

2019-2020

Graduate

Course

Catalog



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# HISTORY, MISSION, AND PHILOSOPHY

## URSULINE SPONSORSHIP STATEMENT

Though Ursuline College is organized as a private corporation with its own independent Board of Trustees, the institution maintains close ties to its founding religious congregation, the Ursuline Sisters of Cleveland. This relationship is formally acknowledged through a sponsorship arrangement whereby the religious congregation engages in ongoing interactions with members of the College community. The following statement expresses the characteristics of this relationship.

The Ursuline Sisters of Cleveland, Ohio, are committed to the transformation of society by spreading the Gospel message of Jesus Christ. Acting as God's instruments we reconcile and empower others to be Good News for all God's people, giving special emphasis to families, women, the economically poor, and the powerless. We stand as a sign of hope and healing in our world.

True to St. Angela's charism to be open to the Spirit, dynamically adaptable to society's changing needs and sensitive to women's needs, we see our individual ministries as well as our service in sponsored institutions as characterized by the Gospel values of:

### Contemplation:

- Grounding our ministry in prayer
- Fostering a contemplative stance toward life
- Faith-sharing of common vision

### Justice:

- Ministering with and to the poor and powerless
- Initiating and/or influencing systemic change
- Collaborating with others in ministry
- Using resources responsibly

### Compassion:

- Sharing our love of God through an openness to others and their needs
- Supporting others in developing a sense of self-worth
- Reverencing the dignity of each person
- Extending hospitality

## HISTORY OF URSULINE COLLEGE

The heritage of Ursuline College, a Catholic liberal arts institution, dates back to 1535 when Angela Merici founded a community of religious women unique for its integration of contemplation and service and for its flexible adaptation to the changing circumstances of time and place. Angela and her companions were known as

Ursulines. Together they strove to revitalize a decadent society through an educational endeavor unheard of up to that time, the education of young girls. In 1850 the charism and mission of Saint Angela were brought to Cleveland by Ursulines from France. Remaining true to the vision of their foundress, the Ursuline Nuns in the person of Mother Mary of the Annunciation Beaumont in 1871 obtained a charter from the state to establish the first women's college in Ohio and to "confer all such degrees and honors as are conferred by colleges and universities in the United States." Begun as an undergraduate institution for young women, the college has maintained its emphasis on the baccalaureate degree but has more recently developed graduate programs. Today, supported by the commitment of the Ursuline Nuns of Cleveland, Ursuline College's primary thrust remains the education of women and men for roles of responsibility and leadership in society.

## MISSION

Ursuline College offers holistic education that transforms students for service, leadership and professional excellence by providing undergraduate and graduate programs that foster lifelong learning and personal wisdom in an environment characterized by:

- Catholic and Ursuline heritage
- Women-centered learning
- Values-based curricula
- Inclusive, global perspective

## VISION STATEMENT

A premier Catholic institution of higher learning that provides transformative experiences and inspires greatness in our graduates.

## CORE VALUES

### Student Focus

- Demonstrate that students are our priority
- Support student learning
- Measure our success by the success of each student
- Empower students to take responsibility for their own education and future

### Spirituality

- Balance action with contemplation
- Develop awareness of spirituality, faith, and religion
- Increase awareness and clarity about personal and professional values
- Leave the world a better place

## Respect

- Demonstrate dignity and respect for everyone
- Value, trust, and help each other
- Strive for justice and fairness in all relationships
- Recognize and acknowledge achievement on every level

## Collaboration

- Involve others to multiply effectiveness
- Achieve goals through productive cooperation in the college and world community
- Appreciate synergy that comes with involvement from multiple perspectives
- Model collaboration in all of our activities and endeavors.

## PHILOSOPHY OF URSULINE COLLEGE

Ursuline College helps students to achieve their educational and career goals by emphasizing the whole person and providing personalized attention within a liberal arts higher educational environment. While welcoming persons of all faiths, the College is Catholic in its origins, identity, and environment. Instruction and services are based on the dignity of the human person in accordance with the principles of Catholic social teaching.

In the liberal arts tradition, an Ursuline education emphasizes critical thinking; clear and graceful expression; free, mature judgment and choice; and commitment to continued learning. In addition, faithful to the contemplative heritage of the Ursuline congregation, we perceive contemplation and reflection as integral factors in our search for wisdom. Thus, a distinctly Ursuline education emphasizes a strong foundation in the arts and sciences, fosters the student-professor dialectic with its corollary of shared responsibility, respects the learning needs of the individual student, and recognizes the interrelatedness of spiritual vitality and service to the larger community.

Acknowledging that the liberal arts are life arts, we help students search for wisdom within the context of theology and philosophy, the fine arts and humanities, and the natural and social sciences. Our career programs build upon this broad foundation to prepare students to serve the community and their professions with distinction and integrity.

The primary focus of the institution is on the academic preparation of students through an emphasis on excellence in teaching and on scholarship that supports teaching. The College seeks for its faculty women and men who are professionally competent, who are committed to developing a learning community, and who can contribute to its distinctively Ursuline character. As a corollary of our emphasis on shared responsibility, the College seeks to foster a climate of collegiality in which all members have opportunity to influence and to participate in decision-making.

Today we serve students who reflect a wide range of ages, of economic, social and academic backgrounds, and of religions. We make a special effort to assess and meet the needs of our diverse clientele by providing flexible scheduling and a variety of approaches to learning. Ursuline College also serves the local community by offering programs and facilities for social, cultural, and spiritual enrichment.

In all our services, we strive for the integration of the intellectual, aesthetic, social, psychological, physical and spiritual dimensions of life – the heart of any endeavor to initiate and sustain a search for wisdom. Our mission then is to further this life of wisdom in contemporary society and thus contribute to the building up in history of the Reign of God.

## CAMPUS AND AUXILIARY OFFICES

### CAMPUS

Ursuline College's location offers students benefits on two levels: first, life on a beautiful, suburban campus, and second, the cultural and social advantages of a major American city. Located in Pepper Pike with easy access to the Ohio Turnpike and Interstate 271 (Cedar-Brainard interchange), the College is a one-half hour driving time from Akron and Cleveland; one hour from Youngstown; less than two hours from Erie, Pennsylvania; and three hours from Columbus and Pittsburgh. For commuting students, bus service (RTA terminus number 32) originates at the University-Cedar Station of the Cleveland Rapid Transit, with stops on Cedar Road for cross town transfers between the station and the campus. Out-of-town students may take advantage of rapid-transit service from Cleveland-Hopkins International Airport to the downtown area.

The center of Cleveland is home to The Theater District, a complex of theaters that sponsor plays, opera, and musical productions; two stadiums and an arena for major athletic events; world-renowned medical institutions; the Great Lakes Science Museum; the Rock and Roll Hall of Fame; the Greater Cleveland Aquarium; Cleveland Metroparks, an extensive system of nature preserves and trails inland and on the Lake Erie shore; and the Cleveland Metroparks Zoo. The Cleveland Public Library is one of the largest public libraries in the country. The Cleveland Playhouse, noted as one of the oldest resident regional theaters in the country, operates three theaters that attract professional actors and actresses. Karamu House, a unique interracial community institution, is a center for art, music, and theater groups.

In the University Circle area on Cleveland's East Side is one of the world's great museums, the Cleveland Museum of Art. Nearby are Severance Hall, home of the Cleveland Orchestra; the Western Reserve Historical Society Museum; and the Natural Science Museum, which includes a Planetarium and Observatory; and the Children's Science Museum. For students who expect their college years to combine the quiet, academic life with the intellectual and cultural excitement only a major city can offer, Ursuline College provides these unique advantages.

### BUILDINGS

**Bishop Anthony M. Pilla Student Learning Center and Student Union (PC)** is the main classroom building as well as the home of the bookstore, the Piazza Libera, student and College community dining facilities, the Psychology Department, the Student Success Center, and the Women's Center.

**Joseph J. Mullen Academic Center (MU)** provides classrooms, administrative and faculty offices, Student Services, the Commuter Lounge, St. Angela Chapel, the Little Theatre, and computer labs.

**Nathan L. Dauby Science Center (DB)** houses the Biology and Chemistry Departments and laboratories, Republic Steel Lecture Hall, special laboratories for



advanced research projects, seminar classrooms, the Fashion Department, and faculty offices.

**Florence O'Donnell Wasmer Gallery** provides an aesthetic extension of the Art Department. The gallery holds high-caliber art shows and extended education programs.

**Allan W. Fritzsche Center** has event facilities, in Daley Hall (DH), for the entire College community. In addition, the Art Department, featuring workshops, craft rooms, and offices, are located on the first two floors.

**Grace Residence Hall** overlooks the campus lake and contains 59 double rooms and 4 single Resident Assistant rooms. There are lounges on each floor and recreational, kitchen and laundry facilities on the ground level. In addition to a computer lab in the residence hall, computer drops are provided in each room, and there is WIFI access.

**Gladys Murphy Residence Hall** is adjacent to Grace Hall. It contains 20 double rooms, 10 single rooms, and 2 single Resident Assistant rooms. There are lounges on two floors, laundry facilities on all three floors, a kitchen on the ground level, and a computer lab. Computer drops are provided in each room, and there is WIFI access.

**Smith Residence Hall** is a suite-style residence hall with 18 suites. Each suite has 4 private bedrooms, a living room, a kitchenette, and a bathroom. There is a community lounge, computer lab, and kitchen space on the third floor. This hall is not available for freshman.

**The Ralph M. Besse Library** is located between the Mullen Academic Building and the Dauby Science Center. The Library complex includes the Learning Commons, a stamp room, an archives collection, study rooms, other special collections; and snack, study, and lounge areas.

**The Media Center**, located within the library, offers media carrels, in addition to a collection of multi-media materials with limited circulation.

**The Parker Hannifin Center for the Creative and Healing Arts & Sciences (PH)** is located adjacent to the Dauby Science Center and Besse Library. This building houses the Art Therapy and Counseling Program as well as nursing labs and the Graduate Nursing Department.

**The St. Mark Faculty Residence** is located on the northeastern corner of the campus and serves as the residence for many of the Ursuline Sisters who serve the College community.

**The Maintenance Building**, located on the west end of the north parking lot, provides offices for both maintenance and security personnel.

**The Sr. Diana Stano Athletic Center** is located adjacent to the Dauby Science Center and is the home for athletic facilities. The lower floor includes a double-sized gymnasium, locker rooms, training room and fitness center. The second floor includes offices.

**An Athletic Pavilion**, with restrooms and concession facilities serves three athletic fields: a soccer/lacrosse field, a softball field, and a practice field.

**Tennis Courts** are located on the north side of the campus with 6 courts and a field house with restrooms and vending.

## ALUMNAE/I

The Mission of the Alumnae/i Association of St. John~Ursuline College is to represent the interests and needs of our diverse alumnae/i by affirming the mission, history, traditions and excellence of the College through innovative programs and services to strengthen alumnae/i ties and encourage lifelong support of the College. The Association's advisory board is a dedicated group that promotes continued affiliation with the College by sponsoring throughout the year, events focused on the social, professional, spiritual, and educational development of both alums and students. In addition, the Association partners with a variety of academic departments to provide continuing enrichment activities.

Membership to the St. John~Ursuline College Alumnae/i Association is automatic and life-long for all graduates. If requested, students who do not graduate from the college but do complete at least one year at Ursuline, may be added to the Association's mailing list.

Each year the Association honors both alumnae/i and students. The Gonzaga Medal, named in honor of Sr. M. Gonzaga Haessly, OSU, is awarded to a senior student considered to best exemplify the personal qualities of refinement, dignity, integrity and sincere concern for others. The recipient is chosen from nominations submitted by faculty, staff and fellow seniors. The Association honors alumnae/i with a number of awards each year including: the Amadeus Rappe Award, Crystal Award and the Rising Arrow Award. These recipients are chosen from nominations submitted by faculty, staff & fellow alums.

Alumnae/i and friends receive the College Magazine, *Voices*, which includes updates on the College and other alums, invitations to events and programs, and notices regarding services available to alums. In order to receive this information, the Alumnae/i Office must have current contact information for graduates. Alums can update their information by phone, email or via the alumnae/i section of the Ursuline College website. The website is also a reliable source for event/activity information and general updates.

### **Alumnae/i Office:**

Mullen, Room 238 (8:30 am-5 pm, M-F)

Phone: 440-646-8375

Email: [alumnae@ursuline.edu](mailto:alumnae@ursuline.edu)

Website: [www.ursuline.edu/alumnae](http://www.ursuline.edu/alumnae)

Address files and pertinent data on our alums are maintained by the Alumnae/i Office and remain confidential.

## ATHLETICS

The Arrows compete in volleyball, basketball, golf, soccer, softball, tennis, cross country, track/field, swimming, lacrosse, and bowling. The Athletic Department is a NCAA Division II member that competes in the Great Midwest Athletic Conference. The department prides itself in having an experienced coaching staff that understands and is committed to the balance between academics and athletics. In 2015 the Sr. Diana Stano Athletic Center was built. It houses the John P. Murphy Foundation Fitness Center, the Jane & Lee Seidman Gymnasium, a training room, film room, two conference rooms, multiple locker rooms, and the St. Joseph Athletic Office Suite where all the athletic staff and coaches are housed.

The Athletic Center, fields, and tennis courts serve as the home sites for the Arrows. The gym and tennis courts are available for student, staff and faculty use when not being used for athletic events. The fitness center is open for use by students, staff and faculty during open hours after signing a waiver. All information regarding use of facilities can be found on the athletic website [www.ursulinearrows.com](http://www.ursulinearrows.com).

## BOOKSTORE

The Ursuline Bookstore, operated by the Follett Higher Education Group and located in the Pilla Center, carries textbooks, course supplies, Ursuline imprinted clothing and gift items, and convenience items. Standard operating hours during the academic year are:

Monday through Thursday - 9:00 am - 6:00 pm

Friday - 9:00 am - 3:00 pm

Saturday - Closed

Sunday - Closed

Hours are adjusted over the summer and during breaks.

Faculty are responsible for choosing textbooks, but prices of the books are determined by the publishers. Textbooks are arranged by department and course for self-service, but the bookstore staff is available to assist you. Students may also use Follett's online ordering system for convenience: [www.ursuline.bkstr.com](http://www.ursuline.bkstr.com). Phone: 440-449-5368.

Books may also be purchased or rented (where applicable) online at [www.ursuline.bkstr.com](http://www.ursuline.bkstr.com). Books ordered on the website can be shipped directly to your home or held at the store for future pick up. Any refund requests after the first week of the semester MUST be accompanied by the receipt and written proof that you have dropped or withdrawn from the course. Payment for purchases may be made through personal checks to Ursuline Bookstore or through Master Card, Visa, Discover, or American Express (No phone orders allowed). Students eligible for financial aid may use those funds at the bookstore by obtaining a book voucher from the Student Service Center before coming to the store to purchase books; any balance after the book voucher has to be paid in full by student.

Books are returnable during the first week of classes ONLY with the original sales receipt. They must be in the same condition as when they were originally purchased. If the shrink-wrap is broken or access codes opened, the cost of the book is not refundable. Refunds are payable in the same tender that was used at the time of purchase. Books that are rented must be returned by the due date that is stated on the receipt (last day of finals). If the book is not returned, the bookstore will charge the difference between the rental cost and the cost of the book to the collateral credit card number that is on file. Fees on the receipt will also be charged. If the credit card on file cannot be charged, the balance will be sent to debt collection.

## CAMPUS MINISTRY

### Mission Statement

The Office of Campus Ministry invites students, faculty and staff of Ursuline College to participate in a community of faith held together by prayer, sacrament, scripture, celebration, hospitality and service. Inspired by the charism of the Ursuline Sisters of Cleveland, the Office of Campus Ministry at Ursuline College seeks to serve the college community by providing opportunities for contemplation, justice and compassion.

### Contemplation

Reflecting traditions of Roman Catholic and Ursuline spirituality, the Office of Campus Ministry is dedicated to proclaiming and sharing the Word of God through liturgy, public prayer, moments of reflection and retreats.

### Justice

Reflecting vibrant and challenging Catholic Social Teaching, the Office of Campus Ministry is dedicated to providing programming and experiences that help inform the individual conscience for making decisions regarding public policy, distribution of wealth and resources, and the transformation of society.

### Compassion

Reflecting the Corporal Works of Mercy and the preferential option for the poor, the Office of Campus Ministry is dedicated to providing opportunities for the college community to serve the poor, the disenfranchised and the voiceless.

## INFORMATION TECHNOLOGY

Ursuline College prioritizes providing students with easy to use and up to date technology to support your educational goals. The following sections outline some of the resources available to you, more details can be found online.

### MyUrsuline

MyUrsuline is the central hub where you can find links to all other systems, news and upcoming events, your grades, and more. Whether you need to see the menu for Metz Café, or you are looking for a writing tutor, MyUrsuline should always be your first stop.

To access MyUrsuline, visit the “Student Login” link at the bottom of the Ursuline College website at <https://www.ursuline.edu> or go directly to <https://my.ursuline.edu>.

Once logged in, you will see links to different systems and services on the left-hand side of the page. Click on the desired link and you will be directed and logged-in automatically to the system.

### Desire2Learn

Desire2Learn (D2L) is Ursuline College’s Learning Management System where your instructors post their syllabi, course materials, and grade books.

You can access D2L by logging in to MyUrsuline and click on the “Desire2Learn” link under the “Quick Links” section located on the left-hand side of the page. You can also log-in directly by navigating to: <https://ursuline.desire2learn.com>

It is important to check D2L frequently, but you will not have access to D2L until your first course is active.

### Computer Labs and Printing

Besse Library provides computers that are available to use at any time during the library’s hours. Please refer to: <https://www.ursuline.edu/library/hours> for up to date hours. Additional computers are available in room 226 of The Pilla Student Union during normal college hours.

Ursuline College provides access to printer/copier machines. The printers are in the following areas:

- Besse Library – each floor
- Pilla Student Union – each floor
- Mullen – next to 140 Computer Room and One-Stop
- Dorm Halls – Computer labs

To print, choose one of the “Find-Me BW/Color” printers. Click print, then head over the printer and tap your Ursuline College ID on the badge reader on the printer. Not all printers have the same printing cost and capabilities. Printing charges and capabilities are posted at each device. Additional information about your copy allotment is available on MyUrsuline or at <http://print.ursuline.edu>.

## COUNSELING AND CAREER SERVICES

The mission of the Office of Counseling and Career Services (OCCS) is to educate Ursuline College’s diverse population, past and present, by providing the tools required to achieve personal and career success.

The OCCS Staff is committed to fostering continuous holistic growth and learning based on the college core values as well as the expected academic outcomes of an Ursuline College education. We interact both individually and within the classroom with students,

administrators, faculty, and staff as well as the employment community to cultivate future leaders in the workforce. Students who interact with the Office of Counseling and Career Services can expect the following:

- Career assessments (Myers-Briggs Type Indicator and Strong Interest Inventory)
- Academic internships
- Assistance in preparing professional resumes and cover letters
- On and off-campus access to potential employers
- Electronic access to jobs and internships
- Interview coaching
- Individual sessions for job search strategies
- Career counseling
- Personal counseling (private and confidential)

**Employers seek graduates who can: (National Association of Colleges and Employers)**

- Communicate effectively (orally and in writing)
- Demonstrate leadership
- Work well in teams

The Office of Counseling and Career Services is located in the Student Affairs Center, on the second floor of Pilla: 202, 204, and 206. The College psychologist is located in Mullen 317. Contact 440-646-8322 for further information or to make an appointment.

## FOOD SERVICE

The dining hall facility is located in the Pilla Student Learning Center and Student Union and open only when the College is in session for the regular academic year.

Commuters, faculty, administrators, staff, friends, and family are welcome to enjoy the dining facilities. Resident students are required to purchase a meal plan. Hours of service can be found at the Food Court entrance (across from the Bookstore) and on the College website.

## OFFICE OF DIVERSITY

The Mission of the Office of Diversity is to heighten cultural, ethnic and social justice awareness. In addition to supporting the College core values, the office strives to provide visionary leadership and foster intergroup relations, including, but not limited to, expanding the institutional commitment to equal opportunity for students, staff and faculty success. This primarily occurs through program initiatives that celebrate and respect the rich diversity already present within the Ursuline College campus community.

