolled for the purpose of obtaining a degree offered by Our Lady of the Lake University. Students not enrolled in a degree program cannot receive financial aid.

### **Quantitative Measure**

In an effort to make sure students complete their degree plans on time, Our Lady of the Lake University has chosen a Quantitative measure of 75 percent. A student must earn 75 percent of the credit hours attempted during a school year in order to continue to receive financial aid. Only grades of A, B, C, D, and P are considered as passing grades. All other grades will be counted as if the student received a letter grade of F. The formula used to figure the completion rate is to divide the hours completed by the hours attempted.

*Example: A student registers for 15 hours in the fall term and drops to 12 hours the third week of the term. The student goes on to complete all 12 credit hours in the fall term with a grade of D or better. In the spring, the same student registers for 18 hours and half way through the term drops to 12 credit hours. The student goes on to complete all 12 credit hours in the spring term with a grade of D or better. Does the student meet the quantitative measure of Our Lady of the Lake University's Satisfactory Academic Progress Policy?*

Fall term credit hours attempted (15) + spring term credit hours attempted (18) = 33 attempted credit hours

Fall term completed credit hours (12) + spring term completed credit hours (12) = 24 completed credit hours

Total credit hours completed (24) divided by total credit hours attempted (33) = 72 percent completion

In this example the student does not meet this minimum requirement and will lose financial aid eligibility.

### **Qualitative Measure**

All of the undergraduate degree programs offered at Our Lady of the Lake University require that the student earn a Grade Point Average of at least a 2.0 to graduate. In an effort to ensure academic standing consistent with the requirement for graduation, any undergraduate student whose cumulative GPA falls below a 2.0 will lose financial aid eligibility. A graduate/professional student must maintain the minimum cumulative GPA of 3.0 to earn and maintain financial aid.

*Example: An undergraduate student starts in the fall and receives a cumulative 1.9 GPA. At the end of the spring semester the undergraduate student has a cumulative GPA of 2.3. Does the student lose financial aid eligibility?*

No, the student maintained the minimum GPA requirement at the time Our Lady of the Lake University's Satisfactory Academic Progress Policy was reviewed.

### **Time Frame Maximum**

Federal regulations require Our Lady of the Lake University to place a maximum time frame in which a student can receive financial aid to complete a program of study. Our Lady of the Lake University allows a student to attempt 150 percent of the required credit hours it takes to complete a degree program of choice. If more than 150 percent of the credit hours needed to complete a degree program are attempted, the student will lose financial aid eligibility.

*Example: An undergraduate student wishes to receive a Bachelor of Science degree in Business, which will take 120 credit hours to earn. How many hours can this student attempt and still receive financial aid?*

Credit hours required to complete the chosen program of study (120) times 150 percent = 180

In this example, the student can attempt 180 credit hours before losing financial aid eligibility.

Note: Transfer Students

Our Lady of the Lake University will use transfer hours to calculate the cumulative grade point average and to calculate the maximum time frame to receive financial aid.

### **Withdrawals**

**Official Withdrawals** - Students who officially withdraw from all classes during the fall, spring or summer semesters will be placed on financial aid suspension for their next term of enrollment.

**Unofficial Withdrawals** - Students who receive all failing grades including (F's, W's, WI's and NC's) are considered unofficially withdrawn from the University and will be placed on financial aid suspension. Federal regulations require that a return of funds calculation be completed on all students who receive federal aid unless the last day of attendance can be confirmed with the registrar's office past the 60 percent date in that semester. This calculation may result in the student owing the university or the Department of Education a balance that must be paid prior to the next term of enrollment.

**Administrative Withdrawal or Enforced Scholastic Withdrawal** -A student who has been administratively withdrawn or academically withdrawn from the University is also suspended from receiving financial aid.

**Notification Process** - Students will receive notification of their status at the end of each semester after grades are posted. Notification will be sent via email and on the university campus portal.

### **Appeals Process**

If a student does not meet Our Lady of the Lake University's minimum standards of progress and the student loses financial aid eligibility, the student may submit an appeal to have financial aid reinstated. These appeals are based on extenuating circumstances that occurred during the school year when the GPA or completion rate declined. These extenuating circumstances should include examples such as: prolonged illness, accidents that require hospitalization for the student or an immediate family member, and/or death of an immediate family member.

All appeals submitted to the financial aid office **MUST** have documentation attached before presented to the financial aid appeals committee. Students should submit completed appeals forms to the Financial Aid Office no later than July 15 of each year. A completed appeals form must have appropriate documentation attached to the form to verify the purpose of the appeal. The decision made by the financial aid appeals committee is final.

### **Financial Aid Probation**

If approval is granted, the student will be placed on financial aid probation and financial aid will be reinstated. If placed on financial aid probation, a student's progress standards will be checked after

each term until either financial aid eligibility is lost through financial aid suspension or regained through satisfactory progression toward earning a degree. To regain satisfactory progression toward earning a degree, the student must complete 100 percent of the classes attempted for the term in which he/she is under probation with a GPA of 2.0 or higher for undergraduates, or a GPA of 3.0 or higher for graduate students. If all attempted credit hours are not completed, and/or GPA requirements are not met, the student will be placed on financial aid suspension and lose financial aid.

### **Financial Aid Suspension**

If an appeal is denied, the student will be placed on financial aid suspension and will not receive financial aid. To regain financial aid eligibility, the student will need to attempt and complete, at his/her own expense, the same number of hours attempted before our aid was suspended at Our Lady of the Lake University. The student must attempt these credit hours at Our Lady of the Lake University and complete all courses attempted with a "C" or better for undergraduate and a "B" or better for graduate in order for financial aid to be reinstated at OLLU.

### **Student Procedures**

1. Student is notified by the Financial Aid Office that they have not met Satisfactory Academic Progress requirements.
2. If extenuating circumstances exist, then the student has the option to appeal by submitting a Financial Aid Appeals Form to the Financial Aid Office and attaching the appropriate documentation. Appeals can be submitted electronically or in person to the Financial Aid Office at the Walter Student Service Center Room 105.
3. Student is informed of the appeals outcome and may be able to reapply for financial aid.

### **Financial Aid Procedures**

1. Financial Aid Office runs Satisfactory Academic Progress program at the end of the spring semester.
2. Financial Aid Office notifies suspended students via email.
3. Students are informed of the appeals process.
4. Suspended student files an appeal with the Financial Aid Office.
5. Committee Chairman Marsha Eldridge informs the student of the outcome of the appeal.
6. Committee Chairman Marsha Eldridge, associate director of financial aid, reviews grades at the end of the fall semester for students that have been placed on probation. If the student fails to meet the conditions of the appeal, then financial aid is terminated. If the student completes all courses with a "C" or better for undergraduate or a "B" or better for graduate, then financial aid eligibility is continued.

If the appeal is approved, the student is required to meet with his/her academic adviser in order to establish an academic plan. This plan will be signed by the student and the academic adviser, and a copy will be sent to the Financial Aid Office.

At the conclusion of each semester the appeal committee will meet to evaluate the academic progress of the student(s) on financial aid probation. Students who fail to meet any portion of their academic plan will be ineligible for all future financial aid.

## ***Financial Aid Policy Regarding***

### **Repeat Coursework**

Effective fall 2012, per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Federal Aid eligibility. This regulation will also include federal, state and institutional funding.

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid.

Federal aid is calculated according to need and the student's adjusted enrollment status.

Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

Example 1:

A student is taking a previously passed three credit hour course for the third time. The student is enrolled in a total of 12 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only nine of the student's 12 hours can be used to calculate aid eligibility. The student's aid will be adjusted to 3/4 time instead of full-time enrollment.

Example 2:

A student repeats a previously passed course. The student receives an F on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

Example 3:

A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Financial Aid.

NOTE: To receive the following awards students must be enrolled full-time or aid will be adjusted accordingly: Academic scholarship, OLLU grant, athletic scholarship, Pell Grant, SEOG, TEG and work-study.

### **Remedial Coursework**

Effective fall 2011, per federal regulations (34 CFT Section 668.20), students will only be allowed to receive no more than 30 credit hours of financial aid for remedial coursework.

This regulation applies to all federal grants and loans. The student will be able to receive federal aid for credit bearing coursework, subject to his/her ability to meet satisfactory academic process standards.

## ***Dropping Classes***

In certain situations, a student may find it necessary to reduce their course load due to personal, financial or academic reasons. Students contemplating such a reduction in hours must notify the Financial Aid Office to determine what implications such action may have on their financial aid.

Some financial aid programs require specific minimum hours of enrollment to be eligible for and to continue receiving those funds. Students who fail to notify the Financial Aid Office prior to dropping a course(s) may incur an unexpected financial obligation to the University.

There may be financial aid implications if a student is withdrawn from a class due to non-attendance.

## ***Withdrawals/Returns of Title IV Funds Policy***

This policy applies to students who complete 60 percent or less of the enrollment period (i.e., fall, spring or summer session) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" refers to the following federal financial aid programs: Unsubsidized Direct

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Stafford loans, Subsidized Direct Stafford loans, Federal Perkins loans, Direct PLUS (Parent) loans, Federal Pell Grants, Federal SEOG (Supplemental Education Opportunity Grant and TEACH Grant). To conform to the policy, Our Lady of the Lake University must determine the student's withdrawal date and process within 45 days. The withdrawal date is defined as:

1. The date the student began the withdrawal process or officially notified Our Lady of the Lake University of their intent to withdraw; or
2. The last date of attendance at an academically-related activity by a student who doesn't notify Our Lady of the Lake University

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least five days are excluded from both the numerator and denominator. Until a student has passed the 60 percent point of enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60 percent point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the University for the course. For more information on the Our Lady of the Lake University withdrawal and institutional charges' policies, please consult the website. The responsibility to repay unearned Title IV aid is shared by Our Lady of the Lake University and the student. For example, the calculation may require Our Lady of the Lake University to return a portion of federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. The return of federal aid is in the following order: Unsubsidized Direct Stafford loans, Subsidized Direct Stafford loans, Federal Perkins loans, Direct PLUS (Parent) loans, Federal Pell Grants, Federal SEOG (supplemental Educational Opportunity Grant and Teach Grant).

### **How to Handle an Overpayment**

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will remain eligible for the Title IV funds. If no positive action is taken by the student within 45 days of being notified, Our Lady of the Lake University will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45-day period, the student can make full payment to Our Lady of the Lake University for the overpayment. The University will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Our Lady of the Lake University, Attn: Student Business Office. Please attach a remittance coupon to assure proper credit.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing this, the student should contact the Our Lady of the Lake University Office of Financial Aid. The student should ensure that OLLU has referred the situation to the U.S. Department of Education before any repayment plan can be set up. To contact the U.S. Department of Education, refer to the address listed below.

U.S. Department of Education Student Financial Assistance Programs, P.O. Box 4222, Iowa City, Iowa 52245. Phone: 1-800-621-3115, e-mail: DCS\_HELP@ed.gov. For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Office of Financial Aid.

### Summary Return of Title IV Funds Policy

- If a student withdraws or otherwise terminates enrollment during the first 60 percent of the semester or session, and receives financial assistance from the Title IV programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Stafford Loan, and Federal PLUS Loan), the student earns Title IV funds in direct proportion to the length of time he/she was enrolled. The percentage of time during the period that the student remained enrolled is the percentage of disburseable aid for the semester/session that has been earned. The percentage of the period that the student remained enrolled is derived by dividing the number of days he/she attended by the number of days in the semester/session. Calendar days are used, but breaks of at least five concurrent days are excluded from the calculation.
- Title IV programs reimbursement monies will be withheld from any institutional refunds (tuition, room, board, fees, etc.) due to the student. If these monies are not sufficient to cover the reimbursement required, the student will be billed for the remaining amount. Failure by the student to comply with the Return of Title IV Funds Policy will make him/her ineligible to participate in any Title IV aid program from any post-secondary institution until he/she becomes compliant with the Return of Title IV Funds policy.

#### Note: Unofficial Withdrawals

Students who receive all failing grades including (F's, W's, WI's and NC's) are considered unofficially withdrawn from the University and will be placed on financial aid suspension. Federal regulations require that a return of funds calculation be completed on all students who receive federal aid unless the last day of attendance can be confirmed with the Registrar's Office past the 60 percent date in that semester. This calculation may result in the student owing the University or the Department of Education a balance that must be paid prior to the next term of enrollment.

### Family Education Right and Privacy Act (FERPA)

To protect a student's privacy, all records and conversations between a student and the Financial Aid Office are confidential. No public announcement shall be made of need-based amounts awarded to students. No information concerning the student's financial aid records will be released to anyone outside the Financial Aid Office without the student's permission in accordance with FERPA. If a student wants information released, a consent form must be completed.

### Contact Information

Students have the right to understand the financial aid process, questions are always welcome. Call 210-434-6711, ext. 2299 or visit the Financial Aid Office located in the Walter Student Service Center, Room 105.

Students are encouraged to visit the financial aid website at [www.ollusa.edu/FinancialAid](http://www.ollusa.edu/FinancialAid).

## Financial Obligations and Tuition Refunds

A student who is delinquent or in default of payment(s) and/or returned check(s) due the University, may be withdrawn from the University in the term the delinquency or default occurs and cannot be readmitted for that term. A student who has been withdrawn from the University may be readmitted the following term if all payments due the University are paid and the student is otherwise eligible for readmission. Our Lady of the Lake University reserves the right to deny readmission based on students' credit history with Our Lady of the Lake University. Transcripts are not issued to students who have not met all obligations to the University.

Refunds for tuition and fees in all cases are calculated from the date the properly completed withdrawal form is received in the Registrar's Office, located in Walter Student Service Center,

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Room 104. Consideration cannot be given to the date the student ceased attending classes unless proper withdrawal procedures have been followed:

- Obtain proper form(s) from Registrar's Office, located in Walter Student Service Center, Room 104
- Obtain signature of adviser
- Submit completed form(s) to Registrar for final processing
  - San Antonio campus: submit to Registrar's Office, located in Walter Student Service Center, Room 104
  - The Woodlands campus: OLLU-The Woodlands, Lone Star University Center, Room 118
  - Rio Grande Valley and online students may submit the form by email to registrar@ollusa.edu

Application fees and advance tuition deposits for new students are not refundable. After the 100 percent refund period, all other fees are forfeited.

If proper withdrawal procedures have been followed, tuition is adjusted according to the following schedule:

Traditional Classes Fall / Spring	Tuition/Housing	Lab Fees	Other Fees
1-5 days after start of session	100%	100%	100%
6-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-4 days after start of session	100%	100%	100%
5-6 days after start of session	50%	-0-	-0-
7 plus days after start of session	-0-	-0-	-0-

Weekends and Holidays are not included in calculation

Non-traditional Classes Fall/Spring			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Fast-Track terms			
1-8 days after start of session	100%	100%	100%
9 plus days after start of session	-0-	-0-	-0-

Weekends may or may not be included in calculation, depending on program, refer to posted calendars on the Registrar's website [www.ollusa.edu/registrar](http://www.ollusa.edu/registrar). Holidays are not included in calculation.

Classification of traditional/non-traditional is determined by program and number of weeks attending. Assistantships are rescinded at the time a student withdraws from the University.

Dropping/Withdrawing - Return of Title IV Funds for Financial Aid Recipients

Refer back to the Financial Aid section of the catalog.

## ***Return of Title IV Funds for Financial Aid Recipients***

If receiving Title IV funding (federal financial aid), withdrawing from ALL courses during a term may result in a change in institutional charges and reduction in financial aid. Per federal regulations, financial aid will be reduced for financial aid recipients who withdraw from all classes before completing 60 percent of the term (based on the number of days in the term). The Financial Aid Office will calculate the percentage of the term completed to determine the amount of aid applicable to the completed portion of the term. The unearned portion of the financial aid award must be returned to the appropriate funding sources (federal, state and institutional). If funds have been awarded for indirect costs (those not related to tuition, fees and books) a percentage of these funds may also need to be returned. As a result, students may be required to return large sums of funds to federal, state and institutional programs.

Prior to withdrawing from all classes, students should contact the Financial Aid Office. Withdrawal can result in a reduction of funds as well as having a significant impact on future financial aid eligibility (see Satisfactory Academic Progress Policy). Complete financial aid regulations on withdrawals and Return of Title IV Funds Policy are available in the Financial Aid Office.

## **University Bookstore**

Textbooks, paperbacks, OLLU imprinted merchandise, school and miscellaneous supplies may be purchased at the University Bookstore. OLLU Bookstore now has selected titles for rent. See bookstore for details. Policies of the Bookstore are as follows:

### ***Refunds***

Full refunds on textbooks are given during the first 10 days of the fall and spring sessions, and the first five class days of the summer session.

Refunds for both traditional students and non-traditional students will be given, provided that:

- Register receipt is furnished (cash refunds are not given without a register receipt)
- Textbooks are in the same condition as when purchased

Students should not write their name in, highlight or damage their textbooks until they are certain that they will remain in the course.

### ***Used Books***

The OLLU Bookstore attempts to offer a large supply of used books by buying them from students and from wholesale textbook companies. Used books are bought back from students daily, but up to 50 percent is offered during "Buyback Days" which occur during the final exams of each semester. Exact dates may be found posted in the bookstore and announced on bulletin boards around campus.

**During the specified "Buyback Days," the bookstore offers up to 50 percent of the book purchase price, providing that:**

- The textbook will be used the following semester
- The textbook is in good and usable condition

**The bookstore exercises the right to reduce value or refuse a buyback depending on the following:**

- Condition of the book: Used books being bought back must have no torn or missing pages or covers and no water damage. CDs must be usable, if included with a textbook



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- **Needed Quantity:** If the bookstore has bought back the necessary quantity of books for future classes, value of the buyback may decrease

All buyback transactions require a picture ID, either student or state identification.

All buybacks transactions require a student or state picture identification.

### **Software**

Due to existing software copyright laws, textbooks sold with accompanying software are refundable only if the seal protecting the media is unopened.

### **Defective Books**

New and used textbooks that are defective will be replaced at no charge and should be returned as soon as possible. Refunds may be available on general merchandise such as clothing or gifts, provided it is returned within thirty days of the date of purchase with the price tag attached. The purchase of electronics items are final, however defective products will be exchanged or sent for repair, if possible.

## **Housing**

A student must be enrolled in the University in each academic semester in order to live in the residence halls. A \$100 residence hall room deposit is required at the time a student applies for on-campus housing and remains in effect for the duration of the student's residence on campus. The residence hall room deposit:

- Activates the student's file in the Residence Life Office;
- Stands as a deposit to cover any intentional or careless damage which may occur during the period of occupancy (if damage exceeds the deposit, the resident will be billed the additional amount); and
- Will be forfeited if the resident terminates occupancy or refuses a room assignment.

The full deposit will be refunded if the cancellation is made in writing to the Office of Residence Life prior to July 1 for the fall semester, December 15 for the spring semester, and May 15 for the summer sessions. If residence hall space is not available, the housing deposit will be refunded.

Rooms are contracted for the entire academic year (fall and spring semesters); there is no refund in the event of withdrawal. Room rent does not cover residence during vacations or periods between semesters, including Christmas. Room rent is due and payable according to the established payment schedule for all University charges.

## **Residence Facilities**

The Residence Life program is designed to provide an atmosphere conducive to the development of each resident's personality and abilities. Emphasizing community life and personal growth, the Residence Life program helps students develop their interpersonal skills and enrich their educational and social experiences.

The Residence Life Office staff includes the director of residence life, assistant director of residence life, residence life coordinators and a resident assistant staff of approximately 16 students. The residence hall section of the Student Handbook, distributed to each resident student, contains detailed information on housing applications, room assignments, deposits, refunds, holiday closings, insurance, rules and regulations, and other pertinent information.

The University provides food service for on-campus resident students as well as faculty, staff and commuter students. All students living in the residence halls are required to participate in one of

the board plan options provided for food service. Students may purchase meals and snacks on an à la carte basis in the Main Building dining hall and other items in the snack bar in the University Wellness and Activities Center or in the coffee shop located in the Cyber Cafe in Flores Lounge every day of the week when classes are in session and the residence halls are open.

Six residence halls provide on-campus housing for students of Our Lady of the Lake University. Designed to meet students' needs for privacy as well as community life, the residence halls offer students the choice of private or shared rooms with common lounges for recreation and study.

## Accommodations for Students with Disabilities

Our Lady of the Lake University does not discriminate on the basis of disability in its programs and activities. The University will ensure equal opportunity with respect to participation in and benefit from all postsecondary education programs and activities offered at the University. The University is in compliance with the Americans with Disabilities Act (ADAAA) and has established the ADA Compliance Council to ensure the University's continued compliance.

To inquire about services or to request accommodations or modifications, the Services for Students with Disabilities Office in the Student Success Center at [ada@ollusa.edu](mailto:ada@ollusa.edu) or 210-434-4010.

Documentation must be provided in addition to discussing accommodations with the Disability Coordinator. Some accommodations require time to arrange (for example, audio books, captioning and relocation of classes); therefore, students needing disability accommodations must make requests in a timely manner, as early as possible after registration.

## Cooperative Arrangements

In the interests of total service to the San Antonio region, the Board of Trustees of Our Lady of the Lake University in 1970 joined with the governing boards of the Oblate School of Theology, St. Mary's University and the University of the Incarnate Word to create a multipurpose consortium, the United Colleges of San Antonio (UCSA).

Through cross registration, faculty exchange, and other cooperative initiatives, this enterprise permits students at these institutions to have the advantage of a much wider range of programs, course offerings, faculty, library resources and educational services than any single institution could provide. The UCSA institutions have closely coordinated calendars and staggered course schedules to facilitate student cross registration. In addition to effecting student exchange, the consortium helps the member institutions in the development of academic and administrative cooperation and jointly sponsored proposals, programs and projects.

In the interest of enhancing the international and inter-cultural educational experiences of its students, Our Lady of the Lake University provides its students with study abroad opportunities. The University has entered into student exchange and affiliate agreements with the following institutions of higher learning:

### South Korea:

- Catholic University of Korea (Seoul)
- Sogang University (Seoul)
- Ewha Womans University (Seoul)

### Europe:

- Universidad Francisco de Vitoria (Madrid, Spain)
- Universite Catholique de Lille (Lille, France)

**Latin America:**

- ITESM- Tec de Monterrey (Any Campus in Mexico)
- Universidad de las Americas (Mexico City)
- Universidad de Monterrey (Monterrey, Mexico)
- Universidad Mayor (Santiago, Chile)

**Affiliate Agreements:**

- Global Student Experience- GSE
- International Studies Abroad- ISA
- Study Abroad Italy

The University also participates in several other cooperative endeavors, including the Council of Research and Academic Libraries (CORAL), a cooperative arrangement facilitating interlibrary use, cooperative purchasing and union lists of the major area research libraries and special libraries, and the Higher Education Council of San Antonio, a consortium of all local colleges and universities.

## Memberships

The University memberships include the American Council on Education, the Association of Texas Colleges and Universities, the Hispanic Association of Colleges and Universities, the Independent Colleges and Universities of Texas, the Texas Independent College Fund, the Higher Education Council of San Antonio, the United Colleges of San Antonio, the National Association of Independent Colleges and Universities, the Association of Catholic Colleges and Universities and the Council on Independent Colleges.

## Educational Commitment

Our Lady of the Lake University expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students. Flowing from its purpose as well as its commitment to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Our Lady of the Lake University promotes an environment to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Our Lady of the Lake University's student and personnel policies clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on University property or as part of any of the University's activities.

# Graduate Information

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## Degrees Offered

Our Lady of the Lake University's graduate programs lead to the following degrees:

***Master of Arts with a specialization in:***

Communication and Learning Disorders

English

Concentrations: Writing

Sociology

Concentrations: Emphasis in Community Health

Special Education

Concentrations: Educational Diagnostician

***Master of Arts-Master Fine Arts with a specialization in:***

English

Concentration: Literature, Creative Writing and Social Justice

***Master of Arts in Teaching***

Education

Concentrations: Math

Science

Special Education

Bilingual

***Master of Business Administration with a concentration in:***

Accounting/Finance

Healthcare Management (On-Campus and Online)

Management (On-Campus and Online)

***Master of Business Administration and Master of Science in Organizational Leadership***

***Master of Education with a specialization in:***

Curriculum and Instruction

Concentrations: Bilingual

Elementary

English as a Second Language

Integrated Math Teaching

Integrated Science Teaching

Master Reading Teacher

Master Technology Teacher(online only)(Admission Moratorium as of Spring 2012)

Reading Specialist

Learning Resources Specialist (Admission Moratorium as of Spring 2012)

Principal

School Counseling (On-Campus and Online)

***Master of Science with a specialization in:***

Accounting

Information Systems and Security

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Concentrations: Information Assurance and Security  
Nonprofit Management (Online only)  
Organizational Leadership

Concentrations: Interdisciplinary  
Leadership

Nursing:

Concentrations: Nurse Administration Specialization  
Nurse Education Specialization

Psychology:

Concentrations: Family, Couple and Individual Psychotherapy  
School Psychology

### ***Master of Social Work***

#### **Social Work (54 semester hours) Regular Program**

Concentration: Services to Hispanic Children and Families (On-Campus and Online)

#### **Social Work (31 semester hours) Advanced Standing Program**

Concentration: Services to Hispanic Children and Families (On-Campus and Online)

#### ***Doctor of Philosophy with a specialization in:***

Leadership Studies

#### ***Doctor of Philosophy with a specialization in:***

Leadership Studies and a Master of Business Administration (Dual Degree)

#### ***Masters of Science in Organizational Leadership and Doctor of Philosophy specialization in:***

Leadership Studies and a Master of Business Administration (Dual Degree)

#### ***Doctor of Psychology with a specialization in:***

Counseling Psychology

### ***Graduate Level Professional Certificates Offered***

#### **School of Professional Studies**

- Psychological Services for Spanish Speaking Populations

#### **School of Business and Leadership**

- Accounting/Finance
- Healthcare Management
- Information Assurance and Security
- Management

## **Purpose of Graduate Work**

The graduate programs at Our Lady of the Lake University prepare professionals to:

- Provide leadership and make scholarly contributions to the advancement of knowledge in their fields
- Apply the most current information and technology to decision making and problem solving
- Work collaboratively, productively and ethically in culturally diverse settings
- Contribute to the mission of the University by serving needs of their communities

## Student Responsibility

The student is responsible for knowing the degree requirements and enrolling in the courses that fulfill those requirements. The student is also responsible for complying with University regulations which apply to all graduate students and with program requirements which apply to the specific field of study.

## Credentials for Admission

**Note:** All credentials submitted for admission purposes become the property of Our Lady of the Lake University and cannot be returned.

## Admission Requirements for Master's Degree

All candidates for admission to any Master's level program must fulfill the following general admission requirements:

1. An earned baccalaureate degree from a regionally accredited institution.
2. A grade point average of 2.50 for all undergraduate work (2.75 for MEd program, MAT or MA Special Education program) or 3.00 for the last 60 semester hours of undergraduate work.
3. For a U.S. citizen or a Permanent Resident of the U.S., whose native language is not English or who does not have an educational history with English as the medium of instruction, an official minimum score on one of the following English proficiency exams is required: Test of English as a Foreign Language (TOEFL), IELTS or Michigan Test of English Language Proficiency. TOEFL score reports cannot be more than two years old and official score reports must be sent directly to OLLU from ETS. Any out-of-country applicants must also submit a passing score of 26 or higher on the speaking section of the TOEFL-IBT, per state guidelines for demonstration of oral communication skills prior to admission to teacher education. IELTS scores are verified online. Students should contact their admissions counselor for waiver policy of the English proficiency requirement.
4. Submission of credentials specified for the type of admission sought.
  - a. For regular admission the student must submit:
    1. Official transcripts from all accredited institutions attended. International transcripts must be submitted in the language of the originating country. International transcripts not in English must have certified English translations. An official course-by-course credential evaluation report of these international credentials must be submitted and indicate a minimum educational preparation equivalent to a U.S. baccalaureate degree.
    2. An official score on the Miller Analogies Test (MAT), Graduate Record Exam Aptitude Test (GRE) or Graduate Management Admission Test (GMAT), depending on field (see below), taken within the last five years. The Worden School of Social Service no longer requires the MAT or GRE. The School of Business and Leadership no longer requires the MAT or GRE for admission to the MBA, MSOL or MSNPM.
    3. Application fee of \$40.
  - b. For Special Admission, the student must submit either a letter of good standing verifying master's status at another institution in which the student is currently enrolled or an official transcript verifying the student holds a degree at the bachelor's level or higher.

## Admission Requirements for International Students

An international student seeking admission into a graduate program must, in addition to the above, submit:

1. Official transcripts from all schools attended. All transcripts not in English must have a certified English translation. An official course-by-course credential evaluation report of these credentials must be submitted and indicate a minimum educational preparation equivalent to a U.S. baccalaureate degree.
2. A \$50 nonrefundable international application fee.
3. If native language is not English, an official minimum score on one of the following English Proficiency Exams is required: Test of English as a Foreign Language (TOEFL), IELTS or Michigan Test of English Language Proficiency. TOEFL score reports cannot be more than two years old and official score reports must be sent directly to OLLU from ETS. Any out-of-country applicants must also submit a passing score of 26 or higher on the speaking section of the TOEFL-IBT, per state guidelines for demonstration of oral communication skills prior to admission to teacher education. IELTS scores are verified on line. Contact international admissions for waiver policy of the English proficiency requirement.
4. Certification of finances with (1) certificate from the financial institution where funds have been deposited or accounts have been maintained by applicant or applicant's sponsor or (2) certificate from the applicant or applicant's sponsor attesting to the ability to financially support studies for one academic year at OLLU.
5. If transferring from a U.S. college or university, applicant must submit:
  1. proof of immigration status with copy of passport, current visa stamp, I-94 and I-20;
  2. an International Student Adviser's Transfer Report on form requested from the International Admissions Office at 210-431-3978.

## Conditional Admission

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

## Admission Requirements for Specific Programs

In addition, candidates for admission to certain programs must fulfill specific program admission requirements:

### **Business Administration**

Appropriate preparation for graduate study in business, as demonstrated by both undergraduate training and managerial experience; three references knowledgeable about the student's managerial and/or professional performance; and resume.

### **Communication and Learning Disorders**

Appropriate bachelor's degree in communication disorders/speech pathology or undergraduate speech language pathology preparation; official score on MAT or GRE; two letters of recommendation from professionals or academicians in speech language pathology; interview by department faculty.

### **Education, Special Education, Psychology**

Appropriate undergraduate preparation for advanced study at the master's level in the desired

field; official score on GRE or MAT; interview by faculty (required for all EDUC programs, psychology and special education); a copy of Texas Teacher Certification for MEd and MA in Special Education programs; also requires an interview, resume, personal statement and verification of local and state Criminal History Records. MS in Psychology now requires a personal statement and a national criminal background check. All EDUC programs also require a FERPA consent, personal statement, list of two academic or professional sources and their contact information. For MAT programs:

PACT testing for appropriate TExES content examination showing passing score:

- a. Mathematics 7-12 for Mathematics Concentration;
- b. Science 7-12 for Science Concentration;
- c. EC-6 Generalist and BTLTP for Bilingual Concentration; and
- d. EC-6 Generalist for Special Education Concentration.

Degree individuals who have never been admitted to an SBEC-approved (State Board for Educator Certification) Educator Preparation Program (EPP) may take Pre-Admission Content Tests (PACT) to demonstrate content proficiency for possible admission into an EPP in Texas. **Taking PACT does not ensure admittance into the program.** Applicants do not need approval from the certification officer to register and take an examination. For further information and resources contact the Texas Education Agency at (512) 936-8400.

This program would be offered in San Antonio and via hybrid and videoconferencing in Houston. Student teaching or internship would be face to face by faculty in Houston area. Admission files would be reviewed by San Antonio and all teacher certification records would be maintained in the certification office located in (Moye 312).

### English

Eighteen advanced hours of undergraduate English or communication arts; satisfactory score on GRE or MAT; two letters of recommendation attesting to the student's potential for success in the graduate English program. Students who earn a minor in English at OLLU and earn a 3.0 GPA or above in at least 12 advanced English hours are also eligible.

### Nonprofit Management

Two letters of recommendation from persons knowledgeable about the student's managerial and/or professional performance.

### Nursing

Hold an unencumbered RN license in the state in which the student intends to complete practicum; two letters of recommendation professional or academic, resume or CV. Hold a BSN from a nationally accredited school; personal statement of interest, an interview if required.

### Social Work (54 Semester-Hour Program)

Personal statement demonstrating a commitment to the values and ethics of the social work profession; résumé; three letters of recommendation not more than one year old (at least one from an academician, others from employers or supervisors); undergraduate grade point average of 2.50 or higher or 3.00 for the last 60 hours earned.

### Social Work (31 Semester-Hour Program)

Same as for 54-hour program, plus baccalaureate degree with social work major from an institution accredited by the Council on Social Work Education; undergraduate grade point average of 3.00 or higher.



### **Sociology (30 Semester-Hour Program)**

An earned baccalaureate degree from an accredited institution, a undergraduate grade point average 3.00 or higher; an undergraduate statistics with a grade of B or better; official transcript from institutions attended; a personal statement detailing preparation to undertake the degree and reasons for wishing to study for the degree; two letters of recommendation and interview with member(s) of the Department of Sociology.

## **Admission Requirements for Doctorate of Philosophy in Leadership Studies**

All candidates for admission to the doctoral program in leadership studies must fulfill the following requirements:

### **Regular Admission**

1. Completed OLLU application forms
2. Nonrefundable \$40 application fee
3. Official transcripts from all previous colleges and universities attended at the master's degree and undergraduate levels
4. A master's degree with a minimum of 36 credit hours in an appropriate field from a regionally accredited college or university. Leveling work may be required.
5. Preferred grade point average of 3.3 on a 4.0 scale in all previous master's degree work
6. Official scores on the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or Miller Analogies Test (MAT) either from a testing center or as recorded on an official transcript
7. At least three letters of professional recommendation from individuals who can attest to the applicant's leadership qualities and potential
8. A complete résumé
9. A personal statement may be required
10. Interview with DLS Faculty arranged by the Leadership Department and is by appointment only.
11. Must take the following assessment tests at the University Assessment Center: NEO Personality Inventory - Revised (NEOPI-R), Watson-Glaser critical thinking skills inventory and Writing Assessment.
12. Applicants whose primary language is not English are required to take the Test of English as a Foreign Language (TOEFL), as stipulated in the OLLU Admission Information for International Graduate Applicants

## **Admission Requirements for Doctorate of Psychology Program**

All candidates for admission to the doctoral program in psychology must fulfill the following requirements:

1. Evidence of a master's degree in psychology or a closely related discipline of at least 45 semester hours from a regionally accredited institution. Applicants who have earned a master's degree of less than 45 semester hours or in a field other than psychology may apply but should expect to do leveling coursework in addition to the doctoral requirements.
2. Cumulative grade point average of 3.50 or higher in the master's program
3. Official transcripts from all colleges/universities attended, including junior and community colleges

4. A satisfactory score on the Graduate Record Examination (GRE) taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website
5. A satisfactory score on the GRE Psychology subject test taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website
6. Three letters of recommendation from professionals, with at least one from a former professor who can attest to the applicant's promise as a professional psychologist
7. Pertinent professional experience
8. Personal statement of background in psychology, expectations of doctoral program and professional goals
9. Satisfactory completion of the on-campus interview process

## Readmission

A readmission form is required for the following reasons:

1. Application to continue graduate level coursework when a year or more has passed since a student's last date of attendance.
2. Application to continue graduate level coursework when a student has been placed on Enforced Scholastic Withdrawal and has remained out of the program for one full semester or two summer sessions.

Deadline for submitting form for readmission purposes is 10 working days prior to the first day of regular registration each term.

## Restatement of Purpose

A restatement of purpose form is submitted when a student wishes a change in area of specialization or concentration within the current discipline. This change may require additional credentials and must be approved by the dean of the College/School of the new program.

Deadline for submitting restatement of purpose form is 10 working days prior to the first day of regular registration each term.

Students wishing to discontinue one program and gain admission into another program must complete full admission process for new program.

## Residence Requirements and Transfer Credit

All credits toward the master's or doctoral degree must be taken at Our Lady of the Lake University with the exception of those credits which come under the transfer credit policy. Graduate credit will not be awarded for portfolio-based experiential learning which occurs prior to the matriculation into a graduate program.

Graduate credits earned at a regionally accredited institution, including institutions of the United Colleges of San Antonio (UCSA), prior to admission to Our Lady of the Lake University may be accepted in transfer provided that the following conditions are met:

1. Each course transferred has a grade of "B" or better.
2. The following limits are maintained:
  - a. A maximum of six semester hours in graduate programs other than psychology and social work.

## | Graduate Information

- b. A maximum of 18 semester hours in counseling, or an allied field, for the 66-hour Master of Science program in School Psychology or 54-hour Master of Science in Family and Individual Psychotherapy.
- c. A maximum of 24 semester hours in the 54 semester hour social work program. All of these hours may be in social work. Social Work hours must have been earned in a program accredited by the Council on Social Work Education. Up to 12 hours may be counted from a previous master's degree in a field closely related to social work; otherwise, no more than six hours may come from an allied field.
- d. A maximum of 39 semester hours in psychology or a closely related discipline may be transferred into the PsyD program.

Transfer of credit earned prior to a matriculation at Our Lady of the Lake University must be formally petitioned by the student and approved by the major adviser and dean of the College or School.

After matriculation, all credits earned must be taken in residence unless the student receives approval prior to taking the course. To have course approved, students should obtain a "Request to Take Course(s) at another College/University" form from the Registrar's Office, complete the form and obtain signatures. Return the form to the Registrar's Office. If course is offered through extension/correspondence, documentation certifying that the course may be used toward a degree at the home institution must accompany the form.

## Academic Load

To be classified as full-time, traditional graduate students must be enrolled in a minimum of six semester hours for each fall or spring; six semester hours for each summer session or six hours for the Summer Session III. A student in the Weekend College Program is classified as full-time when enrolled in six or more hours in a Weekend Session. For doctoral students enrolled in dissertation or internship hours, one semester hour will be considered full-time if they have been Advanced to Candidacy by the department and approved by the Office of VPAA. If pursuing financial aid, see the Financial Aid Office section for enrollment eligibility requirements.

Graduate students will not be permitted to carry more than 16 semester hours of graduate work in any fall term or spring term, nor more than six hours during a summer session or 12 semester hours for combination of summer I/summer II/summer III.

To maintain status for the F-1 visa, an international student in a graduate degree program must carry a minimum of nine semester hours per term; six semester hours each single summer session, or nine semester hours in the summer III session. No more than the equivalent of a three credit hour on-line/distance education class per session may be counted towards the "full course of study" requirement.

## Advancement to Doctoral Candidacy

### Doctoral Candidacy

Upon completion of departmental requirements as defined in the respective doctoral program handbook, doctoral students may petition the Office of the Vice President for Academic Affairs for doctoral candidacy.

### Admission to Doctoral Candidacy

Admission to doctoral candidacy is a prerequisite to receiving any doctoral degree. To qualify for admission to doctoral candidacy, a student must:

- Be in a doctoral program offered by OLLU

- Have been continuously enrolled in the program without withdrawal, or have been readmitted to the program without condition
- Complete the departmental course work requirements with a cumulative GPA of 3.0 or better
- Pass the written and oral sections of the doctoral candidacy examination

It is the responsibility of the student to apply for candidacy admission by submitting the Application for Advancement to Doctoral Candidacy to the Office of the VPAA through their department chair or program director.

### **Doctoral Candidacy Time Limit**

The maximum number of years in candidacy is seven years following the completion of the doctoral candidacy examination. Students may submit a written appeal requesting a one-time extension of up to 12 months. Written appeals must clearly state the extenuating circumstances justifying the need for an extension. Extension requests are submitted to the dean and require the dean's approval.

### **Successful Academic Progress in Candidacy**

Doctoral candidates registered for dissertation/field research credit hours will be evaluated on a Pass/Fail (P/F) grading by their dissertation chair/advisor.

### **Financial Aid Eligibility**

Students who have advanced to candidacy and register for one credit hour of dissertation or internship will be considered full-time and eligible to financial assistance accordingly.

## **Time Limit**

The entire program of work for the master's degree must be completed within six years from the date of first registration. Time limit for the doctoral program is 10 years.

## **Computer Literacy Requirement**

Each graduate program has designated a level of computer literacy requirements which must be demonstrated or validated prior to graduation.

## **Academic Discipline**

Continuation in a graduate program is contingent upon the following:

1. Maintaining a 3.00 grade point average in all courses attempted at Our Lady of the Lake University.
2. Progressing satisfactorily toward completion of educational objective (i.e., degree or certification).

Records of all graduate students registered for nine or more semester hours of work are reviewed for academic discipline at the end of each grading period. Records of part-time students are reviewed upon completion of nine semester hours. All courses, even if the courses were not completed, are considered in the nine semester hours. If a student's disciplinary status is affected by the change of an "I" (incomplete) grade, the appropriate action is taken at the end of the term in which the grade change was made. Should a graduate student have a "D" grade or less than the 3.00 grade point average at any review point, the student will be placed on Scholastic Probation for the next nine hours of course work at the University. During that period, the student must do the following:

1. Raise the overall grade point average to 3.00.

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2. Receive no grades of "D" or "F" in any course.
3. Repeat any course in which a "D" was earned, when the course is next offered.

If these conditions are not met, the student will be placed on Enforced Scholastic Withdrawal from the University for at least one full term or two summer sessions.

Readmission to the program will be permitted only if it is recommended by the student's adviser and the dean/director of the College or School. If student wishes to appeal immediately, the instructions below will apply. If student accepts the withdrawal, he/she must contact Office of Admissions to seek readmission.

A grade of "F" in a graduate course results in Enforced Scholastic Withdrawal without a prior period of Scholastic Probation and discontinuance in the program except upon special recommendation of the dean of the College or School.

Academic deans/director may enforce a more stringent discipline policy in their respective academic programs.

## Enforced Scholastic Withdrawal Appeal Process

1. Student should submit a letter of appeal to the dean or director of the College/School of his/her program.
2. The dean/director will convene a review committee which may include the student's academic adviser to review the appeal.
3. The dean/director's office will notify the student in writing as soon as possible of the decision of the review committee.
4. The dean/director's office will notify the following:
  - Student's Academic Counselor
  - Registrar's Office
  - Financial Aid Office
5. The student's academic adviser will meet with the student to discuss any conditions or special requirements.
6. The Registrar's Office will make any official record changes needed and notify Residence Life in case the student is a resident student.
7. The Financial Aid office may have to adjust the student's award.

**Note:** Financial Aid Satisfactory Progress and Academic Discipline are two separate processes. Exemption from one does not guarantee exemption from the other.

## Thesis (Master's Degree)

A thesis is optional for the master's degree program in communication disorders, education, English, psychology and sociology.

After an area for research has been chosen, a student choosing the thesis option should request the program director to appoint a supervising professor to direct the work on the thesis. Thesis Guidelines, approved by the Graduate Council, are available through MyOLLU on the Academic Affairs - Forms website.

## Dissertation

A dissertation is required as part of the Doctor of Psychology in counseling psychology and the doctorate in Leadership Studies programs.

## Comprehensive Examination

All candidates for the master's degree, except in social work, master of business administration, master of science in information systems and security and master of science in nonprofit, must take a comprehensive examination in the field of specialization. The examination may be oral, written or both. This is administered at a time specified by the director of the program. Candidates in the PsyD and PhD programs must take both written and oral qualifying examinations.

## A Second Master's Degree

A student who holds a master's degree from OLLU and wishes to pursue a second master's degree must have the degree program approved by an adviser, the director of the master's program involved, and the dean or director of the school or college prior to the earning of credits for the second degree. The field of specialization of the second degree must be different from the first, although the name of the second degree need not be different from the name of the first. For all degrees, except the Master of Social Work and the Master of Science, no more than six semester hours of credit from the first degree may be applied toward the second degree. A student seeking a Master of Social Work may count up to six hours master's credit in a related field toward the MSW degree. A student who holds a master's degree in a field related to psychology may be considered for a modified program in psychology; this modified program requires that the student complete a minimum of 36 semester hours (beyond the first degree) in the program.

## Military Science (MS)

Corresponding to the academic master's degree at Our Lady of the Lake University and completion of the Reserve Officer Training Course (ROTC), student will commission in the Active or Reserve components of the U.S. Army.

By arrangement with Our Lady of the Lake University and the University of the Incarnate Word, the following Army Commission program (ROTC) pertains to enrollees from those institutions in the St. Mary's University Department of Military Science. In addition, a Leadership Laboratory is held every Wednesday afternoon for two hours, to further the development of leadership skills through a varied program consisting of field trips, practical exercises and visits to military installations. This laboratory is required each semester for all Military Science students.

### *Two-Year Program for Graduate Students*

The Army ROTC offers a two-year program for those who did not have or take the opportunity to complete the normal ROTC Basic Course during their undergraduate studies. In order to enroll in the ROTC Advanced Course, a student must successfully complete four weeks of leadership training, provided at a Leadership Training Course (LTC) during the summer months prior to beginning their first graduate semester. If students desire to take advantage of this two-year scholarship opportunity, they should communicate directly with the Professor of Military Science no later than March 1 of the year preceding their master's program at OLLU.

(NOTE: Students who are military veterans or have more than three years of JROTC training do not need to attend the Leadership Training Course.)

### *Scholarship and Remuneration*

The Department of the Army offers the LTC two-year competitive scholarship assistance to qualifying ROTC students. This assistance consists of payment of ALL tuition and fees per year, and a \$1,200 book allotment, plus a grant to the ROTC cadet of \$450 to \$500 a month during the period of enrollment (not to exceed 20 months). The student need not be enrolled in the ROTC program

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prior to competing for a scholarship. Students interested in competing for scholarship assistance under this program should contact the Army ROTC Enrollment Officer.

### ***Uniform and Equipment***

All uniforms, textbooks and other equipment will be issued to students enrolled in Army ROTC courses. Students are responsible for the maintenance and upkeep of all items issued to them.

### ***Information***

The Professor of Military Science and the Army ROTC offices are located on the bottom floor of Treadaway Hall at St. Mary's University. The telephone number is 210-436-3415. ROTC Enrollment Officer Cell Number is: 210-379-1997. Email: [rotc@stmarytx.edu](mailto:rotc@stmarytx.edu).

# College of Arts and Sciences

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Dean: Michael Laney, PhD

## English

The MA-MFA in Literature, Creative Writing, and Social Justice at Our Lady of the Lake University prepares students to become critically engaged and socially aware scholars, writers, educators, and professionals. The degree plan is designed to attract and to foster the growth of individuals who wish to combine creativity with practical skills and critical knowledge all the while keeping in mind the pursuit of social justice in their own work, their communities, and their professional practice.

The English master's program is designed primarily for part-time students, with most classes scheduled at night. However, enough courses are offered each semester that students may attend the program full time.

### Admission Application Requirements

#### *Regular Admission*

1. Official transcripts from all regionally accredited institutions previously attended.
2. A grade point average of 3.00 in the major field of study and a 2.50 overall average. If the applicant has not majored in English or Communication Arts, a GPA of 3.00 in the last 60 hours of undergraduate work is required.
3. Two letters of recommendation attesting to the applicant's potential for success in the combined MA/MFA programs in Literature, Creative Writing and Social Justice.
4. Submission of official satisfactory scores on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) taken within the last five years.
5. At least 18 hours of advanced course work in English and/or Communication Arts. Students who earn a minor in English at OLLU and earn a 3.0 GPA or above in at least 12 advanced English hours are also eligible. Applicants without the required advanced hours in English may do leveling coursework or may have this requirement waived on a case by case basis.
6. Samples of both creative and scholarly writing (25 page total).
7. A cover letter detailing the applicant's reasons for pursuing a combined MA/MFA in Literature, Creative Writing, and Social Justice

#### *International Students*

An international student seeking admission into the program for a Master of Arts in English should refer to page 39 of this bulletin for additional information on credentials needed for admission.

#### *Conditional Admission*

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

#### *Special Admission*

A student who wishes to register only for course work and not as a degree candidate may be admitted as a special student. Candidates for special admission must submit either a letter of good standing from another master's program in English (or a related field) or an official transcript showing the successful completion of a baccalaureate degree with an overall grade point average of at least 2.50.



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Students who wish to register as degree candidates, but who do not have time before registration to complete requirements for regular admission, may also be admitted as special students until the admission requirements are met.

No more than 12 semester hours earned as a special student may be applied toward a degree, and these credits must have been earned not more than one calendar year prior to admission to the degree program. There is no guarantee, however, that courses taken in the special admission category will be accepted as part of the degree curriculum, or that acceptance as a special student will lead to regular admission to the master's program.

### **Admission Deadline**

Deadline for submitting a completed application to the master's program in English is 10 working days prior to the first day of regular registration for each semester.

## ***Master of Arts/Master of Fine Arts Specialization: Literature, Creative Writing, and Social Justice***

48 semester hours

First Year: Fall

ENGL 6311            Creative Writing and Social Justice  
ENGL 7394            Scholarship/Bibliography and Research Methods

Literature: Select from the following

ENGL 7332            Literature and Discourse  
ENGL 7341            Literature of Social Movements

First Year: Spring

ENGL 6311            Creative Writing and Social Justice  
ENGL 7331            Theory of Literature and Social Justice

Literature: Select from the following

ENGL 7339            Literature of Identity and Power  
ENGL 7342            Literature and Gender

Second Year: Fall

ENGL 6311            Creative Writing and Social Justice

Literature: Select from the following

ENGL 7343            Literature, Race and Class  
ENGL 7371            The Writer and the Writer's Work

Linguistics: Select from the following

ENGL 7382            Studies in Language and Linguistics  
ENGL 7356            Literary Translation

Second Year: Spring:

ENGL 7333            Teaching Composition, Literature, and Creative Writing  
PHIL 7315            Social Justice

Select from the following

ENGL 7321            Literary Forms  
ENGL 7392            Special Topics

Final Year: Fall

ENGL 6311            Creative Writing and Social Justice  
ENGL 7385            Field Study  
ENGL 8391            Thesis

Final Year: Spring

ENGL 8391            Thesis

# School of Business and Leadership

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**Dean: Dwayne Banks, PhD**

The School of Business and Leadership (SBL) offers undergraduate and graduate degree programs nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP). These include the Master of Business Administration (MBA) with concentrations in Finance, Healthcare Management, and Management. The school also offers other business-related degrees: Master of Science (MS) degrees in Accounting Information Systems and Security, Nonprofit Management, Organizational Leadership. Doctor of Philosophy (PhD) in Leadership Studies; and MBA-MSOL, MSOL-MBA, PhD-MBA dual degrees. In addition, the SBL offers graduate certificates in Finance healthcare Management, Information Assurance and Security and Management. These graduate programs provide practitioner-based approaches and applied research activities. The School of Business and Leadership faculty members have extensive professional and academic experience, including national certifications, professional licenses, and advance graduate degrees.

## ***Admission Requirements***

See admission requirements for each degree program for specific conditional admission details.

## ***International Students***

An international student seeking admission into a School of Business and Leadership graduate program should refer to page 39 of this bulletin for additional information on credentials needed for admission.

## ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally. If they fulfill the conditions listed in their letters of conditional within the specified period of time, they will receive regular admission. If conditional admission is given because of missing official credentials, the time to provide those documents will not extend beyond the first term of attendance. See conditional admission requirements for each degree program for specific conditional admission details.

## ***Special Admission (Non-Degree Seeking)***

If a student wishes to register only for course work and not for degree work, the SBL may admit that student as a Special Student. Such student must meet the foundation and prerequisite requirements for any course to be taken. Acceptance as a special student does not guarantee regular admission. The admission application requirements for special students are as follows:

1. Submission of a completed application for admission by the applicable term deadline.
2. Non-refundable application fee of \$40
3. Submission of official transcripts from all regionally accredited institutions previously attended
4. Detailed work history
5. Two letters of recommendation from employer or work supervisor

A special student may apply no more than 12 hours toward a degree. No more than 12 semester hours earned as a special student may be applied toward a degree. If admission to the degree program is later applied for and received, a special student's earned credit will apply to the degree upon approval of the dean of the School of Business and Leadership. The student will be required to meet all of the remaining admissions requirements for degree-seeking students.

## ***Transient Students***

Occasionally, a master's student from another institution may request permission to take one or two courses at OLLU to complete degree requirements at the home institution. Such student must

meet the foundation and prerequisite requirements for any courses to be taken. The admission application requirements for transient students are as follows:

1. Submission of a completed application for admission by the applicable term deadline
2. Application fee of \$40
3. A copy of the degree plan from the other institution
4. A statement from the relevant dean or graduate adviser at the other institution stating which OLLU courses are authorized
5. A letter of good standing verifying master's status

## Master of Business Administration

The Master of Business Administration Program is an innovative program designed to meet the needs of practicing executives in profit and nonprofit settings. Offered in the popular face-to-face Weekend Program or online formats, the MBA focuses on sharpening skills in decision-making and problem-solving behavior for professional administrators. The program's instructional design integrates scientific and technological advances with proven principles of management.

The MBA program requires a commitment to an intensive educational experience as well as a considerable degree of independence and discipline. The format enables successful managers to continue to grow professionally without interruption of their careers, thus enhancing their competitive positioning in an increasingly sophisticated economic environment. Typical students are junior and senior managers who work in financial institutions, oil and utility companies, insurance and communications companies and other businesses, as well as healthcare professionals such as doctors, nurses and administrators.

Both formats assume that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are fewer than in more traditional face-to-face programs. Most of the student's work is teacher-directed learning outside the classroom. Some classes require team meetings for assigned projects outside scheduled contact hours. Graduate Business Program faculty expect students to complete work in a timely and professional manner.

### ***Admission Application Requirements***

#### ***Regular Admission***

1. Submission of a completed application by the applicable term deadline
2. Non-refundable application fee of \$40
3. An earned baccalaureate degree from a regionally accredited institution
4. Submission of official transcripts from all regionally accredited institutions previously attended
5. A grade point average of at least 2.50 for cumulative undergraduate work or 3.00 for the last 60 semester hours of undergraduate work
6. Three references from persons knowledgeable about the student's managerial and/or professional performance
7. A resume highlighting managerial or professional work experience
8. At least three years of managerial or professional experience is encouraged for success in the MBA program. An admission interview will be required of all students not possessing this level of experience
9. Attainment of the following adequate preparation standard:

The Business Programs faculty of the School of Business and Leadership require all entering students to possess and be able to demonstrate currency of knowledge, theory, and practice (Adequate Preparation Standard) through appropriate business coursework in the areas of Accounting, Economics, Finance, Management, Statistics, and Business Law.

Adequate preparation for MBA studies through appropriate business course work consists of the following credit hours: Six hours of economics, three hours of statistics, three hours of management, three hours of business law, and three hours of finance.

If an applicant does not meet the Adequate Preparation Standard, the appropriate module(s) (Accounting, Economics, Finance, Management, Statistics, and Business Law) must be completed prior to beginning regular MBA coursework. SBL offers all of these modules through its MBA Preparatory Program offered online. Students may also choose to complete the Adequate Preparatory coursework at another institution. The MBA Preparatory course(s) do not carry academic credit applicable toward the MBA degree nor do they affect a student's MBA Grade Point Average (GPA).

Students who have taken the relevant coursework in the areas of Accounting, Economics, Finance, Management, Statistics, and Business Law may be eligible for a waiver of specific module or modules in the MBA Preparatory course(s) under the Adequate Preparation Standard. To be eligible for a waiver of any module, relevant coursework meeting the Adequate Preparation Standard must have been successfully completed with a grade of C or higher. A waiver is not automatic. Relevant work experience or coursework completed since an applicant's undergraduate graduation will be considered by the Committee.

There is no partial waiving of any module subject area in Accounting and Economics. Six hours of earned academic credit in both Accounting and Economics are required.

Coursework taken in excess of six years or longer from the date of application will be evaluated to meet the Adequate Preparation Standard. Based on the Business Programs Graduate Admissions Committee's evaluation of an applicant's coursework in the module-related areas, an applicant may be required to take a specific course module, modules, or all modules. Applicants should be advised that the Committee will evaluate an applicant's file in its totality to determine if the appropriate module(s) should be waived. The decision of the committee regarding Adequate Preparation is not appealable.

A Graduate Exam is not required for admissions to the MBA

### ***Conditional Admission to the MBA***

The SBL Business Programs Graduate Admissions Committee grants Conditional Admission on the merits of each case for those applicants who do not meet all the requirements for regular admission. Applicants within a 2.5-2.9 overall undergraduate GPA may be conditionally admitted subject to the Business Programs Graduate Admission Committee's decision. Students accepted under Conditional Admission must receive a grade of "B" or higher in the first 6-9 hours of MBA coursework (as deemed appropriate by the Committee); otherwise the student will be dismissed from the program.

### ***Application for Admission Deadlines***

Application deadlines for submitting a completed application for the MBA program are as follows:

Fall Weekend	August 1	(face-to-face classes)
Fall Term A	August 1	
Fall Term B	October 1	
Spring Weekend	December 1	(face-to-face classes)
Spring Term A	December 1	
Spring Term B	February 1	
Summer Term	May 1	

### Finance, Healthcare Management and Management concentrations

Concentrations are available in the above areas. All concentrations require completion of the core courses below plus three additional courses within the chosen field of study.

**MBA in Finance** consists of the following core courses: (on-campus)

BADM 8309	Management Theory and Decision-Making Processes
BADM 8310	Legal and Ethical Environment of Business and Global Decision-Making
ACCT 8310	Managerial Control Systems
BADM 8315	Corporate Finance
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions
BADM 8330	Strategic Management Concepts and Processes

Complete three (nine hours) of the following courses from the Accounting (ACCT) or Finance (FINC) disciplines to complete the MBA in Finance:

ACCT 8315	Controllership
ACCT 8319	Internal Auditing
ACCT 8320	Contemporary Topics in Accounting
FINC 8319	Corporate Capital Budgeting
FINC 8321	International Finance
FINC 8323	Financial Institutions, Markets and Economic Activity
FINC 8340	Special Studies in Finance

**MBA in Healthcare Management** consists of the following core courses: (on-campus and online)

HCMG 7320	Healthcare Law and Ethics
HCMG 7361	Healthcare Finance
BADM 8309	Management Theory and Decision-Making Processes
ACCT 8310	Managerial Control Systems
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions
BADM 8330	Strategic Management Concepts and Processes

Complete three (nine hours) of the following courses from the Healthcare Management (HCMG) discipline to complete the MBA in Healthcare Management:

HCMG 7304	Management of Healthcare Institutions
HCMG 7325	Healthcare Planning and Policy
HCMG 7380	Managed Care for Commercial, Medicare and Medicaid Populations
HCMG 7384	Special Studies in Healthcare Management

**MBA in Management** consists of the following core courses: (on-campus and online)

BADM 8309	Management Theory and Decision-Making Processes
BADM 8310	Legal and Ethical Environment of Business and Global Decision-Making
ACCT 8310	Managerial Control Systems
BADM 8315	Corporate Finance
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions
BADM 8330	Strategic Management Concepts and Processes

Complete three (nine hours) from the following courses to complete the MBA in Management:

MGMT 8320	International Business Strategy
BADM 8318	Strategic Human Resources Management: Policies and Practices
MGMT 8315	Entrepreneurship
MGMT 8343	Current Topics in Business
BADM 8322	International Study Tour

### Graduate Certificates - Finance, Healthcare Management or Management

The requirements to receive a graduate certificate as a non-degree seeking student are:

1. Admission to the graduate certificate program (same as admission to the MBA program)

2. Completion of 15 hours consisting of the core courses and three additional courses in the elective area. (All courses must be completed at OLLU, no course will be allowed to be transferred in for the certificate program).
3. Prerequisite course work and all preparatory courses in basic business fields must be completed prior to admission

## Master of Science in Accounting (On-Campus and Online)

### *30 semester hours*

The MS in Accounting program is designed for the working accounting professional seeking a generalist perspective of accounting. The program focuses on integrating accounting theory with practical application skills using analytical methods and processes, critical thinking, and accounting-related case studies and scenarios of real world business and accounting situations. The program enables accountants to provide critical financial data for internal strategic planning and external reporting purposes as well as to aid in establishing eligibility to sit for the AICPA Uniform Certified Public Accountants Examination.

All formats assume that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are less than more traditional face-to-face programs. Most of the student's work is teacher-directed learning outside the classroom. Some classes require team meetings for assigned projects outside of scheduled contact hours. Graduate Business Programs faculty expect students to complete work in a timely and professional manner.

### **Admission Application Requirements**

#### **Regular Admission**

1. Submission of a completed application for admission by the applicable term deadline
2. Non-refundable application fee of \$40
3. An earned baccalaureate degree in accounting from a regionally accredited institution or 30 credit hours in accounting
4. Submission of official transcripts from all regionally accredited institutions previously attended
5. A grade point average of at least 2.50 for cumulative undergraduate work or 3.00 for the last 60 semester hours of undergraduate work.
6. A satisfactory score on the Miller Analogies Test (MAT), Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) (An applicant who already holds a master's degree is exempt from this requirement).
7. Two references knowledgeable about the student's managerial and/or professional performance.
8. A résumé highlighting managerial or professional work experience

#### **Conditional Admission to the MS in Accounting Program**

The SBL Business Programs Graduate Admissions Committee grants Conditional Admission on the merits of each case for those applicants who do not meet all the requirements for regular admission. Students accepted under Conditional Admission must receive a grade of "B" or higher in the first 6-9 hours of MS in Accounting coursework (as deemed appropriate by the Committee); otherwise the student will be dismissed from the program.

#### **Application for Admission Deadlines**

Deadlines for submitting a completed application for the Master of Science in Accounting are as follows:

## | School of Business and Leadership

Fall On-campus/Online	August 1
Spring On-campus/Online	December 1
Summer Term/Online	May 1

**MS in Accounting** consists of the following courses (30 semester hours):

Core courses 24 hours

ACCT 8310	Managerial Control Systems
ACCT 8315	Controllership or (Internship)
ACCT 8319	Internal Auditing
ACCT 8330	Business Income Taxation
ACCT 8340	Governmental Accounting
ACCT 8350	Federal Tax Research
ACCT 8354	Forensic Accounting and Fraud Examination
ACCT 8360	Advanced Business Combination

Six (6) hours from the following:

ACCT 8320	Contemporary Topics in Accounting-Existing Course*
ACCT 8325	Professional Ethics for Accountants-Existing Course

\*ACCT 8320 Contemporary Topics (can be taken up to 3 times maximum as long as the topic is different and with the prior approval of the Accounting Program Head or Dean)

Contemporary Topics: Varied Topics  
Contemporary Topics: Non-profit Accounting  
Contemporary Topics: Risk Management  
Contemporary Topics: Auditing Clarity Project  
Contemporary Topics: Estates and Trusts  
Contemporary Topics: Study Tour  
Contemporary Topics: IFRS

## Master of Science in Nonprofit Management (Online only)

### **36 semester hours**

The Master of Science (MS) in Nonprofit Management focuses on individuals with an interest in learning more about the nonprofit industry. The program is designed to meet the needs of practicing executives in nonprofit settings and for students who seek to learn about managing and leading a nonprofit entity with business acumen. Offered through OLLU's Weekend Program and it is offered completely online to meet the schedule of the busy professional.

Courses in the program are offered in the fast-track format. With only 12 courses required in the program, full time students can complete the degree in four semesters.

Students in the program will also have the opportunity to work with their instructor to determine a project that will be developed throughout the program. The project will cover components addressed throughout the program and will emphasize effective and efficient management of a nonprofit organization.

The MS-NPMT program requires a commitment to an intensive educational experience as well as a considerable degree of independence and discipline. The online format assumes that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are less than more traditional face-to-face programs. Most of the student's work is teacher-directed learning outside the classroom. Some classes require team meetings for assigned projects outside of scheduled contact hours. Graduate Business Programs faculty expect students to complete work in a timely and professional manner.

## **Admission Application Requirements**

### **Regular Admission**

1. Submission of a completed application for admission by the applicable term deadline
2. Non-refundable application fee of \$40
3. An earned baccalaureate degree from a regionally accredited institution
4. Submission of official transcripts from all regionally accredited institutions previously attended
5. Two references from persons knowledgeable about the student's managerial and/or professional performance

A special student may apply no more than 12 hours toward a degree. If admission to the degree program is later applied for and received, a special student's earned credit will apply to the degree upon approval of the dean of the School of Business and Leadership. The student will be required to meet all the remaining admissions requirements for degree-seeking students.

### **Admission Deadline**

Deadlines for submitting a completed application for the Master of Science in Nonprofit Management program are as follows:

Fall Term A	August 1
Fall Term B	October 1
Spring Term A	December 1
Spring Term B	February 1
Summer Term	May 1

### **Nonprofit Management (online only)**

NPMT 8300	Becoming an Effective Executive Director
NPMT 8301	Professional Project
NPMT 8305	Marketing for Nonprofits
NPMT 8307	Talent Volunteer and Diversity Management in Nonprofits
NPMT 8310	Finance Accounting for Nonprofits
NPMT 8311	Social Media and Information Technology for Nonprofits
NPMT 8312	Grant Writing and Fund Raising in Nonprofits
NPMT 8314	Quality and Risk Management of Nonprofits
NPMT 8315	Operations and Administration of Nonprofits
NPMT 8320	The Legal and Ethical Elements of Nonprofits
NPMT 8322	Board Governance
NPMT 8324	Project Management, Change Management and Strategic

## **Master of Science in Information Systems and Security (Online only)**

### **30 semester hours**

The Master of Science in Information Systems and Security is designed to prepare information technology professionals to assume executive technical management positions, such as Chief Information Officer, Chief Technology Officer, or Chief Security Officer. The Information Systems and Security degree includes Information Systems and Information Assurance. The Information Systems curriculum consists of an in-depth study of database management systems, systems analysis and design, telecommunications and networking, and information systems platforms from the perspective of systems management. The Information Assurance curriculum covers principles of information assurance (IA) and security, IA planning and management, IA assessment, and Internet security architectures.

The course requirements of the program include 15 hours of Information Systems courses and 15 hours in Information Assurance and Security.



The MS in Information Systems and Security is offered in an online format, but Computer Information Systems and Security faculty members are available for individual or group consultation with students throughout each academic term.

**Admission Application Requirements:**

***Regular Admission***

1. Submission of a completed application for admission
2. Non-refundable application fee of \$40
3. An earned baccalaureate degree from a regionally accredited institution in a technical discipline
4. Submission of official transcripts from all regionally accredited institutions previously attended
5. A grade point average of at least 3.0 for cumulative undergraduate work or 3.2 in the major field (technical discipline) of study
6. A satisfactory score (as determined by the CISS graduate faculty) on either the GRE or GMAT

**Conditional Admission to the MS in Information Systems and Security Program:**

Applicants not meeting the above requirements may be admitted conditionally on a case by case basis. The Computer Information Systems and Security department reserves the right to limit enrollment in the MS in Information Systems and Security program, therefore meeting the minimum requirements does not guarantee immediate admission to the program.

***Core Courses (15 semester hours):***

CISS 8302	Database Management Systems
CISS 8303	Information Systems Development
CISS 8304	Telecommunications and Networking
CISS 8305	Information Systems Hardware and Software Platforms
CISS 8310	Special Topics in Information Systems

***Information Assurance courses (15 semester hours):***

IASM 8302	Principles of Information Assurance and Security
IASM 8303	Information Assurance Planning and Management
IASM 8304	Information Assurance Assessment
IASM 8311	Special Topics in Information and Security
IASM 8312	Internet Security Architectures

***Graduate Certificate: Information Assurance and Security***

The requirements to receive a graduate certificate as a non-degree seeking student are:

- Admission to the graduate certificate program (same as admission to the MS-ISS program)
- Completion of 15 hours consisting of IASM 8301, IASM 8302, IASM 8303, IASM 8304, IASM 8310 (All courses must be completed at OLLU, no course will be allowed to be transferred in for the certificate program.)
- Prerequisite course work and all preparatory courses in technical discipline must be completed prior to admission

## Department of Leadership Studies

### ***Doctor of Philosophy (PhD) in Leadership Studies***

The Department of Leadership Studies offers the Doctor of Philosophy (PhD) in leadership studies. The 75 semester credit hour doctoral program utilizes an interdisciplinary approach to prepare individuals who will emerge as leaders capable of excelling in business, healthcare, education and public affairs agencies.

The PhD in leadership studies program at Our Lady of the Lake University is designed as a four year sequence, which begins with intensive course work and culminates with the dissertation. Courses in

the program reflect emerging new knowledge and skills and are taught as interdisciplinary, thematic units. This is a cohort program, which includes approximately 15-25 participants taking courses together. The cohort model provides individuals with opportunities to work collaboratively to meet the demands of the program. The program requires:

1. 75 semester hours in leadership studies beyond the master's degree, including dissertation
2. Doctoral coursework taken at an accredited college/university up to five years prior to the student's entry in the program may partially fulfill semester hour requirements

### **Admission Application Requirements**

#### ***Regular Admission***

1. Completed OLLU application forms
2. Nonrefundable \$40 application fee
3. Official transcripts from all previous colleges and universities attended at the master's degree and undergraduate levels
4. A master's degree with a minimum of 36 credit hours in an appropriate field from a regionally accredited college or university. Leveling work may be required
5. Preferred grade point average of 3.3 on a 4.0 scale in all previous master's degree work
6. Official scores on the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT) or Miller Analogies Test (MAT) either from a testing center or as recorded on an official transcript
7. A complete résumé
8. A personal statement may be required
9. Must take the following assessment tests at the University Assessment Center:
  - NEO Personality Inventory - Revised (NEOPI-R)
  - Watson-Glaser critical thinking skills inventory
  - Writing Assessment
10. Interview with DLS Faculty arranged by the Leadership Department and is by appointment only
11. Applicants whose primary language is not English are required to take the Test of English as a Foreign Language (TOEFL), as stipulated in the OLLU Admission Information for International Graduate Applicants

#### ***Admission Deadline***

Admissions deadlines are available on the Department of Leadership Studies website.

#### ***Admission Procedures***

1. All completed admission files will be submitted to the PhD Admission Committee who will review the completed applications.
2. All applicants will be notified of their admission decision no later than two weeks after the admissions deadline date.

### **Academic Requirements**

Doctoral students will be expected to complete the following requirements in addition to required coursework:

1. Comprehensive examinations – each student is required to pass successfully all written and oral comprehensive examinations. The first comprehensive exam occurs after 18 credit hours. Students may not continue beyond 30 semester hours until they have passed this exam. The candidacy comprehensive exam is taken after 48 semester hours. Upon passing the candidacy exam, students may form a dissertation committee and register for dissertation credits.
2. Dissertation – a dissertation is required as part of the doctoral program. A student must register for at least nine semester hours of dissertation courses. If a student has not completed

the dissertation by the end of the three-course sequence, the student must register for one credit hour of dissertation credit for each semester until completion.

3. Time limits – the interdisciplinary program is designed as a four-year cohort experience. Students are expected to complete the doctoral program in the time limit prescribed. Exceptions may be approved by the chair of the Department of Leadership Studies. Students will not be permitted to complete the program after 10 years from the time of first enrollment. Students who take longer than seven years from time of first enrollment to complete all coursework and the dissertation may need to repeat some of their courses.

Students complete 60 credit hours of required course work, three credit hours of electives, and 12 credit hours spent researching and writing an original dissertation.

The sequence of courses is designed around four broad areas. The four course leadership sequence progresses from theories of leading individuals and small groups through leadership in international organizations. The applied courses improve practitioner skills in the areas of communication, management and legal/ethical. The policy development courses introduce students to seminal arguments for and against a variety of societal issues. The leadership research sequence provides students the needed skills to conceive, design and conduct their doctoral dissertation. The leadership electives are taken in the last year of study concomitant to work on the dissertation.

If a dissertation chair, in agreement with a doctoral student, believes the student has a good chance of successfully defending their dissertation prior to the beginning of a term, that student should be registered for LEAD 9199 and any remaining hours needed to complete all of their course and program requirements.

If student does not successfully defend her/his dissertation that term, the dissertation chair will submit a grade of "X" for LEAD 9199. That grade will remain in place until the student successfully defends her/his dissertation. As long as the student has completed all of the degree required hours (75), the student will not need to register for any hours in the next consecutive term. However, if the dissertation is not completed in the next consecutive term, the student will then need to register for LEAD 9149 for each term after that in order to remain an active student.

## **The Complexity of the Leadership Task**

### ***Progression of Courses***

LEAD 9310	Intermediate Leadership Theories
LEAD 9318	Leadership Assessment
LEAD 9320	Intra-Organizational Leadership
LEAD 9321	Inter-Organizational Leadership
LEAD 9313	Global Leadership
LEAD 9170	Synthesis of Leadership and Research Theories
LEAD 9172	Leadership Theories Synthesis for Leadership

### ***Readings in Leadership***

LEAD 9350	Historical Leadership Theories
LEAD 9351	Advanced Leadership Theories

### ***Applied Courses for Leaders***

#### **Communication**

LEAD 9261	Oral Communication for Leaders
LEAD 9316	Conflict Management

#### **Management**

LEAD 9311	Leadership Issues in Technology and Organizational Change OR
LEAD 9314	Leadership Decision Processes
LEAD 9323	Resource Management I
LEAD 9173	Management Synthesis for Leadership

#### **Legal and Ethical**

LEAD 9324	Legal Issues
LEAD 9352	Leadership Ethics and Morality

**Policy Development at the Leadership Level**

LEAD 9330	Policy, Values and Partnerships
LEAD 9332	Applications in Policy and Services

***The Complexity of Leadership Research*****Progression of Related Courses**

LEAD 9341	Intermediate Research Methods
LEAD 9342	Advanced Research Methods
LEAD 9343	Experimental Design and Statistics I
LEAD 9344	Experimental Design and Statistics II
LEAD 9171	Research Synthesis for Leadership

**Applied Leadership Research**

LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9149	Field Based Research
LEAD 9149	Field Based Research
LEAD 9199	Dissertation Defense

**Leadership Electives (Topics Change Each Semester)**

LEAD 9366	Selected Topics in Leadership Studies
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***Doctor of Philosophy (PhD) in Leadership Studies and Master of Business Administration*****93 hours**

Students in the PhD program may choose to also get an MBA in management. This can be accomplished by taking an additional 18 hours of course work in the MBA program. The course listed with the prefix "BADM" are the courses required. All students seeking to get an MBA must meet the admission requirements to the MBA program.