The ultimate goal is to affirm the inherent dignity and value of every person; educate, collaborate and communicate with human resources and college leaders to maintain a positive work climate; and to help ensure a fair and equitable workplace. The Assistant Dean for Diversity will work with the Vice President of Academic Affairs, Vice President of Student Affairs and Human Resources as needed to assure compliance with applicable federal, state and local laws as well as enforce college policy, processes and procedures that inform and implement the College Strategic Plan, specifically in areas that relate to diversity.

The Office of Diversity is located in MU 155. Contact 440-684-6085 for further information or to arrange an appointment.

## STUDENT ACTIVITIES

Women's leadership starts here. Ursuline's Office of Student Activities educates, encourages and empowers student leaders through campus programs and traditions.

You have so much to contribute – to your world and the larger one. Start on campus by joining an organization (or several) that share in your values. You may even decide to explore leadership opportunities by participating in committees, engaging in leadership development and cultivating relationships with staff, all while leaving your influence on the tradition and culture of Ursuline.

**Student Organizations:** Get involved in campus life by joining one of 20+ student organizations. Or, with four other students, start your own! It's a great way to make a difference, develop management and leadership skills while you're at it, and perhaps best of all, make new friends.

For more information, stop by Pilla 209 or call 440-646-8325.

## WOMEN'S CENTER

### Mission Statement

The Women's Center will empower and engage students, faculty, and staff in two significant ways:

- The Center will provide services and resources to address women's needs and promote their personal and career development.
- The Center will serve as a platform for women's leadership development to impact the broader community.

### Offerings

- Provide a comfortable space (couch, small fridge, microwave, bathroom, and computer) where students can relax, study, reserve for group meetings, and engage in conversations about issues impacting women.

- Bring prominent women leaders to campus to talk about their leadership journey and inspire students to achieve their goals.
- Provide expansive list of campus and community resources on the Women's Center page on the Ursuline Intranet.
- Sponsor students to attend local and regional conferences where they can expand and strengthen their leadership skills and network with women in their prospective fields.
- Offer employment and opportunities for research.

The Women's Center is located in Pilla 212; for more information contact <https://www.ursuline.edu/student-life/womens-center>.



## LEGAL POLICIES

For a complete description of all policies governing Ursuline College, the programs and students, please consult the *Student Handbook*, at

<https://www.ursuline.edu/files/assets/adastudenthandbook19-20.pdf>. Selected policies are highlighted below.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Ursuline College affords students all rights under FERPA and has designated the Registrar as the official responsible for FERPA compliance. Please see the Ursuline College *Student Handbook* for further information or contact the office of the Vice President for Student Affairs about student rights conferred by FERPA.

### URSULINE COLLEGE NON-DISCRIMINATION POLICIES

Ursuline College is committed to maintaining an atmosphere in which diversity is appreciated and each member of the College is respected. The College administers its admission policies, programs, services, and activities in a nondiscriminatory manner. No person will be denied educational services, access to programs, or participation in activities because of race, color, national origin, religion, age, sex, gender identity or expression, disability, genetic information, marital or veteran status, or any other basis prohibited by federal, state, or local laws.

Title IX of the Education Amendments of 1972 prohibits sex/gender discrimination in all activities and programs of institutions receiving federal financial assistance. Title IX also prohibits retaliation against individuals who file a complaint of sex-based harassment/discrimination or assist in the filing, investigation, or resolution of such complaints. As a private and predominantly single-sex institution, Ursuline College is exempt from the admission requirement of Title IX.

To ensure compliance with Title IX and other federal and state civil rights laws, Ursuline College has developed policies and procedures that prohibit all forms of sex-based harassment, discrimination, and retaliation. Ursuline College has also designated one or more College officials (see *Student Handbook*) to coordinate and oversee its Title IX compliance efforts, to address concerns regarding Title IX, and to investigate and resolve any complaints alleging actions prohibited by Title IX. Prohibited actions include all forms of sexual harassment/discrimination, including sexual assault, domestic and dating violence, and stalking, as well as retaliation.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against otherwise qualified disabled/handicapped individuals. Under Section 504, students with documented disabilities may be entitled to reasonable accommodations to ensure nondiscrimination in programs, services, and activities. Ursuline College has designated one or more College officials (see *Student Handbook*) to coordinate and oversee its compliance efforts with Section 504, to address concerns regarding Section 504, and to investigate and resolve any complaints alleging actions prohibited by Section 504.

## **ASSESSMENT OF STUDENT LEARNING**

To assure that academic programs fulfill the Mission of Ursuline College, faculty and administrators have designed a plan for the assessment of student learning (ASL).

Faculty members in each academic program have identified various strategies to assess student learning and achievement of goals, core outcomes, and the objectives of program-specific curricula. Examples of assessment strategies include the utilization of outcomes from rubric-guided analysis, portfolio evaluation; administration of nationally-developed examinations; review of student experiences in culminating departmental seminars; and success rates of licensure exams, graduate school placements, and employment placements. Because ASL is a living, dynamic process, each program/department annually reviews goals, outcomes, objectives, and strategies, making revisions as necessary.

At the end of each academic year, documented results of all assessments are analyzed by each program/department and submitted to respective School Deans. Each Dean reviews and summarizes these results in an annual report to the ASL Coordinator, who summarizes the reports for the Vice President for Academic Affairs. The ASL Coordinator oversees College-wide assessment processes in the areas of academics and student affairs and plans and chairs the ASL committee, an academic committee comprised of College faculty, staff and administrators.

## 2019 – 2020 ACADEMIC CALENDAR

	<b>5-week</b>	<b>10-week</b>	<b>15-week</b>	<b>Holiday(s)</b>
<b>Fall 1</b>	Aug 19 - Sept 21	Aug 19 - Nov 2	Aug 19 - Dec 14	Labor Day (Sept 2)
<b>Fall 2</b>	Sept 23 - Nov 2	Sept 23 - Dec 14		Break Week (Oct 14-19)
<b>Fall 3</b>	Nov 4 - Dec 14			Thanksgiving (Nov 27-30)
<b>Spring 1</b>	Jan 13 - Feb 15	Jan 13 - Mar 28	Jan 13 - May 9	MLK Day (Jan 20)
<b>Spring 2</b>	Feb 17 - Mar 28	Feb 17 - May 9		Break Week (Mar 9-14)
<b>Spring 3</b>	Mar 30 - May 9			Easter (Apr 8-13)
<b>Summer 1</b>	May 11 - Jun 13	May 11 - Jul 18	May 11 - Aug 22	
<b>Summer 2</b>	Jun 15 - July 18	Jun 15 - Aug 22		Independence Day (Jul 4)
<b>Summer 3</b>	Jul 20 - Aug 22			

# ACADEMIC SUPPORT SERVICES FOR STUDENTS

## ACADEMIC ORIENTATION

Academic Orientation is for all new and transfer students. This program provides students with needed information for their transition to college and includes registration for their first semester.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Ursuline College provides reasonable accommodations to qualified students with documented physical, psychological, or learning disabilities in accordance with Section 504 of the Rehabilitation Act of 1973. Students seeking a reasonable accommodation for a disability are responsible for initiating the process by submitting documentation to the Disability Specialist. The Disability Specialist can answer questions related to the documentation that is necessary to determine eligibility for accommodations. The Disability Specialist also reserves the right to require students to provide additional information or medical documentation from an appropriate health care provider in support of a request for a reasonable accommodation.

The Disability Specialist will engage in open dialogue with the student and the faculty member, department head, program director, or dean (as appropriate) to determine what accommodations, if any, are warranted. This process is also referred to as “the interactive process.” After engaging in the interactive process and gathering all necessary information and documentation in support of the student’s accommodation request, the Disability Specialist will provide written notice to both the student and the faculty member, department head, program director, or dean (as appropriate) as to what accommodations, if any, are to be provided to the student.

If an accommodation is warranted, the College is required only to provide a reasonable and effective accommodation. The College is not obligated to provide the specific accommodation desired or requested by the student. Instead, the College may choose any effective accommodation and may consider cost and convenience in deciding how to accommodate the student.

Possible accommodations may include, but are not limited to:

- Extended time on exams
- Testing in a quiet, reduced distraction environment
- Note-takers, scribes, interpreters, readers
- Texts in alternative format
- Permission to record lectures
- Course substitution
- Reduced course load
- Priority registration

To continue receiving reasonable accommodations, the student must schedule an appointment to meet with the Disability Specialist at the beginning of each semester to renew accommodations.

If a faculty member or a student wishes to challenge/appeal an accommodation decision, she or he can file a complaint with the College's Disability Coordinator, who will review the complaint in a timely manner. While the decision of the College's Disability Coordinator is not appealable internally, a faculty member or a student may contact external agencies (e.g., Office of Civil Rights) for filing a formal grievance.

For more information about any of these services, please contact the Disability Specialist at 440-449-2046 or stop into Mullen 316.

### Course Modification or Substitution

Ursuline College recognizes the need to make reasonable accommodations for students with documented disabilities to assure that they have the opportunity to succeed in their academic programs. On occasion, individual faculty may be able to modify assignments in specific courses, or department heads and program directors may modify requirements in academic majors. Modifications may involve changing requirements within an individual course or substituting one course for another.

The general principle that governs Ursuline College's actions in this area is that students will be given the opportunity to demonstrate mastery of the content or skill required in an academic course without damaging the integrity or fundamentally altering the essential requirements or nature of the course or program. Faculty will consider carefully whether alternate assignments might allow the student to demonstrate competence; faculty will also distinguish between preferred and essential elements of pedagogy used to measure competency. When a certain pedagogical method is deemed essential for measuring competence, a request for an accommodation that will fundamentally alter such method of measurement will be denied.

A similar principle will govern reasonable accommodation requests for substitution of courses. Requirements will be waived only when it is impossible to substitute a course for the one normally required of all students. Substitute courses must be closely aligned to the academic requirements of the course in question, such as substituting a logic, science, or computer course in the place of math. The faculty will determine whether a course or courses included in a program are essential to the program, and whether other course(s) may be substituted without damaging the integrity or fundamentally altering the essential requirements or nature of the program. Reasonable effort will be made to find substitutions. When a course contains materials on which future coursework rests, and when that material is essential to the academic program being pursued or to any directly related licensing requirement, a request for an accommodation that will fundamentally alter such materials will be denied. Course requirements will be waived only when it is impossible to substitute a course for the one normally required of all students and the waiver of the course does not fundamentally

alter the essential requirements or nature of the student's program of study or academic major.

### FOCUS: Program for Students with Disabilities

The FOCUS Program is a fee-based comprehensive program for students with disabilities that goes beyond the College's obligation to provide students with reasonable accommodations. The goals of FOCUS include providing a smooth transition to college life, helping students learn to apply the most appropriate learning strategies in college courses, and teaching self-advocacy skills. There are four stages to the FOCUS program providing different levels of support to better meet the needs of individual students. Students in all levels of the FOCUS program receive priority registration, tutoring in writing, science, math, and co-advising. Interested students are encouraged to contact the Disability Specialist at (440) 449- 2046 or stop into Mullen 316 for additional information.

### ACADEMIC ADVISING

Each student attending Ursuline College is assigned an academic advisor, a faculty member who meets regularly with the student to assist in planning the academic program, choosing specific courses, fulfilling degree and certificate requirements and identifying alternative options to fulfill credit requirements. Each student is responsible for keeping a record of courses taken and requirements still needed. The student reviews this before each semester and makes out a tentative schedule. After meeting with the advisor, the student obtains the advisor's approval to proceed to register for classes. A student who has questions about academic advising or who wishes to change an advisor should contact the Program Director.

### RALPH M. BESSE LIBRARY AND LEARNING COMMONS

The Ralph M. Besse Library serves the College community with both print and non-print resources. Located between the Mullen and Dauby academic buildings, provides access to 119,000 print volumes, 335,000 eBooks, 5100 audio visual resources, and 67,500 online journals. Institutional memberships include OhioLINK, Ohio Private Academic Libraries (OPAL), Online Computer Library Center (OCLC), the American Library Association, and the Academic Library Association of Ohio. The Library offers circulation of materials, one on one research assistance, and research classes. Access to the collection is provided by an on-line public catalog. The library web site provides access to over 100 research databases, online research guides, the library catalog, and other tools and resources allowing student success ([www.ursuline.edu/Library](http://www.ursuline.edu/Library)). The Library's participation in OhioLINK provides students with direct access to over 46 million items in the collections of 121 academic libraries throughout the state of Ohio. Access to all resources is provided to users on and off campus. Study rooms and collaboration spaces are available on all floors and may be reserved online. A lab on the main floor provides a teaching facility and open lab space. Laptop computers may be checked out from the circulation desk.

The **Learning Commons**, located on the main floor of the Library, is home to Academic Advising, Instructional Design, IT Service Desk, Research Services, and Tutoring. Flexible study and group meeting spaces are available, along with a computer lab. A café is also located in this area for a quick meal or beverage.

The Audio-Visual Services Department, located on the lower level of the Library, provides viewing carrels, AV equipment, and the collection of audio-visual materials (with limited circulation). Media items can be viewed, and equipment can be borrowed by advance reservation when the AV Department is closed. There is a student Snack Area and “play” lounge outside the AV Department, for student relaxation.

The **College Archives**, located on the lower level of the Library, collects, organizes, describes, makes available and preserves materials of historical, legal, fiscal and/or administrative value to Ursuline College from its beginnings in the middle nineteenth century. The collection includes office, school and department records, as well as photographs, audiovisual materials, and publications. The Archives welcomes research requests. Photocopy, photo duplication, and scanning services are available.

## STUDENT SUCCESS OFFICE

The Student Success Office provides on-going advising and support to students about academic programs, schedules, and alternative credit options. The Success Office also offers programs and workshops for students to enhance their transition to college and to support them in attaining their ultimate goal of graduating. Programs include LEAD for first-generation college students, RAISE for students who have experienced academic difficulties, and Keys to Success for new students admitted conditionally.

This Office coordinates an Early Intervention effort in which staff follow up with students who are identified to be at risk by faculty early in the semester and a New Student Interview in which staff coordinate optional interviews with all students new to Ursuline to give them an opportunity to discuss their transition experiences and any concerns they may have. Advisors in this office also assist students who receive Midterm Warnings. Staff in the office serve as regular academic advisors to pre-nursing students and students who have not decided on a major.

The Student Success Office is in Pilla 224 and can be reached at 440-449-5842.

## TUTORING

The Office of Tutoring provides free tutorial assistance in most subject areas including biology, chemistry, physics, math, writing, and psychology. Workshops on such things as note-taking, test-taking, and time management are conducted from time to time.

One-on-one tutoring sessions are offered. Students may sign-up for tutoring at the Tutoring office, in the Learning Commons, online or by directly contacting the tutors.

The Office of Tutoring is located in Learning Commons within the Library and can be reached at 440-646-8123.



## ADMISSION

### ADMISSION TO GRADUATE PROGRAMS

Admission applications are accepted throughout the year. Applicants are urged to initiate formal application as far as possible in advance of the semester or term in which they plan to enroll.

Applications for admission to graduate programs and all required documents must be sent to: Ursuline College, Office of Graduate Admission, 2550 Lander Road, Pepper Pike, OH 44124-4398. Questions about admission may be directed to the Office of Graduate Admission at 440 646 8119. Online application is available through [ursuline.edu/apply](http://ursuline.edu/apply). At the discretion of individual program directors or the Dean of Graduate and Professional Studies, prospective students may have to demonstrate completion of certain prerequisite courses. Admitted students may be required to take skills assessment tests and, depending on performance, may have to complete additional courses in research, reading or writing or other discipline-specific courses necessary for graduate study in their chosen field.

#### General Admission Requirements

Students applying for admission must meet both the general requirements for admission to all graduate programs and the specific requirements of the particular program of study. For individual program admission requirements, please review the program information provided in this Catalog. General requirements include:

1. Application for Graduate Studies including the essay of 500 – 1,000 words. Application for admission may be submitted online at [ursuline.edu/apply](http://ursuline.edu/apply).
2. Non-refundable \$25 application fee.
3. All official transcript(s) for baccalaureate degree from an accredited institution and any additional undergraduate or graduate academic coursework whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript. Transcript(s) must be forwarded to the Office of Graduate Admission directly by the issuing institution. Official transcripts may also be submitted to [graduateadmissions@ursuline.edu](mailto:graduateadmissions@ursuline.edu) directly by the issuing institution.
4. Evidence of ability to do graduate work as indicated by a recommended 3.0 GPA shown on applicant's transcript(s). Students may be asked to take the Graduate Record Examination (GRE) or provide other evidence of academic ability if their GPA is below a 3.0. At the discretion of the dean, students may be admitted conditionally if their GPA is below 3.0. See [Admission Status](#) for additional information about conditional status.
5. Three recommendations utilizing the required recommendation form. Recommendations should be written by appropriate professionals attesting to the suitability of the applicant for graduate work in the particular field. Students

applying for a certificate program must see program-specific requirements for recommendations.

6. Successful completion of an interview with the program director and/or graduate faculty.

### International Students

Students residing outside the United States or whose native language is not English must:

1. Demonstrate a high-level of competence in the use of the English language prior to admission, including reading, writing, speaking and listening, by achieving a score of at least 550 (paper-based) or 213 CBT or 80 iBT on the TOEFL (the Test of English as a Foreign Language). The TOEFL is administered by Educational Testing Service, Box 6155, Princeton, NJ 08541-6155, USA (phone: 609 921 9000, web: [www.ets.org/toefl](http://www.ets.org/toefl)). Applicants should make arrangements to take the test as soon as graduate study at Ursuline College is anticipated and should request the official test score to be forwarded directly to the Office of Graduate Admission at Ursuline College.
2. Provide official translations and evaluations of all transcripts or educational credentials. The World Education Services, PO Box 745, Old Chelsea Station, New York, NY 10113-0745 (phone: 212 966 6311, web: [www.wes.org](http://www.wes.org)) must evaluate all foreign educational credentials.
3. Submit a statement of financial resources available for meeting the financial obligations incurred while attending Ursuline College.
4. Meet the general and specific requirements for admission to the graduate program and be accepted for full-time study (at least 6 semester credits).

## ADMISSION STATUS

### Degree Seeking:

*CLEAR* status is assigned to a student exhibiting excellence in scholarship and academic work, especially in the field of study in which she/he wishes to specialize, who meets the general and specific program admission requirements and has a completed student application file.

*CONDITIONAL* status is assigned to a student admitted to the degree program with deficiencies in the requirements for admission to a specific program. The conditions for obtaining clear admission and continuation in the program will be outlined in individual admission letters. Any limitations in coursework or number of hours are determined by the program director in consultation with the dean.

*PROVISIONAL* status is assigned to a student admitted to the degree program whose application is incomplete. Students admitted provisionally may be transferred to conditional status if the completed application materials indicate deficiencies for clear admission.

### Non-Degree Seeking:

Non-degree seeking students include those students who: are pursuing personal and/or professional goals through advanced study; are transient students from another institution; or are seeking courses toward certification or licensure. Registration of non-degree students is subject to the discretion of the program director, in consultation with the dean. People seeking to take courses as a non-degree seeking student should contact the appropriate program director directly.

Lifelong Learners are non-matriculating students who are Ursuline College alumnae or who are over 60 years of age. Lifelong learners may take one course per semester at a reduced tuition on a space-available basis. An exception to the age requirement will be made for women and men who have been accepted into the Cleveland Catholic Diocese's Pastoral Ministry Certification program. These students will be permitted to take one class per semester in the Master of Arts in Theological and Pastoral Studies program.

### Readmission

A student who withdraws voluntarily from any graduate program and then later returns within two years need not reapply for admission but must submit a re-admit form and any official transcripts of recent coursework to the Office of Graduate Admission. In addition, students may be required to fulfill particular program area requirements at the discretion of the program director. For students returning after two years, they must complete the full application process.

## EXPENSES AND FINANCIAL AID

### TUITION AND FEES

A list of tuition, fees and charges for the current academic year is available at [ursuline.edu](http://ursuline.edu) or from the Student Service Center at 440 646 8309. Please consult individual program websites for specific fees. The College reserves the right to adjust tuition and fees at the end of any academic term.

Tuition, residence hall charges and all fees are billed on a semester or term basis and are due by the first day of class. Checks should be made payable to Ursuline College and sent to the Student Service Center. Credit card payments can be made on-line through the student's MyUrsuline account. There is a 2.75% fee assessed for all credit card payments. ACH or electronic check payments are also available on-line for no fee. For information concerning payments or the Ursuline College payment plan, please contact the Student Service Center at 440 646 8309.

### REFUND OF TUITION

If a student must withdraw, a written request must be submitted to the Student Service Center and the Office of Graduate and Professional Studies. Verbal communication does not constitute official notice of withdrawal. The date of withdrawal from a class is deemed to be the date on which written notification is received from the student by the Student Service Center. Tuition and fees are refunded according to the Refunds and Return of Federal Title IV Funds policy on the College website at <https://www.ursuline.edu/files/assets/refundsandreturnoffederaltitleivfunds1920newaug19.pdf>. For resident students, the refund of room and board charges is prorated after a written notification of withdrawal from the Residence Hall is received by the Student Service Center from the Director of Residence Life.

### FINANCIAL AID

Degree-seeking graduate students may borrow money for their programs through the Federal Direct Stafford Student Loan and/or Private Alternative Student Loan Programs. Students working toward a graduate certificate programs *may* be eligible for Federal Student Loans, depending on the program. Contact the Student Service Center to determine if your certificate program is eligible for Federal Student Loans. Students in all certificate programs may borrow through Private Alternative Loan Programs (directly through a lender).

Eligibility for the Private Alternative Loan Programs is determined by a bank through credit checks and proof of income from the applicant. Eligibility for the Direct Stafford Loan Program is determined by completion of the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Additional information is available in the Student Service Center in Mullen 203, by phone 440 646 8309 or online at [ursuline.edu](http://ursuline.edu).

Please note: It is the student's obligation to ensure that all applications for financial aid are submitted in a complete and timely manner. Ursuline College and the School of Graduate and Professional Studies assume no responsibility for the acts or omissions of any students, government agencies or institutions with respect to the application, notification or distribution of financial aid awards.

For those who received financial aid through a federal student loan program, an exit interview— either in person or online – is required.

## EMPLOYER REIMBURSEMENT AND DEFERMENT

Students eligible for tuition reimbursement from their employers who elect to use the reimbursement to pay their tuition and fees must complete a Tuition Deferment Form/Application found in the Student Service Center. Funds must be paid to the college within 30 days following the conclusion of the semester to which the deferment is applied. There is a \$25 Enrollment Fee for the semester. For more information, visit the Student Service Center or call 440 646 8309.

## PAYMENT PLANS

The Ursuline College Monthly Tuition Pay Plan offers students the opportunity to spread tuition payments, interest-free, over 4 or 5 monthly installments, per semester. A \$25 fee is assessed each semester in which the payment plan is used. The payment plan is available for fall and spring semesters, and students need to sign up for the plan each semester they intend to use it. For additional information on the payment plan, call the Student Service Center at 440 646 8310.

## TUITION ASSISTANCE FOR GRADUATE PROGRAMS

**WORK STUDY:** Students on the graduate level are eligible to apply for College Work Study funds. The award is based on need and completion of the FAFSA will determine eligibility. Students in this program work part-time on campus.

**SCHOLARSHIPS:** The Helen Dineen Scholarship is awarded on an annual basis to graduate students who exhibit a high level of academic achievement, financial need and a desire to work with children. It is limited to degree-seeking students in full-tuition programs. To be considered, students must complete a FAFSA and Scholarship Application Form. Applications are available in the Office of Graduate and Professional Studies in September.

Students are encouraged to contact individual program directors about specific scholarships. Counseling and Art Therapy students may be eligible for the Carol Kelley/GHF Scholarship, the Sarah Scherer Memorial Scholarship, or the Housing Scholarship. Historic Preservation students may be eligible for the Goudreau Scholarship or the Housing Scholarship.

## **ACADEMIC POLICIES AND PROCEDURES**

Graduate study at Ursuline College is governed by the Ursuline College Student Handbook, which defines the policies, practices and procedures of all members of the Ursuline community, by this Graduate Studies Catalog, and by the requirements, procedures and policies of individual degree programs as outlined in their respective program handbooks. Policies and procedures for graduate programs are intended to ensure the integrity of the degree granted, to facilitate the student's progress toward the degree, and to prevent delays and misunderstandings. Students are responsible for knowing all requirements for their degree program as set forth in the Student Handbook, the Graduate Studies Catalog and by the individual program, and every student is deemed to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy or disagreement, the regulations and requirements stated in this Catalog and any subsequent modifications or interpretations by the College will prevail. Students are responsible for fulfilling the requirements for graduation of the catalog in effect when they enrolled at Ursuline. However, the College reserves the right to terminate programs or to modify program content, requirements, and sequence of courses. Students who have not attended Ursuline for a period of 24 consecutive calendar months are bound by the requirements of the catalog in effect when they are readmitted. They must reapply for admission by completing a new application for admission.

The Student Handbook, Graduate Studies Catalog and Program Handbooks are available online at Ursuline.edu and by request from the Office of Graduate and Professional Studies. Periodic updates to the Academic Policies and Procedures can be found online at ursuline.edu. All graduate students are expected to read and comply with the information in these publications. A student's registration for courses in any semester will be construed as awareness of and consent to the contents of these publications and the policies, procedures and requirements of her or his individual degree program.

Questions regarding procedures or requirements should be addressed to the program director in the relevant discipline.

### **ACADEMIC LOAD**

Full-time status at the graduate level is defined as a minimum of six semester credits. An academic load of less than six semester credits is part-time.

### **ACADEMIC ADVISING**

Upon admission, every student is assigned an academic advisor who is a faculty member of Ursuline College and the program into which the student has been admitted. In consultation with their advisors, students will plan a course of study and review their progress throughout the program until graduation. All course registration and all course changes, including drop/adds, withdrawals, transient work and incompletes must be approved by the faculty advisor.

## GRADUATION

Applications for graduation are due on June 15 for December graduation and on January 31 for May or August graduation. Late applications for graduation may be granted at the discretion of the dean and the Vice President for Academic Affairs; a late processing fee will be imposed upon late graduation applications.

## CONFERRAL OF DEGREES

A student has a period of ten years to complete a graduate degree at Ursuline College. To become a candidate for the graduate degree, the student must file an application for graduation with her/his advisor by January 31 preceding May or August graduation, or by June 15 preceding December graduation. Students are eligible to apply for graduation when they have: completed all credit hours for the degree or are registered for such credits during the semester of graduation; have achieved a 3.0 GPA; have completed all final exams, thesis work or final projects prior to the end of the semester of graduation; have successfully completed all requirements for the program major; and have paid in full all tuition, fees and charges levied by the College.

Ursuline College confers degrees three times each year: January, May and August. Students who fail to meet coursework deadlines must reapply for the next graduation date following coursework completion. Ursuline's formal commencement ceremony takes place in May. Students who complete in the prior January or in May, or who have specific plans in place for August completion, may participate in the May commencement.

## COURSE REGISTRATION PROCEDURES

Admitted students in good academic standing must register for courses at the beginning of each semester or term. After meeting with her or his academic advisor and planning an appropriate schedule, a student may register for classes following the procedure noted on the Registrar's web page on the College website. Online course registration is available to returning graduate students, but students may only register online after consultation with the academic advisor. New students are registered through their program advisors.

## CATALOG COURSES TAKEN INDEPENDENTLY

Under special circumstances and for compelling reasons, students may take a regular catalog course on an independent basis.

## INDEPENDENT STUDY

The graduate programs offer students the opportunity to undertake individual projects supervised by a faculty member. To be eligible for independent study, a student must identify a faculty member who is willing to supervise the proposed project. Independent study programs are subject to the availability and expertise of College faculty; the

College cannot guarantee that all students will be able to undertake an independent study.

To register for an independent study course, the student must submit an Independent Study Contract to the Office of Graduate and Professional Studies, signed by the supervising faculty member, which outlines the course requirements and assignments. The Independent Study Contract must also be approved by the student's faculty advisor/program director, the Dean of Graduate and Professional Studies and the Vice President for Academic Affairs. Once the Contract has been approved, the student will be registered for the course.

The Independent Study Contract must detail a regular schedule for conferences and submission of work throughout the semester, including the date on which the final examination or assignment is due. Students may register for no more than six credits of independent study during their course of study for the master's degree. Students may register for one, two, or three credits of independent study during any semester.

## PRIOR LEARNING EXPERIENCE

Any degree-seeking graduate student currently enrolled at Ursuline College is eligible to apply for a maximum of six credit hours for prior learning experience. Prior learning experience is defined as learning that has occurred outside of the traditional classroom setting and that has not been applied toward the award of a baccalaureate or an advanced degree. In order to be considered for credit, the learning must be measurable, verifiable, and equivalent to graduate-level instruction. Information regarding Prior Learning Experience requests may be obtained from the Office of Graduate and Professional Studies. The maximum number of hours a student may apply toward a graduate degree through prior learning experience is six semester hours. A proposal for prior learning assessment must be completed within one academic year from the date on which a student is first enrolled at Ursuline College. A \$100.00 fee is assessed to individuals who apply for prior learning credit in addition to a \$100.00 per credit hour cost for credits awarded. The decision to award prior learning experience credits rests with the dean of Graduate and Professional Studies, in consultation with the graduate program director. All decisions of the dean are final and not subject to appeal.

## THESIS/RESEARCH PROJECT

Any student who writes a thesis, performs special research or completes a research project is responsible for initiating the work and securing an advisor to oversee the work. Students must follow program area guidelines for completing the thesis, submitting it for approval, defending it and preparing it for binding/publication. For research with human subjects, students are advised to seek approval from the Human Subjects Committee during the process of designing the research project. Any research with human subjects must obtain full approval from the Human Subjects Committee before any contact with the subjects is initiated.



## TRANSCRIPTS

Students must submit all Ursuline College official or unofficial transcript requests in writing. The Transcript Request Form is available in the Student Service Center in Mullen 203. The completed form is returned to the Student Service Center to be processed. Transcripts may be ordered online from the Registrar's page of the Ursuline College website at <https://www.ursuline.edu/academics/registrar> under Forms. Transcripts are only released if the student has met all financial obligations to the College. There is a nominal charge for each official transcript requested.

## TRANSFER OF CREDIT

Students may request a transfer of a maximum of forty percent (40%) of the graduate program's credits required for the degree. No more than six credits may come from prior learning experience. The graduate course credit must be a grade of B or better to be eligible for assessment for transfer. However, no course will be transferred unless it is applicable to the program in which the student is enrolled. The program director and dean of Graduate and Professional Studies will rule on the transfer of credit; the program director will notify the applicant of the decision. Courses eligible for transfer include those taken at Ursuline College but outside the student's program or those transferred from another institution within ten years of admission to Ursuline.

Once enrolled at the College, students who wish to take a course from another institution to be applied to an Ursuline College graduate degree must secure the prior approval of the program director, including identifying the program requirement the course satisfies, and must submit a transient student form to the Office of Graduate and Professional Studies. The maximum number of hours a student may apply toward a degree through transfer credit and prior learning experience is forty percent (40%) of the graduate program's credits required for the degree.

## COURSE CANCELLATION

Ursuline College reserves the right to limit the enrollment in any course and to cancel courses if there is insufficient enrollment.

## COURSE CHANGE: DROP/ADD COURSE

Course change forms can be obtained from the Student Service Center, your advisor, or the Office of Graduate and Professional Studies. The student's faculty advisor and the student must sign all drop/add forms and they must be returned to the Student Service Center. A request via email from the student's account will suffice for the student's signature, provided there is evidence of the advisor's approval. A student may also drop and add courses using the online course registration system during the time that she or he has access to that system as defined by the registration schedule. This activity must be approved by the faculty advisor prior to being undertaken.

After the start of classes, drops must be processed in the student service center, and a \$15 fee may be charged for changes processed in the student service center after the student's initial registration. The final date for drop/adds and the refunds for dropped courses will follow the prorated schedule for refunds listed each semester in the course schedule information posted online on the Registrar's page. No refunds for dropped courses will be given after the last day to drop.

## WITHDRAWAL FROM COURSE

Students may initiate procedures to withdraw from a course in writing or via email. Students are considered in attendance until they have completed all required withdrawal procedures. Students may withdraw no later than the date determined by the registrar, which is listed each semester in the schedule of course offerings and posted on the College website. Students who withdraw from the course prior to the deadline will receive a W grade. Students who withdraw after the deadline will receive the letter grade they have earned based on their performance in the class, including attendance.

Students who wish to withdraw from a course must complete a **Course Changes and Withdrawal** form available from your advisor or the Student Service Center; the form must be signed by the student and the advisor. (In lieu of original signatures, an email directive will suffice for authentication.) A \$15 processing fee will be charged to the student's account. The withdrawal date will be the date on which the course change form is received by the Student Service Center. Students who withdraw from a course without following these procedures will not be considered officially withdrawn and may receive the grade of "F" for the course.

## WITHDRAWAL FROM PROGRAM

Students who wish to withdraw from any graduate program must complete a **Course Changes and Withdrawal** form available from your advisor or from the Student Service Center; the form must be signed by the student and the advisor. (In lieu of original signatures, an email directive will suffice for authentication.) Failure to comply with this policy may result in the grade of "F" being given for all courses in which the student remains enrolled.

## ACADEMIC STANDING

### Probation

Graduate students must maintain a 3.0 grade point average to remain in good academic standing. Students with a GPA lower than 3.0 will be placed on academic probation. Students on probation must raise their GPA to a 3.0 within two enrolled semesters or face dismissal. Students with a GPA lower than 3.0 are encouraged to meet with their advisor to determine how to proceed.

## Repeating Courses

In addition to maintaining a 3.0 GPA, students must retake any course in which they have received a grade lower than a B-; particular requirements for retaking courses are subject to approval by the dean. When students retake a course, the prior grade will remain on students' transcripts but will not be reflected in their GPA. Courses may only be retaken once. No more than two courses may be repeated within a program. Individual programs may establish additional specific grade requirements for core courses.

## Academic Dismissal

Students who have been placed on academic probation and do not raise their GPA to the 3.0 level within the time specified in the probation letter are subject to dismissal from graduate studies for failure to make sufficient progress toward the degree.

## WITHHOLDING OF DEGREE

The College will not award a master's degree to students who do not earn the mandatory 3.0 GPA at the completion of their coursework. At the discretion of the dean, a student may be allowed one or more semesters to retake selected courses to meet the 3.0 GPA requirement for earning the degree.

## GRADE SYSTEM

Grades are valued in quality points on a 4.0 scale

Grade	Percentage	Quality Points
A	95-100%	4.0 points
A-	93-94%	3.7 points
B+	91-92%	3.3 points
B	87-90%	3.0 points
B-	85-86%	2.7 points
C+	83-84%	2.3 points
C	78-82%	2.0 points
C-	76-77%	1.7 points
D	70-75%	1.0 points
F	69 and below	0.0

I = Incomplete

P = Passing, not counted in grade-point average.

P represents a grade of B- or above

NC = No credit

W = Withdrawal with permission until the date set each semester by the Registrar

R= Repeated Course

AD= Audit

### A Grade of Incomplete

It is necessary for students to take a grade of incomplete in their coursework in rare circumstances when severe illness or personal situations make it impossible for them to

complete the necessary coursework within the semester. An incomplete should not be used as a substitute for withdrawal or for a student's failure to meet course deadlines. Rather, an incomplete may only be granted in rare circumstances when the student has completed the large majority of assignments during the semester. When students determine that they are unable to complete their coursework due to illness or unusual personal circumstances, they must initiate the request for an incomplete grade. If the student has not submitted the completed and signed Incomplete Form to the instructor before the end of the semester, the instructor shall grade the student on coursework already submitted.

The course of action to obtain a grade of incomplete is as follows:

The student must first discuss with the instructor the need for an incomplete grade. The instructor will determine whether or not circumstances warrant the granting of an incomplete. The instructor may request proof of any claimed medical emergency.

If the instructor determines that the granting of an incomplete is appropriate, the student must complete the Incomplete Grade Request with the instructor. The student and instructor will record the reason for the Incomplete Grade, list the coursework or examination(s) to be completed, negotiate a deadline for completion of the necessary work, and record that date in the appropriate space on the form. The request for incomplete should then be signed by both the student and the instructor and submitted to the Registrar. This step must be completed before the last day of the exam period for the semester or within one week after the last day of class, whichever occurs sooner. The instructor must notify the student's academic advisor.

For incompletes granted for fall courses, work must be completed no later than the end of the following spring semester, according to the official College Calendar published on the College website. For example, if an incomplete is taken in the fall of 2019, the deadline established by the instructor and student must fall before the end of the spring of 2020 semester.

For incompletes granted for spring and summer courses, work must be completed no later than the end of the following fall semester, according to the office College Calendar published on the College website. For example, if an incomplete is taken in the spring of 2020, the deadline established by the instructor and student must fall before the end of the fall 2020 semester. If an incomplete is taken in the summer of 2020, the deadline for completion of the work in question must occur before the end of the fall 2020 semester as well.

If the coursework is not completed by the deadline negotiated, the grade for the course will automatically revert to a grade of "F."

In lieu of personal conferences and original signatures, email communications sent and received from the student's Ursuline email account are acceptable when they are attached and submitted with an Incomplete Form.

In very rare circumstances, when for personal reasons a student is unable to complete the work for an incomplete by the negotiated deadline, an extension may be requested by the student and granted at the discretion of the instructor, the program director, the dean, and the VPAA. The student must complete the Request for an Extension for an Incomplete Grade form with the instructor and submit the form for signature to the dean and the VPAA. The instructor must notify the student's advisor.

Students who have applied to graduate, but receive a grade of incomplete, may not participate in May commencement ceremonies unless they have agreed to complete their coursework by the end of August. In that situation, the degree conferral date will be August 31. If the student and faculty member agree that the work will not be completed in August, they may agree to a later date. The diploma will be issued at the date of degree conferral following the completion of the coursework. A student graduating in December must have no incompletes. If they do, they will need to reapply for May graduation.

## PETITIONS FOR EXCEPTIONS TO POLICIES AND REQUIREMENTS

Exceptions to policies or requirements are rarely made. A student who believes an exception is justified may petition his/her appropriate dean, the Dean of Graduate and Professional Studies or the Dean of the Breen School of Nursing and should state exactly what exception is being requested, the reasons for the exception and the date by which action must be taken. The student's advisor must countersign the petition, indicating her/his knowledge of the request. Petitions should be submitted at least two weeks in advance of the time the student wishes the exception to go into effect. The decision of the dean on exceptions is final and not subject to appeal.

## DISMISSAL FROM THE PROGRAM

Students may be dismissed from the program for failure to meet the specific requirements of the program. For further information, consult the program director.

## DISMISSAL FROM THE COLLEGE

The College reserves the right to dismiss any student for failure to meet the Academic Standards of the College (see [Academic Dismissal](#)) and/or for any violation of Institutional Rules of Conduct (Disciplinary Dismissal) as set forth in the Student Handbook.

Except as otherwise required by law, the College also reserves the right to dismiss a student with a disability or medical condition if the student poses a direct threat to her/himself or others, or if the student cannot perform the essential requirements of the program, even with reasonable accommodations.

The complete details of these policies are published in the Ursuline College Student Handbook and are available at [ursuline.edu](http://ursuline.edu). These guidelines will be followed by the staff, faculty and administrators in Graduate and Professional Studies.

## ACADEMIC INTEGRITY

Learning requires collaboration with others, whether through the incorporation of another's work or intellectual property into one's own product, or through dialogue, discussion and cooperative learning activities. Ultimately, however, a fundamental goal of education is for students to develop their own autonomous thinking so that they may contribute substantively to the knowledge of the greater community. As such, Ursuline College requires students to follow the Academic Integrity Policy, whereby students are bound to do all academic work in an honest manner. By this policy, students are required to credit the use of another's work or intellectual property, to refrain from collaboration when inappropriate or so instructed, and to refrain from all other illicit behaviors, aides and fabrications that compromise the integrity of one's work and intellectual growth. In addition, instructors are encouraged to include course and assignment specific expectations and requirements for academic integrity in their syllabi. Students, however, are finally responsible for knowing which actions constitute violations of academic integrity.