LEAD 9310	Intermediate Leadership Theories
LEAD 9318	Leadership Assessment
LEAD 9320	Intra-Organizational Leadership
LEAD 9321	Inter-Organizational Leadership
LEAD 9313	Global Leadership
LEAD 9170	Synthesis of Leadership and Research Theories
LEAD 9172	Leadership Theories Synthesis for Leadership
LEAD 9350	Historical Leadership Theories
LEAD 9351	Advanced Leadership Theories
LEAD 9261	Oral Communication for Leaders
LEAD 9316	Conflict Management
LEAD 9311	Leadership Issues in Technology and Organizational Change OR
LEAD 9314	Leadership Decision Processes
LEAD 9173	Management Synthesis for Leadership
LEAD 9323	Resources Management I
LEAD 9324	Legal Issues
LEAD 9352	Leadership Ethics and Morality
LEAD 9330	Policy, Values and Partnerships
LEAD 9332	Applications in Policy and Services
LEAD 9341	Intermediate Research Methods
LEAD 9342	Advanced Research Methods
LEAD 9343	Experimental Design and Statistics I
LEAD 9344	Experimental Design and Statistics II
LEAD 9171	Research Synthesis for Leadership
LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9149	Field Based Research
LEAD 9149	Field Based Research
LEAD 9199	Dissertation Defense

## | School of Business and Leadership

LEAD 9366	Selected Topics in Leadership Studies
BADM 8313	Managerial Control Systems
BADM 8315	Corporate Finance
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions

### ***Master of Science in Organizational Leadership and Doctor of Philosophy (PhD) Leadership Studies***

#### **93 hours**

LEAD 6310	Leadership Theory and Practice
LEAD 6322	Critical Thinking and Problem Analysis for Leaders
LEAD 6351	Readings in Leadership
LEAD 6362	Written Communication for Leaders
LEAD 6321	Leadership Strategies and Processes
LEAD 6341	Introduction to Leadership Research Methods
LEAD 9310	Intermediate Leadership Theories
LEAD 9320	Intra-Organizational Leadership
LEAD 9321	Inter-Organizational Leadership
LEAD 9313	Global Leadership
LEAD 9350	Historical Leadership Theories
LEAD 9351	Advanced Leadership Theories
LEAD 9261	Oral Communication for Leaders
LEAD 9316	Conflict Management
LEAD 9311	Leadership Issues in Technology and Organizational Change
LEAD 9314	Leader Decision Processes
LEAD 9323	Financial Issues in Leadership
LEAD 9324	Legal Issues
LEAD 9352	Leadership Ethics and Morality
LEAD 9330	Policy, Values and Partnerships
LEAD 9332	Applications in Policy and Services
LEAD 9341	Intermediate Research Methods
LEAD 9342	Advanced Leadership Research
LEAD 9343	Experimental Design and Statistics I
LEAD 9344	Experimental Design and Statistics II
LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9349	Field Based Research
LEAD 9366	Selected Topics in Leadership
LEAD 9366	Selected Topics in Leadership

### ***Master of Science in Organizational Leadership***

Students are admitted to begin their programs of study three times each year: fall, spring and summer. Applicants submit a battery of materials including:

- A Graduate Exam is not required for admissions to the MBA, MSOL or MSNPM. Applicants with a 2.0-2.9 overall undergraduate GPA will be conditionally admitted. The condition is they must receive a grade of "B" or higher in the first two courses they take in the respective program. If the student does not receive a grade of "B" or higher on each of the first two courses, they will not be allowed to continue in the program.
- A degree and undergraduate transcripts from all previous colleges and universities attended
- A complete résumé, detailing professional work experience
- A personal statement of three to five, double-spaced pages describing long-range professional and scholarly interests

The Master of Science in organizational leadership enhances the leadership skills of dedicated professionals in a wide range of fields to include business, education and healthcare administration. The interdisciplinary degree combines theory and fieldwork in order to graduate "practitioner-scholars" who can provide enlightened leadership at the workplace.

The degree has three primary goals:

1. To afford leadership development at the master's degree level for promising professionals with aspirations to higher levels of responsibility in business, education, health and public service in the region, the state and the nation
2. To provide an opportunity for interdisciplinary master's degree study within a framework that fosters the development of a global perspective
3. To make substantive contributions to the application of knowledge in executive leadership and policy development, research and community service

#### **Semester 1**

LEAD 6310	Introduction to Leadership Theories
LEAD 6322	Critical Thinking and Problem Analysis for Leaders

#### **Semester 2**

LEAD 6341	Introduction to Leadership Research Methods
LEAD 6321	Leadership Strategies and Processes

#### **Semester 3**

LEAD 6351	Readings in Leadership
LEAD 6362	Written Communications for Leaders

#### **Semester 4**

LEAD 6344	Transformational Leadership
LEAD 6316	Conflict Management for Leaders

Students must pass a four hour written comprehensive exam and an oral comprehensive exam before they are eligible for the MSOL degree. Normally, these test must be taken upon completion of 24 credit hours.

Choose one of the following concentrations:

#### **Leadership Concentration - 12 semester hours**

LEAD 6314	Leadership Decision Making
LEAD 6370	Synthesis of Leadership and Research Theories
LEAD 6366	Selected Topics in Leadership
LEAD 6366	Selected Topics in Leadership

#### **Interdisciplinary Concentration - 12 semester hours**

##### ***Take the following 6 semester hours:***

LEAD 6314	Leadership Decision Making
LEAD 6370	Synthesis of Leadership and Research Theories

##### ***Take 6 semester hours from the following:***

BADM 8310	Legal and Ethical Environment of Business and Global Decision-Making
BADM 8322	International Study Tour
SOCI 6325	Demography
SOCI 6390	Selected Reading
SOWK 6321	Social Welfare Policy and Services
SOWK 7360	Policy and Practice in Human Services

Other Leadership Related Course(s) — Approved by Adviser

## ***Master of Business Administration and Master of Science Specializations: Business Administration and Organizational Leadership***

MBA then MSOL. All students seeking to get an MSOL, in addition to the MBA, must meet the admission requirements to the MSOL program. MBA students who choose to go into the dual program, must be admitted to the dual program before completing 18 hours in Business courses.

### **54 semester hours**

BADM 8309	Management Theory and Decision-Making Practices
BADM 8310	Legal and Ethical Environment of Business and Global Decision-Making
BADM 8313	Managerial Control Systems
BADM 8315	Corporate Finance
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions
BADM 8330	Strategic Management Concepts and Processes
LEAD 6310	Introduction to Leadership Theories
LEAD 6316	Conflict Management for Leaders
LEAD 6322	Critical Thinking and Problem Analysis for Leaders
LEAD 6341	Introduction to Leadership Research Methods
LEAD 6351	Readings in Leadership
LEAD 6360	Multi-cultural Issues in Leadership
LEAD 6362	Written Communication for Leaders
LEAD 6366	Selected Topic in Leadership
LEAD 6366	Selected Topic in Leadership

Candidacy Written Comp

Candidacy Oral Comp

## ***Master of Science and Master of Business Administration Specializations: Organizational Leadership and Business Administration***

MSOL then MBA. All students seeking to get an MBA, in addition to the MSOL, must meet the admission requirements to the MBA program. MSOL students who choose to go into the dual program, must be admitted to the dual program before completing 18 hours in Leadership courses.

### **54 semester hours**

LEAD 6310	Leadership Theory and Practice
LEAD 6316	Conflict Management for Leaders
LEAD 6322	Critical Thinking and Problem Analysis for Leaders
LEAD 6341	Introduction to Leadership Research Methods
LEAD 6351	Readings in Leadership
LEAD 6360	Multi-Cultural Issues in Leadership
LEAD 6362	Written Communication for Leaders
LEAD 6366	Selected Topic in Leadership
LEAD 6366	Selected Topic in Leadership
BADM 8309	Management Theory and Decision-Making Practices
BADM 8310	Legal and Ethical Environment of Business and Global Decision-Making
BADM 8313	Managerial Control Systems
BADM 8315	Corporate Finance
BADM 8316	Marketing Strategies and Policies
BADM 8317	Information Systems for Management
BADM 8319	Supply Chain and Operations Management
BADM 8325	The Economics of Global Business Conditions
BADM 8330	Strategic Management Concepts and Processes

Candidacy Written Comp

Candidacy Oral Comp

# School of Professional Studies

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**Dean: Marcheta Evans, PhD**

The School of Professional Studies offers graduate degrees in four departments: Applied Social and Cultural Sciences, Communication and Learning Disorders, Education Nursing and Psychology. The graduate programs provide research-based curricula and focus on the development of scholar-practitioner applications. The School of Professional Studies faculty engage in scholarly activity and model best practices in their teaching.

## **Master's Degree Programs**

Master's degree programs provide students opportunities for in-depth studies in the professional fields of education, communication and learning disorders, nursing family and individual psychotherapy, school counseling and school psychology. The clinical studies programs of the School have requirements based on the type and level of professional functioning appropriate to the individual degrees. Field experiences in practica and internships and the development of specific clinical competencies are required in most of these degree programs. The Communications Disorders program is fully accredited by the American Speech-Language-Hearing Associations Council for Academic Accreditation. All education programs are accredited by the Texas Education Agency.

The School also offers an interdisciplinary, non-clinical master's degree in human sciences.

## **Doctoral Degree Programs**

The Psychology Department offers the Doctor of Psychology (PsyD) in Counseling Psychology, which trains graduates for the independent practice of assessment and intervention with individuals, couples, families and groups. The Counseling Psychology PsyD program is fully accredited by the American Psychological Association Commission on Accreditation (APA-COA) and meets the specialty guidelines for the delivery of service. For information about APA accreditation status, contact the APA Commission on Accreditation, c/o Office of Program Consultation and Accreditation, 750 First Street NE, Washington, DC 2002-4242, phone 202-336-5979, Web: [www.apa.org](http://www.apa.org).

## **Interdisciplinary Certificate Programs**

Our Lady of the Lake University offers three certificate programs through the School of Professional Studies. These include a 15 semester-hour Violence Intervention and Prevention Certificate- Level II, a Psychological Services for Spanish Speaking Populations Certificate, and an Assessment Specialty in Autism Certificate.

## **Department of Applied Social and Cultural Sciences**

### ***Master of Arts in Sociology with and Emphasis in Community Health***

This degree provides in-depth knowledge and skills for those who wish to become practicing sociologists in the field of community health. Education is furnished in the ethical use of both applied (research-based) and clinical (intervention) sociology. Those who gain this degree will have the necessary sociological insight to assist in positive transformation of the community.

## **Admission Application Requirements**

### ***Regular Admission***

1. An earned baccalaureate degree from an accredited institution
2. A grade point average 3.00 or higher an undergraduate statistics with a grade of B or better



## | School of Professional Studies

3. Official transcript from all regionally accredited institutions previously attended must be submitted in support of an admission application
4. Submission of a personal statement detailing preparation to undertake the degree and reasons for wishing to study for the degree
5. Two letters of recommendation not more than one year old from persons knowledgeable (college instructors or relevant employers) of the professional potential of the applicant (forms supplied by the University)
6. Interview with faculty member(s) of the Department of Applied Social and Cultural Sciences

**NOTE:** Meeting minimum admission standards does not guarantee admission.

### ***International Students***

An international student seeking admission into the master's degree program for a Master of Arts in sociology should refer to page 39 of this bulletin for additional information on credentials needed for admission.

### ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

### ***Special Admission***

Students may apply for admission as a special student for their own personal interests or to transfer credit to a home institution. Acceptance as a special student does not guarantee future admission as a regular degree-seeking student.

Special students who desire to change their status to that of a regular student must apply for admission to the Sociology Admissions Committee and gain approval of the dean of the School of Professional Studies.

Should a special student be admitted as regular student, no more than 12 semester hours earned as a special student may be applied toward a degree, and there is no guarantee that courses taken as a special student will be accepted as part of a degree curricula.

### ***Admission Deadline***

The deadline for submitting a completed application for the degree program is one month prior to the first day of regular registration for each trimester.

### ***Academic Requirements***

Students must complete the following requirements in addition to coursework:

1. Computer Literacy Requirement
2. Passing grade on Comprehensive Examination.
3. Practicum

## ***Master of Arts Specialization: Sociology with Emphasis in Community Health***

### **30 semester hours**

Offered through Weekend College Program

The following coursework must be completed to fulfill academic requirements of the degree:

#### **Sociological Core:**

SOCI 6303                      Social Theory

#### **Sociological Research Methods:**

SOCI 6315                      Sociological Practice Research I: Qualitative Methods

SOCI 6316                      Sociological Practice Research II: Quantitative Methods

**Online courses 12 hours required**

SOCI 6325	Demography
SOCI 6333	Society and Health
SOCI 6342	Immigration
SOCI 6360	Sociology Practice

**On campus courses take 9 hours from the following**

PSYC 6358	Life Planning and Career Development
PSYC 7351	Life Span Development
PSYC 8356	Family Processes Across Cultures
HCMG 7304	Management of Healthcare Institutions
HCMG 7320	Healthcare Law and Ethics
HCMG 7325	Healthcare Planning and Policy

## Department of Communication and Learning Disorders

The master's degree program in communication disorders has three major goals: 1) prepare students for successful careers in speech-language pathology, 2) provide evidence based services to individuals with communication and swallowing disorders, 3) engage in scholarly activity in the field of communication sciences and disorders. This program is accredited in Speech-Language Pathology by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language Hearing Association: 2200 Research Boulevard #310, Rockville, Maryland 20850-3289. Phone: 800-498-2071 or 301-296-5700.

### *Master of Arts Specialization: Communication and Learning Disorders*

49 semester hours

**Admission Application Requirements*****Regular Admission***

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admission application
2. A grade point average of at least 2.75 for the cumulative undergraduate work or at least 3.00 for the last 60 semester hours of undergraduate work and 3.00 for courses in the major

3. Successful completion of the following courses/equivalents:

CDIS 2400	Introduction to Communication Disorders
CDIS 3311	Normal Language Development
CDIS 3343	Articulation and Phonological Disorders
CDIS 3362	Introduction to Audiology
CDIS 3412	Introduction to Phonetics and Phonemics
CDIS 4315	Neuroanatomy and Neurophysiology of Speech and Language
CDIS 4340	Aural Rehabilitation
CDIS 4351	Language Disorders in Children
CDIS 4411	Anatomy and Physiology of Speech
CDIS 5360	Speech and Hearing Science
PSYC 3381	Statistics

Leveling courses will be required if applicant does not have prerequisite CDIS coursework.

1. Submission of a satisfactory score on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) taken within the last five years
2. Two letters of recommendation by professionals in the field (one of which must be from a university professor)
3. Selected applicants will be invited to a group interview with the Communication Disorders program faculty

### ***Bilingual (Spanish/English) Certification***

Students interested in obtaining a bilingual SLP certification who have already been accepted in the master's degree CDIS program may apply to obtain the bilingual certification which requires some specialized course work as well as clinical hours with Spanish/English-speaking and other culturally-linguistically diverse clients.

### ***International Students***

An international student seeking admission into the graduate program for a Master of Arts in communication disorders should refer to page 39 of this bulletin for additional information on credentials needed for admission.

### ***Conditional Admission***

Conditional acceptance may be granted on the merits of each in special instances. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

### ***Special Admission***

Students who wish to enroll for their own special interests or to transfer master's degree credits to a home institution may be admitted as special students.

In addition, students who wish to register as degree candidates, but who cannot complete requirements for regular admission at the time of registration, may be admitted as special students until program criteria are met.

However, no more than 12 semester hours earned as a special student may be applied toward a degree. There is no guarantee that courses taken in this category will be accepted as part of the degree curricula, or that acceptance as a special student will lead to regular admission to the graduate program. Regular Admission must be approved by the communication disorders faculty and the dean of the School of Professional Studies.

Before registering, an applicant for special admission must:

1. Submit official transcript(s) showing degree granted, to include master's degree, if applicable. Transient students need only submit a letter of good standing from their home institution verifying master's degree status
2. Have earned an overall grade point average of at least 2.75

### ***CDIS Leveling Students***

Students who already possess a bachelor's degree in another field and wish to enter the CDIS master's degree program will not be admitted to that program without first completing prerequisite undergraduate courses. Nine undergraduate classes totaling 30 hours are offered every year. Full-time students may take all required courses in two long semesters or if part-time complete the leveling program over two years. Admission to the Leveling Program is separate from application for master's degree admission and graduate admission is not guaranteed by admission to the leveling program. However, application for admission to both programs is made through the Graduate Admissions Office.

### ***Admission Deadline***

Deadline for submitting a completed application to the Master of Arts program in communication disorders: Feb. 1.

### ***Academic Requirements:***

Students will be expected to complete the following requirements in addition to required coursework:

1. Practicum. Clinical practicum will include working with a variety of communication disorders, from mild to severe, for clients of all ages. Four hundred approved practicum clock hours

required, including 325 hours at the graduate level in prescribed settings; student must meet all academic and practicum requirements of the American Speech-Language-Hearing Association. Practicum requirements include the successful completion of clinical competences as outlined in the program's student handbook. The master's degree prepares the graduate to function in all settings and all areas of clinical service and satisfies all academic and practicum requirements for the Certificate of Clinical Competency of the American Speech-Language-Hearing Association

2. Computer literacy requirement. (This is met through completion of the clinical practicum courses)
3. Comprehensive Examination. Must pass the PRAXIS Test in Speech-Language Pathology, or OLLU equivalent

**Major Courses:**

CDIS 6151	Selected Topics in Communication Disorders (two semester hours required)
CDIS 6242	Fluency Disorders
CDIS 6258	Language in Discourse
CDIS 6353	Neurogenic Language Disorders
CDIS 6354	Dysphagia
CDIS 6356	Language Disorders in Preschool Children
CDIS 6357	Language Disorders in School-Aged Individuals
CDIS 6366	Clinical Methods: Policies and Procedures II
CDIS 7171	Advanced Assessment Procedures in CDIS I
CDIS 7172	Advanced Assessment Procedures in CDIS II
CDIS 7213	Augmentative Communication
CDIS 7312	Voice Disorders
CDIS 7335	Motor Speech Disorders
CDIS 7353	Research and Efficacy in Communication Disorders
CDIS 8202	Communication Disorders in Different Cultures
CDIS 8340	Cleft Palate

**Practicum Courses (must take the following courses):**

CDIS 6167	Advanced Clinical Practicum: Policies and Procedures
CDIS 6365	Clinical Practicum: Policies and Procedures I
CDIS 7377	Field Experience in Pediatric Settings
CDIS 7379	Field Experience in Adult Settings

## Department of Education

Education programs are designed to prepare the professional educator to: 1) understand and meet the educational needs of a diverse student population, 2) function in a global society which requires all students to be life-long learners, and 3) provide opportunities for participants to gain the skills and vision to be leaders in schools faced with the challenges of the 21st century.

The state standards for educator preparation are embedded in the coursework in the degree programs offered by the Education Department. Please note: The University confirms course completion and readiness for certification exams, but does not grant state certification.

Certification is granted by the Texas Education Agency. Completion of coursework and recommendation for certifications in no way guarantees employment after graduation.

### State Board for Educator Certification

Texas Education certification may be earned as follows:

### Student Services and Professional Certificates:

Principal, Educational Diagnostician, Reading Specialist and School Counselor. The department is completing students enrolled in the program but is not admitting new students as of this time for the following certificates: School Librarian, Master Technology Teacher (Moratorium as of Spring 2012) and Master Reading Teacher (Moratorium as of Spring 2012).

Applicants for professional certificates are required to pass the appropriate certification test (TExES) and document two years of classroom teaching experience on teacher service record. All applicants for Texas Certificates are also screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety, as prescribed by state law.

**Supplemental Special Education Certificate:**

A Texas Education supplemental certificate may be earned in Special Education as follows:

**Special Education 21-hour Supplemental Certificate**

**Requirements:**

1. Prerequisite: Valid Texas Teacher Certificate
2. TExES requirement: Special Education EC-12
3. A minimum of 12 hours (excluding SPED 8314 or equivalent) must be credit earned at Our Lady of the Lake University

SPED 6305	Individual Differences: Advanced Studies
SPED 6312	Language of Children and Youth with Exceptionalities
SPED 6323	Behavior Analysis and Intervention
SPED 6343	Structuring the Educational Environment
SPED 6345	Assessment and Evaluation: Students with Exceptionalities
SPED 8303	Professional Seminar: Special Education Law
SPED 8314	Practicum: Generic Special Education

**Master’s Degree Programs in Education**

The department offers three master’s degrees (MEd, MA and MAT) in the following areas:

**Master of Education:**

Curriculum and Instruction  
Learning Resource Specialist (Moratorium as of Spring 2012)  
Principal

**Master of Arts:**

Special Education

**Master of Arts in Teaching:**

Education

**Master of Education**

**Admission Application Requirements**

**Regular Admission**

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admission application
2. A copy of a valid Texas Teacher Certificate. This is not required for MEd in Learning Resources or the MEd in School Counseling. Applicants who do not hold valid Texas Teacher Certificates must submit verification of local and state Criminal History Records. To obtain Texas certification as a school librarian or school counselor, one must document two years of classroom experience as teacher of record in an accredited public/private school setting
3. Miller Analogies Test or GRE must be taken if GPA is below 3.0 and must be taken within the last 5 years
4. Two letters of academic or professional sources and their contact information
5. An interview arranged by the department
6. In the Master Technology Teacher program, evidence of Technology Application Standards knowledge and skills must be submitted (arranged with Master Technology Teacher program adviser) (moratorium as of 2011)

**International Students**

An international student seeking admission into the graduate program for a Master of Education should refer to page 39 of this bulletin for additional information on credentials needed for admission.

**Conditional Admission**

Conditional admission is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional admission within the period of specified time. If conditional admission is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

**Special Admission**

Students who wish to earn master's degree credit for supplemental certification only, for special interest, for professional certification or to transfer credit to a home institution may be admitted as special students. Before registering, an applicant for special admission must:

1. Submit an official transcript(s) showing degree awarded, to include master's degree, if applicable. (Transient students need only submit a letter of good standing from their home institution verifying master's degree status)
2. GPA of 2.75, or permission from the dean
3. Submit personal statement for special interest

Students who wish to register as degree-seeking candidates, but who do not have time before registration to complete requirements for regular admission, may also be admitted as special students until the program criteria are met. No more than 12 semester hours earned as a special student may be applied toward a degree. There is no guarantee, however, that courses taken in this category will be accepted as part of the degree curricula, or that admission as a special student will lead to regular admission as a degree-seeking student. Regular admission must be approved by program coordinator and the dean of the School of Professional Studies.

**Admission Deadline**

The deadline for submitting a completed application for the degree program is 10 working days prior to the first day of the regular registration for the semester.

**Academic Requirements:**

Students will be expected to complete the following requirements in addition to required coursework:

1. Comprehensive Examination or the Texas Examination of Educator Standards (TEXES)
2. Computer literacy requirement

**Master of Education Specialization: Curriculum and Instruction Concentration: Bilingual****Texas Teacher Certification Required****36 semester hours****Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

**Concentration Courses:**

EDUC 6361	Instructional Techniques for Content Areas: Bilingual
EDUC 6363	Reading and Language Arts: Bilingual
EDUC 6320	Foundations Bilingual Education

*Elective:* Six semester hours

***Master of Education Specialization: Curriculum and Instruction  
Concentration: Early Childhood***

Texas Teacher Certification Required

**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

**Concentration:**

EDUC 6317	Advanced Childhood Growth and Development
EDUC 4367G	Organizing School Programs: Early Childhood
EDUC 6318	Teaching Young Children
SPED 6312	Language of Children and Youth with Exceptionalities

*Elective:* Six semester hours

***Master of Education Specialization: Curriculum and Instruction  
Concentration: English as a Second Language***

Texas Teacher Certification required

**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

**Concentration Course:**

ENGL 4388G	Language Acquisition Processes
ENGL 5382G	Languages and Society
ENGL 5383G	General Linguistic Theory
ENGL 5386G	English as Second Language Methodology

*Elective:* Six semester hours

## ***Master of Education Specialization: Curriculum and Instruction Concentration: Integrated Math Teaching***

Texas Teacher Certification Required

36 semester hours

### **Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

### **Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

### **Concentration Courses:**

MTED 6309	Algebra for Teachers
MTED 6311	Geometry for Teachers
MTED 6312	Probability and Statistics for Teachers
MTED 6314	Problem Solving for Teachers
MTED 6315	Current Issues and Research in School Mathematics

### **Choose one:**

MTED 6313	Concepts of Calculus
MTED 6316	History of Mathematics

## ***Master of Education Specialization: Curriculum and Instruction Concentration: Integrated Science Teaching***

Texas Teacher Certification Required

36 semester hours

### **Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

### **Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

### **Concentration Courses:**

Choose four courses, no more than one from each of the following: Biology, Chemistry, Mathematics, Physics, Geology

*Elective:* Six semester hours (approved by adviser)

## ***Master of Education Specialization: Curriculum and Instruction Concentration: Master Technology Teacher, Admission Moratorium as of September 2011.***

Texas Teacher Certification Required

In the Master Technology Teacher program evidence of Technology Application Standards knowledge and skills must be submitted (arranged with Master Technology Teacher program adviser).



**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Professional Courses:**

SPED 6330	Special Education Technology
EDUC 6346	Classroom Assessment

**Concentration:**

EDUC 6300	Education Technology Foundations
EDUC 6377	Teaching Education Technology
EDUC 6372	Leadership in Instructional Technology
EDUC 6376	Designing Professional Development for Teachers
EDUC 6379	Advanced Educational Technology
EDUC 6395	Telecommunications for Instructional Purposes

***Master of Education Specialization: Curriculum and Instruction  
Concentration: Reading Specialist***

**Texas Teacher Certification Required**

**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Professional Courses:**

SPED 6305	Individual Differences: Advanced Studies
EDUC 6346	Classroom Assessment

**Concentration Courses:**

EDUC 6344	Critical Issues in Reading Assessment and Interventions
EDUC 6348	Curriculum and Instruction in Reading
EDUC 6369	Clinical Practice in Reading
EDUC 6375	Content Area Reading in Secondary Schools

**Choose one:**

EDUC 6333	Young Adult Literature and Related Media (for Secondary Certification)
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**Choose one:**

EDUC 6363	Reading and Language Arts: Bilingual
ENGL 5386	English as a Second Language Methodology
ENGL 5383	General Linguistic Theory

***Master of Education Specialization: Principal***

**Texas Teacher Certification Required**

**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
COUN 6351	Guidance and Counseling Services
EDUC 6359	Applied Learning and Development
EDUC 6382	Internship: Administration
EDUC 7382	The Principalship

**Concentration Courses:**

EDUC 6371	Curriculum Development
EDUC 6381	School Administration
EDUC 6383	Business Administration of Public Schools
EDUC 6384	School Law
EDUC 6391	School Supervision
<i>Elective</i>	Three semester hours

## ***Master of Education Specialization: Learning Resources Specialist, Admission Moratorium as of September 2011***

**36 semester hours**

**Foundation Courses:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
EDUC 6371	Curriculum Development

**Concentration Courses:**

EDUC 5351G	Instructional Media
EDUC 6324	Observation and Practice
EDUC 6326	Cataloging and Classification
EDUC 6333	Young Adult Literature and Related Media
EDUC 6355	The Learning Resources Center in the School
EDUC 6356	Selection and Acquisition of Materials
EDUC 6360	Information Sources and Services

## ***Master of Education Specialization: School Counseling***

**48 semester hours**

**Foundation Courses:**

EDUC 6311	Research Methods and Procedures
COUN 6327	Applied Learning in Education and Clinical Environments
COUN 7337	Manifestations Mental Disorders
COUN 8314	Multicultural Issues in Counseling

**Concentration Courses:**

COUN 6323	Seminar in Counselor Education
COUN 6325	Vocational and Aptitude Assessment
COUN 6330	Career Awareness, Exploration and Development
COUN 6351	Guidance and Counseling Services
COUN 7335	Psychology Development Across the Lifespan
COUN 8302	Counseling Theories: Methods and Techniques
COUN 8310	Ethical Issues in School Professional Counseling
COUN 8312	Group Dynamics in Counseling and Therapy
COUN 8352	Pre-Practicum Counseling Laboratory: Basic Interviewing Skills
COUN 8355	Child & Adolescent Counseling
COUN 8380	Practicum: School Counseling I
COUN 8381	Practicum: School Counseling II

***Licensed Professional Counselor (LPC)***

The academic requirement for Licensure as a Professional Counselor in the State of Texas may be met by successful completion of the MEd in School Counseling.

For Master of Science in school psychology, see PSYCHOLOGY.

## ***Master's Degree Programs in Special Education***

### **Master of Arts**

The master's degree program in special education offers a program that leads to special education Texas teacher licensure. The program is designed to facilitate the learning and preparing of current certified Texas educators to enhance their teaching pedagogy and culturally responsiveness, while delivering academic and behavioral instruction to students with disabilities. In addition, training is offered through case study presentation, formal research, and other techniques to enhance professional development. Course scheduling affords individuals the opportunity to continue their present employment and also obtain a master's degree.

### **Admission Application Requirements**

#### ***Regular Admission***

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admissions application
2. Minimum cumulative GPA 2.75 (on a 4.00 scale) on undergraduate work and a 3.0 for las 60 semester hours
3. If cumulative GPA is below of 3.00, a satisfactory score on the Miller Analogies test (MAT) or the Graduate Record Examination (GRE) taken within the last five years
4. Two letters of academic or professional sources and their contact information
5. A copy of a valid Texas Teacher Certificate. This is not required for MEd in Learning Resources of the MEd in School Counseling. Applicants who do not valid Texas Teacher Certificates must submit verification of local and state Criminal History Records. To obtain Texas certification as a school librarian or school counselor, one must document two year of classroom experience as teacher of record in an accredited public/private school setting
6. An interview arranged by the department

#### ***International Students***

An international student seeking admission into the master's degree program for a Master of Arts in Special Education should refer to page 39 of this bulletin for additional information on credentials needed for admission.

#### ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

#### ***Special Admission***

If a student wishes to earn master's degree credit for supplemental certification, endorsement, special interest or to transfer to another institution, that student may be admitted as a special student.

#### ***Before registering, the applicant must:***

1. Submit official transcript(s) from regionally accredited institutions showing degree awarded, to include master's degree, if applicable
2. Have earned an overall grade point average of at least 2.75
3. Personal statement for special interest

Students who wish to register as degree-seeking students, but who do not have time before registration to complete requirements for regular admission, may also be admitted as special students until the program criteria are met. No more than 12 semester hours earned as a special student may be applied toward a degree. There is no guarantee, however, that courses taken in this category will be accepted as part of the degree curricula, or that acceptance as a special

student will lead to regular admission to the master’s degree program. Admission as a degree-seeking student must be approved by the director of the special education program and the dean of the School of Professional Studies.

**Admission Deadline**

Deadline for submitting a completed application to the Graduate Special Education Program is 10 working days prior to the regular registration for each semester.

**Academic Requirements:**

Students will be expected to complete the following requirements in addition to required coursework:

1. Comprehensive Examination or the Texas Examinations of Educator Standards (TExES)
2. Computer literacy requirement

**Master of Arts Specialization: Special Education**

Texas Teacher Certification in Generic Special Education Required

36 semester hours

**Core:**

EDUC 6359	Applied Learning and Development
SPED 7385	Research Methods and Procedures

**Concentration:**

SPED 6312	Language of Children and Youth with Exceptionalities
SPED 6323	Behavior Analysis and Intervention
SPED 6343	Structuring the Educational Environment
SPED 6345	Assessment and Evaluation: Students with Exceptionalities
SPED 7373	Emotional Disturbances and Related Disorders
SPED 8303	Professional Seminar: Special Education Law

**Support: Nine hours (selected from the following with adviser approval)**

**Choose one of the following:**

EDUC 6304	Multicultural Foundations of Education
SPED 7312	Bilingual Special Education: Assessment and Instruction

**Choose one of the following:**

Elective	Three hours (additional hours selected from EDUC, COUN, PSYC or SPED with adviser approval)
SPED 8324	Thesis: Special Education (optional)
8624	

**Master of Arts Specialization: Special Education (EC-12)**

Texas Teacher Certification required

36 semester hours

**Foundation Courses 12 hours:**

EDUC 6304	Multicultural Foundations of Education
EDUC 6311	Research Methods and Procedures
EDUC 6359	Applied Learning and Development
SPED 6305	Individual Differences: Advanced Studies

**Concentration Courses 15 hours:**

SPED 6312	Language Issues in Special Education
SPED 6323	Behavior Analysis and Intervention
SPED 6343	Methods and Strategies for Students with Exceptionalities
SPED 6345	Special Education Assessment
SPED 8303	Professional Seminar: Special Education Law
SPED 8314	Practicum: Special Education

**Support: Six hours (selected from the following with adviser approval)**

EDUC 6344	Critical Issues in Reading Assessment and Intervention
EDUC 6363	Reading and Language Arts: Bilingual
SPED 7320	Student Exceptionalities LD and GT
SPED 7373	Emotional Disturbances and Related Disorders

## ***Master of Arts Specialization: Special Education Concentration: Educational Diagnostician***

**Texas Teacher Certification required**

**43 semester hours**

Some courses offered on weekends

### **Core:**

SPED 7385	Research Methods and Procedures
SPED 8303	Professional Seminar: Special Education Law

### **Concentration:**

PSYC 6442	Psycho-educational Assessment
PSYC 6345	Assessment and Evaluation: Students with Exceptionalities
EDUC 6359	Applied Learning and Development
EDUC 6344	Critical Issues in Reading Assessment and Interventions
SPED 6305	Individual Differences: Advanced Studies
SPED 6312	Language of Children and Youth with Exceptionalities
SPED 6323	Behavior Analysis and Intervention
SPED 6343	Structuring the Educational Environment
SPED 7312	Bilingual Special Education: Assessment and Instruction
SPED 7373	Emotional Disturbances and Related Disorders
SPED 8316	Practicum in Educational Diagnostician

Student must meet all academic and practicum requirements of the State Board of Educator Certification when completing an endorsement as part of the degree; comprehensive examination required (requires two years of teaching experience).

## ***Master of Arts in Teaching***

### **Admission Criteria**

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admissions application
2. Minimum cumulative GPA 2.75 (on a 4.00 scale) on undergraduate work and a 3.0 for las 60 semester hours
3. If cumulative GPA is below of 3.00, a satisfactory score on the Miller Analogies test (MAT) or the Graduate Record Examination (GRE) taken within the last five years
4. Two letters of academic or professional sources and their contact information
5. A copy of a valid Texas Teacher Certificate. This is not required for MEd in Learning Resources of the MEd in School Counseling. Applicants who do not valid Texas Teacher Certificates must submit verification of local and state Criminal History Records. To obtain Texas certification as a school librarian or school counselor, one must document two year of classroom experience as teacher of record in an accredited public/private school setting
6. An interview arranged by the department

### ***International Students***

An international student seeking admission into the graduate program for Master of Arts in Teaching should refer to the appropriate pages 39 of this bulletin for additional information on credentials needed for admission.

**Conditional Admission**

Conditional admission may be granted in rare circumstances based on the merits of each case. In such circumstances, applicants who have incomplete admission files or do not meet other criteria may petition for such admittance to the Education Department. If admitted conditionally, all conditions must be met with a given time period and no later than the end of the first semester of attendance. If conditions are not met by this time, student will be unable to continue program.

**Special Admission**

Students who wish to earn master's degree credit for certification only, for special interest, for professional certification or to transfer credit to a home institution may be admitted as special students. Before registering, an applicant for special admission must:

1. Submit an official transcript(s) showing degree(s) awarded, to include master's degree if applicable. Transient students need only submit a letter of good standing from their home institution verifying master's degree status.
2. GPA of 2.75 or permission from the Dean
3. A personal statement for special interest students

NOTE: Students who wish to register as degree candidates but do not have time before registration to complete requirements for regular admission may be admitted for one semester as special students until program criteria are met. No more than 12 credit hours earned as a special student may be accepted toward the M.A.T. Additionally, there is no guarantee that courses taken as a special student will be accepted as part of the degree curricula or that admission as a special student will lead to subsequent admission as a degree-seeking student. Admission as a degree-seeking student must be approved by the education department and the Dean of the School of Professional Studies.

**Admission Deadline**

***The deadline for submitting a completed application for the degree program is November 1 for spring admission, May 1 for summer admission and July 1 for fall admission.***

**Academic Requirements:**

Students will be expected to complete the following requirements in addition to required coursework:

1. Comprehensive Examination or the Texas Examination of Educator Standards (TExES)
2. Computer literacy requirement

**STATE CERTIFICATION INFORMATION**

Teacher certification is not awarded by the university but by the State of Texas based on completion of designated courses and passing scores on the exams required by the State Board of Educator Certification. The department certification officer will work with individual students to guide them through this process.

State teaching certificates that may be earned:

1. Students may earn an initial EC-6 teaching certificate upon completion of the required core courses and successful completion of state exams.
2. Student seeking certification to teach at the intermediate or secondary levels must complete the required core courses as well as the courses in either the Math or Science set.
3. Students who complete the special education courses will have a foundation for the state exam. Successful completion of that exam may require additional courses.

## **Master of Arts in Teaching Specialization: Education**

Choose one concentration: Math, Science, Special Education or Bilingual

30-36 semester hours

### **Required Core Courses:**

EDUC 6305	Curriculum and Instruction in Multicultural Settings
EDUC 6349	Instruction and Assessment Practices for the Multicultural Classroom
EDUC 6354	Pedagogy Instructional Methods
EDUC 6359	Applied Learning and Development
EDUC 6368	Classroom Organization and Management for the Multicultural Settings
EDUC 6375	Content Area Reading in Secondary Schools
SPED 6305	Individual Differences - Advanced Studies
EDUC 6388 and	Internship I: Secondary
EDUC 6389 or	Internship II: Secondary
EDUC 6397	Student Teaching

### **Math Concentration:**

6 hours (two of the five courses) selected with advisor approval upon successful completion of PACT Mathematics 7-12 TExES testing prior to admission. If not successful, the would complete the required courses based on the test results.

#### **Take two of the following:**

MTED 6309	Algebra for Teachers
MTED 6311	Geometry for Teachers
MTED 6312	Probability and Statistics for Teachers
MTED 6313	Concepts of Calculus
MTED 6314	Problem Solving for Teachers

### **Certification Only Option:**

For students not seeking a master's degree, they would have successful completion of PACT Mathematics 7-12 TExES exam prior to admission. Students would complete the 24 hour core in education.

### **Science Concentration:**

8 hours (two of the four courses) selected with advisor approval upon successful completion of PACT Science 7-12 TExES testing prior to admission. If not successful, the student would complete the required courses based on the test results.