### Definitions and Examples of Academic Integrity Violations

1. **Test-taking violations** occur when students do not do their own work on exams or quizzes. Examples include:
  - a. Copying from someone else's test or letting someone copy from the student's test.
  - b. Bringing notes secretly into an exam (e.g. writing on the student's hand or desk).
  - c. Supplying, providing or informing students of test content.
  - d. Using electronic devices, such as text-messaging on cell phones, to illicitly bring information into an examination.
2. **Plagiarism** involves taking and presenting as one's own the ideas or words of another, whether written or not, without full and proper credit to the source, regardless of whether it is done consciously or inadvertently. Examples include:
  - a. Downloading of papers or portions of papers from internet sources.
  - b. Submitting portions of other students' papers.
  - c. Directly quoting or utilizing sources or intellectual property without proper citation.
  - d. Purchasing papers for submission.
3. **Fabrication** occurs when students make up or manipulate information to complete an academic assignment. Examples include:
  - a. Creating citations from non-existent sources.
  - b. Listing sources in the bibliography that were not actually used.
  - c. Taking another student's test or writing another student's paper.

- d. Making up or manipulating data to support research.
4. **Multiple Submissions** occur when students submit the same work to more than one course without the prior approval of all instructors involved.
5. **Other Violations of Academic Integrity**
    - a. Forging documents, records or signatures.
    - b. Falsifying grades.
    - c. Destroying, hiding and improperly removing library materials, and thereby denying others access to them.
    - d. Misrepresentation of academic information to college officials.

### Sanctions for Violations of Academic Integrity

The determination of whether or not a violation of the academic integrity policy has occurred rests with instructors, who will submit an Academic Offense form once they have determined a violation has occurred. At their discretion, the instructors may assess one of the following:

- Required re-test, re-draft or additional paper or project. Credit will be determined by the instructor.
- A score of 0% on the test, paper or project that is the subject of the violation.
- Failure in the course.

**Ursuline College reserves the right to assess additional penalties, in addition to any assessed by the instructor, up to and including dismissal from the College, on any student who has been found in violation of the academic integrity policy on more than one occasion.**

### Procedures for Addressing Violations of the Policy

The administrative procedures for addressing violations of the academic integrity policy are found in the Ursuline College Student Handbook.

Approved by Faculty Assembly May 2019.

## ACADEMIC APPEALS

### Appealing Course Grades

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation or other faculty decision should consult first with the instructor **within one month** following receipt of the decision or the posting of the final grade on the student's transcript to determine if an error was made in computing or recording the grade or if other circumstances warrant a change. An instructor's assessment of the quality of student work will not be overturned absent evidence of bias, discrimination or injustice.

If after consultation with the instructor the student remains dissatisfied, she/he should present the grievance to the program director who will make an appropriate recommendation. This step must be taken **within two weeks** after the student receives notice of the instructor's decision.

If the student remains dissatisfied after receiving the program director's recommendation, the student has one week to file a grievance with the dean of Graduate and Professional Studies. Appeals to the dean must include a written statement of the grounds for the appeal, the specific relief sought, copies of all relevant documents including the syllabus and the graded assignment(s) and any other relevant information. The statement and documentation must be submitted at least **one week** prior to any scheduled meeting between the student and the dean. The dean will consult with the student, the faculty member and any other person who has relevant information before rendering a decision, normally **within two weeks** of meeting with the student.

Any student who remains convinced of an injustice after receiving the dean's decision may present a formal statement to the Vice President for Academic Affairs, who will ask the Academic Standing and Appeals Board to meet and submit a recommendation. Appeal forms may be obtained in the Academic Affairs Office. This form must be presented **within one week** after the student receives notice of the dean's decision. The appeals process may extend beyond seven weeks following the issuance of grades only in exceptional circumstances and with the permission of the Vice President for Academic Affairs and the dean of Graduate and Professional Studies.

The Academic Standing and Appeals Board, consisting of faculty and student members, will review the student's appeal and determine if the appeal should be upheld or denied. The decision of the Appeals Board is final and not subject to further review.

### Appealing Grades for Clinical Experiences

Students who are appealing failing grades in their clinical experiences (including but not limited to nursing clinicals and field experiences in the Counseling and Art Therapy and Education programs) may **not** continue in their clinical settings until the grade appeal has been heard or is withdrawn by the student. If as a result of the appeal a failing grade is changed to a passing grade, the student will be permitted to continue his/her clinical coursework when the course is next offered. This policy does not preclude individual programs from formulating their own internal policies and procedures for student grade appeals.

### Appealing Program Dismissals

Following the procedures listed above in "Academic Appeals," students may appeal dismissals from programs of the College. The first step of the appeal will be to the program director, next to the dean of Graduate and Professional Studies, then to the Appeals Board, as listed above. The decision of the Appeals Board relative to program dismissals will be final and not subject to appeal.



### Appealing Academic Dismissal from the College

A student who is dismissed from the college, and objects to that dismissal, may send a letter of appeal to the Vice President for Academic Affairs. The Academic Standing and Appeals Board will then meet to consider the student's request and forward a judgment to the Vice President. The decision of the Appeals Board is final and not subject to further appeal.

## GRADUATE ACADEMIC PROGRAMS

### DEGREES

The degrees conferred upon completion of the approved programs of graduate study are Master of Arts in Counseling and Art Therapy, Master of Arts in Educational Administration, Master of Arts in Education, Master of Arts in Historic Preservation, Master of Business Administration, Master of Arts in Theological and Pastoral Studies, Master of Science in Nursing, and Doctor of Nursing Practice.

### CERTIFICATES, LICENSES AND ENDORSEMENTS

In addition to the master's degrees, our graduate programs prepare students to be eligible for a wide variety of state-issued certificates, professional licenses and endorsements. More detailed information can be found in the individual graduate program descriptions in this catalog.

NURSING – A Post-master's Certificate of Completion may be earned in the following fields: Adult-Gerontology Primary Care Nurse Practitioner, Family Nurse Practitioner, Adult-Gerontology Clinical Nurse Specialist, Psychiatric Mental Health Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner.

Certificates of Completion are also available in these nursing sub specialties: Nursing Education and Palliative Care.

EDUCATION – The Educational Administration program offers Superintendent Licensure and Principal Licensure preparation in Pre-K – Grade 6, Grades 4 – 9 and Grades 5 – 12. Through the Master Apprenticeship Program (MAP), students gain eligibility for Ohio state teaching licensure in the following areas: Early Childhood, Middle Childhood, Adolescent to Young Adult, Multi-Age Visual Arts, and Special Education. The 4-5 Generalist Endorsement is also offered.

COUNSELING AND ART THERAPY – Graduates meet the educational requirements for counseling licensure (LPC-Licensed Professional Counselor and LPCC-Licensed Professional Clinical Counselor) in Ohio, and the educational requirements for the National Certified Counselor through National Board for Certified Counselors. Graduates also meet the education requirements for national registration and certification for art therapists (ATR-BC) through the Art Therapy Credentials Board, and may meet requirements for art therapy licensure in some states. **Licensure laws vary from state to state**, so applicants are encouraged to check their individual state laws for licensure eligibility requirements.

### CONTINUING EDUCATION

In association with Virtual Education Software Inc. (VESI), Ursuline College offers computer-based courses for graduate credit to teachers pursuing recertification, licensure renewal or pay scale advancement. Additional information on this program

can be obtained on the College website at [ursuline.edu](http://ursuline.edu) by searching for “VESI” or through the Office of Graduate Admission.

## BRIDGE PROGRAMS

Ursuline College undergraduate students may be able to complete a master’s degree in an accelerated time frame by participating in a bridge program that allows designated courses taken as an undergraduate to apply toward the graduate curriculum. Bridge programs are currently offered by programs in Business, Nursing, Counseling and Art Therapy, Historic Preservation, and Theological and Pastoral Studies. Bridge candidates must meet the criteria for admission to graduate studies at Ursuline and should consult with the graduate program director as early as possible in the undergraduate career.

# SCHOOL OF GRADUATE STUDIES

## PROGRAM NAME: COUNSELING AND ART THERAPY

### Program Overview

**Program Mission:** The Master of Arts in Counseling and Art Therapy Program provides education and training in Clinical Mental Health Counseling and prepares competent, entry level Art Therapists in the cognitive (knowledge, psychomotor (skills) and affective (behavior) domains. Students learn to aid clients in exploring personal potentials and problems through both visual and verbal expression.

Graduates are prepared to work in a variety of clinical, educational, medical, and human service agencies. A wide range of internship placements are available, and students are encouraged to develop areas of expertise in line with their strengths and interests.

The program is approved by the American Art Therapy Association and is CACREP accredited (Council for Accreditation of Counseling and Related Programs).

### Program Goals

- To prepare holistically educated human service professionals adept in facilitating the creative process as a source of integration and prepared to seek licensure and credentialing.
- To utilize the vast community resources in order to expose students to competent clinical counseling training and in-depth study of art therapy processes and applications.
- To offer a state-of -the -art curriculum that develops the specific competencies of the professions of counseling and art therapy.
- To incorporate a philosophy of education and training that is motivated by respect for the dignity of each person.
- To improve the quality of life for a variety of populations and the balance of treatment with the health care field through the promotion of counseling and art therapy.

### Student Learning Outcomes

- To know and practice Art Therapy and Counseling Ethics.
- To know and utilize Appraisal instruments, Art Therapy Assessments, and to be able to Diagnose.
- To know and demonstrate understanding of Counseling Theory, Art Therapy Theory, Developmental Theory, History of Art Therapy and Clinical Mental Health Counseling, and of recipient populations/specializations.
- To know and demonstrate skills with individuals, groups and families in all phases of the therapeutic process; to develop treatment plans, use

appropriate documentation, verbal and non-verbal interventions, with cultural sensitivity with a range of populations/specializations.

- To demonstrate personal and professional growth, including effective use of supervision, recognition of strengths and limitations, development of a unique voice and vision as a professional counselor and art therapist, active in professional associations and committed to ongoing personal creative expression.

**Department Phone #:** 440-646-8139

**2019-2020 Program Chair:** Gail Rule-Hoffman, M.Ed., LPC-S, ATR-BC, LICDC-S, Program Director, Professor

## Admission Requirements

### *Admission Procedures*

Students applying for admission must meet both the general requirements for admission to all graduate programs and the specific requirements of the Art Therapy and Counseling Department.

### *General Admission Requirements*

- Official application and non-refundable \$25.00 application fee. Applications for admission to graduate programs may be submitted in paper form or online at [www.ursuline.edu](http://www.ursuline.edu).
- Official transcript(s) for baccalaureate degree and any additional undergraduate or graduate academic course work. These must be forwarded to the Office of Graduate Admission directly by the academic institution.
- Evidence of ability to do graduate work as indicated by a recommended 3.0 GPA shown on applicant's transcript(s). Students may be asked to take the Graduate Record Examination (GRE) or provide other evidence of academic ability if their GPA is below a 3.0. At the discretion of the dean, students may be admitted conditionally if their GPA is below 3.0.
- Three recommendations (utilizing the required recommendation form) attesting to the suitability of the applicant for graduate work in the particular program. The required recommendation form may be found on our website.
- An interview with program faculty. Telephone or Skype interviews may be arranged for out-of-state applicants.

### *Additional Counseling and Art Therapy Admission Requirements*

1. A three to five-page essay discussing the following:
  - the meaning of art in the applicant's life
  - motivation for pursuing a career in art therapy and counseling

- aptitude for working with people
  - areas of artistic strength and areas of possible artistic growth
  - This essay is in addition to the general essay on the graduate application form and should be completed in APA format.
2. A portfolio brought to the interview prior to enrollment. Candidates completing prerequisite art courses may submit a partial portfolio for review, with follow-up work submitted after completing the art prerequisites. The portfolio should contain:
    - At least 24 works of art representing a variety of media and techniques
    - An index/or subtitles describing the media, size and date the work was completed
    - Digital images, slides, photos, or actual works are all acceptable.
  3. Prerequisite coursework in art and psychology are required:
    - a. 18 semester hours in studio art to include:
      - Drawing
      - Painting
      - Ceramics
    - b. 12 semester hours in psychology to include:
      - General Psychology
      - Developmental Psychology (such as Human Growth and Development, Lifespan Development, or Child and Adolescent Development, etc.)
      - Counseling Theory (or Theories of Personality, or Personality Theory)
      - Abnormal Psychology (or Psychopathology)
    - c. At least 12 hours of the studio art and at least 9 hours of the psychology must be completed prior to starting the program. The remaining prerequisites must be completed within the first year of the program.
  4. Some experience in working with people within a human service context is highly recommended.

*Recommended deadlines for application and interview*

June 15 for Fall Semester, October 15 for Spring Semester, March 15 for Summer Semester

*For more information contact The Office of Graduate Admission at 440 646 8119 or [graduateadmissions@ursuline.edu](mailto:graduateadmissions@ursuline.edu).*

## **Program Requirements**

*Degree Requirements* 65 Credits

### *Required Core Courses*

Graduates meet educational requirements for counselor licensure eligibility (LPC/LPCC) and for art therapy credentials ATR/ATR-BC

- CAT 500 Professional, Ethical, and Legal Issues (3)

- CAT 501 History and Theory of Art Therapy (3)
- CAT 503 Child and Adolescent Treatment \*500,501,505,519,519S (3)
- CAT 504 Human Growth and Development (3)
- CAT 505 Counseling Theories (3)
- CAT 507 Group Process\*500,501, 505, 519, 519S, 546, 548, 591 (3)
- CAT 508 Family Systems \*547, 503 (3)
- CAT 519 Psychopathology and Diagnoses\*500, 501, 505, 591 (3)
- CAT 519S Psychopathology and Diagnoses Seminar \*500, 501,505, 591 (1)
- CAT 520 Projective Assessments \*503,504,519,519S,546,548,591 (3)
- CAT 523 Cultural and Social Issues (3) \*501
- CAT 544 Art Therapy Studio I \*567, usually taken in 3rd year (1)
- CAT 546 Clinical I: Counseling Techniques \*500, 501, 505, 591, (519, 519S, 548 concurrently) (3)
- CAT 547 Clinical II: Practicum \* 504, 519, 519S, 523, 546, 548, 567 (3)
- CAT 548 Appraisal \*500, 501, 505, 591 (3)
- CAT 549 Internship I \* 503, 507, 508, 520, 547, 594 (1)
- CAT 550 Internship II \*549, 568, 645 (1)
- CAT 567 Techniques and Use of Media \*500, 501, 505, 519, 519S, 546, 548, 591 (2)
- CAT 568 Creativity and Visual Thinking \*520, 547, 567 (2)
- CAT 591 Intro to Research and Writing \*taken in first semester (1)
- CAT 594 Research and Evaluation \*503,507,547, 591, (508, 520, concurrently) (3)
- CAT 596 Capstone Project: Integrative Seminar \*549, 594 in last semester (3)
- CAT 601 Lifestyle and Career Development \*505, 548 (3)
- CAT 645 Addictions and Trauma \*508, 547 (3)
- CAT 648 Case Studies: Diagnoses and Treatment \*508, 520, 549, 594 (3)

**TOTAL:** 63 Credit Hours of Required Core Courses. See electives below.

\*indicates prerequisites

#### *Elective Courses*

Students must choose 2 elective credits to meet 65 credit hour degree requirement:

- CAT 506W Creative Counseling Modalities (1)
- CAT 517W Service Learning (1)
- CAT 525W Special Settings and Populations (1)
- CAT 526W Educational Settings (1)
- CAT 528W Geriatrics (1)

- CAT 531W Spirituality, Wholeness and the Arts (1)
- CAT 545W Art Therapy Studio II (1)
- CAT 510-515W Workshops – Special Topics (1-2)
- CAT 585 Independent Study (1-2)
- CAT 649 Advanced Clinic (1)

#### *Other Program Requirements*

The 65-semester hour degree program meets the Ohio education requirements for counseling licensure for LPC (Licensed Professional Counselor) and PCC (Licensed Professional Clinical Counselor) and the educational standards for national registration and certification (ATR-BC) as an art therapist through the Art Therapy Credentials Board.

State licensing laws vary, and applicants are encouraged to check their individual state law for licensure eligibility requirements. Graduates are also eligible for National Certified Counselor credential through the National Board of Certifying Counselors (NBCC).

Candidates who possess a master's degree in a related field may take courses to meet the educational standards for registration and certification as an art therapist through the Art Therapy Credentials Board ([www.atcb.org](http://www.atcb.org)).

#### *Other Policies*

Ursuline College reserves the right to terminate internship experiences when circumstances are not beneficial to the goals of the program or for the good of an individual student.

Artwork completed while in the program or as class assignments may be used for the educational or exhibit purposes of the College. Thesis work may also be used for educational purposes of the College.

See Ursuline College website and Counseling and Art Therapy program handbook for additional information.

## **PROGRAM NAME: EDUCATIONAL ADMINISTRATION**

### **Program Overview**

The Educational Administration program provides candidates with three distinct opportunities:

- Master of Arts in Educational Administration
- Principal License
- Superintendent License

The Educational Administration program emphasizes working with others by developing positive relationships, identifying personal and professional values, mastering skills



necessary for leadership, and integrating knowledge required for leading an effective school. This emphasis recognizes the unique mission and philosophy of public, parochial, charter and private schools. Students focus on curriculum and instruction, leadership and management, climate and culture, personnel and resource management, contract and state law, finance and fundraising, organizational development, and educational theories. The Educational Administration program enhances the leadership of all participants even if licensure is not desired.

The Master of Arts in Educational Administration prepares individual to function as principle-centered leaders in a school setting. The degree requires the completion of six required courses and the earning of a minimum of 30 credits. The program is designed so that it can be completed on a part-time basis. It is not a cohort model.

The Principal License requires the completion of a master's degree, eight additional credits beyond the master's degree and the passing of the required licensure examination. Principal licensure areas are based on the prior teaching experiences of the candidate seeking the license.

The Superintendent License requires the completion of four courses (12 credits). This licensure program is a cohort model that begins every fall. Students take one course for four straight semesters including summer. Candidates for this program must have an administrative license and must have covered all of the courses/topics outlined in the Ursuline Principal Licensure program.

### Program Learning Outcomes

The learning outcomes for the Educational Administration program are based on the Education Leadership Constituent Council (ELCC) Standards and the Ohio Standards for Principals (School and District Leadership Levels).

**Department Phone #:** 440 646-3413

**2019-2020 Program Chair:** James V. Connell, Ph.D.

### Program Requirements

#### *Master's Degree and Principal Licensure Requirements*

- ED 500 Educational Administration I (R) (2 credits)
- ED 505 Principles of Supervision (R) (3 credits)
- ED 509 Field Experience I (R) (2 credits)
- ED 510 Educational Administration II (2 credits)
- ED 519 Field Experience II/Internship (3 credits)
- ED 520 Instructional Leadership (3 credits)
- ED 530 Curriculum Development (3 credits)
- ED 536 School Climate (2 credits)
- ED 541 Pupil Personnel Services (2 credits)
- ED 549 Professional Staff Development (3 credits)

- ED 554 Issues and Problems of the Principal (2 credits)
- ED 560 Educational Research (R) (3 credits)
- ED 575 School Law (R) (3 credits)
- ED 589 Administrative & Instructional Uses of Technology (2 credits)
- ED 590 Integrating Seminar OR Thesis/Research (R) (3 credits)

Notes:

- (R) indicates that a course is required to complete the Master's degree and Principal's Certification coursework.
- A minimum of 30 credit hours must be completed to be eligible for the Master's degree.
- Candidates pursuing the Master's degree must take the 6 required courses (16 credits) and are able to choose their remaining courses to total a minimum of 30 credit hours.
- All 38 credits must be completed to be eligible for the Principal License
- ED 510, 519 and ED 590 should be taken toward the end of a candidate's program.

*Superintendent Licensure Requirements*

- ED 601 You as a Superintendent (3 credits)
- ED 602 The Business of the School District (3 credits)
- ED 603 Educating the Whole Child (3 credits)
- ED 604 Superintendent Internship and Seminar (3 credits)

## PROGRAM NAME: MASTER APPRENTICESHIP PROGRAM

### Program Overview

The Master Apprenticeship Program (MAP) at Ursuline College is nationally recognized by *The National Council for Accreditation of Teacher Education* (NCATE) and *Council for the Accreditation of Educator Preparation* (CAEP). The program is an intensive one year accelerated program which leads to a Master of Arts Degree in Education and eligibility to make application to the State of Ohio for licensure in the following areas:

- Early Childhood (Pre-K-3)
- Middle Childhood (4-9)
- Adolescent and Young Adult (7-12, Integrated Mathematics, Life Sciences, Integrated Language Arts, Integrated Social Studies)
- Special Education (K-12) Mild/Moderate
- Multi-Age Visual Arts (P-12)

The Master Apprenticeship Program includes a mission to bring the best and brightest individuals to the profession of education. Candidates selected have an inherent commitment to education and the community and have demonstrated academic success in their undergraduate programs. The participating candidates bring into the

program the maturity and expertise from complimentary professions to the field of education. The residency/internship program allows each candidate to participate in a year-long immersion in cooperating schools, supervised by master teachers and administrators who embrace the Ursuline values.

### Program Learning Outcomes

The learning outcomes for the Master Apprenticeship Program are based on the *Council for the Accreditation of Educator Preparation (CAEP)* standards as well as the Ohio Standards for the Teaching Profession:

*Standard 1: Students – Teachers understand learning and development and respect the diversity of the students they teach.*

*Standard 2: Content – Teachers know and understand the content area for which they have instructional responsibility.*

*Standard 3: Assessment – Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.*

*Standard 4: Instruction – Teachers plan and deliver effective instruction that advances the learning of each individual student.*

*Standard 5: Learning Environment – Teachers create learning environments that promote high levels of learning and achievement for all students.*

*Standard 6: Collaboration and Communication – Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.*

*Standard 7: Professional Responsibility and Growth – Teachers assume responsibility for professional growth, performance and involvement as individuals and as members of a learning community.*

**Department Phone #:** 440-646-8105

**2019-2020 Program Chair:** Marc Gray, Ed.D.

### Program Requirements

*Early Childhood Licensure*

#### **Summer (18 Credit Hours)**

- EDE 500 Foundations of Education (3)
- EDE 501 Skills for the 21st Century Educator (2)
- EDE 510 Introduction to Human Development and Learning (2)
- EDE 520 Systematic Phonics (3)
- EDE 530 Curriculum, Materials & Methods I Ohio Learning Standards and Planning for Instruction (3)
- EDE 527 Addressing the Diverse Learner (2)

- EDE 523 Reading Education & Literacy Perspectives (3)

**Fall (15 Credit Hours)**

- EDE 511 Advanced Studies in Development & Learning (3)
- EDE 525 Content Area Reading (3)
- EDE 531 Curriculum, Materials & Methods II Ohio Standards for the Teaching Profession, Instruction, Assessment and Classroom Management (3)
- EDE 550 Professional Development Seminar I (3)
- EDE 560 Field Internship (3)

**Spring (12 Credit Hours)**

- EDE 521 Reading and Assessment (3)
- EDE 533 Curriculum, Materials & Methods III Ohio Standards for the Teaching Profession and Unit Planning (3)
- EDE 551 Professional Development Seminar II (3)
- EDE 578 Student Teaching (3)

**TOTAL:** 45 Credit Hours

*Adolescent to Young Adult or Multi-Age Visual Arts Licensure*

**Summer (15 Credit Hours)**

- EDA 500 Foundations of Education (3)
- EDA 501 Skills for the 21st Century Educator (2)
- EDA 509 Content Area Studies (3)
- EDA 510 Introduction to Human Development and Learning (2)
- EDA 527 Addressing the Diverse Learner (2)
- EDA 540 Curriculum, Materials & Methods I Ohio Learning Standards and Planning for Instruction (3)

**Fall (18 Credit Hours)**

- EDA 513 Advanced Studies in Development & Learning (3)
- EDA 520 Content Area Reading (3)
- EDA 541 Curriculum, Materials & Methods II Ohio Standards for the Teaching Profession, Instruction, Assessment and Classroom Management (3)
- EDA 545 Integrated Methods for the Content Area I (3)
- EDA 550 Professional Development Seminar I (3)
- EDA 565 Field Internship (3)

**Spring (12 Credit Hours)**

- EDA 523 Reading and Assessment (3)

- EDA 545 Integrated Methods for the Content Area II (3)
- EDA 551 Professional Development Seminar II (3)
- EDA 578 Student Teaching (3)

**TOTAL:** 45 Credit Hours

*Middle Childhood Licensure*

**Summer (18 Credit Hours)**

- EDM 500 Foundations of Education (3)
- EDM 501 Skills for the 21<sup>st</sup> Century Educator (2)
- EDM 510 Introduction to Human Development and Learning (2)
- EDM 520 Systematic Phonics (3)
- EDM 523 Reading Educ. & Literacy Perspectives (3)
- EDM 527 Addressing the Diverse Learner (2)
- EDM 530 Curriculum, Materials & Methods Block I Ohio Learning Standards and Planning for Instruction (3)

**Fall (15 Credit Hours)**

- EDM 512 Advanced Studies in Development & Learning (3)
- EDM 525 Content Area Reading (3)
- EDM 531 Curriculum, Materials & Methods II Ohio Standards for the Teaching Profession, Instruction, Assessment and Classroom Management (3)
- EDM 550 Professional Development Seminar I (3)
- EDM 563 Field Internship (3)

**Spring (12 Credit Hours)**

- EDM 522 Reading and Assessment (3)
- EDM 533 Curriculum, Materials & Methods III Ohio Standards for the Teaching Profession and Unit Planning (3)
- EDM 551 Professional Development Seminar II (3)
- EDM 578 Student Teaching (3)

**TOTAL:** 45 Credit Hours

*Special Education Licensure*

(Intervention Specialist – Mild/Moderate Educational Needs K-12)

**Summer (21 Credit Hours)**

- EDS 500 Foundations of Education (3)
- EDS 501 Skills for the 21<sup>st</sup> Century Educator (2)
- EDS 510 Introduction to Human Development and Learning (2)
- EDS 520 Systematic Phonics (3)

- EDS 523 Reading Educ. & Literacy Perspectives (3)
- EDS 527 Addressing the Diverse Learner (2)
- EDS 530 Curriculum, Materials & Methods I Ohio Learning Standards and Planning for Instruction (3)
- EDS 570 Introduction to Special Education (3)

### **Fall (18 Credit Hours)**

- EDS 513 Advanced Studies in Development & Learning (3)
- EDS 515 Language Development & Communication Disorders (3)
- EDS 525 Content Area Reading (3)
- EDS 550 Professional Development Seminar I (3)
- EDS 560 Field Internship (3)
- EDS 571 Introduction to Issues & Intervention in Behavior and Assessment for Students with M/M Needs (3)

### **Spring (18 Credit Hours)**

- EDS 575 Intervention Specialist Block: Curriculum, Materials & Methods (3)
- EDS 521 Reading & Assessment (3)
- EDS 551 Professional Development Seminar II (3)
- EDS 572 Advanced Intervention in Behavior and Assessment (3)
- EDS 576 Consultation & Collaboration within School & Community (3)
- EDS 578 Student Teaching (3)

**TOTAL:** 57 Credit Hours

## **Bridge Requirements**

### *4+1 Bridge Program*

Ursuline College's 4+1 Bridge Program offers a new path to becoming a teacher that allows a candidate to earn both a bachelor's and a master's degree, with eligibility to apply for an Ohio 4-Year Resident Educator License, in just five years

Candidates pursue an undergraduate major that will support the teacher licensure area they choose and take 12-15 credits of education courses.

Upon graduation, candidates join the one-year, graduate teacher-licensure program, the Master Apprenticeship Program (MAP). In MAP, candidates will engage full-time in coursework and be assigned to a school setting, leading to eligibility for the Ohio 4-Year Resident Educator teacher license.

All Ursuline College Education Unit programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the Council for the Accreditation of Educator Preparation (CAEP).

#### *4+1 Bridge Program Education Courses*

- EDL 110 Seminar I (1)
- EDL 111 Seminar II (1)
- EDL 112 Seminar III (1)
- EDB 500 Foundations of Education (3)
- EDB 510 Intro to Human Development and Learning (3)
- EDB 520 Systematic Phonics \* (3)
- EDB 530 Curriculum, Methods, Materials I (3)

**TOTAL:** 12-15 Credit Hours

\*Required for those pursuing licensures in Early Childhood, Middle Childhood, and Intervention Specialist: Mild/Moderate Needs

**TO OBTAIN OHIO LICENSURE MUST EARN A PASSING SCORE ON THE FOLLOWING ASSESSMENTS:**

- Ohio Assessment for Educators (OAE) Assessment of Professional Knowledge (APK) and (OAE) Assessment of Content Knowledge (ACK) at or above Qualifying Score of 220. (Early Childhood, Special Education, Adolescent to Young Adult, and Multi-Age Visual Arts). Please Note: Adolescent to Young Adult candidates must pass their (OAE) Assessment of Content Knowledge (ACK) to begin Student Teaching.
- Ohio Assessment for Educators (OAE) Assessment of Professional Knowledge (APK) at or above Qualifying Score of 220. (2 Subject Area Assessments for Middle School Candidates).
- Ohio Assessments for Educators (OAE) Content Knowledge at or above Qualifying Score of 220. (2 Subject Area Assessments for Middle School Candidates).
- Ohio Assessments for Educators (OAE) Foundations of Reading at or above Qualifying Score of 220. (Early Childhood, Middle Childhood and Special Education Candidates only).

## **PROGRAM NAME: HISTORIC PRESERVATION**

### **Program Overview**

The master's program in Historic Preservation prepares students to make sustainable and unique contributions to their world by preserving cultural memory and its lessons. Historic preservation supports and enhances the community by protecting and improving districts, neighborhoods, structures, works of art and other significant elements of material culture and cultural memory.

Ursuline offers an interdisciplinary degree program in which students connect directly with the rich heritage of northeastern Ohio. Students document historic buildings and

sites and work with community and government leaders to prepare plans for the preservation, redevelopment and adaptive reuse of those sites. Students learn additional critical real-world skills by writing grant applications needed to fund those planned projects and documenting each portion of the process to provide a historic record for the community and future generations.

The National Council on Preservation Education recognizes Ursuline College's Graduate Program in Historic Preservation for fully meeting its standards for preservation education degree programs and providing the highest standard of education within this highly multi-disciplinary field of study.

### Program Learning Outcomes

- To Program, Plan & Document Various Historically Significant Spaces
- To Evaluate the Standards of Preservation Professionals
- To Hold Professional Positions in the Various Areas of Historic Preservation
- Prepare Nominations; Grants; and Programs for Public and Private Sources
- Understand the Value Systems of Earlier Cultures
- Prepare Designs for Projects Involving Preservation, Restoration, and Adaptive Re-Use of Historical Structures/Objects
- Examine and Analyze the Past with a Sympathetic and Critical Eye
- Examine the Full Range of Human Activities
- Use the Failures and Achievements of the Past to Develop our Fullest Humanity

**Department Phone #:** 440-646-8135

**2019-2020 Program Chair: Director:** Bari Oyler Stith, Ph.D.

### Program Requirements

- HIP 589 Foundations in Preserving Cultural Memory (3)
- HIP 500 Research Methods in History and Historic Preservation I (3)
- HIP 501 Methods II
- HIP 502 Grant Writing (3)
- HIP 504 Survey and Nomination (3)
- HIP 525 Documenting and Recording Historical Properties (3)
- HIP 550 Issues and Ethics in Preserving Cultural Memory (3)
- HIP 555 Preservation Law (3)
- HIP 560 Conservation Studio (3)
- HIP 565 Preservation Planning (3)
- HIP 570 Adaptive ReUse (3)
- HIP 600 Thesis I (3)
- HIP 601 Thesis II (3)



OR

- HIP 650A-650B-650C M.A.Thesis Seminar (9)
- Electives/Special Topics/Independent Studies/Practicums/Internships (3)

**TOTAL:** 42 credits

Elective offerings vary according to student interests, projects, issues, and local opportunities. These have included: Woman's Place in History and Historic Preservation, Western Reserve History Through Place, Czech Your Public History, Historic American Building Survey, Historic Interior Objects and Sacred Landmarks.

#### *Prerequisites*

(may be taken before program entrance or during the first year in the program)

- At least one course or experience in Architectural History
- At least one course or experience in Drafting/AutoCad

#### **Bridge Requirements**

Five-Year Bachelor's Degree to Master's Degree

The Master of Arts in Historic Preservation is also offered as a five-year program to Ursuline undergraduate students. At the end of the course of study, students will have earned both a bachelor's degree and a master's degree in Historic Preservation. Undergraduate students may apply to the "bridge" program in their junior year and will be accepted if they meet the criteria for admission to the School of Graduate and Professional Studies. These students will take the six bridge courses as part of their undergraduate degree and in doing so will have already completed that coursework. Only three graduate foundation courses and five capstone courses will be required for graduation with a master's degree.

### **PROGRAM NAME: MASTER OF BUSINESS ADMINISTRATION (MBA)**

#### **Program Overview**

Ursuline College offers a Master of Business Administration (MBA) program for students interested in pursuing graduate studies in business. This program is approved by the Ohio Board of Regents, and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The MBA program is also accredited by the International Accreditation Council for Business Education (IACBE).

The mission of the MBA program is to prepare students to become socially-responsible managers and collaborative leaders from an ethical, values-based perspective. Primary goals of the program are to provide students with an opportunity to gain both a practical knowledge of modern business, as well as an understanding of the social, ethical, and human context in which business is conducted in a technology enhanced, dynamic environment. Collaborating with Ursuline's professional business faculty, students gain a strong sense of corporate citizenship, ethical decision-making, business maturity, and

global understanding of business activities. This preparation is accomplished through educational experiences that emphasize cross-functional business processes, effective communication modalities, critical thinking skills, creative problem solving, and leadership practices from a values-based business perspective. The balance between business theory and the application of theory to solve complex business problems is a hallmark of this program, which was designed to be convenient and flexible for working professionals.

The MBA program provides individuals with an opportunity to complete the MBA degree within a flexible time frame. Students may enroll in the program on a full-time basis to complete the program within one year, or enroll on a part-time basis and complete the program over a longer period of time according to what works best for them. Individuals may enroll in the evening program or pursue their studies in the online program. Another distinctive design feature is the four specialized areas of study that are available to students: Management, Health Services Management, Entrepreneurial Leadership, and Accounting. Upon completion of the required courses in each area, graduates of the MBA program will enhance their business knowledge, skills, and overall marketability for potential employment or future promotion opportunities related to a specialized area of study in business.

### Prerequisites for Admission

The MBA program depends on each student bringing managerial experience into the classroom. At least two years of managerial experience is expected for students who plan to enroll in the evening program. All candidates must be proficient in the use of word processing, spreadsheet software and presentation software. All students enrolled in Ursuline's MBA programs must have access to a computer, including internet access throughout the duration of the program.

### Admission Requirements

Students applying for admission to the graduate business programs must meet all of the [general requirements for graduate admission](#) at Ursuline. Application documents must be completed by August 1st for individuals who plan to start the program in fall semester or completed by December 1st for those who plan to start the program in the spring semester.

- Completion of a bachelor's degree from an accredited institution.
- Completion of Ursuline's Online Application Form for Admission (and \$25 application fee).
- Submission of official transcripts from all undergraduate coursework showing evidence of the ability to do graduate coursework as indicated by an undergraduate grade point average of 3.0.
- Completion of Ursuline's Recommendation Forms (from at least three different individuals who know the candidate in a professional

capacity). Contact Office of Graduate Admission to obtain a copy of the form.

- Submission of a current resume, including information related to managerial experience.
- The GMAT may be required at the discretion of the program director, based on the applicant's prior academic performance, or if the undergraduate major is not in a business related field. If the candidate has already taken the GRE, it may be substituted for the GMAT.
- An assessment of statistical, accounting, finance and economics knowledge may be required of candidates who have not completed undergraduate course work in accounting or finance and/or who cannot demonstrate that they have completed work experience in the area of accounting or finance. Candidates should address this issue (how they have met this requirement) in the essay portion of the admission application form.
- Courses may only be transferred into the program prior to the first semester.

**Department Contact:** [dfleming@ursuline.edu](mailto:dfleming@ursuline.edu)

**Program Director (2019-2020):** Dr. Debra Fleming, DBA, MBA, CPA

## Program Requirements

### *Management Track*

The management track prepares individuals to be tomorrow's socially conscious managers and collaborative leaders through a curriculum grounded in an ethical, values-based approach. This program focuses on both the theoretical and practical application of management processes, such as selecting, defining, planning, estimating, scheduling, and managing risk for projects or for launching new products and services. A distinctive feature of this program is students will also be able to apply the principles of project management, which focuses on the importance of effectively managing the complexity of business process issues that relate to creating a competitive advantage for different types of business organizations. If desired, individuals may want to eventually pursue professional certification processes in the area of project management.

In addition, this specialized track of study provides students with a broad-based understanding of the legal, ethical, and social issues of management. Upon completion, students will be able to describe how to manage and lead change in various dimensions of an organization; comprehend how to use systems (holistic) thinking concepts to enhance decision-making processes, and appreciate how a decision made by a leader, manager, or organization influences a broad range of stakeholders including employees, the community, and the environment.

MBA Core Course Requirements (24 Hours) All MBA Courses are 3 Credit Hours

- MBA 501: Leadership and Emotional Intelligence
- MBA 512: Socially Conscious Economics  
(“Or” MBA 505: Socially Conscious Economy)
- MBA 506: Marketing Strategy: Global and Domestic
- MBA 554: Project Management and Team Dynamics
- MBA 561: Financial Reporting, Statement Analysis, and Ethics  
(“Or” MBA 562: Financial Management and Investment Analysis)
- MBA 571: Management Accounting: Decision Making and Ethics
- MBA 602: Operations and Logistics Management
- MBA 651: Strategic Management and Global Dynamics

Management Track: Required Courses (9 Hours)

- MBA 515: Information Systems Management
- MBA 664: Quality Management and Leadership
- MBA 665: Risk Management and Managing Communications

**TOTAL:** 33 Credit Hours

*Health Services Management Track*

The health services management track provides individuals with the managerial skills and knowledge needed to serve in leadership roles within the healthcare or health services industry. A distinctive feature of this track is the set of unique courses that focus specifically on managerial issues and challenges in health care organizations and health related professions using a socially responsible approach to management. These courses include a formal study of industry benchmarks and best practice standards of excellence in the management of health service organizations.

This specialized knowledge base of the healthcare industry also helps individuals understand how relationships and connections among a variety of ethical, financial, legal, and social issues influence the effectiveness of health service decisions. Upon completion of the program, students will understand how successful health services managers are able to coordinate and integrate both clinicians and business professionals towards the achievement of organizational goals and objectives; gain in-depth knowledge of applied management theories to address issues related to government regulations, medical technologies, patient demographics, and heightened patient expectations; analyze the impact of increased competition through systems consolidations; and evaluate how greater demands for accountability concerning increasing financial constraints in the use and allocation of resources influence policies and procedures.

MBA Core Course Requirements (24 Hours) All MBA Courses are 3 Credit Hours

- MBA 501: Leadership and Emotional Intelligence
- MBA 512: Socially Conscious Economics  
(“Or” MBA 505: Socially Conscious Economy)

- MBA 506: Marketing Strategy: Global and Domestic
- MBA 554: Project Management and Team Dynamics
- MBA 561: Financial Reporting, Statement Analysis, and Ethics  
("Or" MBA 562: Financial Management and Investment Analysis)
- MBA 571: Management Accounting: Decision Making and Ethics
- MBA 602: Operations and Logistics Management
- MBA 651: Strategic Management and Global Dynamics

#### Health Services Management Track: Required Courses (9 Hours)

- MBA 641: Managing Health Service Organizations
- MBA 642: Economics and Finance in Health Services Management
- MBA 643: Ethical and Legal Issues in Health Services

**TOTAL:** 33 Credit Hours

#### *Entrepreneurial Leadership Track*

Entrepreneurial leaders are creators of fundamental and radical change, and therefore must learn how to adapt quickly to solving problems and making decisions within a technology enhanced, constantly changing competitive environment. The entrepreneurial leadership track is designed for those individuals interested in learning how to be creative thinkers, and innovative leaders who know how to use change management practices to build entrepreneurial, learning organizations of the future, from an ethical-value based perspective. This program feature provides individuals with the ability to learn how to lead with integrity and distinction.