#### **Take two of the following:**

SCED 6410	Topics in Biology Education
SCED 6420	Topics in Chemistry Education
SCED 6430	Topics in Geology Education
SCED 6440	Topics in Physics Education

### **Certification Only Option:**

For students not seeking a master's degree, they would have successful completion of PACT Science 7-12 TExES exam prior to admission. Students would complete the 24 hour core in education.

### **Special Education Concentration:**

12 hours selected in consultation with advisor from the following (Student would be required to do PACT testing for EC-6 Generalist or a content exam such as Science 7-12, Math 7-12).

#### **Take four of the following:**

EDUC 6365	Language Development: English Language Learners
SPED 6323	Behavior Analysis and Intervention
SPED 6343	Methods and Strategies for Students with Exceptionalities
SPED 6345	Special Education Assessment
SPED 8303	Professional Seminar: Special Education Law

**Certification Only Option:**

*This degree plan does not include a certification option only. Students must submit PACT testing for EC-6 Generalist.*

**Bilingual Concentration:**

*12 hours selected in consultation with advisor from the following (Student would be required to do PACT testing for EC-6 Generalist and the BTLTP).*

**Take four of the following:**

EDUC 6320	Foundations in Bilingual Education
EDUC 6361	Instructional Techniques for Content Areas: Bilingual
EDUC 6363	Reading and Language Arts: Bilingual
EDUC 6364	English as a Second Language Methodology
EDUC 6365	Language Development: English Language Learners

**Certification Only Option:**

*This degree plan does not include a certification option only. Students must submit PACT testing for EC-6 Generalist and BTLTP exam.*

## Department of Nursing

36 hours at the highest level

**Admission Application Requirements**

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admission application
2. Hold an unencumbered RN license in the state in which the student intends to complete practicum
3. Minimum 2.50 point grade average on a 4.0 scale
4. Two letters of recommendation professional or academic
5. Resume or CV
6. Hold a BSN from a nationally accredited school
7. Personal statement of interest
8. Interview if required

**International Students**

An international student seeking admission into the graduate program for a Master of Science in Nursing should refer to page 39 of this bulletin for additional information on credentials needed for admission.

**Conditional Admission**

Conditional acceptance may be granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

**Special Admission**

Special admission does not apply to this degree.

**Admission Deadline**

This program conforms to a rolling admission cycle. Students are accepted six times per year or every eight weeks. Contact the department of nursing for exact deadlines.



### **Academic Requirements:**

Students will be expected to complete the following requirements in addition to required coursework:

1. Passing grade on Comprehensive Examination
2. Practicum

## ***Masters of Science in Nursing (Online Only)***

### **Masters of Science Specialization: Nursing**

#### **Concentration: Nurse Administration**

Online Master of Science in Nursing student at Our Lady of the Lake University can choose a leadership-oriented concentration in Nurse Administration to prepare for careers as nurse managers or other leadership positions in the increasingly technologically and organizationally diverse health care industry. Today's nurse leaders are being called on to do more than ever before-from balancing budgets to coordinating with other medical professionals. This specialization features and emphasis on interdisciplinary leadership that students can apply to a wide variety of health care settings, while a modern examination of ethical, legal and financial forces in the nursing profession will give them the administrative skills and knowledge to succeed.

#### ***Nurse Administration Specialization-Foundation Courses***

NURS 6311	Theoretical Foundations of Nursing
NURS 6312	Nursing Research
NURS 6324	Role of the Advanced Practice Nurse Leaders
NURS 6335	Critical Thinking Strategies in Nursing Practice
NURS 7614	Nursing Leadership Practicum

#### ***Concentration Courses***

NURS 6323	Nursing Leadership Theory and Practice
NURS 6345	Financial Management for Nurse Managers and Executives
HCMG 7380	Managed Care for Commercial, Medicare and Medicaid Populations
LEAD 6310	Introduction to Leadership Theories
LEAD 6321	Leadership Strategies and Processes

### **Masters of Science Specialization: Nursing**

#### **Concentration: Nurse Education**

A Master of Science in Nursing (MSN) is the the key to opportunity in nursing education. This specialization will prepare students for a variety of educational roles in both clinical and academic settings, whether they are preparing other nurses to thrive in their profession or are teaching patients how to care for themselves and prevent disease. From curriculum development to student evaluation, students will learn the skills to be an effective nurse educator in a variety of settings, whether they work as an adjunct professor, clinical instructor, patient educator, or full time professor. The curriculum also incorporates the ways different cultures perceive and experience healthcare and education, ensuring that nurse educators meet the learning needs and expectations of their audience. The online program is delivered by a veteran team of nursing professors with extensive experience both in patient care and nursing education.

#### ***Nurse Education Specialization-Foundation Courses***

NURS 6311	Theoretical Foundations of Nursing
NURS 6312	Nursing Research
NURS 6321	Role of the Advanced Practice Nurse Educator
NURS 6335	Critical Thinking Strategies in Nursing Practice
NURS 7612	Nursing Education Practicum

#### ***Concentration Courses***

NURS 6315	Nursing Curriculum
NURS 6317	Teaching Strategies in Nursing Education

NURS 6319	Evaluation Methodologies
NURS 6367	Multicultural Foundations of Education in Nursing
PSYC 6365	Adult Learning: Theories and Techniques

## Department of Psychology

### *Doctor of Psychology (PsyD) Counseling Psychology*

The Psychology Department offers the Doctor of Psychology (PsyD) in counseling psychology, which trains graduates for the independent practice of assessment and intervention with individuals, couples, families and groups.

The Counseling Psychology PsyD program is accredited by the American Psychological Association Commission on Accreditation (APA-COA) and meets the specialty guidelines for the delivery of services. For information about APA accreditation status, contact the APA Commission on Accreditation, c/o Office of Program Consultation and Accreditation, 750 First Street NE, Washington, D.C. 2002-4242; 202-336-5979; [www.apa.org](http://www.apa.org).

The PsyD program emphasizes skills and competencies for the professional practice of psychology. There is a greater emphasis in the PsyD program on the application of psychology and the delivery of services and less emphasis on traditional research activities. The PsyD degree is designed to meet state academic requirements for licensure as a psychologist.

#### ***Admission Application Requirements***

1. Evidence of a master's degree in psychology or a closely related discipline of at least 45 semester hours from a regionally accredited institution. Applicants who have earned a master's degree of less than 45 semester hours may apply but should expect to do leveling coursework in addition to the doctoral requirements
2. A cumulative grade point average of 3.50 in the master's degree program
3. Official transcripts from all colleges/universities attended, including junior and community colleges
4. A satisfactory score on the Graduate Record Examination (GRE) taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website.
5. A satisfactory score on the GRE Psychology subject test taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website.
6. As felony convictions may limit practicum placements and the ability to obtain professional licensure after graduation, all students who enroll in the MS/PsyD program must submit criminal background checks. A national criminal background check, no older than six months prior to enrolling in the MS/PsyD program must be submitted by the last day of the first semester in the program. All admissions are conditional pending the submission of the criminal background check.
7. Three letters of recommendation from professionals, with at least one from a former professor who can attest to the applicant's promise as a professional psychologist
8. Pertinent professional experience
9. Personal statement of background in psychology, expectations of doctoral program and professional goals
10. Satisfactory completion of the on-campus interview process

### ***Admission Deadline***

Students admitted to the doctoral program begin in the fall. All admission materials must be turned in to the Admissions Office no later than Jan. 15.

### ***Admission Procedures***

1. All completed admission files will be submitted to the PsyD admissions committee after Jan. 15
2. The PsyD admissions committee will review the files during the two weeks that follow the deadline
3. After an initial screening by the admissions committee, a selected number of applicants will be invited on campus for in-depth interviews. Notification regarding appointments for these interviews will be made by Feb. 1
4. All applicants will be notified of their admission decision no later than March 1

### ***International Students***

An international student seeking admission into the PsyD in counseling psychology program should refer to page 39 of this bulletin for additional information on credentials needed for admission.

### ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

### ***Academic Requirements***

Doctoral degree students will be expected to complete the following requirements in addition to required coursework:

1. Written and clinical (oral) qualifying examinations
2. The written qualifying exam should be taken during the third or fourth year of doctoral level coursework and must be passed prior to the dissertation proposal defense. Students who do not pass the exam in two attempts will be dismissed from the program.
3. The clinical examination should be taken during the third or fourth year of doctoral level coursework and must be passed prior to applying for internship. Students who do not pass the exam in two attempts will be dismissed from the program
4. Dissertation – a dissertation is required as part of the doctoral degree program. A student must register for at least nine semester hours of dissertation (PSYC 9395, PSYC 9396 and PSYC 9397). If a student has not completed the dissertation by the end of the course sequence, PSYC 9198 must be registered for each semester until completion
5. Pre-Doctoral Internship – the pre-doctoral internship must be completed in one year of full-time or two years of part-time commitment. A student must register for three semester hours which will be PSYC 9190, 9191 and 9192 during the internship. All internships must be approved by the training director.
6. Residency Requirement - doctoral students must attend classes on campus full-time (18 semester hours or more in one year) at least three consecutive years.

## ***Doctor of Psychology Specialization: Counseling Psychology***

### ***(118 semester hours)***

The following courses are required of PsyD students who are admitted with master's degrees. All courses carry three semester hours of credit except for Doctoral Colloquium I and II, Management of Professional Practices, Selected Topics in Counseling Psychology, and Internship, which are one semester hour classes.

**Counseling Theories and Methods (36 semester hours)**

PSYC 6358	Life Planning and Career Development
PSYC 8357	Advanced Systemic Approaches to Psychotherapy
PSYC 9166	Selected Topics in Counseling Theory and Practice: must take minimum of three semester hours
PSYC 9301	Theories of Group Counseling
PSYC 9302	Theories of Individual Counseling
PSYC 9304	Theories of Multicultural Counseling
PSYC 9307	Positive Psychology
PSYC 9310	Introduction to Health Psychology
PSYC 9334	Postmodern Perspectives in Psychotherapy
PSYC 9351	Clinical Supervision
PSYC 9352	Consultation
PSYC 9364	Seminar in Cognitive and Behavioral Therapies

**Ethics and Professional Identity (six semester hours)**

PSYC 8303	Professional Practice: Skills and Issues
PSYC 9101	Doctoral Psychology Colloquium I
PSYC 9102	Doctoral Psychology Colloquium II
PSYC 9150	Management of Professional Practices

**Psychological Assessment (six semester hours)**

PSYC 6342	Psycho-Educational Assessment: Cognitive Testing
PSYC 9322	Personality Assessment

**Clinical Practice (nine semester hours)**

PSYC 9388	Doctoral Practicum I
PSYC 9389	Doctoral Practicum II
PSYC 9190	Internship I
PSYC 9191	Internship II
PSYC 9192	Internship III

**Cultural Bases of Behavior (six semester hours)**

PSYC 8356	Family Processes Across Cultures
PSYC 9356	Latina/o Psychology

**Individual Differences (six semester hours)**

PSYC 7351	Life Span Developmental Psychology
PSYC 9333	Abnormal Psychology

**Social Bases of Behavior (three semester hours)**

PSYC 9330	Social Psychology
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**Biological Bases of Behavior (three semester hours)**

PSYC 9325	Behavioral Neuroscience
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**Cognitive and Affective Bases of Behavior (three semester hours)**

PSYC 9326	Learning and Cognition
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**Research Design and Methodology (15 semester hours)**

PSYC 6380	Research Design and Procedures
PSYC 9361	Professional Writing
PSYC 9370	Program Evaluation
PSYC 9380	Quantitative Research Methods
PSYC 9381	Qualitative Research Design I

**Dissertation (nine semester hours)**

PSYC 9395	Dissertation I
PSYC 9396	Dissertation II
PSYC 9397	Dissertation III

**Elective Concentrations*****Psychological Services for Spanish Speaking Populations***

PSYC 6370	Professional/Technical Spanish
PSYC 8331	Language and Psychosocial Variables in Interviews and Assessments with Latina/os

**Choose one of the following:**

PSYC 8327	Counseling Spanish Speaking Immigrants and Refugees
PSYC 8330	Sociocultural Foundation of Counseling Latina/os

**Choose one of the following:**

PSYC 6326	Latina/o Psychology
PSYC 9356	Latina/o Psychology

**Practica**

Must spend a minimum of eight hours per week at a bilingual practicum site for three consecutive semesters. An optional practicum in Mexico or other Spanish-speaking country may be arranged. Supervised supervision in a bilingual setting for a minimum of one semester.

**Behavioral Health**

**Must take:**

PSYC 9347	Assessment in Health Psychology
PSYC 9348	Family Systems Medicine

**Take one of the following:**

PSYC 5410G	Applied Psychophysiology and Biofeedback
PSYC 9332	Psychological Hypnosis

**Miscellaneous Electives**

PSYC 9383	Qualitative Research Design II
PSYC 9165-9665	Directed Study
PSYC 9166	Special Topics in Counseling Theory and Practice beyond the required three semester hours
PSYC 9360	Special Topics

**Master of Science in Psychology**

Programs prepare the student to apply psychological theory and practice in a broad range of settings with diverse populations.

**Admission Application Requirements**

**Regular Admission**

1. Official transcripts from all regionally accredited institutions previously attended must be submitted in support of an admission application
2. An earned bachelor's degree from a regionally accredited university with an overall grade point average of 2.50 or a 3.00 grade point average for the last 60 semester hours
3. At least 12 undergraduate semester hours in psychology including one course in statistics and a cumulative average of a "B" or better
4. Two letters of recommendation not more than one year old from former instructors or employers (forms supplied by the University)
5. Submission of a satisfactory score on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) taken within the last five years
6. As felony convictions may limit practicum placements and the ability to obtain professional licensure after graduation, all students who enroll in the MS program must submit criminal background checks. A national criminal background check, no older than 6 months prior to enrolling in the MS program must be submitted by the last day of the first semester in the program. All admissions are conditional pending the submission of the national criminal background check.
7. Personal statement addressing background in Psychology, expectations of the MS program, and professional goals.
8. Completion of admission file by the appropriate deadline
9. After a review of the completed admissions files, selected applicants will be invited to a group interview with psychology program faculty

**NOTE:** Due to limited spaces available, meeting minimum standards does not guarantee admission.

### ***International Students***

An international student seeking admission into the Master of Science in Psychology degree program should refer to page 39 of this bulletin for additional information on credentials needed for admission.

### ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

### ***Special Admission***

Students who wish to enroll for professional licensing, special interest, or to transfer graduate credit to a home institution may be admitted as special students at the discretion of the faculty and on a space available basis.

To be considered for special admission, applicants must:

1. Submit official transcript(s) from a regionally accredited institution showing degree awarded, to include master's degree if applicable. Transient students need only submit a letter of good standing from their home institution verifying master's degree status.
2. Have earned an overall grade point average of at least 2.50 on undergraduate coursework and a 3.00 grade point average on all master's degree work
3. Statement of purpose

### ***Admission Deadlines***

Deadlines for completing application to the Master of Science degree program are:

Fall admission - Early decision - March 1

Extended deadline - June 1

### ***Admission Procedures***

Students will be notified of admission decision within three weeks after the interviews of selected students.

### ***Academic Requirements***

Students will be expected to complete the following requirements in addition to required coursework:

1. Practicum (as required by Psychology Department)
2. Comprehensive Examination/Computer Literacy requirement

Choose from one of the two areas of concentration: Family and Individual Psychotherapy or School Psychology.

## ***Master of Science Specialization: Psychology Concentration: Family, Couple and Individual Psychotherapy***

### **60 semester hours**

Program offered on San Antonio campus (traditional classes) and through the Woodlands Weekend Program.

Family, Couple and Individual Psychotherapy prepares practitioners to assist with mental health concerns in family, couple and social contexts utilizing strengths-based approaches to psychotherapy. This program meets the academic requirements for licensure as a Marriage and Family Therapist through the Texas State Board of Examiners of Marriage and Family Therapists, licensure as a Professional Counselor through the Texas State Board of Examiners of Professional

Counselors, and licensure as a Psychological Associate by the Texas State Board of Examiners of Psychologists.

PSYC 6321	Psychological Measurement and Evaluation
PSYC 6358	Life Planning and Career Development
PSYC 6380	Research Design and Procedures
PSYC 7333	Psychopathology: Etiology, Diagnosis and Treatment Planning
PSYC 7351	Life Span Developmental Psychology
PSYC 8301	Group and Family Processes
PSYC 8303	Professional Practice: Skills and Issues
PSYC 8348	Strengths Based Approaches to Contemporary Issues
PSYC 8351	Introduction to Systemic Approaches to Psychotherapy
PSYC 8352	Pre-practicum Psychotherapy Laboratory: Basic Interviewing Skills
PSYC 8355	Psychotherapy with Children Adolescents and Their Families
PSYC 8356	Family Processes Across Cultures
PSYC 8357	Advanced Systemic Approaches to Psychotherapy
PSYC 8359	Couples and Sex Therapy
PSYC 8390	Practicum I
PSYC 8391	Practicum II
PSYC 8392	Practicum III
PSYC 8393	Practicum IV
PSYC 8345	Theoretical Foundations of Psychotherapy

*Elective* Three hours

### ***Master of Science Specialization: Psychology Concentration: School Psychology***

**66 semester hours**

School Psychology prepares students to meet the academic requirements for licensure as a Specialist in School Psychology (LSSP) through the Texas State Board of Examiners of Psychologists. The program prepares students to deal with children and adolescents within the school environments where they utilize a variety of methods including counseling, assessment, consultation and behavioral intervention techniques.

PSYC 6321	Psychological Measurement and Evaluation
PSYC 6322	Psychological Assessment
PSYC 6324	Achievement Testing and Individualized Assessment
PSYC 6380	Research Design and Procedures
PSYC 6342	Psycho-educational Assessment: Cognitive Testing
PSYC 7333	Psychopathology: Etiology, Diagnosis and Treatment Planning
PSYC 7351	Life Span Developmental Psychology
PSYC 8303	Professional Practice: Skills and Issues
PSYC 8325	Neurobehavioral Principles
PSYC 8305	Counseling Theories for the School Settings
PSYC 8356	Family Processes Across Cultures
PSYC 8361	Theories of Learning
PSYC 8371	Consultation in School Psychology
PSYC 8372	Operation and Organization in Schools for School Psychology
PSYC 8375	Practicum Lab: Counseling Skills in School Settings
PSYC 8388	Pre-Practicum Laboratory: School Psychology Intervention Frameworks
PSYC 8398	Practicum: School Psychology
PSYC 8299-8699	School Psychology Internship
SPED 6323	Behavior Analysis and Intervention

**Choose one of the following:**

SPED 6305 or	Individual Differences: Advanced Studies
SPED 6343	Structuring the Educational Environment

*Elective* Three hours

Note: For master's degree in school counseling see EDUCATION.

### **Assessment Specialty in Autism Certificate**

PSYC 7333	Psychological Etiology and Treatment Planning
PSYC 6348	Assessment of Autism Spectrum Disorders
PSYC 6380	Research Design and Procedures
PSYC 8377	Working with Children with Autism Spectrum Disorders
SPED 6323	Behavioral Analysis and Intervention
SPED 6305 or	Individual Differences: Advanced Studies
SPED 6343	Methods and Strategies for Students with Exceptionalities

### **Certificate in Psychological Services for Spanish Speaking Populations**

PSYC 6370	Professional/Technical Spanish
PSYC 8331	Language and Psychosocial Variables in Interviews and Assessments with Latina/os
PSYC 8356	Family Processes Across Cultures

Choose one of the following:

PSYC 8327	Counseling Spanish Speaking Immigrants and Refugees
PSYC 8330	Socialcultural Foundations of Counseling Latina/os

Choose one of the following:

PSYC 6326	Latina/o Psychology
PSYC 9356	Latina/o Psychology

### ***Practica***

Must spend a minimum of eight hours per week at a bilingual practicum site for three consecutive semesters. An optional practicum in Mexico or other Spanish-speaking country may be arranged. Supervised supervision in a bilingual setting for a minimum of one semester.

### ***Additional requirement for PsyD students:***

PRACTICA	Supervised supervision in a bilingual setting for a minimum of one semester.
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### **Community Counseling Service**

Our Lady of the Lake University's psychology department operates the Community Counseling Service located at the Holy Cross Health Center, as well as several other satellite counseling sites. The Community Counseling Service staff assists individuals, couples and families with a variety of problems. Treatment teams assigned to cases include supervisors and students, which ensures the quality of service to clients and provides practicum students with a unique training experience.



# Worden School of Social Service

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**Director: Maureen C. Cuevas, PhD**

## **Mission Statement**

In accordance with the Catholic philosophy and purposes of Our Lady of the Lake University, and in adherence to the purposes of social work education articulated by the Council on Social Work Education, the mission of the Worden School of Social Service is:

- To develop competent social workers for specialized intervention in direct practice with emphasis on Hispanic children and families;
- To prepare social workers for professional practice in culturally diverse settings especially agencies that serve clients from economically disadvantaged backgrounds; and
- To generate and disseminate knowledge that advances social and economic justice, enhances human well-being, and promotes effective practice with emphasis on Hispanic children and families.

The Worden School of Social Service offers programs fully accredited by the Council on Social Work Education (1725 Duke St., Suite 500, Alexandria, VA 22314-3457, Phone: 703-683-8099, Web site: [www.cswe.org](http://www.cswe.org)) leading to the degrees of Bachelor of Social Work and Master of Social Work.

## **Master of Social Work**

The social work education curriculum at the master's degree level is built upon a liberal arts foundation and includes both the professional foundation and one concentration: Services to Hispanic Children and Families. Emphasis is on preparing culturally competent practitioners with particular knowledge and skills for working with Hispanic populations. The content related to the professional foundation as well as the concentrations in the master's degree program prepares students for advanced social work practice. Students who graduate from the program demonstrate analytic and practice skills sufficient for self-critical, accountable and ultimately autonomous practice. Please note that no credit shall be granted or courses waived based on life or previous work experience.

The Worden School offers both a regular 54-hour program and an advanced-standing 31-hour program for students having BSW from a CSWE accredited program. Classes are offered on campus either a full-time or part-time and are offered part-time in the online program. Please note: students who start as an on-line or campus student, must finish their degree program in the same format.

## **Admission Application Requirements**

### ***Regular Admission***

1. An earned baccalaureate degree from an accredited institution
2. A cumulative grade point average of at least 2.50, or a 3.00 for the last 60 semester hours of undergraduate work
3. Official transcripts from all previous post-secondary work
4. Three letters of recommendation not more than one year old (at least one from an academician, others from employers or supervisors)
5. A personal statement of at least five typewritten double-spaced pages addressing the following areas: motivation for graduate studies; motivation for social work; social work related employment and/or volunteer experiences; social work career goals; and understanding of and identification with the Worden School of Social Service mission.

6. Additionally, applicants should demonstrate a liberal arts foundation in undergraduate study, including human biology and a commitment to the values and ethics of the social work profession. Students must have completed a human biology course with a grade of C or better or must have taken and passed with a grade of C or better the human biology workshop offered by the Worden School of Social Service.

7. Résumé

### ***Advanced Standing Admission***

In addition to the regular admission requirements, applicants to the advanced standing program must have the following:

- A Bachelor of Social Work degree from a program accredited by the Council on Social Work Education

A minimum undergraduate cumulative grade point average of 3.00

### ***Seamless Admission***

Students with a BSW from OLLU with an undergraduate GPA of 3.0 or higher who are applying to the advanced standing program will be eligible for seamless admission if they start the MSW Program the semester following their graduation from the BSW Program (students who graduate in the spring may start in the summer or fall immediately after graduation). Application fee, deposit, and one letter of recommendation are waived for students eligible for seamless admission.

Students are requested to submit the following:

1. Personal Statement
2. Two Letters of Recommendation
3. Résumé
4. Application

### ***Special Admission***

Special admission must be approved by the director of the Worden School of Social Service and is only granted to transient students wishing to transfer master's degree credit to a home institution, or a post-master's degree student wishing to take master's degree credit for special interest.

Before registering, an applicant for special admission must submit official transcript(s) showing degree awarded, to include master's degree if applicable. Transient students need only submit a letter of good standing from their home institution verifying graduate status.

### ***Admission Deadline***

Deadlines for submitting all credentials for priority consideration into the Master of Social Work program are April 2 for fall, November 1 for spring and March 15 for summer. Applications completed after these dates will be considered on a space available basis.

### ***International Students***

An international student seeking admission into the program for a Master of Social Work should refer to page 39 of this bulletin for additional information on credentials needed for admission.

### ***Conditional Admission***

Conditional acceptance is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the specified period time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

### ***Academic Requirements***

Students will be expected to complete the following requirement in addition to required coursework:

Computer Literacy Requirement validated by successful completion of SOWK 6347.

## **Master of Social Work Regular Program**

54 semester hours of specified social work courses.

The 54-hour program may be completed in two academic years of full-time study combining a foundation year and a concentration year. No concentration course work may be commenced until all foundation year course work is complete.

### **Foundation Year**

SOWK 6151	Foundation Integrative Seminar I
SOKW 6152	Foundation Integrative Seminar II
SOWK 6315	Generalist Social Work Practice: Individuals, Families and Groups
SOWK 6321	Social Welfare Policy and Services
SOWK 6325	General Social Work Practice: Organizations and Communities
SOWK 6331	Human Behavior and the Social Environment: Social Systems
SOWK 6332	Human Behavior and the Social Environment: Individuals and Families
SOWK 6341	Social Work Research I
SOWK 8351	Field Education I
SOWK 8352	Field Education II

### **Concentration Year: Services to Hispanic Children and Family Concentration**

SOWK 6347	Evaluation of Social Work Practice With Hispanic Children and Families
SOWK 7157	Advanced Integrative Seminar I (online only)
SOWK 7158	Advanced Integrative Seminar II (online only)
SOWK 7159	Advanced Integrative Seminar III (online only)
SOWK 7321	Social Work Practice With Hispanic Family
SOWK 7328	Social Work Practice With Hispanic Youth
SOWK 7332	Social Work Practice with Hispanic Elders
SOWK 7338	Theories and Perspectives: Hispanic Children and Families
SOWK 7356	Advanced Integrative Seminar Block (on-campus)
SOWK 7366	Hispanics in the US: Policies and Programs
SOWK 8256	Advanced Social Work Field Education II (online only)
SOWK 8257	Advanced Social Work Field Education III (online only)
SOWK 8356	Advanced Social Work Field Education I (online only)
SOWK 8757	Advanced Social Work Field Education Block (on-campus)

## **Master of Social Work Advanced Standing Program**

28 semester hours in specified social work courses and three semester hours of electives.

To qualify for advanced standing in the MSW program, an applicant must have a BSW from a baccalaureate program accredited by the Council on Social Work Education and have a minimum grade point average of 3.0.

The 31-hour program may be completed in 12 consecutive months of full time study.

### **Services to Hispanic Children and Family Concentration:**

SOWK 6347	Evaluation of Social Work Practice with Hispanic Children and Families
SOWK 7157	Advanced Integrative Seminar I (online only)
SOWK 7158	Advanced Integrative Seminar II (online only)
SOWK 7159	Advanced Integrative Seminar III (online only)
SOWK 7321	Social Work Practice With Hispanic Families
SOWK 7328	Social Work Practice with Hispanic Youth
SOWK 7332	Social Work Practice With Hispanic Elders
SOWK 7338	Theories and Perspectives: Hispanic Children and Families
SOWK 7356	Advanced Integrative Seminar Block (on-campus)
SOWK 7366	Hispanics in the US: Policies and Programs
SOWK 8256	Advanced Social Work Field Education II (online only)
SOWK 8257	Advanced Social Work Field Education III (online only)
SOWK 8356	Advanced Social Work Field Education I (online only)
SOWK 8757	Advanced Social Work Field Education Block (on-campus)

Elective 3 hours graduate level course

While this represents a typical full-time load, some variations including part-time study are permitted.

### **Transfer Credit**

No more than 24 hours from a CSWE – accredited social work program may transfer into the 54 semester hour program. Up to three hours of elective credits from an accredited University may transfer into the 31 hour program. Prior approval must be obtained from the director of the MSW program to ensure earned course credits will be accepted for transfer and counted toward the degree.

### **Field Education**

Field Education is an integral part of the master's degree social work education. Field placement in a wide range of social welfare settings allow students to apply knowledge, skills and values acquired in the classroom.

The Worden School of Social Service's placements are developed around a combination concurrent and block model. Student complete 450 hours during their foundation year and 500 hours of field education during their concentration year. Students may do only one work-related field placement.

Work-related placements are possible for first and second year students. A written proposal must be submitted to the director of field education at least three weeks before the end of the semester preceding the start of the field placement. Students should consult the director of field education for written instructions on preparing the proposal. Work-related placements are granted on a very restrictive basis. Refer to Worden School Field Education manual for guidelines.

Students are discouraged from working a full-time job while enrolled in field education because of the time-intensive nature of field education courses. While every effort will be made to accommodate employed students, the Worden School cannot guarantee a field placement that can be arranged around work hours. The most important criterion for a field placement is that it provides the student with an educational experience that meets MSW Program goals and objectives.

The Worden School of Social Service does not grant credit for previous life or work experience in place of field education. Field education hours earned at another accredited social work program will not be accepted as transfer credit unless through an exemption granted by the Worden School.

In order to enter the Worden School of Social Service field education courses, all students are required to be enrolled in the group professional liability insurance policy that the school carries. Students will be required to answer a number of questions, one of which asks about conviction for criminal acts. If the student has been convicted of a crime, the insurance company may refuse to enroll the student in the policy. Should this occur, the student would not be permitted to engage in the field education courses required for completion of the master of social work degree. Also, students should be aware that, increasingly, field education sites require a student to complete a criminal background check in order to be placed at the site.

In addition, in accordance with Article 6252-13a, Texas Civil Statutes, the Texas State Board of Social Work Examiners may suspend or revoke a social work license or refuse to issue a social work license for a person who has been convicted of a felony or misdemeanor for a crime that is directly related to the duties and responsibilities of the social work profession. (See Article 50.02 and 781.314b of the Texas Professional Social Work Act and Chapter 50 Human Resources Code.)

# Course Descriptions

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## Discipline Designations

Accounting	ACCT
Anthropology	ANTH
Business Administration	BADM
Communication Disorders	CDIS
Computer Information Systems and Security	CISS
Counseling	COUN
Drama	DRAM
Education	EDUC
English	ENGL
Finance	FINC
Healthcare Management	HCMG
Human Resources Management	HRMG
Information Assurance and Security Management	IASM
Leadership Studies	LEAD
Management	MGMT
Marketing	MKTG
Mathematics Education	MTED
Nonprofit Management	NPMT
Nursing	NURS
Philosophy	PHIL
Political Science	POLS
Psychology	PSYC
Science Education	SCED
Social Work	SOWK
Sociology	SOCI
Special Education	SPED

## Course Numbers

The first digit indicates the level of the course; thus

0	pre-college
1	freshman (lower-level courses)
2	sophomore (lower-level courses)
3,4,5	advanced (upper-level courses)
6,7,8	master's
9	doctoral

The second digit indicates the semester hours.

The third and fourth digits are for course differentiation.

## Accounting

### ACCT 8310 - MANAGERIAL CONTROL SYSTEM (3 Credits)

This course addresses managerial control issues of complex organizations, including strategic planning, implementation, coordination of accounting into the planning process, design and control of responsibility center, development of budgetary models, generally accepted accounting principles, performance measurements, price and costing models, and internal controls.

**ACCT 8315 - CONTROLLERSHIP (3 Credits)**

A study of the executive's role in the management of a business enterprise from an accounting perspective. Emphasis is on the use of accounting information and technical writing and communication to enhance management decision-making. Business enterprises from start-ups to established businesses will be examined. Ethics associated with the dissemination of financial information will also be discussed.

**ACCT 8319 - INTERNAL AUDITING (3 Credits)**

An examination of current problems and procedures used by internal auditors, the use of auditing judgment, development of audit programs, internal controls and evaluation. Included will be discussion of current ethical and social responsibility in the accounting profession.

**ACCT 8320 - CONTEMPORARY TOPICS IN ACCOUNTING (3) Credits**

In-depth coverage of current topic in accounting. Included will be analysis, concentration and presentation in such areas as financial management and reporting, forensics, taxation, auditing, international, legal and ethical issues facing the accounting profession. May include topics related to accounting such as financial valuation issues and current economic issues. Current events will dictate the specific topic. May be taken a maximum of 3 times, and must be different topics. Prerequisite: BADM 8313 or consent of the Accounting program head or the dean.

**ACCT 8325 - PROFESSIONAL ETHICS FOR ACCOUNTANT (3 Credits)**

This course addresses ethical reasoning, integrity, objectivity, independence, core values, and professional issues in accounting. Students will apply the concepts of theories to accounting cases.

**ACCT 8330 - BUSINESS INCOME TAXATION (3 Credits)**

This course examines federal income taxation as it impacts corporations, partnerships, trusts and estates, including accounting methods, donative transfers, consolidations, IRS Audit procedures, tax planning and research.

**ACCT 8340 - GOVERNMENTAL ACCOUNTING (3 Credits)**

This course focuses on budgeting, accounting, auditing and financial reporting principles and practices as they relate to government and other nonprofit entities.

**ACCT 8350 - FEDERAL TAX RESEARCH (3 Credits)**

This course is an in-depth study of how to locate and resolve tax questions. Students will become acquainted with various tax materials both in paper and electronic form, court cases, IRS Rulings, IRS Procedures, tax court cases and IRS publications.

**ACCT 8354 - FORENSIC ACCOUNTING AND FRAUD EXAMINATION (3 Credits)**

This course explores the forensic accountant's role in today's economy. Topics covered include fraud detection and fraud investigation techniques, valuation of closely held businesses, lost profits analyses, and various types of litigation support services. Fundamental legal concepts governing expert witness testimony are also examined, and students are required to quantify economic damages in cases. By the end of the course students are able to understand both the pervasiveness and the causes of fraud and white-collar crime in our society, examine the types of fraud and fraud schemes that affect business enterprises, explore methods of fraud detection and prevention, and increase their ability to recognize potential fraudulent situations.

**ACCT 8360 - ADVANCED BUSINESS COMBINATIONS (3 Credits)**

This course addresses accounting problems and issues associated with foreign currency transactions and SEC reporting and segment reporting. In addition there will be an examination of the requirements and context of due diligence from financial statements including methods of

## | Course Descriptions

valuation, market caps, financial reporting before and after, as well as the tax implications associated with a reorganization.

## Anthropology

### **ANTH 6190 - SELECTED READINGS (1 Credit)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

### **ANTH 6290 - SELECTED READINGS (2 Credits)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

### **ANTH 6390 - SELECTED READINGS (3 Credits)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

## Business Administration

### **BADM 6600 - FUNDAMENTALS OF BUSINESS ADMINISTRATION (6 Credits)**

This course is designed to provide the necessary foundation in the basic business concepts of Accounting, Economics, Business Law, Management, Finance and Statistics. This is an online course with the exception of a two-hour face-to-face orientation, which is mandatory. This course is a prerequisite for all students entering the MBA program that do not have the necessary foundation requirements.

### **BADM 8309 - MANAGEMENT THEORY AND DECISION MAKING PRACTICES (3 Credits)**

The complex role of the manager in strategic planning, leadership, power, communication, motivation and decision making. Decision theater practice of effective team decision-making processes. Fee: \$50.

### **BADM 8310 - LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS AND GLOBAL DECISION-MAKING (3 Credits)**

Legal and ethical study of business, its origins and developing impact on society; the judicial system, cost of litigation vs. alternative dispute resolution techniques, and current issues at the federal and state level in areas such as contract, torts, product liability, deceptive trade, property, business enterprises, electronic commerce, employment and international law. Focus on ethical dilemmas faced in today's business environment. Prerequisite: BADM 8309 and BADM 8317.

### **BADM 8313 - MANAGERIAL CONTROL SYSTEMS (3 Credits)**

Control issues of complex organizations, including strategic planning, implementation, coordination of accounting into the planning process, design and control of responsibility centers, development of budgetary models, generally accepted accounting principles, performance measurements, price and costly models, and internal controls. Prerequisite: BADM 8310 or HCMG 7320 (healthcare concentration only) BADM 8309, BADM 8317 and BADM 8325.

### **BADM 8315 - CORPORATE FINANCE (3 Credits)**

Emphasizes the development of skills necessary for sound financial decision making within the firm. Includes financial ratio analysis, capital budgeting, risk and return analysis and financial forecasting. Prerequisite: BADM 8310 or HCMG 7320 (healthcare concentration only) BADM 8309, BADM 8313, BADM 8316, BADM 8317, BADM 8325.

**BADM 8316 - MARKETING STRATEGIES AND POLICIES (3 Credits)**

Strategic planning for domestic and international market problems and effective direction and control of marketing operations and strategies of the firm. Emphasis on managing the marketing function within the organizational structure. Prerequisite: BADM 8310 or HCMG 7320 (healthcare concentration only) BADM 8309, BADM 8317 and BADM 8325.

**BADM 8317 - INFORMATION SYSTEMS FOR MANAGEMENT (3 Credits)**

Management information as corporate resource to effect strategic advantage. Includes Information Systems/Information Technology (IS/IT) resources for managerial decision-making, information literacy for managers, and IT-related legal, ethical, and social issues. Current and developing IS/IT trends and techniques to support business best practices within cultural, political, and business environments.

**BADM 8318 - STRATEGIC HUMAN RECOURCES MANAGEMENT: POLICIES AND PRACTICES (3 Credits)**

Development of human resources policies in organizations; case studies on legal ethical concerns and competition in the diverse, multicultural global workplace.

**BADM 8319 - SUPPLY CHAIN AND OPERATIONS MANAGEMENT (3 Credits)**

Overview and case study of issues and problems in management of the operations function along the supply chain. Topics include strategy, quality management, just-in-time process improvement management, customer and supplier relations, forecasting, and supply chain measurement and benchmarking. Prerequisite: BADM 8310 or HCMG 7320 (healthcare concentration only) BADM 8309, BADM 8313, BADM 8316, BADM 8317, BADM 8325.

**BADM 8322 - INTERNATIONAL STUDY TOUR (3 Credits)**

A concentrated opportunity to study business operations or economics in an international setting. Prerequisite: Vary with course content, consent of instructor is required. Fee: Varies depending on transportation.

**BADM 8325 - THE ECONOMICS OF GLOBAL BUSINESS CONDITIONS (3 Credits)**

Analyzes the global economy in which business operates today. Attention centers on the key policy issues and major economics forces that affect business activity and on the tools necessary to evaluate these issues and forces. The former include unemployment, inflation, fiscal policy and the truce nature of budget deficits, monetary policy and the changing financial environment, and the roles of the U.S. dollar, productivity and international trade. The course also explores the role played by the U.S. and world financial markets in influencing the domestic and global economic environments. Prerequisite: BADM 8309 and BADM 8317.

**BADM 8330 - STRATEGIC MANAGEMENT CONCEPTS AND PROCESSES (3 Credits)**

An integrative capstone course to be taken in the final trimester. Examines the role of top management in creating a vision for the enterprise and integrating resources to achieve a competitive advantage in carrying out its mission. Focuses on total enterprise objectives with societal values and a global economy. Prerequisite: BADM 8310 or HCMG 7320 (healthcare management students), BADM 8309, BADM 8313, BADM 8315 or HCMG 7361 (healthcare management students), BADM 8316, BADM 8317, BADM 8319, BADM 8325 and enrollment in final trimester of the MBA Program. Fee: \$50.



## Communication Disorders

### **CDIS 6151 - SELECTED TOPICS IN COMMUNICATION DISORDERS (1 Credit)**

In-depth study of specialized topic. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer.

### **CDIS 6167 - ADVANCED CLINICAL PRACTICUM: POLICIES AND PROCEDURES (1 Credit)**

Graduate clinical practicum in evaluation, treatment and management of more complex and varied communication disorders and dysphagia under direct supervision of ASHA certified CDIS faculty. Discussion of advanced clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. Students continue to show evidence of increased independent evaluations, report writing, decision making, planning and therapy intervention in preparation for their externship placement. Prerequisite: CDIS 6366 Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the students for clinical experience. This course can be repeated until the clinical practicum is complete. Offered: Fall, Spring, Summer.

### **CDIS 6242 - FLUENCY DISORDERS (2 Credits)**

The acquisition of normal fluency and stuttering, and theories, etiology and treatment, with a focus on implications for remediation. Offered: Summer.

### **CDIS 6251 - SELECTED TOPICS IN COMMUNICATION DISORDERS (2 Credits)**

In-depth study of specialized topics. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer.

### **CDIS 6258 - LANGUAGE IN DISCOURSE (2 Credits)**

Analysis of spoken and written language use in children and adults with and without disorders. Emphasis will be on the contextual analysis, e.g. speech acts, coherence and cohesive in conversation, narrative and expository genres. Models of intervention including evaluation and treatment will be incorporated. Prerequisites: CDIS 6353, CDIS 6356, CDIS 6357. Offered: Fall.

### **CDIS 6351 - SELECTED TOPICS IN COMMUNICATION DISORDERS (3 Credits)**

In-depth study of specialized topic. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer.

### **CDIS 6353 - NEUROGENIC LANGUAGE DISORDERS (3 Credits)**

Etiology, symptomatology, assessment and therapeutic techniques for neurogenic language/cognitive disorders. Offered: Fall.

### **CDIS 6354 - DYSPHAGIA (3 Credits)**

Anatomy and physiology of normal swallowing, and etiology, symptomatology, clinical and instrumental assessment and treatment of swallowing disorders. Prerequisite: CDIS 4411 or equivalent. Offered: Spring.

### **CDIS 6356 - LANGUAGE DISORDERS IN PRESCHOOL CHILDREN (3 Credits)**

Review of normal language development, etiology, symptomatology and assessment of language disorders in preschool children. Emphasis on in-depth language analysis and intervention, required to be taken first fall semester in program. Prerequisite: CDIS 3311. Offered: Fall.

**CDIS 6357 - LANGUAGE DISORDERS IN SCHOOL-AGED INDIVIDUALS (3 Credits)**

Review of language development in school year, emphasis on semantic, pragmatic and discourse analysis, and assessment and treatment of language disorders, especially language learning disabilities. Prerequisite: CDIS 6356. Offered: Spring.

**CDIS 6365 - CLINICAL PRACTICUM: POLICIES AND PROCEDURES I (3 Credits)**

Graduate clinical practicum in evaluation, treatment and management of communication disorders and dysphagia under direct supervision of ASHA certified CDIS faculty. Discussion of clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. All students enrolled in masters courses must enroll in this course during their first semester in the program. Prerequisites: Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the student for clinical experience. Fee: \$50. Offered: Fall, Spring, Summer.

**CDIS 6366 - CLINICAL METHODS: POLICIES AND PROCEDURES II (3 Credits)**

Graduate clinical practicum in evaluation, treatment and management of communication disorders and dysphagia under direct supervision of ASHA certified CDIS faculty. Discussion of advanced clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. Students evidence increased independent evaluations, report writing, decision making, planning and therapy intervention. Prerequisites: Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the students for clinical experience CDIS 6365. Offered: Fall, Spring, Summer.

**CDIS 7171 - ADVANCED ASSESSMENT PROCEDURES IN CDIS I (1 Credit)**

Seminar in diagnostic procedures, accompanies clinical practicum in initial diagnostics. Prerequisite: Admission to practicum Fee: \$35. Offered: Fall, Spring.

**CDIS 7172 - ADVANCED ASSESSMENT IN PROCEDURES IN CDIS II (1 Credit)**

Seminar in diagnostic procedures; differential diagnosis, administration, interpretation and analysis of informal/non-standardized assessment measures (i.e., play-based assessments, curriculum-based assessments) across ages and cultures. Prerequisite: CDIS 7171. Fee: \$35. Offered: Spring.

**CDIS 7191 - PROBLEMS IN COMMUNICATION DISORDERS (1 Credit)**

A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

**CDIS 7213 - AUGMENTATIVE COMMUNICATION (2 Credit)**

Theories and procedures for establishing and implementing an individualized augmentative communication system for children and adults. Includes study of access devices, systems and equipment. Offered: Fall.

**CDIS 7273 - FIELD EXPERIENCE IN SCHOOL SETTINGS (2 Credits)**

Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school or child-based community agency. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisite: GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Offered: Fall, Spring, Summer.

**CDIS 7274 - FIELD EXPERIENCE IN MEDICAL SETTINGS (2 Credits)**

Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus adult, medical setting. Course may be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: GPA of 3.00 or better,

## | Course Descriptions

appropriate academic background and clinical practicum experience and consent of faculty.

Offered: Fall, Spring, Summer.

### **CDIS 7291 - PROBLEMS IN COMMUNICATION DISORDERS (2 Credits)**

A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

### **CDIS 7312 - VOICE DISORDERS (3 Credits)**

Information on the etiology, diagnosis and treatment of voice disorders associated with pathologies. Includes clinical voice observation. Prerequisite: CDIS 4411, CDIS 5360. Offered: Spring.

### **CDIS 7335 - MOTOR SPEECH DISORDERS (3 Credits)**

A study of the disorders of speech with a neuromuscular basis found in children and adults, including adult apraxia, developmental apraxia of speech, childhood dysarthria and the adult dysarthrias. Prerequisite: CDIS 4411. Offered: Spring.

### **CDIS 7353 - RESEARCH AND EFFICACY IN CDIS (3 Credits)**

Measurement of efficacy in the practice of speech-language pathology. Application of group and single subject research designs when investigating evaluation and treatment outcomes. Impact of efficacy data on ethical and legal issues in the practice of speech-language pathology. A required project includes use of parametric and non-parametric statistical analysis and library resources. Offered: Fall.

### **CDIS 7377 - FIELD EXPERIENCE IN PEDIATRIC SETTINGS (3 Credits)**

Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school, child-based community agency, or pediatric medical setting. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: CDIS 6167 a GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Fee: \$35. Offered: Fall, Spring, Summer.

### **CDIS 7379 - FIELD EXPERIENCE IN ADULT SETTINGS (3 Credits)**

Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school, child-based community agency, or pediatric medical setting. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: CDIS 6167 a GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Fee: \$35. Offered: Fall, Spring, Summer.

### **CDIS 7381 - SEMINAR IN COMMUNICATION DISORDERS (3 Credits)**

Investigation of current topics in communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

### **CDIS 7391 - PROBLEMS IN COMMUNICATION DISORDERS (3 Credits)**

A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

### **CDIS 7491 - PROBLEMS IN COMMUNICATION DISORDERS (4 Credits)**

A study of problems and trends in the field of communication disorders. May be repeated when topics vary. Offered: Fall, Spring, Summer.

### **CDIS 8202 - COMMUNICATION DISORDERS IN DIFFERENT CULTURES (2 Credits)**

Assessment and treatment of speech and language disorders in different cultures, particular emphasis on the Hispanic culture. Offered: Spring.

**CDIS 8340 - CLEFT PALATE (3 Credits)**

A study of the effects on speech, resonance, and velopharyngeal dysfunction due to craniofacial anomalies with an emphasis on cleft lip palate. Information on assessment procedures, prosthetic devices and therapies, and surgeries via a multidisciplinary team approach. Prerequisites: CDIS 4411, CDIS 7312. Offered: Spring.

**CDIS 8391 - THESIS IN COMMUNICATION DISORDERS (3 Credits)**

See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master's degree CDIS courses.

**CDIS 8491 - THESIS IN COMMUNICATION DISORDERS (4 Credits)**

See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master's degree CDIS courses.

**CDIS 8591 - THESIS IN COMMUNICATION DISORDERS (5 Credits)**

See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master's degree CDIS courses.

**CDIS 8691 - THESIS IN COMMUNICATION DISORDERS (6 Credits)**

See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master's degree CDIS courses.

## Computer Information Systems and Security

**CISS 6600 - FUNDAMENTALS IN INFORMATION SYSTEM TECHNOLOGY (6 Credits)**

This course is designed to provide the necessary foundation in the basic information systems concepts of Operating Systems, Programming, Analysis and Design, Networking, and Databases. This is an online course. This course is a prerequisite for all students entering the MS in Information Systems and Security program who do not have the necessary technology foundation.

**CISS 8302 - DATA BASE MANAGEMENT SYSTEMS (3 Credits)**

Analysis, design and management of databases to meet e-commerce business system organizational data and information needs using. Uses current e-commerce information systems development methodologies such as Object-Oriented Analysis and Design (OOA&D) and tools. Such as Computer-Assisted Systems Engineering (CASE) software and current databases/object of a complex e-commerce business database application. Formulation and application of methods for data resource management, including distributed access, performance optimization, scalability, and security.

**CISS 8303 - INFORMATION SYSTEMS DEVELOPMENT (3 Credits)**

Analysis, design, and implementation of complete information systems using current methodologies and tools. Application of methods for overall development/acquisition of technology solutions, including software application, database integration, system distribution, system integrity and security, and the operational management and maintenance of information systems.

**CISS 8304 - TELECOMMUNICATIONS AND NETWORKING (3 Credits)**

An-depth coverage of telecommunications and networking technologies. Architectures, topologies and protocols will be analyzed, along with communications standards used in enterprise networks and for electronic commerce systems. Course includes application of telecommunications and networking technologies to solve enterprise communications requirements in instructor provided scenarios and case studies.

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### **CISS 8305 - INFORMATION SYSTEMS HARDWARE AND SOFTWARE PLATFORMS**

#### **(3 Credits)**

Examines the key elements of all computer systems using an integrated approach that treats hardware and software as part of the same, larger system. Students gain important insights into the interplay between hardware and software and develops a better understanding of modern computer systems. Offered: Fall.

### **CISS 8310 - SPECIAL TOPICS IN INFORMATION SYSTEMS (3 Credits)**

In-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: varies with course content.

## **Counseling**

### **COUN 6323 - SEMINAR IN COUNSELOR EDUCATION (3 Credits)**

Seminar on current issues and trends in professional counseling and guidance. May be repeated for credit as topic varies. Offered: Summer.

### **COUN 6325 - VOCATIONAL AND APTITUDE ASSESSMENT (3 Credits)**

Assessment of individuals and groups through interpretation of achievement, aptitude, interests values and self-esteem measures with attention to cultural differences and norming practices. Includes critical analysis of representative tests. Fee: \$50. Offered: Spring.

### **COUN 6327 - APPLIED LEARNING IN EDUCATION AND CLINICAL ENVIRONMENTS (3 Credits)**

Examination of theoretical principles of education psychology to the diagnosis and treatment of students' behavioral and learning problems. Child and adolescent development, learning theories, current research, psychological and psychoeducational assessment, therapeutic interventions, special education, and ethical legal and administrative codes of the profession. Offered: Fall, Spring, Summer.

### **COUN 6330 - CAREER AWARENESS, EXPLORATION AND DEVELOPMENT (3 Credits)**

Interrelationships among lifestyle, work place, and career planning are explored. Career development theories; occupational, educational, and personal/social information sources and delivery systems; career assessment and development programs are studied. Includes a personal career assessment battery. Fee: \$50. Offered: Fall, Summer.

### **COUN 6351 - GUIDANCE AND COUNSELING SERVICES (3 Credits)**

Philosophy, objectives and programs for guidance and counseling services in educational settings. Role of counselor, current issues and problems and referral sources. Includes a copy of the Comprehensive Guidance Program for Texas Public Schools. Offered: Fall.

### **COUN 6353 - CAREER RESOURCE AND TECHNOLOGY (3 Credits)**

Introduction to resources, materials and information available for occupational opportunities, training, interviewing skills and resume writing. Covers computer assisted career guidance system and web based resources. Labor market information will be utilized. Emphasis will be on developing a career resource center.

### **COUN 6385 - PROFESSIONAL INTERNSHIP:SCHOOL COUNSELOR (3 Credits)**

One-year teaching experience where the student is employed as a School Counselor and jointly supervised by the University and an accredited school. Course requires documentation of at least 50 percent time on the job spent as a partner teacher in the direct instruction/guidance of large groups, small groups and individual students utilizing effective classroom management and

counseling techniques. Lesson plans will be aligned to the appropriate TEKS. May be repeated once for credit. Fee: \$30. Offered: Fall, Spring.

**COUN 7335 - PSYCHOLOGY DEVELOPMENT ACROSS THE LIFESPAN (3 Credits)**

Major theoretical principals of human growth and development from birth through maturity. Integration of knowledge of human development with the particular needs of vulnerable populations, and the relationship of these needs to current social agency, educational, or therapeutic practices. Offered: Fall, Summer.

**COUN 7337 - MANIFESTATIONS OF MENTAL DISORDERS (3 Credits)**

Analysis, etiology, diagnosis and appropriate treatment of mental disorder classifications based on the current Diagnostic and Statistical Manual of Mental Disorders. Axis codes. Implications for women, children, and minorities. Will cover the administration of mental status exams. Offered: Fall.

**COUN 8302 - COUNSELING THEORIES:METHODS AND TECHNIQUES (3 Credits)**

Current approaches in psychological counseling; key concepts, therapeutic techniques and applications of theories, basic ethical and personal issues in the counseling context. Offered: Fall.

**COUN 8310 - ETHICAL ISSUES IN SCHOOL AND PROFESSIONAL COUNSELING (3 Credits)**

Exploration of current ethical codes for school counselors and private practitioners, various models of ethical decision-making, landmark legal cases, maintaining counselor vitality. Offered: Spring, Summer.

**COUN 8312 - GROUP DYNAMICS IN COUNSELING AND THERAPY (3 Credits)**

Focus upon group theory, research, and process. Development of knowledge, skills and experiences in group function and the dynamics of human interaction in a group settings, intergroup relations, conflict, teamwork, and group leadership. Effective group facilitation. Offered: Spring, Summer.

**COUN 8314 - MULTICULTURAL ISSUES IN COUNSELING (3 Credits)**

Development knowledge, skills, and approaches for effective cross-cultural counseling concerning characteristics such as culture, race, gender, sexual orientation, physical disability, and religious preference. Significant attention given to developing self-awareness of values, attitudes and beliefs as they relate to counseling in a diverse society. Offered: Spring, Summer.

**COUN 8352 - PRE-PRACTICUM COUNSELING LABORATORY: BASIC INTERVIEWING SKILLS (3 Credits)**

Approaches to systemic and individual interviewing. Special attention to the beginning stages of therapy and to common presenting concerns. Laboratory preparation of students to begin practicum. Prerequisites: COUN 8302, PSYC 8351 or consent of instructor. Offered: Summer.

**COUN 8355 - CHILD AND ADOLESCENT COUNSELING (3 Credits)**

Analysis of factors contributing to and procedures for promoting psychological health in children and adolescents, appropriate counseling theories and interventions in the context of school and family systems. Offered: Fall, Summer.

**COUN 8380 - PRACTICUM:SCHOOL COUNSELING I (3 Credits)**

Supervised experience in practical application and integration of principles and techniques of counseling in a selected educational setting; seminar to supplement and evaluate field experience. Requires a minimum of 125 direct service hours and 225 total hours. Prerequisites: 18 semester hours in graduate psychology including COUN 8302, COUN 8352 and COUN 6351. Fee: \$30. Offered: Fall, Spring.

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### **COUN 8381 - PRACTICUM:SCHOOL COUNSELING II (3 Credits)**

Continuation of COUN 8380. Students must demonstrate competence with elementary, middle school and high school students or with individuals served by a community agency or a career resource center. Requires a minimum of 125 direct service hours and 225 total hours. Prerequisite: COUN 8380. Fee: \$30. Offered: Fall, Spring.

## **Education**

### **EDUC 6106 - SELECTED TOPICS IN EDUCATION (1 Credit)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6206 - SELECTED TOPICS IN EDUCATION (2 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6300 - EDUCATION TECHNOLOGY FOUNDATIONS (3 Credits)**

An overview of topics in the area of educational technology. Topics include terminology, applications, hardware systems, social issues, ethical issues and historical trends. Offered: Distance Learning Course, Fall.

### **EDUC 6304 - MULTICULTURAL FOUNDATIONS OF EDUCATION (3 Credits)**

Specific effects of multicultural environments on student learning to include considerations of variations in beliefs, traditions and values across cultures. Cultural, linguistic diversity and exceptional learners' specific needs are reviewed in relation to cultural milieu; to include the child, the family, assessment, effective communication and collaborative procedures and their relation to the total educational program. Offered: Distance Learning, Fall.

### **EDUC 6305 - CURRICULUM AND INSTRUCTION IN MULTICULTURAL SETTINGS (3 Credits)**

A study of curriculum organization, instructional methods, teaching cycle, scope and sequence of knowledge and skills in Texas Essential knowledge and skills (TEKS). Attention to proficiency in teaching pedagogy with diverse students. Practical applications of models of teaching. Eight clock hours of field experience in schools. Fee: \$10. Offered: Spring.

### **EDUC 6306 - SELECTED TOPICS IN EDUCATION (3 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6309 - SEMINAR IN MATH, SCIENCE AND TECHNOLOGY (3 Credits)**

Seminar on current issues and trends in math, science and technology learning and teaching.

### **EDUC 6311 - RESEARCH METHODS AND PROCEDURES (3 Credits)**

Study of statistics, analysis of research design and methodology, use of library resources and evaluation of current literature; completion of a research project required. Must be taken during first nine semester hours of program. Offered: Fall, Spring, Summer, Distance Learning.

### **EDUC 6317 - ADVANCED CHILDHOOD GROWTH AND DEVELOPMENT (3 Credits)**

In-depth examination of child development including both normal and exceptional development; specifically the cognitive, language, physical, social, and emotional developmental domains of the child from the prenatal period to early adolescence. Exploration of theoretical frameworks, current research, and application as well as examination of effects of varying environmental and cultural

backgrounds on child growth and development. On-site observations of children in various contexts. Fee: \$20. Offered: Spring.

### **EDUC 6318 - TEACHING YOUNG CHILDREN (3 Credits)**

An integrated approach to curriculum, assessment and instruction based on aesthetic, effective, cognitive, language, motor, physical and social development of children (birth through age eight); identification of best practices in organizing the learning environment, materials, schedule and routines in naturalistic child-centered settings. Practical application of play-centered curricula. Fee: \$20. Prerequisite: EDUC 6317. Offered: Spring.

### **EDUC 6319 - THESIS (3 Credits)**

Prerequisite: EDUC 6311; approval of topic, consent of thesis director.

### **EDUC 6320 - FOUNDATIONS IN BILINGUAL EDUCATION (3 Credits)**

Investigation of the history, philosophies and theories in bilingual societies. Topics will focus on language policy and the sociological, psychological, and legal aspects involve and their affects on second language learners schooling. Course includes research project in the area of bilingual education. Offered: Fall.

### **EDUC 6321 - SEMINAR IN SCHOOL ADMINISTRATION (3 Credits)**

Administrative problems studied and specific school situations; development of individual capabilities in resolving persistent problems.

### **EDUC 6322 - SEMINAR IN SUPERVISION (3 Credits)**

Special topics and issues related to needs of individual students specializing in professional supervision.

### **EDUC 6324 - OBSERVATION AND PRACTICE (3 Credits)**

Experience in various aspects of work in the school learning resources center, including reader services and records, organization of materials, use of materials with teachers and students, physical preparation of library-media and technology-based materials; 135 clock hours of practice required in an accredited school. Prerequisite: EDUC 6326, EDUC 6355. Offered: Fall, Spring.

### **EDUC 6326 - CATALOGING AND CLASSIFICATION (3 Credits)**

Provides a basic understanding and utilization of MARC data, cataloging in context and subject arrangement of library materials; procedures of organizing print and non-print materials; consideration and use of basic tools; need and purpose of basic records, use of the on-line card catalog and printed indexes; physical preparation of materials. Offered: Spring of odd-numbered years.

### **EDUC 6333 - YOUNG ADULT LITERATURE AND RELATED MEDIA (3 Credits)**

Reading needs and basic reading interests of young adults; standard aids for selection; factors in using, selecting, and evaluating materials in all formats including multicultural and multiethnic materials for adolescents; using and interpreting materials in the secondary school curriculum. Offered: Spring, Fall of odd-numbered years.

### **EDUC 6344 - CRITICAL ISSUES IN READING ASSESSMENT AND INTERVENTIONS (3 Credits)**

Examines issues critical to meeting needs of students with reading difficulties, including assessment of strengths and weaknesses and development of interventions based on assessment data. Interventions will be developed from current research that establishes best practices. Fee: \$10. Offered: Spring.



## | Course Descriptions

### **EDUC 6346 - CLASSROOM ASSESSMENT (3 Credits)**

Emphasis on different theoretical models of instruction and assessment and their application in the classroom with a focus on curricular alignment. Through lesson study, planning and refinement of "research lesson" are developed to support long-term goals for student learning and professional development. Offered: Summer.

### **EDUC 6348 - CURRICULUM AND INSTRUCTION IN READING (3 Credits)**

An examination of the current theories of reading, supporting research and relationships to current reading methods of instruction and curriculum designs. Technological based materials will be evaluated, along with their use as a method of instruction. Credit may not be earned for this course. Offered: Spring.

### **EDUC 6349 - INSTRUCTION AND ASSESSMENT PRACTICES FOR THE MULTICULTURAL CLASSROOM (3 Credits)**

Examination of different theoretical models of teaching and assessment with an emphasis on the interrelationship between curriculum, instruction and assessment including the design of high quality, developmentally appropriate, standards-aligned curriculum for a diverse student population; technology integration and creation of performance assessment, rubrics, test construction and modifications for students with learning differences are covered. Practical application of alignment of instruction and assessment. Offered: Summer.

### **EDUC 6354 - PEDAGOGY INSTRUCTIONAL METHODS (3 Credits)**

Pedagogical approaches in the content areas including languages arts, social studies, math science and the fine arts. Emphasis on effective instructional strategies and best practices including technology, working with students in small groups, instructional centers, and in whole class settings. Offered: Summer.

### **EDUC 6355 - THE LEARNING RESOURCES CENTER IN SCHOOL (3 Credits)**

Problems and methods of achieving effective service in the school learning resources center; organization and administrative of learning resources and objectives with standards for evaluating service to students and faculty. Offered: Fall of even-numbered years.

### **EDUC 6356 - SELECTION AND ACQUISITION OF MATERIALS (3 Credits)**

Philosophy, principles, and practices of selecting and acquiring all types of library materials; use of selection tools and bibliographic sources for developing both print and non-print collections for school learning resources centers. Offered: Spring of even-numbered years.

### **EDUC 6357 - MATH AND SCIENCE METHODS (3 Credits)**

Focus on range of evidence-based for teaching math and science K-8, including modifications for students with exceptionalities. Emphasis on best practices and integrated teaching; understanding technology, the TEKS and TAKS. Prerequisite: EDUC 6305. Fee: \$40. Offered: Fall, Spring.

### **EDUC 6359 - APPLIED LEARNING AND DEVELOPMENT (3 Credits)**

Overview of the theoretical foundations of educational psychology; student characteristics and diversity; basic principles of human learning and motivation to include: perception, memory, problem-solving, transfer, cognitive development and group processes. Application of basic psychological principles in educational and clinical settings. Offered: Fall, Spring, Summer.

### **EDUC 6360 - INFORMATION SOURCES AND SERVICES (3 Credits)**

Selection, evaluation, and utilization of information sources including book, non-book, technology and telecommunication-based sources; developing techniques and methods for reference service. Offered: Spring of even-numbered years.

**EDUC 6361 - INSTRUCTIONAL TECHNIQUES FOR CONTENT AREAS: BILINGUAL (3 Credits)**

Techniques for teaching mathematics, science and social studies in Spanish including technical vocabulary building in Spanish, classroom management and conceptual development in content areas. Research in language development and academic Spanish for L1/L2 cognitive academic language learning approach strategies. This course is taught bilingual (English/Spanish). Prerequisite: Academic and oral language proficiency in Spanish and English. Fee: \$20.

**EDUC 6363 - READING AND LANGUAGE ARTS: BILINGUAL (3 Credits)**

Examines the development and assessment of literacy in the primary language (L1) and in the students' second language (L2). Transfer and diagnosis of literacy skills between languages including the current social nature of the biliteracy process. Research in the area of literacy assessment. Minimum of eight hours of field experience in bilingual classrooms. This course is taught bilingual (English/Spanish). Prerequisite: Academic and oral language proficiency in Spanish and English. Fee: \$20.

**EDUC 6364 - ENGLISH AS A SECOND LANGUAGE METHODOLOGY (3 Credits)**

Current approaches to second language acquisition and instruction; methodology of teaching and testing English as a second language (ESL); design, implementation and evaluation of ESL programs and materials. Offered: Fall.

**EDUC 6365 - LANGUAGE DEVELOPMENT: ENGLISH LANGUAGE LEARNERS (3 Credits)**

Study of bilingual language developmental stages and acquisition processes of reading and writing in students first (L1) and second language (L2). Language variety with an emphasis on social and cultural contexts and the successful development of bilingualism in families, communities, and schools. Course includes research project in the area of Second Language Acquisition. Offered: Spring.

**EDUC 6368 - CLASSROOM ORGANIZATION AND MANAGEMENT FOR MULTICULTURAL SETTINGS (3 Credits)**

Overview of basic principles of classroom organization and management of instructions, including theoretical knowledge about the science of classroom management. A broad range of techniques is presented with attention to social, cultural, and gender differences as factors important to effective classroom management, Code of ethics and standard practices for Texas educators including professional and ethical practices and conduct toward colleagues and students. Emphasis on practical application of theoretical frameworks of classroom management. Eight clock hours of field experience in schools. Fee: \$10. Offered: Summer.

**EDUC 6369 - CLINICAL PRACTICE IN READING (3 Credits)**

Supervised practice with students with reading problems in a clinic setting. The experience will include reading diagnosis; development and implementation of interventions. Data will be gathered and case studies written. Fee: \$25. Offered: Summer.

**EDUC 6371 - CURRICULUM DEVELOPMENT (3 Credits)**

Definitions, theories and characteristics of curriculum which guide professionals in preparation of curricula and processes of curricular change. Offered: Spring, Summer Distance Learning Fall.

**EDUC 6372 - LEADERSHIP IN INSTRUCTIONAL TECHNOLOGY (3 Credits)**

The role of the school leaders in communication, collaboration, mentoring, coaching and consulting as related to technology in instruction. Offered: Distance Learning Course Fall. Fee: \$10.

## | Course Descriptions

### **EDUC 6374 - READING DIAGNOSIS AND PRESCRIPTION (3 Credits)**

Overview of assessment and correction of reading difficulties; principles of intervention and corrective instruction, including use of the Response to Intervention (RTI) approach; informal and standardized instruments for diagnosing student strengths and weaknesses in reading; formulation of programs, appropriate strategies and procedures based on diagnosis, clinical practice in administration and interpretation of diagnostic instruments. Practical application of intervention design and implementation. Minimum of 8 hours of field experience in schools. Offered: Fall.

### **EDUC 6375 - CONTENT AREA READING IN SECONDARY SCHOOL (3 Credits)**

Principles, methods and materials for effective instruction in reading at the secondary level. Emphasis is placed on reading to learn with meaning-based strategies that help students construct meaning and become more effective readers in the content areas, appropriate reading levels, adaptation of materials in content areas and assessment procedures. Practical applications of reading strategies to help students become more effective readers. Minimum of eight hours of field experience in schools. Offered: Spring.

### **EDUC 6376 - DESIGNING PROFESSIONAL DEVELOPMENT TEACHERS (3 Credits)**

Critical examination of convergent research for application in the school environment. Identification of professional development needs and development of adult learning situation to promote positive change. Offered: Distance Learning Course Spring.

### **EDUC 6377 - TEACHING EDUCATIONAL TECHNOLOGY (3 Credits)**

A study of instructional technology tools and integration strategies for teaching and learning. Topics include theory and practice of integration, with specific emphasis on instructional software, productivity software, multi-media, internet, and discipline-specific tools and applications. Offered: Summer, Distance Learning Course Spring.

### **EDUC 6379 - ADVANCED EDUCATIONAL TECHNOLOGY (3 Credits)**

A study of emergent technology-based delivery and management of instruction. Topics include information literacy; digital media (video, audio, animations, etc.) design and production; management of digital information; advanced Web authoring; and technology-related legal, ethical, and social issues. Prerequisite: EDUC 6300 or consent of instructor. Fee: \$20. Offered: Distance Learning Course Spring.

### **EDUC 6380 - PROFESSIONAL INTERNSHIP: SCHOOL LIBRARIAN (3 Credits)**

One-year teaching experience where the student is employed as a school librarian and jointly supervised by the University and an accredited school. Course requires documentation of at least 50% time on-the-job spent as a partner teacher in the direct instruction/guidance of large groups small groups and individual students utilizing effective classroom management and counseling techniques. Lesson plans will be aligned to the appropriate TEKS. Offered on a pass/fail basis. May be repeated once for credit. Fee: \$30. Offered: Fall, Spring.

### **EDUC 6381 - SCHOOL ADMINISTRATION (3 Credits)**

Behavioral science concepts and principles of computer-age management and educational leadership for a multicultural society; focus on individual administrator's attitudes, motivation, perception skills. Offered: Spring of even numbered years, Summer of odd-numbered years.

### **EDUC 6382 - PRINCIPAL INTERNSHIP (3 Credits)**

Knowledge, skills and experience at the performance level under joint guidance and direction of school administration officials and education administration teaching staff; experiences with all administrative jobs and positions except that of superintendent. This course may be repeated for credit. Fee: \$50. Offered: Spring.

**EDUC 6383 - BUSINESS ADMINISTRATION OF PUBLIC SCHOOLS (3 Credits)**

Principles of finance and organization of business management functions in public schools, including internal structure, use of computers, budgeting, accounting, purchasing, control of supplies, taxation, bonds, school construction, building maintenance and operation, transportation, food services, legal relationships, insurance, funding of special projects, and local, state and federal relationships. Offered: Fall, Summer of even-numbered years.

**EDUC 6384 - SCHOOL LAW (3 Credits)**

Legal bases for organizing and conducting public and private school systems, statutes and court decisions affecting educational functions. Offered: Spring.

**EDUC 6386 - INTERNSHIP I: ELEMENTARY (3 Credits)**

Elementary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: \$30. Offered: Fall, Spring.

**EDUC 6387 - INTERNSHIP II: ELEMENTARY (3 Credits)**

Elementary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: \$30. Offered: Fall, Spring.

**EDUC 6388 - INTERNSHIP I: SECONDARY (3 Credits)**

Secondary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: \$30. Offered: Fall, Spring.

**EDUC 6389 - INTERNSHIP II: SECONDARY (3 Credits)**

Secondary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminar is required during first semester of teaching. Offered on a pass/fail basis. Fee: \$30. Offered: Fall, Spring.

**EDUC 6391 - SCHOOL SUPERVISION (3 Credits)**

Scope, procedures and processes, organization and administration, and planning of supervision; application of principles of supervision to the teaching-learning situation in a multicultural community. Offered: Fall.

**EDUC 6393 - SEMINAR IN SCHOOL LIBRARIANSHIP (3 Credits)**

Special problems, activities, and topics in school librarianship, educational technology, etc. May be repeated for credit when topic varies.

**EDUC 6395 - TELECOMMUNICATIONS FOR INSTRUCTIONAL PURPOSES (3 Credits)**

A study of the use of educational telecommunications for teaching and learning. Topics include the networking, teleconferencing, streaming media, and instructional application of the World Wide Web. Offered: Distance Learning Course Summer.

**EDUC 6397 - STUDENT TEACHING (3 Credits)**

This student teaching experience is designed for students in the M.A.T program. It will consist of 12 consecutive weeks of full-day observation and teaching at an assigned school under the supervision of a cooperating teacher and an OLL supervisor. The student teacher will be responsible for planning, implementing and evaluating instruction in collaboration with the cooperating teacher.

## | Course Descriptions

Weekly seminars at will explore appropriate topics. Offered on a pass/fail basis. Prerequisite: Consent of MAT advisor. Fee: \$30. Offered: Fall, Spring.

### **EDUC 6399 - DIRECTED STUDIES IN SCHOOL LIBRARIANSHIP (3 Credits)**

Faculty supervision of an in-depth study and report of a topic in library and information science, instructional technology or other related fields. Limited to students who have completed all required courses.

### **EDUC 6406 - SELECTED TOPICS IN EDUCATION (4 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6419 - THESIS (4 Credits)**

Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

### **EDUC 6421 - SEMINAR IN SCHOOL ADMINISTRATION (4 Credits)**

Administrative problems studied and specific school situations; development of individual capabilities in resolving persistent problems.

### **EDUC 6506 - SELECTED TOPICS IN EDUCATION (5 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6519 - THESIS (5 Credits)**

Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

### **EDUC 6521 - SEMINAR IN SCHOOL ADMINISTRATION (5 Credits)**

Administrative problems studied in specific school situations; development of individual capabilities in resolving persistent problems.

### **EDUC 6606 - SELECTED TOPICS IN EDUCATION (6 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

### **EDUC 6619 - THESIS (6 Credits)**

Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

### **EDUC 6621 - SEMINAR IN SCHOOL ADMINISTRATION (6 Credits)**

Administrative problems studied in specific school situations; development of individual capabilities in resolving persistent problems.

### **EDUC 6680 - STUDENT TEACHING (6 Credits)**

The student teaching experience will consist of twelve consecutive weeks of full-day observation and teaching at an assigned school. The student teacher will be responsible for planning, implementing, and evaluating instructions in collaboration with the cooperating teacher. Weekly seminars will explore teaching-related topics. Offered on a pass/fail basis. Prerequisite: Consent of MENTC Program Director. Fee: \$30. Offered: Fall, Spring.

### **EDUC 7382 - THE PRINCIPALSHIP (3 Credits)**

Organizational and administrative structure of elementary, middle and secondary schools, including special reading, special education, vocational education, bilingual and multicultural education, federal programs. Includes needs assessment, appropriate personnel and program evaluation criteria, personnel selection and use of computers in classrooms and offices. Offered: Fall of even-numbered years, Summer of odd-numbered years.

**EDUC 7392 - SCHOOL SUPERVISION: ELEMENTARY, MIDDLE, AND SECONDARY (3 Credits)**

Initiation and management of change; use of consultants in promoting the educational program, supervisory techniques, e.g., interaction analysis, targets for improvement, videotape usage and analysis of teaching; supervisory relationships; organizing a progressive supervisory program.

**EDUC 8303 - THE SUPERINTENDENCY (3 Credits)**

Administrative problem studied in specific situations involving decision-making at the superintendent level; development of individual capabilities in approaching higher level decision processes for individuals and management teams.

**EDUC 8312 - INTERNSHIP FOR SUPERINTENDENTS (3 Credits)**

The internship for superintendents is on a cooperative basis with school districts. The internship will provide knowledge, skills, and experiences under the joint guidance of a district superintendent and the educational administrative professor with the superintendent specialty. This is a semester program of guided administrative experiences at the superintendent's level. Fee: \$30.

**EDUC 8314 - SCHOOL-COMMUNITY INTERACTION (3 Credits)**

The students shall be able to describe a plan for improving the school's relationship to the community it serves and to whose control it must respond, demonstrate skills in effective two-way communication and the rapport of mutual acceptance, use techniques to effect changes in the attitudes of school personnel toward parent and community relationships and involvement, and application of community resources.