Entrepreneurial leaders not only contribute to the effectiveness of business survival practices, but also this type of leaders uses innovative strategies to help businesses thrive in highly competitive, globalized operating environment. A distinctive feature of this program is the emphasis on developing an entrepreneurial mind-set that focuses on a leader's ability to identify market opportunities and create new products or new services to help businesses establish a sustainable competitive advantage. Upon completion of the program, students will be able to conduct market research, identify market opportunities, evaluate resource requirements, determine financing strategies, evaluate strategies for starting new businesses, or for launching new products or services, analyze growth and divestiture strategies, prepare business plans to support new initiatives, and apply holistic thinking processes to enhance the creativeness of cross-functional teams using an ethical-value based approach.

#### MBA Core Course Requirements (24 Hours) All MBA Courses are 3 Credit Hours

- MBA 501: Leadership and Emotional Intelligence
- MBA 512: Socially Conscious Economics  
("Or" MBA 505: Socially Conscious Economy)
- MBA 506: Marketing Strategy: Global and Domestic
- MBA 554: Project Management and Team Dynamics

- MBA 561: Financial Reporting, Statement Analysis, and Ethics (“Or” MBA 562: Financial Management and Investment Analysis)
- MBA 571: Management Accounting: Decision Making and Ethics
- MBA 602: Operations and Logistics Management
- MBA 651: Strategic Management and Global Dynamics

Entrepreneurial Leadership Track: Required Courses (9 Hours)

- MBA 667: New Venture Creation and Market Research
- MBA 668: Entrepreneurship, Innovation, and Resource Analysis
- MBA 669: Entrepreneurial Leadership and Change Management

**TOTAL:** 33 Credit Hours

*Accounting Track*

The accounting track is designed for individuals who want to pursue career opportunities in the area of financial management or enhance their professional knowledge of the financial decision-making processes in business. Throughout the decades, employment opportunities for managers and leaders with expertise in financial services have continued to increase in demand, primarily due to increases in the complexity of governmental rules, regulations, and procedures that have an impact on all types of businesses. Equally important, this professional field of study also helps future leaders understand the language of business, combined with the ability to assess the technological, human, and financial resource requirements that are necessary to manage effective and efficient business organizations. This specialization is an important area of study for those individuals who may want to eventually pursue professional licensure or certifications in the financial services industry (e.g., CPA or CFA designations).

A distinctive feature of this track of study is the emphasis on ethical decision-making processes, and the integration of theory and practice in the analysis of organizational problems and challenges using a leadership approach based on values and integrity. Upon completion of the program, students will be able to examine financial statements to determine a company’s financial position, profitability, and cash generating ability; gain in-depth knowledge of concepts and methods of financial management and financial decision making processes; create financial strategies that include an analysis of governmental, legal or ethical regulations; apply principles and procedures for investment analysis; and prepare reports to enhance the effectiveness of decision-making processes that are used in different types of business organizations.

MBA Core Course Requirements (24 Hours) All MBA Courses are 3 Credit Hours

- MBA 501: Leadership and Emotional Intelligence
- MBA 512: Socially Conscious Economics (“Or” MBA 505: Socially Conscious Economy)
- MBA 506: Marketing Strategy: Global and Domestic

- MBA 554: Project Management and Team Dynamics
- MBA 561: Financial Reporting, Statement Analysis, and Ethics (“Or” MBA 562: Financial Management and Investment Analysis)
- MBA 571: Management Accounting: Decision Making and Ethics
- MBA 602: Operations and Logistics Management
- MBA 651: Strategic Management and Global Dynamics

Accounting Track: Required Courses (9 Hours)

- MBA/ACC 613: Governmental and Non-Profit Accounting
- MBA/ACC 614: International Accounting and Professional Ethics
- MBA/ACC 615: Advanced Accounting and Information Systems

**TOTAL:** 33 Credit Hours

## PROGRAM NAME: THEOLOGICAL AND PASTORAL STUDIES

### Program Overview

The Theological & Pastoral Studies Program is designed for women and men who are called to leadership and service in the church and in the world. Grounded solidly in the Catholic and Ursuline tradition, the program welcomes students of all denominations and reflects an ecumenical approach in its course content and curricular offerings.

### Program Learning Outcomes

- Develop a contextual theological framework for understanding the history and roles of theology in the Christian tradition.
- Understand the formation of the Christian canon.
- Develop beginning competency in biblical exegesis as a framework for interpreting scripture.
- Master fundamental doctrinal positions in Christianity, including Christology, liturgy and sacraments, Christian anthropology, and ecclesiology, including critical challenges to these doctrines.
- Master concepts and vocabulary to participate in the modern theological discourse, including issues of ecumenism, feminism, liberation theology and moral theology.
- Develop facility in the use of theological reflection to integrate academic competence with personal spiritual growth.
- Integrate the individual call to a particular ecclesial ministry with pastoral skills necessary for the implementation of that ministry.
- Develop a theology of lay ministry consistent with the Christian tradition and the Roman Catholic Church.

**Department Phone #:** 440-646-8191

**2019-2020 Program Chair:** Dr. Linda M. Goodall-Martin

### Program Requirements:

- TPS 610 Foundations of Theology
- TPS 641 Christian Scriptures
- TPS 642 Hebrew Scriptures
- TPS 643 Issues and Skills in Pastoral Care and Counseling
- TPS 644 Liturgy and Sacraments
- TPS 654 Ministry and Spirituality
- TPS 655 Praxis of Pastoral Care and Counseling  
OR Elective
- TPS 661 Christology  
OR TPS 662 Christian Anthropology  
OR TPS 663 Ecclesiology
- TPS 670 Church History
- TPS 680 Social Justice  
OR TPS 681 Moral Theology
- TPS 700 Final Practicum/Master's Thesis
- Elective – Any active TPS course

### Bridge Requirements

Students may bridge up to three courses from a related undergraduate field of study.

### Certificate in Pastoral Ministry Requirements

BA, MA, or Audit – 22 credits

- TPS 610 Foundations of Theology (2)
- TPS 641 Christian Scriptures (2)
- TPS 642 Hebrew Scriptures (2)
- TPS 644 Liturgy and Sacraments (2)
- TPS 654 Ministry and Spirituality (2)
- TPS 661 Christology (2)
- TPS 662 Christian Anthropology (2)
- TPS 663 Ecclesiology (2)
- TPS 670 Church History (2)
- TPS 680 Social Justice (2)
- TPS 681 Moral Theology (2)



# GRADUATE NURSING PROGRAM

## MASTER OF SCIENCE IN NURSING

### Program Overview

Graduate nursing courses are presented in Ursuline's value-based framework and emphasize the clinical components of advanced practice nursing. All students enrolled in the program take the master's core courses to enhance critical thinking and problem solving. Through the advanced practice core, students develop the knowledge and skills to become advanced practice nurses. Please consult the Program Handbook for the most current information about the Nursing program. Program Handbooks are available through the Graduate Nursing Office or on the Graduate Nursing program website.

### Program Mission Statement

The Breen School of Nursing, Master of Science in Nursing program focuses on transforming the health of the community through reflection and healing interaction with individuals and organizations.

### Program Outcomes

The MSN graduate will:

- Be a leader in nursing who will function in independent and interdependent roles as the colleague of other health professionals in a variety of settings.
- Value healing interaction as central to practice by integrating the human experience of health/illness/healing.
- Make decisions and take action based on an integration of a strong knowledge base, personal and professional values, and diverse cultural, religious, and spiritual and ethical perspectives.
- Be an advocate for a just society including the promotion of high quality, cost-effective health care.

**Department Phone Number:** 440-684-6051

**2019-2020 Associate Dean:** Janet Baker, DNP, APRN, ACNS-BC, CPHQ, CNE  
Associate Dean, Graduate Nursing Programs, Associate Professor, Doctor of Nursing Practice, Case Western Reserve University M.S.N., B.S.N., Ursuline College

### Program Requirements

#### ADMISSIONS CRITERIA AND APPLICATION MATERIALS FOR MSN PROGRAM

- Official transcripts from all nursing programs attended, including one that verifies completion of an accredited baccalaureate program in nursing.
- Evidence of ability to complete graduate work as indicated by a 3.0 average shown on applicant's transcript from the baccalaureate nursing program.

- Three letters of recommendation (confidential recommendation form required) attesting to the suitability of the applicant for graduate work in the particular program. (Suggested references include: one from a previous instructor, one from an Advanced Practice Nurse and one from a clinical manager).
- 4. Completion of an interview, if requested, with the program director and/or graduate faculty.
- Current licensure or eligibility for licensure as a registered nurse in Ohio.
- Documentation of work experience as an RN within the past two years is required.
- A minimum of one year work experience as a registered nurse.

*Core Courses for Advanced Practice Nursing (29 Credit Hours)*

- NR 532 Introduction to Evidence-Based Practice (3)
- NR 533 Application of Evidence-Based Practice (3)
- NR 535 Health Care Informatics (2)
- NR 540 Advanced Physiology/Pathology (3)
- NR 541 Advanced Health Assessment (3)
- NR 542 Advanced Pharmacology (4)
- NR 620 Health Promotion, Maintenance, and Restoration (3)
- NR 636 Adult Health Management (3)
- NR 650a Health Care Policies (1)
- NR 650b Health Care Organization and Finance (1)
- NR 650c Advanced Practice Ethical and Legal Responsibilities (1)
- NR 650d Advanced Practice Roles and Responsibilities with Social Justice (Diversity) with a Culminating Project (2)

*Adult-Gerontology Primary Care Nurse Practitioner (39 Credits Total)*

An Adult-Gerontology Primary Care Nurse Practitioner (AGNP) provides primary care either independently or as part of an adult care team. There is an emphasis on health maintenance, disease prevention, counseling, and patient education. In addition to the core courses listed above, the courses for the AGNP are as follows:

- NR 615 Advanced Diagnostics (3)
- NR 635 Focused Populations: Gender Specific Health Issues, Geriatrics, and Adolescents (3)
- NR 616, 617, 618, 619 Clinical Management Courses/Practicum (4)

*Adult-Gerontology Acute Care Nurse Practitioner (45 credits)*

- NR 615 Advanced Diagnostics (3)
- NR 644 Acute Care Management (5)
- Focused Acute Care Populations (5)
- NR 616, NR 617, NR 618 Clinical Management Courses/Practicum (3)

### *Family Nurse Practitioner (43 Credits Total)*

The Family Nurse Practitioner (FNP) track builds on the content from the Adult-Gerontology Nurse Practitioner course work and prepares students to provide primary health care to individuals and families across the life cycle. The FNP student must complete all course work for the Adult-Gerontology Nurse Practitioner with the addition of the following course:

- NR 638 Pediatrics with Clinicals (4)

### *Adult-Gerontology Clinical Nurse Specialist (39 Credits Total)*

This track incorporates all the core courses of the MSN with three specialty courses in Adult Health Management, Disease Management, and Teaching and Evaluation. Graduates are prepared to assume roles as Clinical Nurse Specialists (CNS) to integrate care across the continuum while working to continuously improve patient outcomes and nursing care. In addition to the core courses listed above, the courses for the CNS are as follows:

- NR 601 Adult-Gerontology Health Management (3)
- NR 640 Teaching and Evaluation (3)
- NR 611, 612, 613, 614 Clinical Care Management/Practicum (4)

## **POST-MASTER'S CERTIFICATES**

A post master's Certificate of Completion may be obtained as an Adult-Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, Family Nurse Practitioner, and Adult-Gerontology Clinical Nurse Specialist. To obtain a post master's Certificate of Completion in the advanced practice tracks, a student must take the associated specialty courses. In addition, a student must document completion of the following advanced practice Core Courses: Advanced Pathophysiology, Advanced Health Assessment and Advanced Pharmacology as required.

Two letters of recommendation are required for a Post-Master's certificate admission application along with transcripts documenting master's degree completion.

### **MSN in Leadership (39 credit hours)**

- NR 532 Introduction to Evidence-Based Practice (3)
- NR 533 Application of Evidence-Based Practice (3)
- NR 535/MBA 554 Health Care Informatics and Project Management (2)
- NR 545 Leadership and Management in Health Care (4)
- NR 546 Leadership for Complex Learning Organizations (4)
- NR 547 Population Health in a Global Society (3)
- NR 548 Health Care Innovations and Quality Improvement (3)
- NR 650a/MBA 641 Health Care Policy/Managing Health Service Organizations (3)

- NR 650b/MBA 642 Health Care Organizations and Finance/Economics and Finance in Health Services Management (3)
- NR 650c/MBA 643 Ethical and Legal Issues in Health Services: Advanced Practice Ethical and Legal Responsibilities (3)
- NR 650d Advanced Practice Roles and Responsibilities with Social Justice (Diversity) with a Culminating Project (2)
- NR 651 Synthesis of Advanced Nursing Practice Leadership (3)

#### *Subspecialty Palliative Care Practitioner*

The Palliative Care subspecialty is offered to students preparing for advanced practice roles or as a post master's for MSN prepared nurses.

#### Palliative Care as a Subspecialty

- NR 633 Foundations of Palliative Care with clinical hours (4)
- Post Master's in Palliative Care
- NR 633 Foundations of Palliative Care (Post MSN only) (4)

#### *Subspecialty Nursing Education*

The Nursing Education subspecialty is offered for students preparing to be an Adult Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, Family Nurse Practitioner or Adult-Gerontology Clinical Nurse Specialist. A post master's nurse may also take the education courses to receive a Nurse Educator Certificate of Completion. The courses required for the Nurse Educator subspecialty are listed below:

- NR 639 Curriculum (3)
- NR 640 Teaching and Evaluation (3)
- NR 641 Teaching Practicum (3)

#### **Post-Master's Certificate: Psychiatric Mental Health Nurse Practitioner**

A nationally recognized Board certification as an Adult-Gerontology Clinical Nurse Specialist, Adult-Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, or Family Nurse Practitioner is required for admission to this program.

Students will develop skills in the assessment and diagnosis of mental illness in the child, adolescent and adult populations. It emphasizes the use of healing interaction in communication with individuals dealing with mental health disorders when initiating and evaluating treatment plans, understanding the major classes of psychotropic drugs and their indications for use in the treatment of various psychiatric disorders across the lifespan, and the professional roles and responsibilities of the advanced practice nurse.

- NR 670 Neurobiology and Psycho-Pharmacology across the Lifespan (3)

- NR 671 Systems Interventions for Individuals and Groups with Practicum, 150 hrs minimum (3)
- NR 672 Psychiatric Diagnostics and Management of Adults with Practicum, 175 hrs minimum (5)
- NR 673 Psychiatric Diagnostics and Management of Children with Practicum, 175 hrs min. (5)

## THE DOCTOR OF NURSING PRACTICE (DNP)

The Doctor of Nursing Practice (DNP) is an advanced-level practice, terminal degree that focuses on the clinical aspects of nursing rather than academic research. The Breen School of Nursing, Doctor of Nursing Practice (DNP) program emphasizes development of nurse leaders who use evidence-based practice for optimizing health care delivery through effective systems transformation. The curriculum for the DNP degree includes advanced practice, leadership, and application of clinical research. Graduates with this terminal practice degree will be prepared for roles in direct care or indirect, systems-focused care. Post Master DNP or BSN-DNP programs are available.

### Program Mission Statement

The Breen School of Nursing, Doctor of Nursing Practice (DNP) program focuses on the development of nurse leaders who use evidence-based practice for optimizing health care delivery through effective systems transformation. As DNP graduates plan and implement their practice with individuals and populations, they learn to integrate the spiritual, biological, social, psychological, and cultural factors that influence human responses to health and illness. The goal of DNP practice, in addition to providing excellent care to patients, is to optimize health care delivery through effective systems transformation, or planned change.

### Program Outcomes

The DNP graduate will:

- Implement the highest levels of advanced nursing care.
- Provide leadership in healthcare organizations for the promotion of comprehensive, holistic patient care.
- Implement change within integrated healthcare systems.
- Make decisions based on the integration of a strong knowledge base, personal and professional values, and diverse cultural, religious, spiritual and ethical perspectives. Utilize evidence-based practice, including the use of informatics, in meeting the health promotion, maintenance, and restoration needs of individuals, families, groups, systems, and communities.
- Implement policy-based approaches to healthcare that advance population health.

- Function in independent and interdependent roles as the colleagues of other health professionals in various healthcare settings.

### Admissions Requirements

- Current resume or curriculum vitae.
- Current license to practice as a Registered Nurse in the state of Ohio or state of residency. Official transcripts from all colleges and universities attended; must include an official transcript that indicates completion of a master's degree program in nursing from a CCNE or ACEN accredited program.
- Minimum graduate Grade Point Average (GPA) of 3.0 on a 4.0 scale.
- Two letters of recommendation from previous faculty members and/or employers focusing on the applicant's previous work and potential for successfully completing the DNP program.
- A succinctly written statement of clearly defined career goals consistent with expectations for DNP educational preparation (no more than two pages double-spaced); address proposed area of interest for capstone project.
- After an initial screening of candidates, and at the request of the DNP program admissions committee, applicants will be asked to complete a personal interview with faculty. The purpose of the interview is to assess educational interests and motivation for successful completion of doctoral study in the DNP program.
- Applicants accepted into the DNP program must be ready to start coursework in fall or spring semester (typically the last weeks of August or middle of January). Applicants who delay must register for courses within two (2) years of acceptance into the DNP program or the acceptance is voided.
- Students wishing to transfer into the DNP program must be in good academic standing at their current institutions. Acceptable transfer credits are determined by the college. At this time a maximum of 6 credits carrying only an A or B grade for courses taken within ten years of applying to the program, may be transferred into the DNP program.
- International students, in addition to the above criteria, must also demonstrate proficiency in written and oral English, and must achieve a minimum score of 550 (paper-based score or equivalent computer-based score) on the Test of English as a Foreign Language (TOEFL). In addition, international students must also comply with Ursuline College procedures for acceptance as an international student.

### Program Requirements

- NR 700 a, b, c Scientific Writing for Professional Nurses (3)
- NR 701 Biostatistics for Outcomes Management and Evaluation (3)

- NR 702 Scientific & Theoretical Foundations for Advanced Nursing Practice (3)
- NR 703 Epidemiology for Population Health (3)
- NR 704 Analysis of Evidence for Advanced Nursing Practice (3)
- NR 705 Methods for Conducting Evidence-Based Projects (3)
- NR 706 Advanced Healthcare Management & Policy (3)
- NR 707 Interdisciplinary Organizational leadership (3)
- NR 708 Advanced Healthcare Informatics (3)
- NR 709 Evaluation Strategies for Quality Improvement (3)
- NR 800 CAPSTONE Project Identification/DNP Residency (2)
- NR 801 CAPSTONE Project Proposal/DNP Residency (2)
- NR 802 CAPSTONE Project Implementation/DNP Residency (2)
- NR 803 CAPSTONE Project Dissemination/DNP Residency (2)

Note: A total of 1000 DNP residency hours must be documented for degree completion, up to 500 clinical hours from a prior MSN program in which advanced clinical practice hours were completed may be transferred into the program.

**TOTAL:** 38 Credit Hours

## **COURSE DESCRIPTIONS**

### **MASTER OF BUSINESS ADMINISTRATION (ACC)**

#### **ACC 511: Financial Acctg: Theory & Research (3)**

This course focuses on the fundamental theories and practices of financial accounting from an external reporting perspective. Throughout the course, students will learn how to apply theoretical concepts related to generally accepted accounting procedures (GAAP). Discussion topics will focus on: transaction analysis related to assets, liabilities, and stockholder's equity; application processes for using revenue and expense recognition principles; and preparation of detailed financial statements. The methods and rationale for disclosing financial information in financial reports will be examined.

#### **ACC 545: Advanced Taxation (3)**

The purpose of this course is to provide students with an in-depth learning experience of the concepts, methods and regulations of advanced taxation. Upon completion of a variety of assignments and activities, students will enhance their knowledge, skills, and attitudes associated with an understanding of the federal tax laws for corporations, partnerships, estates, and trusts. The primary topics discussed include organization and capital structure, taxation of corporations and partnerships, distributions and liquidations, multi-state and international transactions, estate taxes and taxation of trusts and estates.