**EDUC 8315 - SUPERINTENDENT OF SCHOOLS, THE ADMINISTRATIVE TEAM AND PERSONNEL MANAGEMENT (3 Credits)**

Competencies in the following area shall be acquired organizational planning, administrative communication, selection and evaluation of personnel, and functions of regulatory groups on a local, state and national level.

**EDUC 8316 - ADVANCED SCHOOL BUSINESS ADMINISTRATION (3 Credits)**

The student shall be able to understand, evaluate, select and implement the most advanced current business concepts and practices available in today's technology of school business operations.

**EDUC 8612 - INTERNSHIP FOR SUPERINTENDENTS (6 Credits)**

The internship for superintendents is on a cooperative basis with school districts. The internship will provide knowledge, skills, and experiences under the joint guidance of a district superintendent and the educational administrative professor with the superintendent specialty. This is a semester program of guided administrative experiences at the superintendent's level. Fee: \$60.

## English

**ENGL 6311 - CREATIVE WRITING AND SOCIAL JUSTICE (3 Credits)**

Combines traditional methods of literary and critical analysis with the creative writing workshop in order to explore the intersection of literature and social justice, the ways writers and writing can impact communities, and the role that writers and literature play in effecting social change and justice. Course offerings are genre-specific and topics vary.

## | Course Descriptions

### **ENGL 6321 - TEACHING RHETORIC AND COMPOSITION (3 Credits)**

Application of theory and research to the teaching of composition and rhetoric and/or other communication arts. May be repeated for credit when topics vary (for example: Teaching Creative Writing, Expository and Argumentative Writing, Composition Research, Writing Assessment).

### **ENGL 6331 - WRITTEN COMMUNICATION ARTS (3 Credits)**

Study and application of theory and research in written communication; development of specialized writing skills. May be repeated for credit when topics vary (for example: Stylistics, Rhetoric of Argument, Copywriting/Editing, Fiction Writing, Scriptwriting).

### **ENGL 6340 - BUSINESS AND PROFESSIONAL COMMUNICATION ARTS (3 Credits)**

Study of theories and research findings in communications with application to business and the professions. May be repeated for credit when topics vary (for example: Management Communications, Information and Decision Science, Professional Speaking and Writing, Public Relations Techniques).

### **ENGL 6341 - MEDIA COMMUNICATION ARTS (3 Credits)**

A survey course exploring the genre of Literary Journalism, which includes authors such as Thomas Wolfe, Truman Capote and Hunter S. Thompson. Readings and analysis will focus on the structure and core elements of this writing style, as well as on the writings of the authors themselves.

### **ENGL 6391 - READINGS IN COMMUNICATION ARTS (3 Credits)**

Arranged by the student with an individual professor after approval by the graduate advisor. May be repeated for credit when topics vary.

### **ENGL 7321 - LITERARY FORMS (3 Credits)**

Analytical study of significant works as representative of a given genre. May be repeated for credit when topics vary (for example: Autobiography, Rhetoric of Fiction, Contemporary American Novel, Modern Drama, Formal Analysis of Poetry).

### **ENGL 7331 - THEORIES OF LITERATURE AND SOCIAL JUSTICE (3 Credits)**

Theoretical and critical perspectives on literature which address and analyze social justice issues. A central aim of the course is to examine theories and practices that aim to combat inequities and injustices by interrogating assumptions underlying social categories such as "race," "class," "gender," "sexual orientation," and "nationality." May be repeated for credit when topics vary (for example: Contemporary Literary Theories, Feminist Criticism, History of Literary Theory and Criticism, Theories of Social Change).

### **ENGL 7332 - LITERATURE AND DISCOURSE (3 Credits)**

Study of influence of social, political, philosophical, scientific, and ideological discourses on literature. May be repeated for credit when topics vary (for example: Philosophical Currents in English Romanticism, The Earth in Literature, Science Fiction and Ideas of the Future, Neoclassicism, Modernity and Poetry, The Postmodern Novel, Art and Culture).

### **ENGL 7333 - TEACHING COMPOSITION, LITERATURE, AND CREATIVE WRITING (3 Credits)**

Application of literary theory, criticism and research to the teaching of composition, literature, and creative writing.

### **ENGL 7339 - LITERATURE OF INDENTITY AND POWER (3 Credits)**

Study of literary works that develop an understanding of key concepts such as prejudice, privilege, oppression, liberation, justice, equity, inequity, and equality (for example: Poetry of Social

Deviance, War and Morality in the Novel, Disability Literature, Power and Powerlessness in Minority Literatures).

**ENGL 7341 - LITERATURE OF SOCIAL MOVEMENTS (3 Credits)**

Study of important literary works within cultural context of a given social movement. May be repeated for credit when topics vary (for example: Racial and Ethnic Politics in Early American Literature, Contemporary American Myths; Protest, Social Change, and Victorian Prose; Immigrant Experience in the Literature of the Southwest).

**ENGL 7342 - LITERATURE AND GENDER (3 Credits)**

Literature and the formulation, transmission and redefinition of gender and gender roles. May be repeated for credit when topics vary (for example: Strong Women in Literature, the Gendered Frontier in American Literature, Gay Texts and Subtexts, Feminist Themes).

**ENGL 7343 - LITERATURE, RACE AND CLASS (3 Credits)**

Literature as a vehicle for the expression of ethnic and social identity and for the formulation transmission and redefinition of constructs on race and class. May be repeated for credit when topics vary (for example: Minority Writers and Filmmakers, Latina Prose and Poetry, Marginalized Subjects, Multicultural Currents).

**ENGL 7356 - LITERARY TRANSLATION (3 Credits)**

Introduces students to the craft of literary translation and the many ways it can help them become better writers. The work of various leading writer-translators will be studied and discussed to see connections between the authors these writers have translated and the innovations in their own poetry and prose. Knowledge of a foreign language is not required. Offered: Spring.

**ENGL 7371 - THE WRITER AND THE WRITER'S WORK (3 Credits)**

Intensive study of major works in relation to authors' lives and canons, with an emphasis on writers whose works impact our understanding of social injustices and inequities. May be repeated for credit when topics vary (for example: Dante's Inferno and Social Responsibility, Inequity in Shakespeare, Langston Hughes and the Harlem Renaissance).

**ENGL 7382 - STUDIES IN LANGUAGE AND LINGUISTICS (3 Credits)**

Study and application of research and theory in language and linguistics. May be repeated for credit when topics vary (for example: Generative Grammers, Minority Dialects, Contemporary Usage, Psycholinguistics).

**ENGL 7385 - FIELD STUDIES (3 Credits)**

Field Studies should address community service and/or the pursuit of social justice through student-developed, faculty-approved projects such as interning with cultural, professional, or social organizations, developing multimedia presentations, creating websites, editing a publication, organizing cultural events, or teaching in community centers. Projects should be equivalent of 45 hours of coursework.

**ENGL 7391 - READINGS IN LITERATURE (3 Credits)**

Arranged by the student with an individual professor after approval by the graduate advisor. May be repeated for credit when topics vary.

**ENGL 7392 - SPECIAL TOPICS (3 Credits)**

In-depth study of topics not appropriate under other course titles. May be repeated for credit when topics vary.



## | Course Descriptions

### **ENGL 7394 - SCHOLARSHIP/BIBLIOGRAPHY AND RESEARCH METHODS (3 Credits)**

Introduces students, at the theoretical level, to key issues relevant to all subfields of literary studies, and at the practical level to the tools and resources necessary for conducting advanced literary scholarship, including print and online resources. Must be taken in first year.

### **ENGL 8391 - THESIS (3 Credits)**

Supervised research culminating in a major essay. May take twice.

### **ENGL 8691 - THESIS (6 Credits)**

Supervised research culminating in a major essay. Cannot take twice.

## **Finance**

### **FINC 8319 - CORPORATE CAPITAL BUDGETING (3 Credits)**

Corporate financial strategies, problem solving and decision making within the domestic and international corporate settings. Examination of theoretical underpinnings and concentration on real world problems. Prerequisite: BADM 8315.

### **FINC 8321 - INTERNATIONAL FINANCE (3 Credits)**

Examines the theory and practice of corporate financial management in an international arena. Includes topics such as international financing, investment, risk, foreign exchange, capital budgeting and international money management. Prerequisite: BADM 8315.

### **FINC 8323 - FINANCIAL INSTITUTIONS, MARKETS AND ECONOMIC ACTIVITY (3 Credits)**

Integrates modern economic and financial theory with the fields of money and banking, finance and government regulation, and examines the effect of such integration on the organization and behavior of financial markets and institutions. Prerequisite: BADM 8315.

### **FINC 8340 - SPECIAL STUDIES IN FINANCE (3 Credits)**

In-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content.

## **Healthcare Management**

### **HCMG 7304 - MANAGEMENT OF HEALTH CARE INSTITUTIONS (3 Credits)**

Covers the organization of health care delivery systems in the U.S. including the following hospitals, ambulatory care, intermediate and long term care, cyber care and other contemporary trends. Includes analysis of demographic trends related to the aging U.S. population, early intervention programs for preventive and wellness care, and basic epidemiological techniques for analyzing local health care needs. Considers delivery systems in other countries and the implications for change in the emerging U.S. market. Discussion focuses on intervening in the design of structures and processes of health care systems and the management of organizational performance to include human resources, physical plant and materials.

### **HCMG 7320 - HEALTH CARE LAW AND ETHICS (3 Credits)**

Focuses on the legal relationships among health care users, providers, public interest and the government. Reviews administrative and constitutional law as well as ethical issues associated with health care in the United States. Prerequisite: BADM 8309 and BADM 8317.

### **HCMG 7325 - HEALTH CARE PLANNING AND POLICY (3 Credits)**

Analyzes the political, social and economic dimensions of U.S. health care policy at the national, state and local levels and their implications for current and future health care organizations across

the spectrum of care. Applies the theory by tracking health care legislation in progress at the national, state and local levels. Considers key federal legislation such as the Balanced Budget Act for implications in the delivery of health care in the U.S. Analyzes trends in policy-making so as to forecast future legislative initiatives that may impact the design of delivery of health care in the U.S. Considers how to influence policy development at the local, state and national level. Applies concepts and techniques that can affect short-term and long-term program strategic planning in health services delivery systems.

### **HCMG 7361 - HEALTH CARE FINANCE (3 Credits)**

Overview of financial management of health care organizations. Topics include printing and reimbursement strategies, managed care contracting financial arrangements and implications, cost control, capital budgeting, cost-benefit analysis, financial ratio analysis, mergers and acquisitions and financial modeling.

### **HCMG 7380 - MANAGED CARE FOR COMMERCIAL, MEDICARE AND MEDICAID POPULATIONS (3 Credits)**

Analyzes factors impacting on emerging managed care product lines and competing alternative delivery systems. Examines managed care market penetration in various markets and the strategic responses of hospitals, health care providers, integrated delivery systems and others to increasing market penetration by managed care organizations. Discusses characteristics of future leaders of health care organizations and techniques for improving the financial, behavioral and structural dynamics of health care institutions. Integrates the content of the previous courses to enhance potential for successfully managing the delivery of the full spectrum of health services in a future characterized by constant change and increasing organizational complexity.

### **HCMG 7384 - SPECIAL STUDIES IN HEALTHCARE MANAGEMENT (3 Credits)**

In-depth study of current topics in business chosen by the instructor. Course may be repeated for credit when topics vary.

## **Human Resource Management**

### **HRMG 8310 - PERFORMANCE ANALYSIS AND IMPROVEMENT STRATEGIES (3 Credits)**

Based on behavioral concepts as they apply to performance in organizations and organization effectiveness. Examines performance standards. Assessment and appraisal and compensation issues in relation to how employee's competencies, interests, and accomplishments contribute to the future growth of the responsive organization. Students learn when and how to use performance improvement strategies such as feedback and compensation and incentive systems, professional development plans and workplace and job design.

### **HRMG 8312 - MANAGEMENT DEVELOPMENT: EDUCATION AND TRAINING FOR MANAGERS (3 Credits)**

Examines key principles relevant to training and development, including the role of training in an organization, adult learning theory, needs assessment, training methodology, organizational support, resources and constraints, evaluation of training, and managing the training function. International training considerations are also addressed. Issues that influence training implementation, such as ethics and interpretation will be reviewed.

### **HRMG 8315 - STRATEGIC HUMAN RESOURCES ADMINISTRATION FOR COMPETITIVE EDGE (3 Credits)**

Focuses on recruiting, screening and selection, hiring and out-placing employees within the public and private sector. Laws of Recruitment and Selection are also discussed with a view to application of recruitment and selection process for a diverse workforce. Includes an analysis of labor force

## | Course Descriptions

demographics, equity in recruitment and selection, and sensitivity to diverse cultures. Addresses the use of technology to find and attract employees, including company web page criteria for staffing and electronic communications policies. Discusses various Employment Affirmative Action cases and EEO laws for study analysis of laws.

### **HRMG 8318 - CONFLICT RESOLUTION: MANAGEMENT, MEDIATION AND ARBITRATION (3 Credits)**

Examines conflict theory and the processes of conflict management and resolution, such as negotiation, mediation, alternative dispute resolution problem-solving. Students study the development and assessment of the roles of mediator arbitrator, and reconciliatory; assess third party interventions in a variety of organizational settings; compare and contrast legal processes and alternative dispute resolution; and discuss ethical perspectives and dimensions, Labor relations cases will be analyzed.

### **HRMG 8342 - SPECIAL TOPICS IN HUMAN RESOURCE MANAGEMENT (3 Credits)**

Examples of topics: Technology Management in Organization Development, Organizational Career Management and Coaching, Effective Group Facilitation Processes Deployment, Learning Models and Strategies in Learning Organizations, International Issues in Human Resource Management.

## **Information Assurance and Security Management**

### **IASM 8302 - PRINCIPLES OF INFORMATION ASSURANCE AND SECURITY (3 Credits)**

Course will include survey of information assurance and security, design and analysis methods for high assurance information systems, safety, reliability and security, specification of mission-critical system properties, software and hardware validation, verification and certification, legal and ethical issues in computer security.

### **IASM 8303 - INFORMATION ASSURANCE PLANNING AND MANAGEMENT (3 Credits)**

Discussion and practical performance of the certification and accreditation process, to include development of a system security plan. Course will introduce generic security planning guidelines and documents. Students will develop a security plan for a supplied description of an AIS/telecommunications systems.

### **IASM 8304 - INFORMATION ASSURANCE ASSESSMENT (3 Credits)**

Course will include discussion and demonstration of information assurance assessment. Students will learn to identify, assess and report vulnerabilities, threats and risk in an AIS/telecommunications system, and recommend corresponding protection measures. Students will perform role playing scenarios in which points of exploitation are identified and appropriate countermeasures are applied in an instructor supplied description of an organization's AIS/telecommunications system.

### **IASM 8311 - SPECIAL TOPICS IN INFORMATION SYSTEMS AND SECURITY (3 Credits)**

In-depth study of topics in information security chosen by the instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content

### **IASM 8312 - INTERNET SECURITY ARCHITECTURES (3 Credits)**

Course will include a detailed study of network and distributed systems security. The course reviews security consideration in distributed system and enterprise network architectures, and implementation of security services such as cryptography, access control and network security and monitoring. Students will examine and compare network and system architectures, and apply lessons learned to instructor supplied AIS/telecommunication systems.

## Leadership Studies

### **LEAD 6310 - INTRODUCTION TO LEADERSHIP THEORIES (3 Credits)**

Introduction to the history and theory of leadership to critical thinking and methods of inquiry as they bear on the subject of leadership, to the ethics of leadership, to basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals. Analysis of historical concepts and contemporary theories of leadership. Emphasis on application of theoretical concepts to actual leadership situations.

### **LEAD 6314 - LEADERSHIP DECISION MAKING (3 Credits)**

Introduction to models and techniques that support effective and efficient decision processes. Introduces the students to the identification and avoidance of known cultural and cognitive biases and other process pitfalls that can seriously hinder successful decision-making. Offered: Fall.

### **LEAD 6316 - CONFLICT MANAGEMENT FOR LEADERS (3 Credits)**

This course will offer students the opportunity to develop and refine conflict management skills needed to facilitate organizational processes aimed at successfully attaining desired performance results. Topics will include communication, interpersonal skills, bargaining and negotiation, and other strategies for recognizing and resolving conflict in complex organizations. Offered: Spring.

### **LEAD 6321 - LEADERSHIP STRATEGIES AND PROCESSES (3 Credits)**

Focus on strategic planning methodologies and issues related to the design of effective organizational structures, processes and control systems in contemporary and future complex organizations. Emphasis will be placed on a variety of seminal strategic planning methodologies available to leaders. Prerequisite: LEAD 6310.

### **LEAD 6322 - CRITICAL THINKING AND PROBLEM ANALYSIS FOR LEADERS (3 Credits)**

Study of the principles of logic, critical thinking, problem definition and decision theory that are used in identifying problems, assumptions and alternatives for problems that leaders encounter. Methods of decision-making and scenario planning are explored in detail.

### **LEAD 6341 - INTRODUCTION TO LEADERSHIP RESEARCH METHODS (3 Credits)**

Explores the process of asking research questions and finding answers. Includes broad overview of experimental and non- experimental methods. Emphasizes the functional use and understanding of basic statistics in evaluating research findings.

### **LEAD 6344 - TRANSFORMATIONAL LEADERSHIP (3 Credits)**

Introduction to the history of Transformational Leadership, to critical thinking and methods of inquiry as they bear on the subject of leadership, to the ethics of leadership, to the basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals. Emphasis on application of theoretical concepts and the measurements of Transformational Leadership to actual leadership situations.

### **LEAD 6351 - READINGS IN LEADERSHIP (3 Credits)**

Introductory survey of contemporary writings and emerging theories on leadership.

### **LEAD 6360 - MULTI-CULTURAL ISSUES IN LEADERSHIP (3 Credits)**

This course will examine cultural styles of leadership and various leadership styles that can be employed in different cultural settings. Students will examine the role of culture in attitudes toward society, family and work. Prerequisite: LEAD 6310.

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### **LEAD 6361 - GENDER ISSUES IN LEADERSHIP (3 Credits)**

This course will examine gender issues by exploring how gender influences human development, achievement, self-concepts, family roles, work life and social institutions such as the legal system. Gender perceptions as they relate to leadership styles will be explored in detail. Prerequisite: LEAD 6310.

### **LEAD 6362 - WRITTEN COMMUNICATION FOR LEADERS (3 Credits)**

Provides an overview of the structure, process and requirements associated with writing effective reports, executive summaries and proposals. Covers advanced rules of grammar and syntax and methods for synthesizing disparate sources of information into concise written summaries.

### **LEAD 6366 - SELECTED TOPICS IN LEADERSHIP (3 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit.

### **LEAD 6370 - SYNTHESIS OF LEADERSHIP RESEARCH THEORIES (3 Credits)**

This course is designed to serve as a capstone to the first 18 hours (core courses) of the MSOL degree. This course integrates material across the core practical and theoretical courses, and is intended to aid retention and student success by enabling integration, synthesis and application of specialized knowledge. Offered: Fall.

### **LEAD 7330 - LEADERSHIP IN SOCIAL MOVEMENTS (3 Credits)**

Exploration of history of leadership in social movements. Comparison and contrast of forms, mechanisms and practices of leadership in various stages of a social movement. Examination of values of leaders as expressed through stories of ordinary people involved in leadership in social movements. Prerequisite: LEAD 6310.

### **LEAD 9115 - INTERNSHIP (1 Credit)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

### **LEAD 9134 - COMMUNITY RESOURCES II (1 Credit)**

Examination of the reciprocal partnerships in the community specific to his or her field of interest and the implications of that specific partnership for community and regional structure and function, social and political organizations, economic structure and development.

### **LEAD 9149 - FIELD BASED RESEARCH (1 Credit)**

Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

### **LEAD 9166 - SELECTED TOPICS IN LEADERSHIP STUDIES (1 Credit)**

Specialized courses which provide intensive, specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

### **LEAD 9170 - SYNTHESIS OF LEADERSHIP AND RESEARCH THEORIES (1 Credit)**

This course provides specialized instruction to serve as a capstone to the first year of courses. The course will help students to consolidate learning across practical and theoretical courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration of material, with the ability to discuss and apply consolidated knowledge in a scholarly

manner. Prerequisite: A minimum of 12 hours of leadership core courses, including LEAD 9310 and LEAD 9341.

### **LEAD 9171 - RESEARCH SYNTHESIS FOR LEADERSHIP (1 Credit)**

The course provides specialized instruction to serve as a research capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of research methodology and statistics courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 12 hours of research methods and statistics courses, including LEAD 9341, LEAD 9342, LEAD 9343, LEAD 9344.

### **LEAD 9172 - LEADERSHIP THEORIES SYNTHESIS FOR LEADERSHIP (1 Credit)**

The course provides specialized instruction to serve as a leadership theories capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of leadership theory courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 36 hours in program with the following courses LEAD 9310, LEAD 9320, LEAD 9321, LEAD 9350 and LEAD 9316.

### **LEAD 9173 - MANAGEMENT SYNTHESIS FOR LEADERSHIP (1 Credit)**

The course provides specialized instruction to serve as a management capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of management courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 36 hours in program, with the following courses LEAD 9313, LEAD 9320, LEAD 9321 and LEAD 9323.

### **LEAD 9199 - DISSERTATION DEFENSE (1 Credit)**

This one-hour credit must be taken the semester a candidate wishes to defend the dissertation. Fee: \$200.

### **LEAD 9215 - INTERNSHIP (2 Credits)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

### **LEAD 9249 - FIELD BASED RESEARCH (2 Credits)**

Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

### **LEAD 9261 - ORAL COMMUNICATION FOR LEADERS (2 Credits)**

Covers principles of effective oral communication to both small and large groups in both formal and informal settings. Covers aspects of developing effective support materials for and principles of effective meeting management, briefings and speeches. The student will be required to hone her or his skills in impromptu presentations requiring critical thinking skills and oral dialectic exchanges.

### **LEAD 9266 - SELECTED TOPICS IN LEADERSHIP STUDIES (2 Credits)**

Specialized courses which provide intensive, specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

**LEAD 9310 - INTERMEDIATE LEADERSHIP THEORIES (3 Credits)**

Overview of the knowledge, skills, and abilities needed to lead complex organizations in the public and private sectors of 21st Century American society. Issues include developing and sustaining strategic focus, applying leadership principles in an environment of constant change and applying systems thinking to the management of human, financial, materials and information resources.

**LEAD 9311 - LEADERSHIP ISSUES IN TECHNOLOGY AND ORGANIZATIONAL CHANGE (3 Credits)**

Leadership opportunities and challenges related to the integration of technology within complex organizations. Discussion will include trends, issues and the effects of technological change on organizational structure and behavior. Focus on resource implications and legal issues related to organizational use of digital technology. Course provides experimental familiarization with a broad range of technological support systems that are available or anticipated in the near term.

**LEAD 9312 - SOCIAL CONTEXT FOR LEADERSHIP IN DEMOCRATIC SOCIETY (3 Credits)**

Investigation of the moral, ethical and social context of organizational decision-making. Examination of social and value issues which confront organizational leaders in the public and private sectors of a democratic society. Exploration of the implications of value-driven decision-making for the development of organizational responses to contemporary social issues.

**LEAD 9313 - GLOBAL LEADERSHIP (3 Credits)**

Exploration analysis and evaluation of comparative approaches to leading and managing complex organizations from an international perspective. Investigation of comparative societal cultures, norms and systems in other developed and developing nations. Evaluation of implications of differing societal cultures and social systems for organizational behavior at the institutional, organizational and individual levels of analysis.

**LEAD 9314 - LEADER DECISION PROCESSES (3 Credits)**

Experiential investigation of models and techniques that support effective and efficient decision processes. Emphasizes the practice of effective decision processes through team decision-making activities. Provides experiential focus on the identification and avoidance of known cultural and cognitive biases and other process pitfalls that can seriously hinder successful decision-making.

**LEAD 9315 - INTERNSHIP (3 Credits)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

**LEAD 9316 - CONFLICT MANAGEMENT FOR LEADERS (3 Credits)**

Advanced study of theoretical models behind conflict management needed to effectively lead organizations and influence a positive organizational culture and enhance organizational processes. Students will engage in critical analysis of models and scenarios reflecting the importance of communication, interpersonal skills, bargaining and negotiation, and creating a culture that facilitates effective conflict management. Prerequisite: Acceptance to Leadership Studies PhD program.

**LEAD 9317 - LEADERSHIP IN LEARNING ORGANIZATIONS (3 Credits)**

Process of strategy development formulation and implementation at various levels within the organization. Focus on role of top leaders in creating and sustaining organizational vision, and integrating organizational systems and resources to support mission accomplishment. Other issues considered will include organizational change and strategic renewal, and the management of human resources throughout these continuing processes.

**LEAD 9318 - LEADERSHIP ASSESSMENT (3 Credits)**

Course provides an overview and application of key leadership assessment instruments and explores the evolution of leadership and the development of psychological assessment instruments as a means for understanding leadership dynamics. Research assignments to integrate scholarly writing and systems thinking to leadership research and theory to organizations. Fee: \$40.

**LEAD 9320 - INTRA-ORGANIZATIONAL LEADERSHIP (3 Credits)**

Identification, analysis, evaluation and application of factors which influence the design, structure and operation of complex organizations in the public and private sectors of society. Emphasis on integration of theory and concepts from the social sciences as a basis for understanding human behavior within complex organizations.

**LEAD 9321 - INTER-ORGANIZATIONAL LEADERSHIP (3 Credits)**

Issues related to the design of effective organizational structures, process and control systems in contemporary and future complex organizations. Domains of inquiry include strategic assessment, goal formulation; design of organizational processes to attain desired performance; and measurement, analysis and evaluation of organizational performance outcomes. Emphasis on application of contemporary theory, methods and techniques to improve organizational outcomes.

**LEAD 9323 - RESOURCES MANAGEMENT I (3 Credits)**

Focus is on the application of the theory, methods and techniques of economic analysis to entrance the effectiveness of resource allocation decisions within complex organizations. Issues and techniques related to estimation and allocation of costs, evaluation of revenues and decision-making processes related to programmatic resource allocations will be explored. Emphasis will be placed on real world problem-solving related to revenue maximization and cost minimization in complex organizations.

**LEAD 9324 - LEGAL ISSUES (3 Credits)**

Reviews the legal bases for organizing and administering organizations. Statutes and court decisions affecting organizational functions will be studied. Discussion will include an overview of legal policy and precedents related to equal opportunity, discrimination and other issues involving equity, access and opportunity within complex organizations in the public and private sectors.

**LEAD 9325 - MARKETING AND PUBLIC RELATIONS (3 Credits)**

Offers an overview of the key elements of marketing and its impact on organizations and society. Topics include strategic marketing decisions made at the corporate and business level, and organizational issues that affect the formulation and implementation of marketing strategy.

**LEAD 9326 - RESOURCES MANAGEMENT II (3 Credits)**

Focus on developing and refining skills, knowledge and abilities needed for successfully integrate financial planning and management control systems in complex organizations. Topics covered include theory, methods and techniques that support effective analysis of the financial implications of program alternatives; cash and capital budgeting, risk and return analysis; and long-range financial planning in a managerial team environment.

**LEAD 9330 - POLICY, VALUES AND PARTNERSHIPS (3 Credits)**

Interdisciplinary overview of research related to contemporary policy development at federal, state and local levels, and their implications for organizations and communities. Includes introduction to and analysis of the dynamics of public policy formulation in allocating resources to support social institutions such as education, healthcare, the family, social welfare and housing.



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### **LEAD 9331 - INTERGRATED DELIVERY OF SERVICES (3 Credits)**

Illustrates the synergistic relationship between the organization and the community. Includes opportunities to analyze and evaluate historical and current services provided through organizations.

### **LEAD 9332 - APPLICATIONS IN POLICY AND SERVICES (3 Credits)**

Provides the students with the opportunity to examine the dynamics of policy development in his or her field of interest and to place the dynamics in the context of historical and current service delivery.

### **LEAD 9333 - COMMUNITY RESOURCES I (3 Credits)**

Involves study in the interconnections among organizations, community programs and public policies. Course attention will be given to building reciprocal partnerships between the organization and the community; theory and analysis of community and regional structure and function; social and political organizations, economic structure and development.

### **LEAD 9341 - INTERMEDIATE RESEARCH METHODS (3 Credits)**

Overview of theory and methods of research in the social sciences. Topics include development of research questions and analysis, site entry, interviewing, participant observation and data collection and coding. Emphasis on theory and methods of survey research, including sampling, measurement theory, questionnaire construction, issues related to reliability and validity, and introduction to techniques used in data reduction and analysis.

### **LEAD 9342 - ADVANCED RESEARCH METHODS (3 Credits)**

Offers an overview of various methods of qualitative research, including broad categories of phenomenology, case study research, ethnography and critical research. The philosophies, methodologies and issues associated with various kinds of qualitative research will be studied. Students will explore a research problem specific to their field, using a qualitative research design. Prerequisite: LEAD 9341.

### **LEAD 9343 - EXPERIMENTAL DESIGN AND STATISTICS I (3 Credits)**

Characteristics of various group experimental designs, with emphasis on application and interpretation of inferential statistics used to analyze data. Includes review of statistics such as z-scores; t-tests, chi-square; simple linear regression; discriminate analysis; analysis of variance and an introduction to multiple linear regression. Emphasizes use of computer statistical software and interpretation of results.

### **LEAD 9344 - EXPERIMENTAL DESIGN AND STATISTICS II (3 Credits)**

Develops skills and understanding needed to apply and interpret the results of multivariate statistical methods of data analysis. Topics include non-parametric statistics; multiple linear regression analysis; path analysis; factor analysis; cluster analysis; principal components analysis and discriminate analysis. Uses and interpretation of methods such as multivariate analysis of variance; repeated measures analysis of covariance; and multiple analysis of covariance. Emphasis will be on the use and interpretation of computer software to analyze data sets assigned.

### **LEAD 9349 - FIELD BASED RESEARCH (3 Credits)**

Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

**LEAD 9350 - HISTORICAL LEADERSHIP THEORIES (3 Credits)**

Survey of historical and contemporary writings on leadership. Readings and discussions will focus on developing a historical understanding of leadership and an in-depth understanding of current schools of leadership thought.

**LEAD 9351 - ADVANCED LEADERSHIP THEORIES (3 Credits)**

Survey of contemporary writings and emerging theories on leadership. Prerequisite: LEAD 9350 and completion of 36 semester hours in the doctoral program or department permission.

**LEAD 9352 - LEADERSHIP ETHICS AND MORALITY (3 Credits)**

An in-depth investigation of the characteristics and relationships between ethical and moral practices and effective leadership. Ethical reasoning will be developed and applied to a variety of leadership situations.

**LEAD 9360 - WRITTEN COMMUNICATION (3 Credits)**

Provides an overview of the structure, process and requirements associated with writing for conducting literature reviews, writing effective reports, executive summaries and proposals, and articles for publication in peer-reviewed journals and other professional publications. Covers advanced rules of grammar and syntax.

**LEAD 9361 - ORAL COMMUNICATION (3 Credits)**

Covers principles of effective oral communication to both small and large groups in both formal and informal settings. Covers aspects of developing effective support material for and principles of effective meeting management, briefings and speeches. The student will be required to hone her or his skills in impromptu presentations requiring critical thinking skills and oral dialectic exchanges.

**LEAD 9366 - SELECTED TOPICS IN LEADERSHIP STUDIES (3 Credits)**

Specialized courses which provide intensive specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership, and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

**LEAD 9415 - INTERNSHIP (4 Credits)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

**LEAD 9515 - INTERNSHIP (5 Credits)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

**LEAD 9615 - INTERNSHIP (6 Credits)**

Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

## Management

**MGMT 8315 - ENTREPRENEURSHIP (3 Credits)**

This course focuses on the key concepts and methods relevant for entrepreneurs. Course covers the elements of new venture initiation as well as strategies for small and growing organizations.

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Students will prepare a business plan for an entrepreneurial venture of their choice, possibly for new venture they are considering.

### **MGMT 8320 - INTERNATIONAL BUSINESS STRATEGY (3 Credits)**

Focuses on multinational business firms and the strategies employed to gain competitive advantage in international markets. Also includes discussion of ethics and social responsibility in a global economy. Draws from readings, cases and current business periodicals.

### **MGMT 8343 - CURRENT TOPICS IN BUSINESS (3 Credits)**

In-depth study of current topics in business chosen by the instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content.

## **Marketing**

### **MKTG 8319 - MARKETING COMMUNICATIONS STRATEGY (3 Credits)**

Examines the concept of Integrated Marketing Communications (IMC) strategy in successfully communicating the brand concept and product/service benefits to a customer group. Topics specifically examined include the advertising strategy, publicity and public relations, mass media considerations, sales force design and management, reseller support through sales promotions, and the analysis of communication strategies, including the internet. Prerequisite: BADM 8319.

### **MKTG 8320 - INTERNATIONAL MARKETING (3 Credits)**

Examines the challenge of entering and operating effectively in foreign markets. Decisions must be made on objectives, strategies, market selection, adaptation of products, logistics, communication channels and message structure, and systems of marketing organization and control. Cultural issues are emphasized. Requires development of a marketing plan. Prerequisite: BADM 8316.

### **MKTG 8342 - SPECIAL STUDIES IN MARKETING (3 Credits)**

Covers in-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies by topic.

## **Mathematics Education**

### **MTEd 6210 - TOPICS IN MATHEMATICS EDUCATION (2 Credits)**

Concepts in mathematics for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

### **MTEd 6309 - ALGEBRA FOR TEACHERS (3 Credits)**

An overview of algebraic topics across the TEKS and high-school algebra. A detailed development of selected topics, including applications and history. Topics include: Patterns and relationships, families of functions, linear and non-linear equations, systems of equations and inequalities, matrices and determinants. Applications and explorations are modeled through the use of technology. Prerequisite: Consent of instructor

### **MTEd 6310 - TOPICS IN MATHEMATICS EDUCATION (3 Credits)**

Concepts in mathematics for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

**MTED 6311 - GEOMETRY FOR TEACHERS (3 Credits)**

The historical development of geometric ideas through the ages; topics in Euclidean geometry; transformational geometry; and non-Euclidean geometries including fractal and projective Geometry. Recent developments on content and methods for the teaching of Geometry. Computer software is used to provide a technology-rich environment for the learning of geometry.

Prerequisite: Consent of instructor

**MTED 6312 - PROBABILITY AND STATISTICS FOR TEACHERS (3 Credits)**

Overview of probability and data analysis topics across the TEKS. Topics include probability exploratory data analysis, simulation, sampling, development of continuous distributions and their properties, correlations and regression, hypothesis testing, topics from non-parametric methods, and modern uses of statistics. Study of modern educational technology and software used in statistics and probability applications. Prerequisite: MTED 6309 or consent of instructor

**MTED 6313 - CONCEPTS OF CALCULUS (3 Credits)**

An integrated study of the major concepts of differential and integral calculus and their applications. Prepares teachers to incorporate pre-calculus foundational ideas into lower level mathematics and science courses. Students cannot receive credit for this course if they have credit in MATH 2412 or MATH 4311. Prerequisite: Consent of the instructor

**MTED 6314 - PROBLEM SOLVING FOR TEACHERS (3 Credits)**

The heuristics of problem solving and problem posing, applications, recreational mathematics and mathematical modeling. Development of banks of problems at various levels and selected from geometry, measurement, number theory, probability, statistics, and algebra. Prerequisite: At least six hours of MTED courses or consent of the instructor.

**MTED 6315 - CURRENT ISSUES AND RESEARCH IN SCHOOL MATHEMATICS (3 Credits)**

A thorough review of the literature on experimental and exemplary programs, results of recent national, state and local assessments of students' achievement in schools, and current research related to the teaching and learning of mathematics, the TEKS and the NCTM Standards for school mathematics. Prerequisite: At least six hours of MTED courses or consent of the instructor.

**MTED 6316 - HISTORY OF MATHEMATICS (3 Credits)**

Historical development of mathematics and the study of various philosophies of mathematics. Prerequisite: Consent of the instructor MATH 4361 and MTED 6316 both cannot be counted.

**MTED 6410 - TOPICS IN MATHEMATICS EDUCATION (4 Credits)**

Concepts in mathematics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

## Nonprofit Management

**NPMT 8300 - BECOMING AN EFFECTIVE EXECUTIVE DIRECTOR (3 Credits)**

This course will cover the unique environment that leaders and managers of nonprofits encounter. Topics covered include: Understanding your leadership style; leading volunteers, employee motivation and satisfaction, productivity and performance management.

Offered: Fall.

**NPMT 8301 - PROFESSIONAL PROJECT (3 Credits)**

At the beginning of the MSNPM, the student along with the instructor will determine a project that will be developed throughout the program. The final project will be presented formally to the

## | Course Descriptions

instructor and fellow students through an online process for discussion and interaction. The project is to cover components addressed throughout the program and will emphasize effective and efficient management of a nonprofit organization. Students will follow the Action Research approach: Introduction, Literature Review, Methodology, Results, Discussion, and Presentation. Offered: Fall.

### **NPMT 8305 - MARKETING FOR NONPROFITS (3 Credits)**

This course will cover the various functions of marketing. It will address methods to effectively manage and implement a marketing budget and strategy. Prerequisite: NPMT 8300. Offered: Fall.

### **NPMT 8307 - TALENT VOLUNTEER AND DIVERSITY MANAGEMENT IN NONPROFITS (3 Credits)**

The crucial factors of hiring volunteers and staff to support the nonprofits organizations functions are part of the course. Managing a diverse paid staff and volunteer personnel as a primary role of the Executive Director is also covered, including appropriate evaluation and promotion plans. Offered: Spring.

### **NPMT 8307 - TALENT VOLUNTEER AND DIVERSITY MANAGEMENT IN NONPROFITS (3 Credits)**

Emphasizes the development of skills necessary for sound financial decision making within a nonprofit. Includes financial ratio analysis, capital budgeting, risk and return analysis, and financial forecasting. Prerequisites: NPMT 8300, NPMT 8305. Offered: Spring.

### **NPMT 8311 - SOCIAL MEDIA AND INFORMATION TECHNOLOGY FOR NONPROFITS (3 Credits)**

Various uses of social media and information technology to support and promote the operations of nonprofit organizations are addressed. The specific types of social media and their application to inter-and-intra-organizational communication, marketing, and planning are discussed through case studies and qualitative research. Offered: Spring.

### **NPMT 8312 - GRANT WRITING AND FUND RAISING IN NONPROFIT (3 Credits)**

The basic of grant writing and effective fundraising techniques specific to nonprofit organizations are part of the course. Traditional and nontraditional methods of raising funds, as well as regulatory essentials will augment the basics. Offered: Summer.

### **NPMT 8314 - QUALITY AND RISK MANAGEMENT OF NONPROFITS (3 Credits)**

The basic of grant writing and effective fundraising techniques specific to nonprofit organizations are part of the course. Traditional and nontraditional methods of raising funds, as well as regulatory essentials will augment the basics. Offered: Summer.

### **NPMT 8315 - OPERATIONS AND ADMINISTRATION OF NONPROFITS (3 Credits)**

This course will address how to effectively integrate the numerous functional areas/activities of a nonprofit, such as Human Resources, Finance, Operations, Marketing, etc. Other areas covered included Project Management, Lean Management, and Six Sigma. Prerequisites: NPMT 8300, NPMT 8305, NPMT 8310. Offered: Spring.

### **NPMT 8320 - THE LEGAL AND ETHICAL ELEMENTS OF NONPROFITS (3 Credits)**

The legal and ethical study of business with the focus on the nonprofit sector. Specifically, the judicial system, cost of litigation vs. alternative dispute resolution techniques, and current issues at the federal and state level in areas such as contracts, torts, product liability, deceptive trade, property, business enterprises, electronic commerce, employment and international law. Focus on

ethical dilemmas faced in today's business environment. Prerequisite: NPMT 8300, NPMT 8305, NPMT 8315. Offered: Fall.

### **NPMT 8322 - BOARD GOVERNANCE (3 Credits)**

The essential elements of Board of Director's composition, expected requirements, functions, and responsibilities are covered. The importance of fiscal and fiduciary Board members roles is addressed, as well as the interaction of an Executive Director with Board members through effective communication and delineating responsibilities of both entities. Offered: Fall.

### **NPMT 8324 - PROJECT MANAGEMENT, CHANGE MANAGEMENT, AND STRATEGIC MANAGEMENT OF NONPROFITS (3 Credits)**

An integrative capstone course to be taken in the final semester. Examines the role of top management in creating a vision for the enterprise and integrating resources to achieve a competitive advantage in carrying out its mission. Focuses on total enterprise objectives with society values and a global economy. Prerequisites: NPMT 8300, NPMT 8305, NPMT 8310, NPMT 8315, NPMT 8320. Offered: Fall.

## **Nursing**

### **NURS 6311 - THEORETICAL FOUNDATIONS OF NURSING (3 Credits)**

Overview of the theoretical foundations of nursing. Philosophical and theoretical perspectives from nursing and related disciplines examined for their applicability to diverse healthcare settings. The course uses the critical reasoning process to examine and evaluate theoretical frameworks. Students critique the clinical relevance of mid-range and practice theories to education, research and practice.

### **NURS 6312 - NURSING RESEARCH (3 Credits)**

Designed to prepare advanced practice nurses to be proficient in the utilization of research including the evaluation of research and identification of researchable problems within diverse clinical practice settings. Examines the theoretical bases and reasoning for advanced practice nursing to enhance critical thinking and scientific inquiry. The use of measurement and data collection techniques, statistical techniques and procedures, analysis of qualitative and quantitative data, and reporting, interpreting and evaluating research outcomes will be explored.

### **NURS 6315 - NURSING CURRICULUM (3 Credits)**

Overview of curricular designs commonly encountered in nursing education. General issues and approaches associated with posing and answering questions related to the enactment of plans to educate nurses will be examined from a variety of perspectives. Exploration of educational research related to curricular development.

### **NURS 6317 - TEACHING STRATEGIES IN NURSING EDUCATION (3 Credits)**

Designed to provide a repertoire of teaching strategies to address traditional and non-traditional settings, diversified student bodies, multiple learning styles and intelligences, and the integration of technology. Exploration of a variety of teaching strategies and how they can be used within the context of today's classroom. Emphasis placed on using teaching strategies to enrich the learning environment for adult learners.

### **NURS 6319 - EVALUATION METHODOLOGIES (3 Credits)**

Provides the learner with a comprehensive overview of the issues involved in evaluating nursing students in classroom, clinical simulation laboratory and clinical experiences. Specific plans for evaluation such as multiple choice testing, simulation testing and formative and summative evaluative models are presented. Evaluation based on action research methodology.

**NURS 6321 - ROLE OF THE ADVANCED PRACTICE NURSE EDUCATOR (3 Credits)**

Historical and philosophical aspects of the advanced practice nurse (including clinician, consultant, researcher and administrator) with an emphasis on nursing education. The impact of relevant legal, ethical, political social, cultural, organizational, economical, and professional factors and selected role responsibilities of academia is analyzed. With a focus on MLN Essential for Nursing Faculty, students explore, develop and prepare themselves in their role as competent, knowledgeable, nurse educator

**NURS 6323 - NURSING LEADERSHIP THEORY AND PRACTICE (3 Credits)**

Prepares the advanced practice student nursing to develop leadership and management skills based on leadership theory, useful in a variety of health care settings. Introduces advanced concepts of leadership and management which include principles of health care administration, resource and financial management, health care law and policy, and manage care operations. Students will develop skills to manage nursing personnel who are culturally diverse in variety of health care settings. Opportunity to analyze and synthesize concepts of leadership and management relevant to nursing practice.

**NURS 6324 - ROLE OF THE ADVANCED PRACTICE NURSE LEADER (3 Credits)**

Exploration of the role and practice of the advanced practice nurse as expert clinician, educator, consultant, researcher and administrator, The historical, social, political, philosophical, cultural, and economic forces that have influenced the roles and practice of advanced practice nursing are examined. Designed for students to become knowledgeable about the role of the advanced practice nurse as a member of the health care team.

**NURS 6335 - CRITICAL THINKING STRATEGIES IN NURSING PRACTICE (3 Credits)**

Designed to assist the graduate nursing student with developing strategies and skills central to critical thinking and focus; applying those strategies to understanding current issues, belief systems and ethical positions. Will analyze media, currently political environment, personal beliefs and moral inclinations. Will discuss controversial topics intelligently, and construct well-reasoned arguments. The course will utilize group discussion and written analysis. This is a writing course. Students will be expected to construct, share, and revise selected assignments.

**NURS 6345 - FINANCIAL MANAGEMENT FOR NURSE MANAGERS AND EXECUTIVES (3 Credits)**

The course provides an overview of financial reporting, resource allocation, managerial issues related to finance, and financial planning in health care organizations. Students will be introduced to key financial management, accounting principles, cost analysis, budgeting, and forecasting. The student will examine the role of nurse manager as a financial steward. Offered: Fall.

**NURS 6367 - MULTICULTURAL FOUNDATIONS OF EDUCATION IN NURSING (3 Credits)**

This course examines nursing education in the context of society's cultural pluralism. Context includes cultural competence education models, teaching strategies, and legal/ethical issues. Assists advanced practice nurses in learning about culture, belief systems, values, and practices that are specific to identified cultures, in order to better understand and provide education that is both culturally competent and culturally sensitive. Offered: Fall.

**NURS 7612 - NURSING EDUCATOR PRACTICUM (6 Credits)**

Provides a practicum experience that emphasize the implementation or application of previously learned teaching strategies, curricular development, evaluation methodologies, theory, and nursing research. Selected field work experiences will be used to enhance mastery of the content. Practicum objective are tailored to the students' career path in either academic nursing education or professional nursing staff development.

**NURS 7614 - NURSING LEADERSHIP PRACTICUM (6 Credits)**

Provides the advanced practice student nurse the opportunity to apply and evaluate the concepts of leadership and management in relation to nursing practice. Clinical experience are implemented in selected health care settings that facilitate the application of leadership theory to the organization. Students will work with a nurse who is in a leadership role to promote role development for the student.

**PHIL 7319 - SOCIAL JUSTICE (3 Credits)**

Study of philosophical work that develop a holistic understanding of social justice through the critical examination of issues concerning justice obligations, in the national and international domains, to oppressed and indigent groups and nations, to future generations, and to the natural world. Offered: Spring.

## Political Science

**POLS 6310 - DYNAMICS OF AMERICAN POLITICAL LEADERSHIP (3 Credits)**

Perspectives on political leadership in the United States. Evaluation of existing approaches to the study of political leadership. Identification of ways that democratic principles, American political institutions, and political culture present opportunities and/or constraints for political leaders.

**POLS 6320 - ETHICS AND POLITICAL LEADERSHIP (3 Credits)**

Exploration and application of ethics in political leadership through analysis of ethical dilemmas major political leaders encounter in public leadership roles.

**POLS 6330 - EXECUTIVE, LEGISLATIVE AND JUDICIAL LEADERSHIP (3 Credits)**

Evaluation of leadership, strengths and weaknesses of selected American presidents, legislators, and Supreme Court justices. Critique of leadership style, leadership goals, leadership teams assembled, and ability to lead constituents.

**POLS 6340 - COMPARATIVE GLOBAL POLITICAL LEADERSHIP (3 Credits)**

Application of theories and models of leadership to the global political setting. Topics include charismatic global political leaders, transactional global political leaders, and transformational global political leaders.

## Psychology

**PSYC 6190 - SELECTED TOPICS IN PSYCHOLOGY (1 Credit)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

**PSYC 6290 - SELECTED TOPICS IN PSYCHOLOGY (2 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

**PSYC 6321 - PSYCHOLOGICAL MEASUREMENT AND EVALUATION (3 Credits)**

Study of the construction of measurement instruments, including specification of the test purpose, generation of the form and content of test items, item try-out and analysis, standardization of test administration and scoring procedures, assessment of test reliability and validity, and establishment of test norms. Fee: \$25. Offered: Fall.



## | Course Descriptions

### **PSYC 6322 - PSYCHOLOGICAL ASSESSMENT (3 Credits)**

Assessment of individuals through interpretation and integration of most frequently used measures of personality and various other diagnostic screening instruments that examine depression, anxiety, and social factor impact. Prerequisite: PSYC 6321, PSYC 6342, EDUC 6346. Fee: \$75. Offered: Fall.

### **PSYC 6324 - ACHIEVEMENT TESTING IN INDIVIDUALIZED ASSESSMENT (3 Credits)**

Overview of recommended norm reference test of individual achievement. Covers individualized administration scoring, interpretation and report writing for diagnostic purpose and academic program planning. Discusses formal and informal procedures and processes involved in psychoeducational testing and implications for intervention. Fee: \$50. Offered: Summer.

### **PSYC 6326 - LATINA/O PSYCHOLOGY (3 Credits)**

Overview of historical foundations of contemporary Latina/o psychologies and current state of knowledge in Latino psychology research and practice. Emphasis on issues such as acculturative stress, oppression and discrimination, culture-bound values, ethnicity and ethnic identity development, and gender issues. Students will examine personal attitudes, experiences, and beliefs as they relate to the competent and ethical delivery of services to Latino populations. (Note: This course is taught in Spanish). Prerequisite: PSYC 6370 or facility in oral Spanish as determined by the OLLU Oral Proficiency Assessment. Offered: Fall.

### **PSYC 6332 - BILINGUAL ASSESSMENT (3 Credits)**

Assessment of individuals through interpretation and integration of most frequently used measures of multicultural assessment. Course will focus on best practices in assessment of individuals from a multi-cultural/multi-linguistic background. Prerequisites: PSYC 6321, PSYC 6322, or consent of instructor. Fee: \$50. Offered: Summer.

### **PSYC 6342 - PSYCHO-EDUCATIONAL ASSESSMENT: COGNITIVE TESTING (3 Credits)**

Training in administration, scoring, interpretation and report writing. Overview and use of various batteries and instruments used for measuring cognitive ability of children and adults. Overview of the relationship between ability and achievement in psycho-educational measurement. Prerequisites: PSYC 6321 or SPED 6345. Fee: \$75. Offered: Fall, Spring.

### **PSYC 6348 - ASSESSMENT OF AUTISM SPECTRUM DISORDERS (3 Credits)**

Assessment of individuals through interpretation and integration of the most frequently used measures of Autism Spectrum Disorders, Social Skills and Sensory Integration Assessments. Prerequisites: PSYC 6321, PSYC 6322, PSYC 6342, PSYC 7333. Fee: \$50. Offered: Spring.

### **PSYC 6358 - LIFE PLANNING AND CAREER DEVELOPMENT (3 Credits)**

Vocational choice theory, career choice and lifestyle, sources of occupational and educational information and career decision-making processes. Includes a personal career assessment battery. Fee: \$50. Offered: Fall.

### **PSYC 6365 - ADULT LEARNING: THEORIES AND TECHNIQUES (3 Credits)**

Examination of the principles of learning as they apply to the adult in the non-academic setting; emphasis on methods of program design and implementation. Offered: Fall.

### **PSYC 6370 - PROFESSIONAL TECHNICAL SPANISH (3 Credits)**

Spanish vocabulary and language skills needed for working in mental health settings. Focus on proficiency required for conducting psychotherapy and psychological assessments with Spanish dominant populations and professional presentation. Prerequisite: Facility in oral Spanish determined by the OLLU Spanish Oral Proficiency Assessment. Offered: Spring.

**PSYC 6380 - RESEARCH DESIGN AND PROCEDURES (3 Credits)**

Addresses research methodologies used in psychotherapy research. Data gathering and analysis related to data-based decision making for intervention and service delivery is addressed. The use of evidence-based practices in community organizations, and marriage and family therapy is also covered. Students examine qualitative and quantitative methods, evaluate and design research, and learn to translate research findings into clinical practice. Prerequisites: Enrolled in M.S. in Psychology or PsyD program or consent of instructor. Offered: Summer.

**PSYC 6390 - SELECTED TOPICS IN PSYCHOLOGY (3 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6427 - APPLIED PSYCHOPHYSIOLOGY AND BIOFEEDBACK (4 Credits)**

Introduction of biofeedback practice from several points of view: theoretical, electronic, psychophysiological and operational. Focus on operation of biofeedback instruments. Clinical applications are reviewed. Clinical literature reviews and specific cases are presented. Lab provides hand-on-instruction and practice with biofeedback instrumentation and skills. Three lecture and three lab hours per week. Offered: Summer.

**PSYC 6490 - SELECTED TOPICS IN PSYCHOLOGY (4 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6590 - SELECTED TOPICS IN PSYCHOLOGY (5 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6690 - SELECTED TOPICS IN PSYCHOLOGY (6 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6790 - SELECTED TOPICS IN PSYCHOLOGY (7 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6890 - SELECTED TOPICS IN PSYCHOLOGY (8 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 6990 - SELECTED TOPICS IN PSYCHOLOGY (9 Credits)**

In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

**PSYC 7333 - PSYCHOPATHOLOGY: ETIOLOGY, DIAGNOSIS AND TREATMENT PLANNING (3 Credits)**

Definition, description and diagnosis of mental disorders according to DSM and other classification systems. Focus on the individual in family and cultural contexts. Will cover the administration of mental status exams and the development of treatment plans based on diagnostic categories. Offered: Spring.

**PSYC 7351 - LIFE SPAN DEVELOPMENTAL PSYCHOLOGY (3 Credits)**

Social development of the individual as a process; ecological and familial settings for development as they interact with genetic and physiological patterns of growth and change. Offered: Fall, Summer.

## | Course Descriptions

### **PSYC 8198 - PRACTICUM:SCHOOL PSYCHOLOGY (3 Credits)**

Continuation of school psychology practicum, PSYC 8398, for second and subsequent semesters. Students must continuously enroll in this course until the practicum is completed. This course does not count toward degree requirements.

### **PSYC 8299 - SCHOOL PSYCHOLOGY INTERNSHIP (2 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: \$50. Offered: Fall, Spring.

### **PSYC 8301 - GROUP AND FAMILY PROCESSES (3 Credits)**

Focus upon understanding group process and facilitation. Review of strategies for prevention of interpersonal and systems dysfunction utilizing communication groups, family enrichment, parenting groups, etc. Offered: Spring, Summer.

### **PSYC 8303 - PROFESSIONAL PRACTICE: SKILLS AND ISSUES (3 Credits)**

Investigation of professional issues relevant to ethics, professional organizations, family law, certification and licensure, and finance relative to practice. Offered: Spring, Summer.

### **PSYC 8305 - COUNSELING THEORIES SCHOOL SETTINGS (3 Credits)**

Introduction to a variety of counseling theories and applications appropriate for use with children and adolescents in school systems and other educational settings. Offered: Summer

### **PSYC 8319 - THESIS (3 Credits)**

See University Thesis Guidelines

### **PSYC 8325 - NEUROBEHAVIORAL PRINCIPLES (3 Credits)**

General principles of neuroscience, effects of brain function on human behavior. Includes overview of physiological and sensorimotor system functions. Brief overview of psychopharmacological intervention framework. Offered: Fall.

### **PSYC 8327 - COUNSELING SPANISH SPEAKING IMMIGRANTS AND REFUGEES (3 Credits)**

Local experience in the cultures and language of Spanish speaking immigrants and refugees and their influence on mental health delivery services in the US. Includes study related to immigration history, policy and mental health service delivery. Course will involve a volunteer component at a designated site and field trips to relevant agencies. Note: Students taking this course for the fulfillment of the PSSSP certificate will be required to fulfill part of the course requirements in Spanish. Prerequisite: PSYC 8356. Offered: Summer of odd years.

### **PSYC 8330 - SOCIALCULTURAL FOUNDATIONS OF COUNSELING LATINA/OS (3 Credits)**

Immersion experience in the cultures and language of a selected Spanish speaking country or Puerto Rico and their influences on the delivery of mental health services. Includes lectures from professionals from mental health and related fields, and field trips to relevant sites. Prerequisite: Student in MS in Psychology or PsyD in Counseling Psychology or consent of instructor. Fee: will vary depending on cost of travel and lodging. Offered: Summer of odd-numbered years.

**PSYC 8331 - LANGUAGE AND PSYCHOSOCIAL VARIABLES IN INTERVIEWS AND ASSESSMENTS WITH LATINA/OS (3 Credits)**

Ethnically sensitive practices and delivery of services to Latina/o. Issues related to language psychosocial variables in interviews and assessment of social and psychological well-being. Prerequisites: PSYC 6322, PSYC 8352, PSYC 8356. Offered: Fall.

**PSYC 8343 - PROJECTIVE TECHNIQUES IN TESTING (3 Credits)**

Administration scoring, interpretation, and report writing for projective testing including projective drawings, apperception tests and various informal techniques; Basic introduction to the Rorschach Inkblot system; Developing integrative and interpretational strategies. Prerequisite: PSYC 6322, PSYC 6342, PSYC 9322. Fee: \$75. Offered: Spring.

**PSYC 8345 - THEORETICAL FOUNDATIONS OF PSYCHOTHERAPY (3 Credits)**

Exploration of foundational theories of individual and systemic psychotherapeutic approaches. Review of key concepts, techniques and therapeutic process and ethical considerations. Offered: Spring.

**PSYC 8348 - STRENGTHS-BASED APPROACHES TO CONTEMPORARY ISSUES (3 Credits)**

Application of strengths-based approaches to the identification and treatment of contemporary issues such as addictive behaviors, eating disorders, homelessness, trauma, geriatrics and other. Course will examine evidence-based practices and practice-based evidence for strengths-based interventions in working with individuals, couples and families experiencing these issues. Prerequisites: PSYC 8352. Offered: Summer.

**PSYC 8351 - INTRODUCTION TO SYSTEMIC APPROACHES TO PSYCHOTHERAPY (3 Credits)**

Introduction to strengths based approaches to psychotherapy to work with individuals, couples, families, and larger systems. Emphasis on solution-focused, narrative, collaborative, and brief systemic approaches. Offered: Fall.

**PSYC 8352 - PRE-PRACTICUM PSYCHOTHERAPY LABORATORY: BASIC INTERVIEWING SKILLS (3 Credits)**

Approaches to strengths-based interviewing with families, couples, and individuals. Special attention to the beginning stages of therapy common presenting concerns, and utilizing client feedback. Laboratory preparation of students to begin practicum. Prerequisites: PSYC 8351 or consent of instructor. Offered: Spring.

**PSYC 8355 - PSYCHOTHERAPY WITH CHILDREN ADOLESCENTS AND THEIR FAMILIES (3 Credits)**

Application of systemic therapies to individual and family psychotherapy with children and adolescents. Emphasis on cultural context and working with larger systems including schools, child protective services, and the court system. Examines areas that frequent need to be addressed when working with children and adolescents including family violence and abuse, substance abuse, gang violence and bullying. Prerequisite: PSYC 8351. Offered: Fall.

**PSYC 8356 - FAMILY PROCESSES ACROSS CULTURES (3 Credits)**

Familiarization with systems on a variety of levels and across a diversity of cultures. Emphasis on the cultural and contextual aspects of normalcy. Issues in healthy family functioning and assessment. Offered: Spring, Summer.

## | Course Descriptions

### **PSYC 8357 - ADVANCED SYSTEMIC APPROACHES TO PSYCHOTHERAPY (3 Credits)**

Presentation and analysis of contemporary methods in systemic therapy. Emphasis on development of a meta-theoretical perspective in psychotherapies in general and systemic therapies in particular. Prerequisite: PSYC 8351 or PSYC 9334 or consent of instructor. Offered: Spring.

### **PSYC 8359 - COUPLES AND SEX THERAPY (3 Credits)**

Systemic approaches to working with same-sex and different-sex couples. Emphasis on understanding sexual and gender dilemmas in sociocultural contexts. Review of research literature on theory, assessment and treatment. Prerequisite: PSYC 8352. Offered: Spring.

### **PSYC 8361 - THEORIES OF LEARNING (3 Credits)**

Overview of theories and principles of learning in Psychology; Topics include cognitive development, the role of memory, information processing, perception and motivation in learning; Explores techniques and methods employed in development of learning styles. Reviews all of the major theories of learning in Psychology. Offered: Summer.

### **PSYC 8371 - CONSULTATION IN SCHOOL PSYCHOLOGY (3 Credits)**

Overview of consultation services in schools; various models for consultation, including skills and strategies with parents, teachers, administrators and other professional trends in research and practice. Offered: Summer.

### **PSYC 8372 - OPERATION AND ORGANIZATION IN SCHOOLS FOR SCHOOL PSYCHOLOGY (3 Credits)**

Organizational structure of schools; role definition and function of various personnel including the specialist in school psychology (LSSP); Review of Special programming, legal guidelines and IDEA requirements; Overview of federal, state, and local school governance; Operational variables that impact service delivery. Offered: Spring.

### **PSYC 8375 - PRACTICUM LAB: COUNSELING SKILLS IN SCHOOL SETTINGS (3 Credits)**

Overview and application of psychological counseling skills for individual and groups in schools; includes overview of brief techniques and approaches used in systems as well as other individual theoretical approaches and techniques appropriate for use in schools. Prerequisites: PSYC 8351, PSYC 8388. Offered: Spring.

### **PSYC 8377 - PRACTICUM:WORKING WITH CHILDREN WITH AUTISM SPECTRUM DISORDERS (3 Credits)**

Supervised experience in the practical application and integration of principles and techniques of autism assessment, behavior modification and academic and behavioral intervention strategies for children with autism. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 150 hours of total direct and indirect services. Prerequisites: PSYC 6321, PSYC 6322, PSYC 6342, PSYC 7333. Offered: Summer.

### **PSYC-8388 PRE-PRACTICUM LABORATORY: SCHOOL PSYCHOLOGY INTERVENTION FRAMEWORKS (3 Credits)**

Primary skills and processes in school setting for the practice of School Psychology procedural frameworks for assessment, counseling, consultation, and special programming eligibility; Basic terminology, mandatory documentation, and direct and indirect accountability for interventions given educational mandates of Response To Intervention (RTI) framework. Preparation for Practicum activities. Prerequisite: PSYC 6321, PSYC 6342. Offered: Fall.

**PSYC 8389 - FIELD PLACEMENT FOR VIOLENCE PREVENTION AND INTERVENTION: LEVEL II (3 Credits)**

Supervised experience in application and integration of communication and human relations skills in appropriate field setting. Prerequisite: Consent of instructor Fee: \$15. Offered: Fall, Spring, Summer.

**PSYC 8390 - PRACTICUM I (3 Credits)**

Under direct supervision of psychology faculty, students will provide psychological services to individuals couples, and families in the department-sponsored clinics. Requires a minimum of 20 hours per week time commitment. Prerequisites: 18 semester hours in graduate psychology including PSYC 8351, PSYC 8352. Fee: \$100. Offered: Fall, Spring, Summer.

**PSYC 8391 - PRACTICUM II (3 Credits)**

Continuation of PSYC 8390. Placement at approved department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8390. Fee: \$20. Offered: Fall, Spring, Summer.

**PSYC 8392 - PRACTICUM III (3 Credits)**

Continuation of PSYC 8391. Placement at department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8391. Fee: \$20 Offered: Fall, Spring, Summer.

**PSYC 8393 - PRACTICUM IV (3 Credits)**

Continuation of PSYC 8392. Placement at department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8392. Fee: \$20. Offered: Fall, Spring, Summer.

**PSYC 8398 - PRACTICUM SCHOOL PSYCHOLOGY (3 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in child clinical or educational settings. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 300 hours of total direct and indirect services. Prerequisites: PSYC 6322, PSYC 6342, PSYC 8352, PSYC 8355, PSYC 8371, PSYC 8372. Fee: \$20. Offered: Fall, Spring, Summer.

**PSYC 8399 - SCHOOL PSYCHOLOGY INTERNSHIP (3 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: \$50. Offered: Fall, Spring.

**PSYC 8499 - SCHOOL PSYCHOLOGY INTERNSHIP (4 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: \$50. Offered: Fall, Spring

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## | Course Descriptions

### **PSYC 8599 - SCHOOL PSYCHOLOGY INTERNSHIP (5 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: \$50. Offered: Fall, Spring.

### **PSYC 8619 - THESIS (6 Credits)**

See University Thesis Guidelines.

### **PSYC 8699 - SCHOOL PSYCHOLOGY INTERNSHIP (6 Credits)**

Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: \$50. Offered: Fall, Spring.

### **PSYC 9101 - DOCTORAL PSYCHOLOGY COLLOQUIUM I (1 Credit)**

Broad overview of issues and practices in professional psychology. Current topics such as licensure, managed health care, professional organizations, applications of current research, legal and ethical issues in counseling psychology are addressed to help develop identity as a professional psychologist. Offered on a pass/fail basis. Offered: Fall.

### **PSYC 9102 - DOCTORAL PSYCHOLOGY COLLOQUIUM II (1 Credit)**

Broad overview of issues and practices in professional psychology. Current topics such as licensure, managed health care, professional organizations, applications of current research, legal and ethical issues in counseling psychology are addressed to help develop identity as a professional psychologist. Offered on a pass/fail basis. Offered: Spring.

### **PSYC 9150 - MANAGEMENT OF PROFESSIONAL PRACTICES (1 Credit)**

Overview of business practices in professional psychology. Topics include: advertising and marketing a practice, managed care, record keeping practices, and supervision issues. Prerequisite: Doctoral level or consent of instructor. Offered: summer of even-numbered years.

### **PSYC 9165 - DIRECTED STUDY (1 Credit)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

### **PSYC 9166 - SELECTED TOPICS IN COUNSELING THEORY AND PRACTICE (1 Credit)**

Specialized courses which provide intensive, specific exposures to a chosen theory, psychotherapeutic practice, client population or clinical issue. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

### **PSYC 9190 - INTERNSHIP I (1 Credit)**

Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

**PSYC 9191 - INTERNSHIP II (1 Credit)**

Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

**PSYC 9192 - INTERNSHIP III (1 Credit)**

Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

**PSYC 9195 - PROFESSIONAL WRITING I (1 Credit)**

Development of advanced skills and techniques in academic writing, with an emphasis on APA style. Attention to professional writing. Including clinical reports, proposals for conference presentation, and preparing manuscripts for publication. Prerequisite: Doctoral level or consent of instructor. Offered: Summer.

**PSYC 9196 - PROFESSIONAL WRITING II (1 Credit)**

Continuation of PSYC 9195 Professional Writing I with an emphasis on writing dissertation proposals and preparing internship application materials. Prerequisite: PSYC 9195. Offered: Summer.

**PSYC 9197 - DOCTORAL PRACTICUM (1 Credit)**

Supervised practice of psychology including individual, family and group psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities, and case management at the university clinic, or a designated off-campus site. Students must enroll in this course 7 consecutive semesters and continuously enroll in this course until completion of 1000 direct contact hours. Only 7 credits will be counted toward the degree plan. Prerequisites: Doctoral level and PSYC 9334. Fee: \$20. Offered: Fall, Spring, Summer.

**PSYC 9198 - DISSERTATION IV (1 Credit)**

Continuation of dissertation work for fourth and subsequent semesters. Students must continuously enroll in this until the dissertation is complete. Offered on a pass/fail basis. Prerequisite: PSYC 9395, PSYC 9396 and PSYC 9397.

**PSYC 9265 - DIRECTED STUDY (2 Credits)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

**PSYC 9304 - THEORIES MULTICULTURAL COUNSELING (3 Credits)**

Provides students with theory, knowledge and skills needed for the practice of multicultural counseling and psychotherapy. Cross cultural psychotherapy, assessment and research with multicultural populations covered with emphasis on race, ethnicity, gender and lifestyle issues. Prerequisite: PSYC 8356 or equivalent and doctoral level or consent of instructor. Offered: Fall of even-numbered years.

**PSYC 9307 - POSITIVE PSYCHOLOGY (3 Credits)**

Positive psychology is the scientific study of positive experience, positive individual traits, and the institutions and practices that facilitates their development. This course reviews the history of positive psychology and the contributions this new field has made to research and practice. Areas of controversy will be critically examined with consideration given to conflicting view points and



## | Course Descriptions

their respective empirical support. Focus on the clinical application of positive psychology. Offered: Summer of even numbered years.

### **PSYC 9310 - INTRO TO HEALTH PSYCHOLOGY (3 Credits)**

Introduction to the psychologist role in primary health care settings. Strategies for assisting clients with medical problems. Physiological and psychological factors influencing disease and disorders; health psychological assessment and intervention strategies applicable to individuals and groups, environmental factors, marketplace, factors and interpersonal factors. Selected medical diseases and syndromes; psychological sequelae and intervention, and prevention. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of even-numbered years.

### **PSYC 9322 - PERSONALITY ASSESSMENT (3 Credits)**

Administration, scoring, interpretation and report writing of objective measures of personality. Emphasis on formulating a sound data base of information from interviews and tests and developing interpretational strategies. Prerequisite: PSYC 6321 and doctoral level or consent of instructor. Fee: \$75. Offered: Fall of odd-numbered years.

### **PSYC 9325 - BEHAVIORAL NEUROSCIENCE (3 Credits)**

Advanced overview of the general principles of neuroscience as applied to human behavior. Topics include basic neuroanatomy and physiology, sensory and motor system, and psychopharmacology. Prerequisite: Doctoral level or consent of instructor. Offered: Fall of odd-numbered years.

### **PSYC 9326 - COGNITION AND EMOTION (3 Credits)**

Overview of the cognitive and affective bases of behavior. Cognitive and emotional processes and their interrelationship will be examined, with an emphasis on the neural bases of each. The role of individual differences in personality, gender, and culture on cognitive and emotive processes will be explored. Prerequisite: Doctoral level or consent of instructor. Offered: Fall of odd-numbered years.

### **PSYC 9330 - SOCIAL PSYCHOLOGY (3 Credits)**

Study of the effects of the social environment on human thoughts, feelings and behaviors. Topics include: social cognition and perception, emotional expression, attitudes, attraction, prejudice, prosocial behavior and aggression. Offered: Spring of odd-numbered years.

### **PSYC 9332 - PSYCHOLOGICAL HYPNOSIS (3 Credits)**

An examination of standard theories of hypnosis with particular emphasis on the work of the Ericksonians. Review of research in hypnosis and current developments. Beginning skills in trance induction and utilization. Examination of ethical issues in the use of hypnosis. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of even-numbered years.

### **PSYC 9333 - ABNORMAL PSYCHOLOGY (3 Credits)**

Theoretical perspectives on etiology, development, and treatment and treatment of selected major and minor diagnostic categories of individual abnormal thinking and behavior. Topics covered include affective disorders, thought disorders and personality disorders. Prerequisite: Doctoral level PSYC 7333 or equivalent. Offered: Fall of even-numbered years.

### **PSYC 9334 - STRENGTHS BASED APPROACHES PSYCHOTHERAPY (3 Credits)**

Examination of influence of social constructionism and other postmodern theories on the practice of strengths-based approaches to psychotherapy. Therapeutic approaches emphasized include Narrative, MRI Solution Focused, Collaborative, and Client Directed Outcome Informed (CDOI) therapies. Examination of common factors and outcome management approaches to psychotherapy research. Preparation for doctoral practicum. Prerequisite: Doctoral level or consent of instructor.

**PSYC 9338 - HISTORY AND SYSTEMS OF PSYCHOLOGY (3 Credits)**

Examination of the history and systems in the field of psychology and psychotherapeutic practice. Relationship between the origins of psychological science and the development of the major theories of psychotherapy are explored. Emphasis will be placed in looking at the history of psychology within a cultural context, including race, ethnicity, gender, and class. The evolution of the field's code of ethics and standards of care will also be examined. Prerequisites: Doctoral level or consent of instructor. Offered: Spring of odd numbered years.

**PSYC 9342 - ADVANCED PSYCHOLOGICAL MEASUREMENT EVALUATION (3 Credits)**

Modern and classical test theories, concepts and techniques in testing to include test construct, scaling, reliability, validity, item analysis and strengths and limitations of testing are also discuss technical issues in test development and to practice their knowledge through projects. Prerequisite: Doctoral level and PSYC 6321 or equivalent. Offered: Fall of even numbered years.

**PSYC 9347 - ASSESSMENT IN HEALTH PSYCHOLOGY (3 Credits)**

Use of interviews, multiple health related questionnaires, tests, indices in assessing health behavior, quality of life and traditional psychological tests in a medical context. Prerequisite: PSYC 9310 and doctoral level or consent of instructor. Offered: Fall of even-numbered years.

**PSYC 9348 - FAMILY SYSTEMS MEDICINE (3 Credits)**

Introduction to the application of systems theory to the understanding, diagnosis and treatment of health problems. Includes review of current literature in family systems medicine and topics such as conducting systems oriented assessments, conducting interviews and developing systems oriented treatment plans in a medical setting. Prerequisite: PSYC 9310 and PSYC 9347. Offered: Spring of odd-numbered years.

**PSYC 9351 - CLINICAL SUPERVISION (3 Credits)**

Approaches to the supervision of individual, marital and family therapy. Includes supervised practice in supervision. Offered: Spring of odd-numbered years.

**PSYC 9352 - CONSULTATION (3 Credits)**

Emphasis on integrated models of consultation. Examination of major models of psychological consultation in various settings. Prerequisite: Doctoral level. Offered: Spring of even-numbered years.

**PSYC 9356 - LATINA/O PSYCHOLOGY (3 Credits)**

Focus on the work of leading Latina/o psychologists. Topics covered include: culture and personality, acculturation and ethnic self-identification, individual development, gender role socialization, influence of family and other systems and educational achievement. Offered: Fall of odd-numbered years.

**PSYC 9360 - SPECIAL TOPICS (3 Credits)**

Extensive study and research on a particular clinical issue, theory or technique. Prerequisite: Doctoral level or consent of instructor.

**PSYC 9364 - SEMINAR IN COGNITIVE AND BEHAVIORAL THERAPIES (3 Credits)**

Explores the major assumptions and theories underlying cognitive and behavioral therapies; identifies the major theorists and their models. Methods and techniques associated with the theories and their application to common mental health problems are studied. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of odd-numbered years.

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### **PSYC 9365 - DIRECTED STUDY (3 Credits)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

### **PSYC 9370 - PROGRAM EVALUATION (3 Credits)**

Research designs employed to test the effectiveness of intervention programs in changing thoughts, feelings and behaviors are presented. Issues related to validity and ethics are discussed. Methods of evaluating therapeutic interventions are highlighted. Prerequisite: Doctoral level or consent of instructor. Offered: Spring of odd-numbered years.

### **PSYC 9380 - QUANTITATIVE RESEARCH METHODS (3 Credits)**

Overview of correlational, experimental and quasi-experimental research designs and related statistical tests used in psychological research. Application to the practice of psychology is emphasized. Prerequisite: PSYC 6380 or equivalent and doctoral level or consent of instructor. Offered: Spring of even-numbered years.

### **PSYC 9381 - QUALITATIVE RESEARCH DESIGN I (3 Credits)**

Introduction to qualitative research paradigms. Focus on understanding of designing and conducting original qualitative research relevant to the further development of counseling psychology; and on the preparation for oral and written presentation of its results. Study of the transformative aspects of qualitative research Prerequisite: PSYC 6380 or equivalent doctoral level or consent of instructor. Offered: Spring.

### **PSYC 9383 - QUALITATIVE RESEARCH DESIGN II (3 Credits)**

Advanced seminar with emphasis on the appraisal of available research and the review of manuscripts. Design and implement an original culturally competent qualitative research project. Focus on the production and presentation of participant observation research, including techniques for sampling, data generation, collection and data analysis. Prerequisite: PSYC 9381. Offered: Fall.