#### **ACC 561: Fin Reporting, Analysis, Ethics (3)**

This course explores the financial accounting process, its underlying concepts, and the standards used in preparing and analyzing financial statements, which includes an emphasis on the professional code of ethics. This process focuses on accounting for assets, liabilities, and stockholders' equity, and applying revenue and expense recognition principles. Methods for disclosing required financial information is examined while learning generally accepted accounting principles (GAAP Regulations). Emphasis is on how to use an ethical, values-based decision-making process to examine a set of financial statements and effectively analyze a firm's financial position, profitability, and cash generating ability.

#### **ACC 571: Mgt Acctg: Decision Making & Ethics (3)**

This management accounting course focuses on methods, tools, and analysis procedures to prepare internal reports that are used to enhance the effectiveness of decision-making processes that could be used in a variety of organizations. The primary topics discussed include accounting as the language of business, cost analysis methods, job-order costing, process costing, break-even analysis, profit analysis, variable costing procedures, budgeting methods, standard variance analysis, and professional ethics associated with the accounting profession.



Prerequisite: MBA 511 or 561; or permission of instructor

### **ACC 613: Governmental & Non Profit Acctg (3)**

The purpose of this course is to provide students with a knowledge base of accounting for governmental and non-profit organizations. The primary topics discussed include accounting concepts for government and not-for-profit entities; budgetary accounting; capital assets and capital projects; fiduciary activities and debt service; general funds and special reserves; and auditing and reporting issues.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **ACC 614: International Acct & Prof Ethics (3)**

The purpose of this course is to provide students with a knowledge base of both the fundamental concepts of international accounting and professional ethics. The primary topics discussed include: worldwide accounting diversity issues; international harmonization and financial reporting standards; comparative statements; foreign currency issues; taxation and auditing; principles of accounting ethics; and code of professional conduct.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **ACC 615: Advanced Acctg & Information System (3)**

The purpose of this course is to provide students with the knowledge of advanced financial accounting concepts used to support decision making processes associated with financial reporting requirements. Primary topics discussed include ethical issues in accounting, fraudulent financial reporting, partnerships, branches, joint ventures, liquidations, bankruptcy and reorganization, consolidated financial statements, foreign currency issues. and accounting research methods.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

## **COUNSELING AND ART THERAPY (CAT)**

### **CAT 500: Professional, Ethical & Legal Issues (3)**

This course is a study of the ethical principles, professional guidelines, and issues pertaining to counseling and art therapy. This course challenges students to consider how their values and backgrounds will influence their personal sets of ethics and developing a professional identity. This course also will assist students to develop decision making skills when faced with ethical dilemmas. Additionally, the course provides information related to professional roles and responsibilities, professional organizations, state and national credentialing, and counselor advocacy and self-care. Furthermore, in-depth attention is given to the current version of the American Counseling Association (ACA) and the American Art Therapy Association (AATA) Ethical Principles and the Art Therapy Credentials Board (ATCB) Code of Ethics, Professional Practice and Disciplinary Procedures. Lastly, Ohio professional Counselor licensing act

and regulation, Ohio Law and legal issues involved in the practice of counseling and art therapy will be thoroughly examined.

### **CAT 501: History & Theory of Art Therapy (3)**

This course will examine the origin, history and theory of art therapy, its development as a therapeutic discipline, and its use in the treatment of mental and emotional disorders. The healing power of art and ritual, as well as theories of creativity and symbolism in art will be explored. An introduction to the early pioneers and the literature that shaped the field will be highlighted. Credentialing, licensure and current issues affecting the profession will be discussed. Developing one's identity as an art therapist and counselor, and the importance of joining state and national art therapy organizations will be stressed. Students will be expected to become members of The American Art Therapy Association (AATA) and The Buckeye Art Therapy Association (BATA).

### **CAT 503: Child & Adolescent Treatment (3)**

This course is designed to develop the knowledge and skills necessary to counsel with children and adolescents in various human service settings. Theoretical and practical interventions for helping children and adolescents in individual, group and family formats will be explored. Interviewing, assessing, developing strength-based individual service plans and designing treatment techniques/strategies tailored to meet client needs will be taught. Students will be exposed to various state of the art treatment/counseling approaches including those inherent in the areas of play and art therapy as well as other expressive modalities. In addition, family, social and cultural contexts that impact on children and adolescents will be considered. Finally, special emphasis will be placed on knowledge of various areas of normal developmental stages in youth.

Prerequisite: CAT 500, 501, 505,519, 519S.

### **CAT 504: Human Growth and Development (3)**

The goal of this course is to familiarize students with the biosocial, cognitive, and psychosocial development of human beings across the life span. Developmental theory will be studied and discussed in terms of its impact on counseling theory and the counseling process. Particular attention will be paid to the role of culture, belief systems, and socio-economic status on the developing individual.

### **CAT 505: Counseling Theories (3)**

This course will focus on a study of selected counseling theories including psychodynamic, cognitive/behavioral, humanistic and systemic approaches along with current counseling trends including the use of postmodern approaches. Attention is given to the development of an integrated counseling approach sensitive to clients' and counselors' cultural backgrounds, personal philosophies, a wellness orientation and current needs. Case presentations, videos and experiential exercises focus class

discussions. Art therapy approaches relevant to the counseling theory are integrated into the curriculum.

### **CAT 506W: Workshop Creative Counseling Modalities (1)**

A basic introduction to the creative arts used as counseling modalities. Exploration of the creative processes of the visual arts, music, dance, drama and poetry as applied to the counseling setting.

### **CAT 507: Group Process (3)**

Introduction to the theory and practice of group counseling and group art therapy in a multicultural society. Through didactic and experiential learning, students study various kinds of groups, their history, efficacy, and theoretical underpinnings. Principles of group dynamics, developmental models, leadership skills, and orientations to group are covered. Experimenting with the roles of leader and member, students sharpen skills while developing a deepening understanding of the purpose and power of group process. The impact of the creative process on group development is integrated into the curriculum.

Prerequisite: CAT 500, 501, 505, 519, 519S, 546, 548, 591

### **CAT 508: Family Systems (3)**

In this course students will gain a broad background in couple and family systems assessment, prevention, and intervention for a variety of family and/or behavioral health concerns. The course will cover the tenets of the systems orientation as well as number of models of family behavior and family counseling/therapy—including emerging scientifically based developments in the field of couple and family counseling/therapy. Family art therapy theory and intervention will also be examined through established family art therapy techniques. Ethnicity and other socio-cultural factors influences on family intervention are integrated within the material.

Prerequisite: CAT 547, 503

### **CAT 510W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

### **CAT 511W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

### **CAT 512W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

**CAT 513W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

**CAT 514W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

**CAT 515W: Workshop-Special Topics (1-2)**

Subject matter of the course will be announced each semester. Topics will be flexible to present a broad range of creative counseling modalities and current applications of art therapy and counseling.

**CAT 517W: Workshop-Service Learning (1)**

**CAT 519: Psychopathology & Diagnoses (3)**

This course is designed to assist students in developing knowledge, skills, and awareness in the following areas: (a) abnormal behavior, psychopathological conditions, and psychological disorders across the life span and (b) the structure and uses of the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*. Additional focus will be on the development and recognition of frameworks for identifying symptomology, etiology, and psychodynamics of mental and emotional disorders, as well as the role of counseling and art therapy in the treatment of mental and emotional disorders. Major categories of psychopathology, as well as specific diagnoses, will be contextualized through an integrative review of the biological, developmental, psychological, social, cultural, historical, neuroscientific, and systemic forces.

Prerequisites: 500, 501, 505, 591

**CAT 519S: Psychopathology & Diagnoses Seminar (1)**

The purpose of this course is to promote a deeper understanding of possible art-based indicators of mental disorders/psychopathology in patient/client artwork. This class emphasizes clinical diagnoses from a phenomenological viewpoint of the client/patient through their artwork. (Taken concurrently with CAT 519)

Prerequisites: 500, 501, 505, 591

**CAT 520: Projective Assessments (3)**

This is an advanced course focusing on current and classic projective assessments. Students will acquire knowledge and skill in the selection, administration, and integration of a variety of state of the art clinical assessment tools. Students will utilize a field subject to practice, administering, interpreting and writing clinical assessment reports on a selection of the assessments studied. The course will culminate with the student integrating their report findings in a comprehensive assessment battery summary emphasizing the psychological personality profile of the subject.

Prerequisites: CAT 503, 504, 519, 519S, 546, 548, 591

**CAT 523: Cultural & Social Issues (3)**

This course promotes awareness and understanding of various cultural frameworks with a focus on current issues relevant to the professional practice of art therapy and counseling. Specific applications of counseling and art therapy as related to multi-cultural client populations will be discussed. The impact of culture and cultural symbolism, gender, and socio-economic status will be considered. Professionals from the greater Cleveland area will share their experience and insights.

Prerequisite: CAT 501

**CAT 525W: Workshop-Special Settings and Populations (1)**

The practice of art therapy and counseling applied to varied settings and populations. Topics will be announced each semester.

**CAT 526W: Workshop-Educational Settings (1)**

Individual and group counseling and art therapy in a variety of educational facilities.

**CAT 528W: Workshop-Geriatrics (1)**

An overview of art therapy and counseling applications with geriatric populations. Various theoretical approaches will be explored and the physical and psychological processes of aging will be introduced through lectures, reading assignments and experiential exercises.

**CAT 531W: Workshop-Spirituality, Wholeness and the Arts (1)**

An interdisciplinary consideration of the spiritual component of wellness and an exploration of the creative process and art making as catalysts in promoting healing. An examination of spirituality and creativity within the counseling process.

**CAT 544: Art Therapy Studio I (1)**

An exploration of creativity and self-expression to involve students in their own personal art making. Content will focus on understanding the creative process, development of a personal symbolic language, the integration of a personal artist identity, and a commitment to ongoing artistic expression.

Prerequisite: CAT 567, usually taken in third year

### **CAT 545W: Workshop-Art Therapy Studio II (1)**

An in-depth exploration of specific methods of intervention and their applications in the art therapy and counseling process. Subject matter of the course will vary, and the topics will cover a broad range of creative modalities.

### **CAT 546: Clinical I Counseling Techniques (3)**

This course will focus on the basic skills and beginning level techniques of the counseling process. The development of counseling skills and understanding the characteristics and behaviors that influence the helping process will be featured in this course. Emphasis will be on the therapeutic process as well as the development of appropriate micro skills. The student will be introduced to various client settings and populations and learn the basics of assessment, documentation, and case conceptualization. There will be a 5-hour volunteer clinical component where students will begin to learn group and individual counseling and art therapy practices in a particular setting. Through reading, reflection, discussion, role play, observation, and feedback, students will develop an understanding of the counseling process and the role of the art therapist in different settings so as to begin to develop a personal style of counseling and art therapy. Any student who receives less than a B grade may be required to complete additional hours, repeat the course, or face dismissal from the program.

Prerequisite: CAT 500, 501, 505, 591, (519 ,519S, 548 concurrently)

### **CAT 547: Clinical II Practicum (3)**

This is a practical experience course where students are placed in various agencies for a 100-hour practicum , with a minimum of 50 hours direct client contact. Students will participate in weekly supervision, both on site and in the classroom. The course will focus on the continued development of basic skills introduced in CAT 546 Counseling Techniques, with emphasis on the therapeutic relationship, therapeutic process, counselor micro-skills, treatment planning, art therapy interventions and documentation and utilization of supervision. Any student who receives less than a B grade may be required to complete additional hours, repeat the course, or face dismissal from the program.

Prerequisite: CAT 504, 519, 519S, 523, 546, 548, 567

### **CAT 548: Appraisal (3)**

This course is a study of the selection, administration, scoring and interpretation of standardized tests and other assessment instruments used in counseling settings. The course survey instruments used in assessing individuals in the following domains: cognitive, career and life planning, personality and mental health. Attention is also given to test/assessment construction, reliability and validity. Statistical concepts needed to understand and interpret tests and assessments are explained. The impact of culture, gender and socio-economic status on the administering and interpretation of assessment measures is discussed.

Prerequisite: CAT 500, 501, 505, 591

### **CAT 549: Internship I (1)**

Students will complete two internships, 549 & 550. For each of the internships, students will complete 350 hours of supervised experience. The course is co-taught by Licensed Professional Clinical Counselors (PCC-S) and Registered (ATR) and Board Certified Art Therapists (ATR-BC). Focus is on the further development of skills introduced in ATC 546 and ATC 547. Students will receive clinical site supervision from an appropriate master's level professional with a minimum of two years clinical experience at the rate of one hour of supervision for every ten hours of client contact, and developmental supervision in class from both a registered art therapist (ATR) and a supervising licensed professional clinical (PCC-s) counselor. Course material will vary based on the needs of the individual students and the populations served. Any student who receives less than a B grade may be required to complete additional hours, repeat the course, or face dismissal from the program.

Prerequisite for Internship I: CAT 503, 507, 508, 520, 547, 594

### **CAT 549B: Internship I (-)**

### **CAT 550: Internship II (1)**

Students will complete two internships, 549 & 550. For each of the internships, students will complete 350 hours of supervised experience. The course is co-taught by Licensed Professional Clinical Counselors (PCC-S) and Registered (ATR) and Board Certified Art Therapists (ATR-BC). Focus is on the further development of skills introduced in ATC 546 and ATC 547. Students will receive clinical site supervision from an appropriate master's level professional with a minimum of two years clinical experience at the rate of one hour of supervision for every ten hours of client contact, and developmental supervision in class from both a registered art therapist (ATR) and a supervising licensed professional clinical (PCC-s) counselor. Course material will vary based on the needs of the individual students and the populations served. Any student who receives less than a B grade may be required to complete additional hours, repeat the course, or face dismissal from the program.

Prerequisites for Internship II: CAT 549, 568, 645

## **CAT 550B: Internship II (-)**

### **CAT 567: Techniques & Use of Media (2)**

An examination of various intervention techniques with emphasis is placed on a deeper understanding of the nature and characteristics of a variety of media. Considerations of media in relation to safety, settings, and ethics will be explored. Further skill development in creating interventions appropriate for use with specific populations with directives and goals will be examined. Students will explore art materials and techniques, and develop skills in planning and implementing interventions that help clients achieve therapeutic goals.

Prerequisites: CAT 500, 501, 505, 519, 519S, 546, 548, 591

### **CAT 568: Creativity and Visual Thinking (2)**

Students will learn to apply the knowledge of creativity theory, symbolism, metaphor and artistic language to the practice of art therapy and counseling. Focus will be on using creativity and visual thinking with individuals, families, groups, and diverse cultures. Attention will be given to the value of art making as a method of exploring personal symbolic language and the benefits of reflective art making to inform clinical practice. Students will recognize the need for awareness and sensitivity to cultural elements which may impact a client's participation, choice of materials, and creation of imagery.

Prerequisites: CAT 520, 547, 567

### **CAT 585: Independent Study (1-2)**

An opportunity to study in-depth some area of interest that may not be offered in the curriculum.

### **CAT 591: Intro to Research & Writing (1)**

This course will provide an overview of the program and the writing and communication skills necessary to be an effective graduate student. An introduction to the literature in the field and the resources of the Besse Library will be included. An introduction to the thesis/manuscript process will be featured. Emphasis will be on developing students' graduate school writing skills, APA style, and proficiency in writing research papers. Proficiency in APA, 6th ed. format is expected by the end of the course.

Taken in first semester.

### **CAT 594: Research & Evaluation (3)**

A study of varied research methods and reporting techniques, including quantitative, qualitative and mixed methods approaches. Particular emphasis will be given to developing the skills necessary to be both an astute consumer of published research and a capable producer of valid and useful research. Attention will be given to the



statistical methods most commonly employed in counseling and art therapy research. Thesis/journal article/ capstone project proposal writing will be taught and competency expected at class culmination.

Prerequisite: CAT 503, 507, 547, 591, (508 and 520 may be taken concurrently)

### **CAT 596: Capstone Project: Integrative Seminar (3)**

The major goals of this course are: refining the final thesis project through consultation with professionals in the community as well as with professors and colleagues in the classroom; preparation of research results for public oral presentation and for publication in written form; and participation in a professional gathering where each student will present her/his thesis research/project. Professional issues such as public policy, mental health mandates, managed care systems, administration, finance and accountability within the mental health system will also be highlighted.

Prerequisite: CAT 549, 594 taken in the last semester

### **CAT 601: Lifestyle & Career Development (3)**

The goal of this course will be to familiarize students with the theory and process of career counseling. The history, theories, and techniques of career counseling will be explored, including study of career development theories and decision-making models, particularly vocational-choice theory; exploration of career, vocational, educational, occupational, and labor market information resources and career information; establishment of career program planning, organization, implementation, administration, and evaluation; exposure to interrelationships among and between work, family, and other life roles and factors, including the role of multicultural issues in career development; training in career and educational planning, placement, follow-up, and evaluation; and practice using career assessment tools and instruments. Students will learn career counseling processes, strategies, and resources specific to use with special populations. Moreover, students will leave the course prepared to work as career counselors in a variety of settings.

Prerequisite: CAT 505, 548

### **CAT 645: Addictions and Trauma (3)**

This course will examine current models for understanding and treating addictions and trauma, including medical, psycho-dynamic, family systems and psycho spiritual. Assessment procedures, evidence based effective treatments and interventions and other historical and current issues in addictions and trauma will be addressed, including the use of art-based interventions.

Prerequisites: 508, 547

### **CAT 648: Case Studies: Diagnoses and Treatment (3)**

Through the use of case materials, students will be guided through the process of diagnosing, treatment planning and planning counseling and art therapy interventions. This course will consider the various treatment modalities for specific diagnoses and presenting concerns, and the importance of aligning treatment approach with diagnosis, client goals, and theoretical approaches. Students will learn further skills to develop and implement treatment plans, assess and report client progress, and collaborate with other professionals for referral and adjunctive treatment. A framework for understanding the use of psychopharmacology in treatment will be included. Additionally, students will be trained in psychological first aid, a crisis intervention and treatment model. Moreover, students will review the basic elements of mental health program management, emergency management systems, program development, and service delivery.

Prerequisites: 508, 520, 549, 594

### **CAT 649: Advanced Clinic (1)**

An advanced internship. Students must complete an application and have approval from their advisor and the clinical director to take this course. Ursuline College reserves the right to terminate internship experiences when circumstances are not beneficial to the goals of the program or for the good of an individual student. Students receiving below a B in any of the field work courses (CAT 546, 547, 549, and 550) may face possible dismissal from the program. Art work completed while in the program or as class assignments may be used for the educational or exhibit purposes of the College. Thesis work may also be used for educational purposes of the College.

### **CAT 649B: Advanced Clinic (-)**

## **EDUCATION (ED)**

### **ED 500: Principles of Educ Adm & Leadership I (2)**

This course introduces the prospective school administrator to the role of the principal. It examines the difference between management and leadership. The history of organizational development is traced. Various theories of leadership are reviewed with an emphasis on building collaborative capacity and leading change. The various skills of the principal are studied including information collection, judgment, interpersonal sensitivity, problem identification, decision-making, conflict resolution, plus relationship development and maintenance. The ELCC standards are discussed in detail. The important role of values in leadership is studied.

### **ED 505: Principles of Supervision (3)**

The differences between evaluation and supervision are clarified. Strategies for hiring, evaluating and assisting faculty and staff members are identified. Working with marginal teachers and staff members and the process of termination, if and when necessary, are discussed. Information & Interventions for Effective Teaching Welcome to Child Abuse:

Working with Abused and Neglected Children, an interactive computer-based instruction (CBI) course designed to help you identify and effectively teach students affected by child abuse and/or neglect. This course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect, and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized. This course meets the child abuse and neglect educational requirement in most states. It is the responsibility of the student to verify the course content with your specific state professional licensing agency to ensure proper credit.