### **PSYC 9395 - DISSERTATION I (3 Credits)**

Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor.

### **PSYC 9396 - DISSERTATION II (3 Credits)**

Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor.

### **PSYC 9397 - DISSERTATION III (3 Credits)**

Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor. Fee: \$200.

### **PSYC 9465 - DIRECTED STUDY (4 Credits)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

**PSYC 9565 - DIRECTED STUDY (5 Credits)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

**PSYC 9665 - DIRECTED STUDY (6 Credits)**

Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

## Science Education

**SCED 6210 - TOPICS IN BIOLOGY EDUCATION (2 Credits)**

Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of heredity; Insects, Spiders, Lizards, etc.) Fee: \$40 applies when laboratory is included.

**SCED 6220 - TOPICS IN CHEMISTRY EDUCATION (2 Credits)**

Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of heredity; Insects, Spiders, Lizards, etc.) Fee: \$40 applies when laboratory is included.

**SCED 6230 - TOPICS IN GEOLOGY EDUCATION (2 Credits)**

Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical Geology; Earth and Its Moon; Space, Planets and Stars). Fee: \$40 applies when laboratory is included.

**SCED 6240 - TOPICS IN PHYSICS EDUCATION (2 Credits)**

Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism). Fee: \$40 applies when laboratory is included.

**SCED 6310 - TOPICS IN BIOLOGY EDUCATION (3 Credits)**

Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of Heredity; Insects, Spiders, Lizards, etc.) Fee: \$40 applies when laboratory is included.

**SCED 6320 - TOPICS IN CHEMISTRY EDUCATION (3 Credits)**

Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of Heredity; Insects, Spiders, Lizards, etc.) Fee: \$40 applies when laboratory is included.

**SCED 6330 - TOPICS IN GEOLOGY EDUCATION (3 Credits)**

Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical

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Geology; Earth and Its Moon; Space, Planets and Stars). Fee: \$40 applies when laboratory is included.

### **SCED 6340 - TOPICS IN PHYSICS EDUCATION (3 Credits)**

Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism). Fee: \$40 applies when laboratory is included.

### **SCED 6410 - TOPICS IN BIOLOGY EDUCATION (4 Credits)**

Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit vary (for example: Environmental Biology; Physiology Health; Principles of Heredity; Insects, Spiders, Lizards, Etc.) Fee: \$40 applies when laboratory is included.

### **SCED 6420 - TOPICS IN CHEMISTRY EDUCATION (4 Credits)**

Concepts in chemistry for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Matter, Energy and Change; Moles and Molecules; Chemistry and Mathematics). Fee: \$40 applies when laboratory is included.

### **SCED 6430 - TOPICS IN GEOLOGY EDUCATION (4 Credits)**

Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical Geology; Earth and Its Moon; Space, Planets and Stars). Fee: \$40 applies when laboratory is included.

### **SCED 6440 - TOPICS IN PHYSICS EDUCATION (4 Credits)**

Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism) Fee: \$40 applies when laboratory is included.

## **Social Work**

### **SOWK 6151 - FOUNDATION INTEGRATIVE SEMINAR I (1 Credit)**

Students integrate generalist knowledge, skills and values learned in foundation courses with the field education experience. Must be taken concurrently with SOWK 8351. Meets every other week. Prerequisite: Admission to MSW. For online students, completion of foundation curriculum and a minimum of 3.0 GPA. Offered: Campus Fall. Online Fall, Spring, Summer.

### **SOWK 6152 - FOUNDATION INTEGRATIVE SEMINAR II (1 Credit)**

This course is a continuation of Foundation Integrative Seminar I. Students integrate generalist knowledge, skills and values learned in the foundation courses with the field education experience. Must be taken concurrently with SOWK 8352. Prerequisite: Admission to MSW. For online students, completion of Foundation curriculum and a minimum of 3.0 GPA. Offered: Campus Spring. Online Fall, Spring, Summer.

**SOWK 6315 - GENERALIST SOCIAL WORK PRACTICE WITH INDIVIDUALS, FAMILIES AND GROUPS (3 Credits)**

Professional social work practice based on a social systems paradigm and social work values and ethics. Content emphasizes practice with individuals, families and groups. Prerequisite: Admission to MSW. Offered: Campus Fall, Online Fall, Spring, Summer.

**SOWK 6321 - SOCIAL WELFARE POLICY AND SERVICES (3 Credits)**

Overview of contemporary social welfare system in the United States as a response to social work problems: with special attention to the history of social work. Emphasis on descriptive analysis of programs and policies aimed at addressing poverty and social justice. Prerequisite: Admission to MSW. Offered: Campus Fall, Online Fall, Spring, Summer.

**SOWK 6325 - GENERALIST SOCIAL WORK PRACTICE WITH ORGANIZATIONS AND COMMUNITIES (3 Credits)**

Professional social work practice based on social work ethics and values. Content emphasizes practice with organizations and communities. Prerequisite: SOWK 6332. Offered: Campus Spring, Online Fall, Spring, Summer.

**SOWK 6331 - HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT: SOCIAL SYSTEMS (3 Credits)**

Theoretical foundations of human behavior from a social systems, ecological perspective. Emphasis on reciprocal, interactive influence of individual group, organizational and community behavior and dynamics. Prerequisite: Admission to MSW. Offered: Campus Spring, Online Fall, Spring, Summer.

**SOWK 6332 - HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT: INDIVIDUALS AND FAMILIES (3 Credits)**

Individual and family development from a social systems, ecological perspective. Content includes life span development from conception to old age. Prerequisite: Admission to MSW. Offered: Campus Fall, Online Fall, Spring, Summer.

**SOWK 6341 - SOCIAL WORK RESEARCH I (3 Credits)**

Examination of quantitative and qualitative research methods used in social work, including phases and design of a research project. Ethical standards and cultural factors are highlighted. Prerequisite: Admission to MSW. Offered: Campus Spring, Online Fall, Spring, Summer.

**SOWK 6347 - EVALUATION OF SOCIAL WORK PRACTICE WITH HISPANIC CHILDREN AND FAMILIES (3 Credits)**

Application of formative and summative evaluation methods employed to determine the effectiveness of program and interventions in working with Hispanic children and families. Prerequisites: Successful completion of all foundation courses; or in advanced standing. Offered: Campus Spring, Summer, Online Fall, Spring, Summer.

**SOWK 7156 - ADVANCED BLOCK INTEGRATIVE SEMINAR (1 Credit)**

Integration of field education experience with knowledge, skills and values in direct practice with Hispanic children and families. Prerequisite: Successful completion of all foundation and concentration courses. Must be taken concurrent with SOWK 8456 and SOWK 8556, Field Education: Services to Children and families. Meets every other week for two hours. Offered: Summer, Fall, Spring.

**SOWK 7157 - ADVANCED INTEGRATIVE SEMINAR I (1 Credit)**

Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic

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children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses. Minimum 3.0 GPA. Offered: Online only, Fall, Spring, Summer.

### **SOWK 7158 - ADVANCED INTEGRATIVE SEMINAR II (1 Credit)**

Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses, SOWK 7157, SOWK 8356 and a minimum 3.0 GPA. Offered: Online only, Fall, Spring, Summer.

### **SOWK 7159 - ADVANCED INTEGRATIVE SEMINAR III(1 Credit)**

Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses, SOWK 7157, SOWK 7158, SOWK 8256 and SOWK 8356. Minimum 3.0 GPA. Offered: Online only Fall, Spring, Summer.

### **SOWK 7170 - INDEPENDENT STUDY IN SOWK (1 Credit)**

Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

### **SOWK 7270 - INDEPENDENT STUDY IN SOCIAL WORK (2 Credits)**

Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

### **SOWK 7312 - ADVANCED SOCIAL WORK PRACTICE WITH GROUPS (3 Credits)**

Principles of group dynamics, psychotherapeutic and other methods of intervention examined in relation to tasks, therapies, social development and evaluation of one's own practice. Prerequisite: Admission to MSW.

### **SOWK 7321 - SOCIAL WORK PRACTICE WITH HISPANICS FAMILIES (3 Credits)**

This course prepares students for social work practice with Hispanic families, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

### **SOWK 7328 - SOCIAL WORK PRACTICE WITH HISPANIC YOUTH (3 Credits)**

This course prepares students for social work practice with Hispanic youth, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

### **SOWK 7332 - SOCIAL WORK PRACTICE WITH HISPANIC ELDERS (3 Credits)**

This course prepares students for social work practice with Hispanic youth, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

**SOWK 7338 - THEORIES AND PERSPECTIVES: HISPANICS CHILDREN AND FAMILIES (3 Credits)**

Critical analysis of theories and perspectives on Hispanic child and family development, functioning and interaction in the social context. Prerequisites: Successful completion of all foundation courses; Can be taken concurrently with SOWK 6347 and SOWK 7366 concentration courses.

Offered: Campus Fall, Summer. Online: Fall, Spring, Fall.

**SOWK 7342 - SOCIAL WORK RESEARCH SEMINAR (3 Credits)**

Student's implementation of research project developed. Seminar provides faculty supervision of student hands-on presentation of research findings in colloquia. Offered: Fall, Spring.

**SOWK 7356 - ADVANCED INTEGRATIVE SEMINAR BLOCK (3 Credits)**

Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Minimum 500 hours of field education must be completed. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8757. Prerequisites: Completion of MSW Program Concentration curriculum and a minimum 3.0 GPA. Offered: Campus Fall, Spring. Online Fall, Spring, Summer.

**SOWK 7366 - HISPANICS IN THE US: POLICIES AND PROGRAMS (3 Credits)**

Critical analysis of US social policies and social welfare programs utilizing theories of power and oppression to understand issues of human rights, and social and economic justice impacting Hispanic children and families. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Offered: Campus Spring, Summer. Online Fall, Spring, Summer.

**SOWK 7370 - DIRECTED STUDY IN SOWK (3 Credits)**

Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

**SOWK 7371 - PSYCHOPATHOLOGY (3 Credits)**

Study of basic concepts related to the development and assessment of abnormal behavior. Content focuses on major mental disorders, the diagnostic/assessment process and its application in a variety of settings, the use of assessment tools such as the Diagnostic and Statistical Manual of Mental Disorders. Prerequisite: Admission to MSW. Offered: Campus Spring, Summer. Online Fall, Spring, Summer.

**SOWK 7384 - PRACTICE ISSUES IN MEDICAL SOCIAL WORK SETTINGS (3 Credits)**

Major policy, system, ethical, and practice issues in medical social work. Academic and experiential aspects emphasized. Prerequisite: Admission to MSW.

**SOWK 7470 - INDEPENDENT STUDY IN SOWK (4 Credits)**

Intensive individual study of selected specific problems of interest to students. Prerequisite: Consent of adviser and director of the MSW program.

**SOWK 7640 - THESIS IN SOCIAL WORK (6 Credits)**

Topic approved by thesis director and director of the MSW program.

**SOWK 8256 - ADVANCED SOCIAL WORK FIELD EDUCATION II (2 Credits)**

Field Second of three field sequence courses. Required field placement in approval human service organizations under the instruction and supervision of licensed master's level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7158. A minimum of 500 clock hours in an agency must be completed and equally distributed over three terms. Open only to online students. Offered on a pass/fail basis.



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Prerequisites: Completion of the concentration curriculum; SOWK 7157, SOWK 8356 and a minimum of a 3.0 GPA. Fee: \$15. Offered: Online only Fall, Spring, Summer.

### **SOWK 8257 - ADVANCED SOCIAL WORK FIELD EDUCATION III (2 Credits)**

Third of three field sequence courses. Required field placements in approved human service organizations under the instruction and supervision of licensed master's level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7159. A minimum of 500 clock hours in an agency must be completed and equally distributed over three terms. Open only to online students. Offered on a pass/fail basis. Prerequisites: Completion of the concentration curriculum; SOWK 7157, SOWK 7158, SOWK 8256, SOWK 8356 and a minimum of a 3.0 GPA. Fee: \$15. Offered: Online only Fall, Spring, Summer.

### **SOWK 8351 - FOUNDATION FIELD EDUCATION I (3 Credits)**

Field placement in human service organizations under the supervision of licensed master's level social work. Emphasis on development of foundation social work practice values, skills and knowledge. Must be taken concurrently with SOWK 6151. Foundation Integrative Seminar I. A minimum of 240 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Good academic standing. Completion of foundation curriculum and a minimum 3.0 GPA. Fee: \$30. Offered: Campus Fall. Online Fall, Spring, Summer.

### **SOWK 8352 - FOUNDATION FIELD EDUCATION II (3 Credits)**

Field placement in human service organizations under the instruction and supervision of licensed master social work practitioners. Emphasis on development of foundation social work practice values, skills and knowledge. Must be taken concurrently with SOWK 6152, Foundation Integrative Seminar II. A minimum of 240 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Minimum 3.0 GPA. For online students, completion of Foundation curriculum, SOWK 6151 and SOWK 8351 and a minimum 3.0 GPA. Offered: Campus Spring. Online Fall, Spring, Summer.

### **SOWK 8356 - ADVANCED SOCIAL WORK FIELD EDUCATION I (3 Credits)**

First of three sequenced courses. Required field placement in approved human service organization under the instruction and supervision of licensed master's level social worker. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7157. A minimum of 500 clock hours in an agency must be completed and equally distributed over three terms. Open only to online students. Offered on a pass/fail basis. Prerequisites: Completion of the Concentration curriculum; and a minimum 3.0 GPA. Fee: \$15. Offered: Online only Fall, Spring, Summer.

### **SOWK 8456 - FIELD EDUCATION: SERVICES TO CHILDREN AND FAMILIES (4 Credits)**

Field placements in human service organizations under the instruction and supervision of licensed master level social workers. Advanced social work practice with families and children, with emphasis on Hispanics. Must be taken concurrently with SOWK 8556 and SOWK 7156, Advanced Block Integrative Seminar. A minimum of 489 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Completion of the foundation curriculum or Advanced Standing and good academic standing. Fee: \$30. Offered: Fall, Spring.

### **SOWK 8556 - FIELD EDUCATION: SERVICES TO CHILDREN AND FAMILIES (5 Credits)**

Field placements in human service organizations under the instruction and supervision of licensed master level social workers. Advanced social work practice with families and children, with emphasis on Hispanics. Must be taken concurrently with SOWK 8456 and SOWK 7156, Advanced Block Integrative Seminar. A minimum of 489 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Completion of the foundation curriculum or Advanced Standing and good academic standing. Offered: Fall, Spring.

**SOWK 8757 - ADVANCED SOCIAL WORK FIELD EDUCATION BLOCK (5 Credits)**

Required field placement in approved human service organization under the instruction and supervision of licensed master's level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7356. A minimum of 500 clock hours in an approved agency must be completed. Offered on a pass/fail basis. Prerequisites: Completion of the foundation curriculum or Advanced Standing. A minimum of a 3.0 GPA. Fee: \$30. Offered: Campus and Online Fall, Spring.

**Sociology****SOCI 6190 - SELECTED READINGS (1 Credit)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

**SOCI 6290 - SELECTED READINGS (2 Credits)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

**SOCI 6303 - SOCIAL THEORY (3 Credits)**

This class offers an overview of social theory, with particular emphasis on sociological, political science and economic theory. Specifically, we will discuss: 1)What are the roots of contemporary scientific and social scientific theory? 2)What major themes and thinkers make up the foundation of contemporary thought? 3)How were these texts shaped by the social context of that time? In other words, how do these writings reflect the broader social and economic thoughts of that time period? 4)How do these texts influence social scientific theorizing and analysis today? Finally, how to frame theoretical constructs for community practice and problem solving. Offered: Fall.

**SOCI 6315 - SOCIOLOGICAL PRACTICE RESEARCH I QUALITATIVE METHODS (3 Credits)**

Examination of the qualitative research methodologies used in the professional practice of sociology, including field research strategies such as ethnography and focus groups as well as unobtrusive research strategies such as content analysis and oral traditions. The application of qualitative methods to community problem solving is emphasized. This is the first of a two course sequence in the mixed methods approach to research and practice. Offered: Fall.

**SOCI 6316 - SOCIOLOGICAL PRACTICE RESEARCH II QUANTITATIVE METHODS (3 Credits)**

Overview of the quantitative research methodologies used in the professional practice of sociology, including the process of creating a research project design, use of descriptive and inferential statistics, development of appropriate computer skills, and strategies of assessment, and evaluation. Prerequisite: SOCI 6315. Offered: Spring of even-numbered years.

**SOCI 6321 - ORGANIZATIONAL CONTEXT OF SOCIOLOGICAL PRACTICE (3 Credits)**

Overview of organizational structure and processes with emphasis on techniques of organizational assessment. Substantive topics include organizational forms, leadership, power, decision-making, communication, environmental influences, effectiveness and change.

**SOCI 6325 - DEMOGRAPHY (3 Credits)**

Emphasizes the use of demographic materials and methods for planning, policy analysis and evaluation research. Topics include population composition, change and distribution, standardization and decomposition of rates, sources and quality of data, applications of computer programs for demographic analysis. Emphasis is placed upon viewing the demographic events of

## | Course Descriptions

fertility, migration and mortality as outcomes of interest for community based problem solving. Offered: Summer.

### **SOCI 6329 - POLICY PLANNING (3 Credits)**

Focuses on the analysis and development of policy at the organizational and community levels. Strategies for promoting policy change are also discussed.

### **SOCI 6333 - SOCIETY AND HEALTH (3 Credits)**

Examination of population health within layered social contexts (nation, state, county, neighborhood); study of historical and current theories, special and temporal dimensions, and comparisons of individual (medical model) and population-based perspectives on health. Emphasis is placed on the social determinants of health framework for engaging in community based problem solving. Offered: Fall

### **SOCI 6342 - IMMIGRATION (3 Credits)**

Using sociological methods and perspectives, this course explores international migration patterns and immigrant issues. Students will employ critical thinking skills to better understand this highly controversial issue. Specifically, students will learn about migration patterns, immigrant incorporation, and migration policies. Furthermore, students will learn how to frame theoretical constructs for community practice and problem solving. Offered: Spring.

### **SOCI 6355 - CRIME AND PUNISHMENT (3 Credits)**

This course explores the central concepts of crime and punishment by asking two major questions: "Why do people commit crime?" and "How does society respond to crime?" Through in depth discussions.

### **SOCI 6360 - SOCIOLOGY PRACTICE (3 Credits)**

Supervised practice by sociology faculty in the application of the sociological perspective to community problem solving; and on site supervision by staff of community based organization where the Practice occurs. Offered: Spring.

### **SOCI 6389 - PRACTICUM (3 Credits)**

Intensive experiential learning opportunity in which the methods and theories of sociology are applied in practice while working under supervision in a public or private sector setting. Registration is limited to those graduate students who receive consent of the instructor. Fee: \$10 Offered: Fall, Spring.

### **SOCI 6390 - SELECTED READINGS (3 Credits)**

Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

### **SOCI 7391 - THESIS (3 Credits)**

See University thesis guidelines. Prerequisite: Consent of graduate adviser.

## **Special Education**

### **SPED 6305 - INDIVIDUAL DIFFERENCES:ADVANCED STUDIES (3 Credits)**

Overview of difference of human behavior in extreme ranges from the norm, to include physical, cognitive and affective characteristics of special populations. Review of definitional issues, related legal and legislative history that impacts the rights of individuals with disabilities; ethical issues and programming for diverse populations to include transitional services and culturally/linguistically appropriate assessments. Current literature is reviewed as a basis for

required research, with 10 hours of observation required. Meets requirements for certification in generic special education. Offered: Fall, Spring.

### **SPED 6312 - LANGUAGE ISSUES IN SPECIAL EDUCATION (3 Credits)**

Examination and discussion of under-developed language to prevent misidentification and to assist in the discrimination between language differences and language disorders. Strong emphasis on bilingual language development, English language learners and Response to Intervention (RTI) strategies as related to assessment and instruction of students with exceptionalities, especially those with learning disabilities. Fee: \$20. Offered: Fall, Spring.

### **SPED 6323 - BEHAVIOR ANALYSIS AND INTERVENTION (3 Credits)**

Principles of applied behavioral analysis and intervention; ethical consideration and cognitive strategies for students with pervasive developmental disabilities, severe emotional disturbances and related disorders. Case study approach includes applications of classroom management, crisis prevention/intervention, social skills and management of violent behavior. Offered: Spring.

### **SPED 6330 - SPECIAL EDUCATION TECHNOLOGY (3 Credits)**

Identification of assistive technology needs and locating resources. Development of universally accessible electronic media. Study of legal issues related to assistive technology and instructional media. Fee: \$10. Offered: Distance Learning Course Spring.

### **SPED 6341 - AMERICAN SIGN LANGUAGE (3 Credits)**

An introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL) includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors and ASL grammar. Practical applications in communicating with children with specific needs. Offered: Fall.

### **SPED 6343 - METHODS AND STRATEGIES FOR STUDENTS WITH EXCEPTIONALITIES (3 Credits)**

Service delivery systems and instructional strategies that focus on academic content mastery vis-a-vis the learning needs of students with exceptionalities. Differentiated instruction in inclusive settings; instructional decision-making and assessment; work with individualized Educational Plans (IEPS). Fee: \$20.

### **SPED 6345 - SPECIAL EDUCATION ASSESSMENT (3 Credits)**

Procedures and practices in administration, scoring and interpretation of screening and diagnostic assessments most commonly utilized in school districts with applications of RTI in the areas of: oral language, literacy, written expression, mathematics, general achievement, behavioral/emotional, intelligence, adaptive behavior, early childhood, and transition/vocational. Emphasis on various assessments used by professionals to include: criterion/curriculum based, norm-referenced, teacher made portfolios, district and state-mandated assessments. Review of current issues and best practices in choosing, administering and interpreting data. Fee: \$40. Offered: Fall.

### **SPED 6391 - THE GIFTED AND TALENTED CHILD (3 Credits)**

Identification of gifted and talented children including those with dual diagnosis. In-depth coverage of standards, curriculum and instructional differentiation, assessment considerations, tiered activities, and methods for enhancing creativity. Meets the mandates required from the state of Texas for Level One Awareness of Gifted and Talented for classroom teachers. Research project will be required. Offered: Fall.

### **SPED 7312 - BILINGUAL SPECIAL EDUCATION ASSESSMENT And Instruction (3 Credits)**

Overview of recommended formal and informal assessment procedures and interventions for language minority students in the areas of giftedness, learning disabilities, developmental delays

## | Course Descriptions

and social/emotional/behavioral disorders. Covers appropriate use of an interpreter to assure non-biased assessment of language minority students, cultural considerations regarding beliefs and traditions of students from minority populations. Descriptions of specific characteristics related to academic progress and teacher adaptations. Offered: Summer.

### **SPED 7320 - STUDENT EXCEPTIONALITIES LD AND GT (3 Credits)**

This course examines the characteristics and educational needs of children and youth who are gifted, including those with a learning disability. Issues in global education to gifted and learning disabled students will be examined. Fee: \$25. Offered: Fall, Spring.

### **SPED 7373 - EMOTIONAL DISTURBANCES AND RELATED DISORDERS (3 Credits)**

Focused exploration of diagnostic criteria (DSM-IV), discrete etiologies, assessment, intervention models and treatment strategies among populations which frequently exhibit similar behavioral manifestations to include student with autism, emotional and behavioral disorders and severe/profound disabilities. Specific special education laws, policies, ethical considerations and responsibilities are reviewed. Offered: Spring.

### **SPED 8303 - PROFESSIONAL SEMINAR:SPECIAL EDUCATION LAW (3 Credits)**

Significant historical and current issues in special education services including use of consultative models with sensitivity towards diverse family dynamics; use of school and community resources including: service agencies, multi-disciplinary issues, and technology. Professional and programming practices as well as ethics and review of relevant professional leadership and communication skills. Prerequisite: SPED 6305. Fee: \$20. Offered: Spring.

### **SPED 8314 - PRACTICUM: SPECIAL EDUCATION (3 Credits)**

Observation and supervised practice in education of students with disabilities. Approximately 110 contact hours required for SPED 8314 in an accredited or approved school, agency or institution. Students may repeat course for credit if clock hours are needed. Three hundred fifty (350) contact hours are required for students seeking initial certification in special education. Offered on a pass/fail basis. Prerequisite: Written consent of special education graduate adviser. Fee: \$20. Offered: Fall.

### **SPED 8316 - PRACTICUM:EDUCATION DIAGNOSTICIAN (3 Credits)**

Observation and supervised practice in the practical application and integration of principles and techniques of educational diagnosticians in educational settings. Minimum of 110 contact hours. Prerequisite: Written consent of special education graduate adviser. Fee: \$30. Offered: Fall, Spring.

### **SPED 8319 - SELECTED TOPICS: SPECIAL EDUCATION (3 Credits)**

In-depth study of specialized topics in special education. May be repeated for credit when topics vary. Prerequisite: Consent of instructor and graduate adviser.

### **SPED 8324 - THESIS: SPECIAL EDUCATION (3 Credits)**

See University Thesis Guidelines.

### **SPED 8624 - THESIS: SPECIAL EDUCATION (6 Credits)**

See University Thesis Guidelines.

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- Guerrero, Brenda J. Moretta**, Professor, Psychology; BA University of Cincinnati; MA and PhD Bowling Green State University
- Guffey, Cary**, Associate Professor, Biology; BS University of Missouri at Rolla; MS Southwest Missouri State University; PhD University of Southwestern Louisiana
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- Healy, Deborah**, Assistant Professor, Psychology; BA Utica College of Syracuse University; MS The State University of New York, Albany; PsyD Our Lady of the Lake University
- Hinojosa, Barbara**, Assistant Professor, Leadership Studies; BIS and MEd University of Texas at Pan American; PhD Our Lady of the Lake University
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- Larson, Leah**, Professor, English; BA Southwestern University; MAIS University of Texas at Brownsville; PhD University of Southwestern Louisiana
- Linan, Maria**, Assistant Professor, Mathematics; BA Universidad Nacional Mayor de San Marcos-Peru; MS University of Texas at San Antonio
- Lueker, Michael T.**, Instructor, English; BA and MA Kansas State University
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- Maurer, Alycia**, Assistant Professor, Education/Director of Field Experience; BA and MA University of Texas at San Antonio; PhD University of the Incarnate Word
- McAlexander, Kristen**, Assistant Professor, Kinesiology; BS Texas A&M University; MA Sam Houston State University; PhD University of Houston
- Medina, Cynthia**, Assistant Professor, Social Work; BA Southwest Texas State University; MSW University of Hawaii
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- Nagy, Sister Margit Maria, CDP**, Professor, History; BA Our Lady of the Lake University; MA and PhD University of Washington
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- Tsui, Venus.**, Assistant Professor, Social Work; BSW and MSSc University of Hong Kong; PhD Graduate College of Social Work, University of Houston
- Valadez, Jorge M.**, Associate Professor, Philosophy; BA University of Texas at Austin; MA and PhD Yale University
- Vaquiax-Alvarado, Alfredo**, Associate Professor, Mathematics; BS Universidad Del Valle de Guatemala; MA and PhD University of Texas at Austin
- Voges, Claudia**, Assistant Professor, Kinesiology; BS and MA University of Texas at San Antonio
- Wheeler, Carol**, Assistant Professor, Leadership Studies; BS Texas A&M University; MS Indiana University; PhD Oklahoma State University
- White-Phillip, Jessica**, Assistant Professor, Molecular Biology; BS University of Wisconsin Madison; PhD University of Texas at Austin
- Watts, John Harrison**, Assistant Professor, Criminal Justice; BAAS and MA Midwestern State University; MA Sam Houston State University; PhD Northcentral University
- Williams, George.**, Assistant Professor, Education; BA Bethune-Cookman College; MEd University of South Florida; PhD University of New Mexico
- Winney, Kathryn**, Assistant Professor, Accounting; BA Mississippi University for Women; MA Webster University
- Winstead, Antoinette Fay**, Professor, English/Communication Arts; BFA New York University; MFA Columbia University; MA Our Lady of the Lake University
- Wise, Steven**, Associate Professor, University Library; BA and MA St. Mary's University; MLIS University of Texas Austin
- Wisner, Betsy**, Assistant Professor, Social Work; BS Utica College of Syracuse University; MA State University of New York College at Cortland; PhD University of Texas at Austin
- Wollslager, Mary Eilene**, Assistant Professor, Public Relations and Journalism; BS Northwest Missouri State University; MA St. Mary's University; PhD Regent University
- Zeitz, James V.**, Associate Professor, Religious Studies; BA University of Detroit; MA Loyola University; MA and PhD Catholic University of Paris
- Zepeda, Candace**, Assistant Professor, English; BA and MA Texas A&M Corpus Christi; PhD University of Texas at San Antonio

## Professors Emeriti

- Acevedo, Mary Ann**, Professor, Communication and Learning Disorders; BA, MA and PhD University of Texas at Austin
- Ahlberg, Ted M.**, Assistant Professor Emeritus, Computer Information Systems and Security; BS University of Oregon; MS University of Arizona
- Alexander, Jacquelyn**, Professor, Leadership Studies and Special Education; BS, MEd and PhD University of Texas at Austin
- August, Robert**, Associate Professor Emeritus, Electronic Commerce and Information Systems; BS University of Maryland at College Park; MA Central Michigan University; MBA Regis University; EdD Vanderbilt University
- Ball, Sister Isabel, CDP**, Professor Emeritus, Chemistry; BA Our Lady of the Lake University; MA and PhD University of Texas
- Benoist, Howard**, Professor Emeritus, English; BA Washington University; MA University of Pennsylvania; MA University of Texas at San Antonio; PhD University of Pennsylvania
- Calvert, Dale W.**, Professor, Business Administration; BBA Baylor University; MBA Our Lady of the Lake University; JD St. Mary's University
- Carey, John Ronald**, Associate Professor Emeritus, Marketing; BS Bucknell University; PhD University of Texas at Austin
- Clark, Maurice B.**, Associate Professor Emeritus, Biology; BA Southwest Texas State University; BS and MS Trinity University; further study, University of Texas at Austin and Southwest Texas State University
- Cusack, Regina**, Professor Emerita, Psychology; BA Barnard College, Columbia University; MA, JD and PhD St. Mary's University
- Danis, Mary Francine**, Professor Emerita, English; BA Our Lady of the Lake University; MA University of Texas at Austin; PhD Michigan State University
- Fisher, Lawrence R.**, Professor Emeritus, Economics; BA Hobart College; MA and PhD University of Connecticut
- Garza, Marie Antoinette**, Professor Emerita, Learning Resources; BA, MSLS and MA Our Lady of the Lake University
- Gentemann, Sister Immaculate, CDP**, Professor Emerita, Social Work; BA Our Lady of the Lake University; MA Catholic University of America; MSW and doctoral studies Columbia University School of Social Work
- Gentemann, Sister Mary Elaine, CDP**, Professor Emerita, Music; BM Our Lady of the Lake University; MM American Conservatory
- Gibbons, Robert**, Professor Emeritus, English; BS John Carroll University; MA and PhD Bowling Green State University
- Green, Sister Lucy Marie, CDP**, Professor Emerita, Music; BM Our Lady of the Lake University; MM Chicago Musical College; additional study Southern Methodist University
- Griffith, Albert J.**, Professor Emeritus, English; BA St. Edward's University; MA and PhD University of Texas at Austin
- Hall, Philip A.**, Professor Emeritus, Social Work; BA Cornell University; MSW Washington University; PhD University of Chicago
- Le Doux, Cora C.**, Professor Emerita, Social Work; BA New Mexico State University; MSW and PhD University of Texas at Austin

## | University Personnel

- McClung, Sister Rose Annelle, CDP**, Professor Emerita, Economics; BS Our Lady of the Lake University; MA Catholic University of America
- Montalvo, Frank F.**, Professor Emeritus, Social Work; BA and MSW University of California at Los Angeles; DSW University of Southern California
- Rhodes, Milton**, Professor Emeritus, Sociology; BA Baylor University; MDiv Southwestern Baptist Theological Seminary; MS Trinity University; PhD Texas A&M University
- Rigual, Antonio Ramón**, Professor Emeritus, Spanish; BA University of South Florida; MA and PhD Louisiana State University at Baton Rouge
- Slocum, Richard**, Professor Emeritus, Speech and Drama; BA Oklahoma City University; MA Trinity University
- Stell, Sister Eugenia Ann, CDP**, Professor Emerita, Education; BA Our Lady of the Lake University; MA Columbia University; EdD University of Houston
- Swiger, John A.**, Professor Emeritus, Finance; BBA University of Richmond; PhD University of North Carolina at Chapel Hill
- Tomaino, Louis**, Professor Emeritus, Social Work; BA St. Mary's University; MEd and MSW Our Lady of the Lake University; DSW Tulane University
- Trachta, Sister Mary Berenice, CDP**, Professor Emerita, Religious Studies; BA Our Lady of the Lake University; MS Catholic University of America; MA University of Notre Dame; PhD St. Mary's School of Sacred Theology
- Vazquez, Elisa V.**, Professor Emerita, Social Work; BA University of Texas at Austin; MSW Our Lady of the Lake University
- Walker, Sister M. Catherine, CDP**, Professor Emerita, Education; BA and BSLS Our Lady of the Lake University; MA Catholic University of America; PhD Northwestern University; postdoctoral study University of Tulsa
- Williams, Colleen**, Professor Emerita, Social Work; BA University of Texas at Austin; MSW Our Lady of the Lake University; DSW Tulane University
- Williams, Lorece P.**, Professor Emerita, Social Work; BS Huston-Tillotson College; MSW Our Lady of the Lake University
- Villaescusa, F. Warren**, Professor Emeritus, Chemistry; BS and MS Washington State University; MBA Auburn University; PhD Arizona State University
- Zepeda, Edgar G.**, Associate Professor Emeritus, Accounting; BBA St. Mary's University; MBA University of Utah

## Faculty Associates

### Harry Jersig Center for Communication and Learning Disorders

- Carnes, Denise**, Faculty Associate, Communication and Learning Disorders; BA and MA Our Lady of the Lake University
- Holguin, Yolanda**, Faculty Associate, Communication and Learning Disorders; BS Texas A&I University; MA University of Cincinnati; AuD University of Florida
- Kimes, Patricia**, Faculty Associate, Communication and Learning Disorders; BS and MEd Texas State University
- Lozano, Yvette**, Faculty Associate, Communication and Learning Disorders; BA and MS Our Lady of the Lake University

**Martinez, Rosa Lydia**, Faculty Associate, Communication and Learning Disorders; BS Texas A&M University Kingsville; MS University of Southern Connecticut

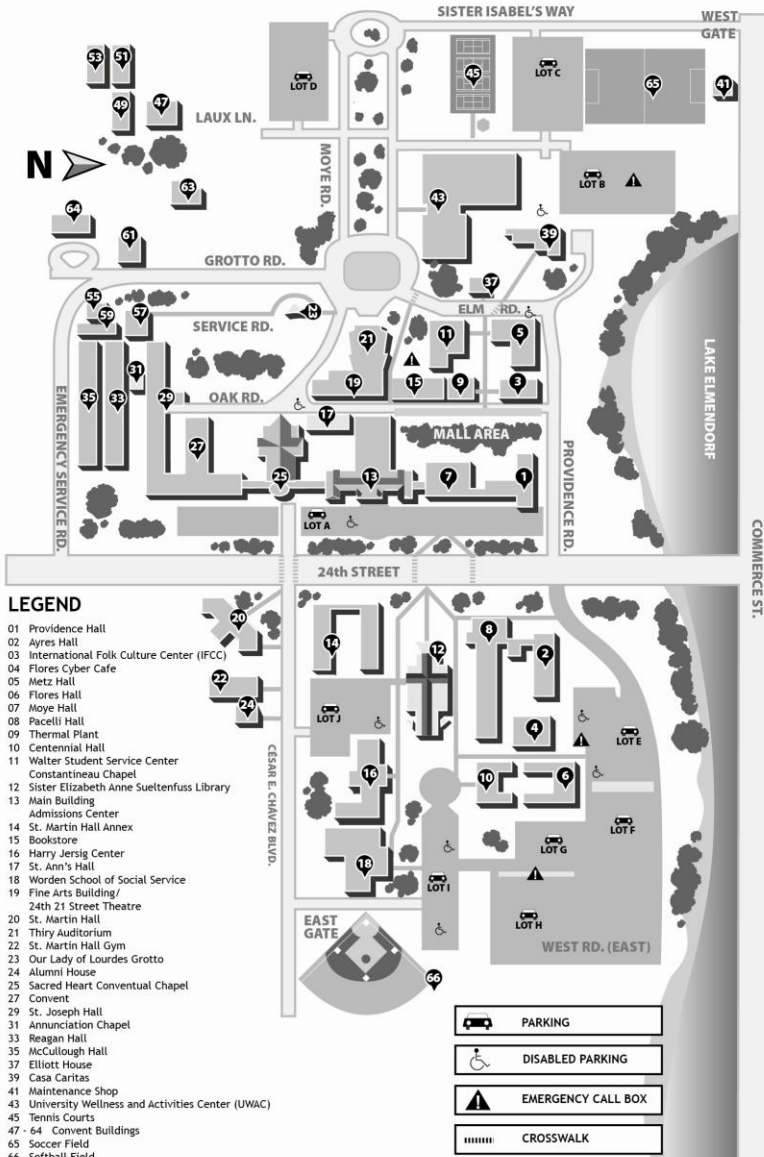
**Watkins, Carol**, Faculty Associate, Communication and Learning Disorders; BA Michigan State University; MS University of Illinois

**Worden School of Social Service**

**Galan-Cisneros, Patricia**, Faculty Associate, Social Work; BSW Texas State University; MPM Oblate School of Theology; MSW Our Lady of the Lake University



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