### **ED 509: Field Experience I (2)**

This is planned in-school experience involving participation, observation, and discussion of the role and tasks of a school administrator. The in-school experiences are developed around eight specific administrative competencies: 1) Institutional Philosophy and Mission; 2) School and Community Relations, including marketing; 3) Educational Leadership; 4) Curriculum and Instructional Leadership; 5) Personnel; 6) Pupil Services; 7) School Law; and 8) School Finance. Students work in their own school setting with their principal as well as with a mentor principal from another school. Class seminars emphasize the focus of each administrative competency as well as consensus building, time management, visibility, competence, role modeling, problem solving, trust building and judgment. The ELCC Standards for principals are introduced and studied.

### **ED 510: Principles of Educ Adm & Ldrshp II (2)**

The application of organizational development and leadership theories, as they apply to educational administration and leadership including the principles of trust, trustworthiness, pathfinding, alignment, empowerment and modeling, are examined and applied. The topics of personal values, shared decision-making, school governance and community relations, conflict management, collective bargaining and negotiations are addressed. Partnerships with the school community, community groups and area businesses are discussed. Current trends in educational administration are related to principles to assist students identify and assess their own values. An emphasis is placed on students assessing their own effectiveness as leaders.

### **ED 519: Field Experience (3)**

This is a planned, in-school experience involving active participation in the application of knowledge and skills of administration to various responsibilities and challenges faced by school principals. The eight administrative competencies of: 1) Institutional Philosophy and Mission; 2) School and Community Relations, including marketing; 3) Educational Leadership; 4) Curricular and Instructional Leadership; 5) Personnel; 6)

Pupil Services; 7) School Law; and 8) School Finance are again utilized. The difference is the in-depth involvement in the activities and competencies that each student is expected to accomplish. Students work in their own school setting under the direction of their building principal as well as with a mentor principal from another school. Class seminars emphasize the application of each administrative competency as well as the examination of the components of a safe, secure and supportive learning environment, designing effective co-curricular programs and their evaluation and current technologies that support management functions. Candidates analyze the differences between high schools, middle schools and elementary schools plus the differences between urban and suburban schools. Class members also investigate the role of the assistant principal and the athletic director.

Prerequisite: Completion of a substantial portion of the Administrative Licensure Program.

### **ED 519B: Field Experience Continuation (-)**

### **ED 520: Instructional Leadership (3)**

The roles and functions of the principal as an instructional leader are studied with a strong emphasis on the best instructional practices and strategies for the early childhood and middle childhood student, along with the appropriate use of technology in teaching and learning. The belief that all students can learn is emphasized in conjunction with the research on continuous school improvement, early childhood and middle childhood growth and development, and the latest research on applied learning and teaching theories including multiple intelligences, brain research, and the best practices found in educational research.

### **ED 530: Curriculum Development (3)**

The theories and application of curriculum development, design, alignment and evaluation are examined with practical application of federal, state and district curriculum guidelines for early childhood, middle childhood, adolescent and young adult students. Students understand major curriculum design models, interpret school district curricula, initiate needs analysis, adjust content as needs and conditions change, and understand the articulation of an entire school district curriculum. The relationship of curriculum to the school philosophy, personnel, outside agencies, research and school community resources are discussed and applied.

### **ED 536: School Climate (2)**

The identification, implementation, assessment and evaluation of the unique culture of a school is developed along with an emphasis on faculty, parent and student collegiality and teamwork through the use of traditions, celebrations, ceremonies and other similar activities. An environment of high expectations of self, student and staff performance is cultivated. The importance of a caring school community is studied. Provision is made

for the development of guidelines, techniques and practices which facilitate positive relationships between the school, the parents and the community.

### **ED 541: Pupil Personnel Services (2)**

The role and function of various support staff and services which impact students and their parents are studied. Emphasis is placed on the non-academic services which are provided in the schools. These include: psychological services, school health services, guidance services, occupational therapy services, school social work services, special education services, speech and hearing therapy services, home schooling and alcohol and drug programming. Consideration is given to the influence of these services on other school personnel and parents. The role of intervention assistant teams is discussed. The Response to Intervention concept is studied. Confidentiality and privacy of school records are studied. Utilizing community resources to assist students in need is a focus of this course along with collaboration and communication with families.

### **ED 549: Profession Staff Development (3)**

Adult learning strategies for professional staff development to improve student learning outcomes according to district and building parameters are studied. Change as a process is examined. Diversity and its implication for educational leadership are discussed. The importance of understanding parents and community groups whose values and opinions sometimes conflict is reviewed. The evaluation of professional development programs is taught. The concept of life-long learning is stressed, along with risk-taking to improve schools. Working with parents, parent groups, special interest groups and the total school community are discussed.

### **ED 554: Current Issues & Problems Principal (2)**

Current issues and problems facing the school leader are examined and discussed. This approach means that different issues may be examined each semester depending on feedback from acting school administrators. Often these issues include but are not limited to safety and security concerns such as weapons in school, intruders at the school site, school fires and tornadoes, death at school and in the school family, preparation for emergency situations, and dealing with the grieving process at school. Decision making is a central focus of this course. Judgment and information collection are emphasized. Other concerns such as dealing with difficult parents, the achievement gap, diversity, poverty and its impact on school success, urban schools and their special problems, working with reluctant teachers, involving parents in the school and gaining their support and mobilizing the community on behalf of student learning are often studied. This course emphasizes the practical, current problems being faced by administrators in the schools.

### **ED 560: Educational Research (3)**

The qualitative and quantitative methodologies and terminology of educational research are studied, along with evaluation and action research. Major emphasis is placed on developing a research proposal to conduct an individual action research project. The elements of the proposal include the identification of an action research topic; a review of the pertinent literature, both primary and secondary; the identification of a qualitative or quantitative research design; and a plan for the analysis of the data that will be gathered. Emphasis is placed on reading and interpreting present-day educational research that can be applied to the fields of administration, leadership, and curriculum and instruction.

### **ED 575: School Law (3)**

The survey of laws and court decisions affecting education and school operations from the viewpoint of the school principal and the school district are reviewed. Selected principles of constitutional, statutory, case and common law affecting schools and school personnel with special reference to Ohio school law are studied. Contract law is reviewed as it applies to nonpublic schools. The importance of applying laws and procedures fairly, wisely and considerately is emphasized.

### **ED 588: Special Topics (3)**

### **ED 588W: Special Topics Workshop (1-3)**

### **ED 589: Administrative & Instructional Use of Technology (2)**

In this time of rapid change, school and district leaders are more important than ever. In the role of educational administrator, it is necessary to recognize the potential and necessity of technology. Further, it is critical that administrators recognize their dual role of instruction and technology leaders. The ISTE Standards for Administrators frames the role of the administrator in supporting digital age learning, creating technology-rich learning environments and leading the transformation of the educational landscape. Administrators must have competency and comfort in a wide array of technologies and their applications. In this course, students will explore five areas where administrators can lead and transform educational technology: Visionary Leadership, Digital Age Learning Culture, Excellence in Professional Practice, Systemic Improvement and Digital Citizenship. This is an online course.

### **ED 590: Integrating Seminar (3)**

Students develop a vision statement which commits the school and its services to total student learning and the highest possible standards of quality, productivity and continuous improvement. The knowledge, skills, attitudes and values of the educational administration program are synthesized. Covey's Seven Habits of Highly Effective People are studied in detail as a paradigm or model for personal and professional leadership. The habits of personal responsibility, personal mission statement, time and self- management, respecting differences and diversity, effective teamwork, and

empathic listening and taking care of oneself physically, mentally, emotionally, socially and spiritually enhance the basic code of ethics of the teaching and administrative profession. Students examine their own assumptions, beliefs and practices. Personal portfolio preparation, job search techniques, resume writing and interviewing skills are taught.

### **ED 595: Thesis/Research (3)**

### **ED 601: You as A Superintendent (3)**

This course is designed to help the candidate come to understand what it means to be the leader, the Superintendent, of a school district. Candidates will investigate the various types of relationships that need to be established and how those relationships need to be cultivated. The candidates will then investigate the hiring process needed to secure the right type of employees. Candidates will then examine how new hires have to be developed so that they can grow in their positions. Management, delegation and leadership will be reviewed and examined from the perspective of the district leader. Integral to the superintendent's leadership will be strategic planning and how a district knows where it is going and what it is trying to achieve. The final major topic will be helping the candidate to recognize what he/she needs to do to secure the position and how to take care of himself/herself once the position has been secured.

### **ED 602: The Business of the School District (3)**

The School Business Manager strives to achieve district goals by providing leadership and supervision in the district's program of fiscal management and in other assigned programs. This course provides superintendent candidates with an opportunity to gain substantive knowledge about major components related to school business management. This course overview includes topics related to school business management. Candidates seeking the superintendent licensure will be provided the opportunity to gain substantive knowledge about collective bargaining and labor relations, food service management, office administration, personnel management, purchasing, school finance, school law, risk management, transportation management and school plant management and operations. There is also an eight-hour field component required in this course. This course is considered to be part of the attainment of the Superintendent's licensure.

Prerequisite: ED 601- You as a Superintendent

### **ED 603: Educating the Whole Child (3)**

The demands and challenges of the 21st century require innovations on the part of teachers, administrators, schools, and communities to fully prepare students for college, career, and beyond. Educators who take on the whole child approach, which aims to ensure that each student is healthy, safe, engaged, supported, and challenged, set the standard for comprehensive, sustainable school improvement and provides students

with the opportunity for long-term success. This course looks at how this approach works in relation to a school district leader's approach to academic achievement, culture and climate, curriculum and instruction, and impact of outside forces, which may or may not affect school district practices. These include the best practices found in educational research and school reform initiatives. There is also an eight hour field component required in this course. This course is considered to be part of the attainment of the Superintendent's licensure.

Prerequisite: ED 601- You as a Superintendent and ED 602- The Business of the School District

### **ED 604: Superintendent Internship/Seminar (3)**

This course is designed to develop candidates for school district leadership by providing opportunities to synthesize, practice, and apply knowledge from superintendent preparation coursework in the real-world setting of functioning schools. Practice-based coursework assignments related to each standard of district leadership are synthesized in a theory-based, reflective document that serves as a comprehensive program examination of preparedness for district leadership. During the internship, candidates will engage in self-assessment of strengths, weaknesses, areas of particular interest, and will increasingly assume responsibility for their continuing professional development by planning for and completing a program of field experiences. Candidates will be challenged and expected to: 1.) Think critically about the role of the superintendent and leading effective school districts, 2.) Engage in reflective thinking about the role of the superintendent and leading effective school districts, 3.) Integrate a variety of ideas regarding the role of the superintendent and leading effective schools, and 4.) Synthesize coursework into a meaningful framework of understanding about the role of the superintendent and leading effective schools. This course is considered to be a part of the attainment of the Superintendent's licensure.

Prerequisite: ED 601- You as a Superintendent, ED 602- The Business of the School District, and ED 603 Educating the Whole Child

## **EDUCATION (EDA)**

### **EDA 500: Foundations of Education (3)**

This course encompasses a critical, reflective inquiry into the philosophical, historical and sociological theories that affect practice within the socio-cultural milieu of educational institutions. Critical pedagogy, constructivist theory, progressivism, interaction theory and labeling theory are key theoretical perspectives which underlie study in the course.

### **EDA 501: Skills for the 21st Century Educ (2)**

This course encompasses the academic and technological skills needed for success in graduate study and for the pre K-12 teacher. The student will learn to create a web



page, PowerPoint presentations, desk top publishing and electronic grade book preparation. Students will also learn to maximize their use of library resources and to refine their academic writing skills.

### **EDA 509: Independent Research in Cont Area (3)**

Adolescent to Young Adult students bring their content area knowledge to a greater degree of sophistication as they continue to increase their depth of content area knowledge and to explore literature and standards from the learned organizations which inform that discipline. Their increasing expertise is demonstrated as they complete research in their content area. Along with content area knowledge, emphasis is placed on purpose, pedagogy, success, planning and materials.

### **EDA 510: Introduction to Human Dev & Learnng (2)**

Designed to introduce graduate students to the theoretical framework of learning, this course provides a foundation of learning and development theory for all licensure areas.

### **EDA 513: Adv Studies in Dev & Learning (3)**

This course provides both theoretical background and substantive field experience. Students apply their knowledge of developmental influences and stages through actual work with students on a daily basis. Designed with emphasis on the appropriate range of age groups, a comprehensive study of a student becomes the cornerstone of the course and becomes the vehicle through which theory and practice are explored.

### **EDA 520: Content Area Reading (3)**

This course encompasses a survey of literature for children and young adults, covering a variety of literary genres. Special attention to criteria and procedures for teacher selection of literature will support a complex, literature-based curriculum.

### **EDA 523: Reading and Assessment (3)**

Application of current philosophies and practices in the teaching of reading with emphasis on the individuality of the reader and the reader's needs and on the integration of reading, writing and the language arts. Age appropriate instruction, strategies and study skills in content areas will be explored. This course applies developmentally appropriate strategies for assessing students through observation, interaction and informal analysis.

### **EDA 527: Addressing the Diverse Learner (2)**

This course orients apprentices to the range of diversity among learners. Diversities studied include cultural, linguistic, learning disabilities, special education and various exceptionalities. Apprentices learn to create and modify environments and experiences to meet the individual needs of all children, including children with disabilities, developmental delays, and specific abilities.

### **EDA 540: Curriculum, Materials, Methods I (3)**

Ohio Learning Standards and Planning for Instruction: During this sequence of courses that spans the school year, apprentices participate in grade level placements aligning with licensure requirements. Apprentices work extensively with effective lesson planning which focuses on differentiation of instruction and professional reflection in order to develop effective pedagogical skills. A variety of instructional strategies are used to incorporate differing student approaches to learning. Instructional strategies for developing critical thinking, problem solving, and performance skills are practiced. Planning and management of instruction is strongly guided by knowledge of the content areas to be taught. (Series includes 540/541)

### **EDA 541: Curr, Materials, Methods II (3)**

Ohio Standards for the Teaching Profession, Instruction, Assessment, and Classroom Management

### **EDA 545: Intgrtd Methods Cont Area I, II (3)**

This methods course specifically emphasizes the methods inherent in teaching one's content area in grades seven through twelve. Apprentices build on their previous understanding of the tools of inquiry, principles of procedure, and methods of teaching the subject. They come to understand how goals and topics span a year-long curriculum and how to integrate short-term objectives within topical, integrated units. They apply this knowledge in lesson plans, clinical teaching, and mini-units. For their student teaching, they plan an extensive unit, following national, state, and school guidelines. The use of methods specific to their subject area is required.

### **EDA 550: Prof Development Seminar I (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

### **EDA 551: Prof Development Seminar II (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive

approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

Prerequisite: EDA 550

### **EDA 565: Field Internship (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

### **EDA 578: Student Teaching (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

## **EDUCATION (EDB)**

### **EDB 500: Foundations of Education (3)**

This course encompasses critical, reflective inquiry into the philosophical, historical, and sociological theories that affect practice regarding educational institutions in a socio-cultural setting.

### **EDB 510: Intro Human Dev & Learning (3)**

Effective teaching is accomplished when the teacher understands the various theories of child development and correctly applies this knowledge to the planning and delivery of lessons. Human Development and Learning introduces candidates to the stages and patterns of cognitive, physical, moral, emotional, and psychosocial development.

### **EDB 520: Systematic Phonics Integrated (3)**

Course addresses the nature and role of systematic phonics and phonemic awareness both in isolation and within meaning-centered reading, spelling, and writing processes. Current research regarding phonics instruction will be explored; the integration of phonics into the language arts program, and strategies and materials for applying theoretical perspectives in teaching practice will be included. (Required for those planning to pursue licensure in early childhood education, intervention specialist: mild/moderate needs, i.e., special education, and middle childhood education.)

### **EDE 530: Curriculum, Methods & Materials I (3)**

Ohio Learning Standards and Planning for Instruction – Phase I of the Methods Block introduces the candidate (NCATE/CAEP terminology for teacher education student) to the concepts of being an effective teacher and utilizing effective teaching methods in the classroom. The MAP Lesson Plan/System (product and process) becomes the focus tool for the development of these concepts. In addition, candidates will become familiar with a variety of instructional strategies, Bloom's Taxonomy, and the Ohio Early Learning and the Ohio Learning Standards for the grade level and discipline area/s applicable to the candidate's intended licensure. The course is designed to simulate many of the techniques candidates should use in their classrooms. Evidence of learning focuses on the candidate's ability to prepare lesson plans for students (NCATE/CAEP terminology for P-12 children) and in some cases, to implement plans (i.e., microteaching). Developing clear and consistent oral and written communication skills will also be an integral part of this course.

## **EDUCATION (EDE)**

### **EDE 500: Foundations of Education (3)**

This course encompasses a critical, reflective inquiry into the philosophical, historical and sociological theories that affect practice within the socio-cultural milieu of educational institutions. Critical pedagogy, constructivist theory, progressivism, interaction theory and labeling theory are key theoretical perspectives which underlie study in the course.

### **EDE 501: Skills for the 21st Century Educ (2)**

This course encompasses the academic and technological skills needed for success in graduate study and for the pre K-12 teacher. The student will learn to create a web page, PowerPoint presentations, desk top publishing and electronic grade book preparation. Students will also learn to maximize their use of library resources and to refine their academic writing skills.

### **EDE 510: Intro to Human Development & Learning (2)**

Designed to introduce graduate students to the theoretical framework of learning, this course provides a foundation of learning and development theory for all licensure areas.

### **EDE 511: Advanced Studies in Dev & Learning (3)**

This course provides both theoretical background and substantive field experience. Students apply their knowledge of developmental influences and stages through actual work with students on a daily basis. Designed with emphasis on the appropriate range of age groups, a comprehensive study of a student becomes the cornerstone of the course and becomes the vehicle through which theory and practice are explored.

### **EDE 520: Systematic Phonics (3)**

This course addresses the nature and role of systematic phonics and phonemic awareness both in isolation and within meaning-centered reading and writing processes. Current research regarding phonics instruction, the integration of phonics into the language arts program and strategies and materials for applying theoretical perspectives in teaching practice will be included.

### **EDE 521: Reading and Assessment (3)**

Application of current philosophies and practices in the teaching of reading with emphasis on the individuality of the reader and her/his needs and on the integration of reading, writing and the language arts. Age appropriate instruction, strategies and study skills in content areas will be explored. This course applies developmentally appropriate strategies for assessing students through observation, interaction and informal analysis.

### **EDE 523: Reading Ed & Literacy Perspectives (3)**

This course will focus on the application of current philosophies and practices in the teaching of reading with emphasis on the integration of reading, writing and the language arts. Attention will be given to issues of language and language acquisition, word attack skills, vocabulary development, levels of comprehension, critical and creative reading and reading and writing cross the curriculum. Students will be exposed to trade books, literature based basal texts and expository materials. Diagnostic and assessment procedures will be applied and methods for observation, reporting of progress and intervention strategies will be introduced.

### **EDE 525: Content Area Reading (3)**

This course encompasses a survey of literature for children and young adults, covering a variety of literary genres. Special attention to criteria and procedures for teacher selection of literature will support a complex, literature-based curriculum.

### **EDE 527: Addressing the Diverse Learner (2)**

This course orients apprentices to the range of diversity among learners. Diversities studied include cultural, linguistic, learning disabilities, special education and various exceptionalities. Apprentices learn to create and modify environments and experiences to meet the individual needs of all children, including children with disabilities, developmental delays, and specific abilities.

### **EDE 530: Curriculum, Materials, Methods I (3)**

Ohio Learning Standards and Planning for Instruction: The methods-curriculum block begins with an introduction to models of teaching followed with a clinical practicum. As the graduate apprentices initiate practice models of instruction in their classroom placements, a survey of curriculum theory and design guides beginning lesson and theme planning. The courses progress with in-depth study of content areas within an integrated, theme-based curriculum, and the teaching of a theme or unit apprentices

have designed and written. Special methods, peer observation, video-tape analysis and conferencing are features of this series. (Series includes 530/531/533)

**EDE 531: Curr, Materials, Methods II (3)**

Ohio Standards for the Teaching Profession, Instruction, Assessment, and Classroom Management

**EDE 533: Curr, Materials, Methods III (3)**

Ohio Learning Standards for Teaching the Profession and Unit Planning

**EDE 550: Prof Development Seminar I (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

**EDE 551: Prof Development Seminar II (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

Prerequisite: EDE 550

**EDE 560: Field Internship (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

**EDE 578: Student Teaching (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

## EDUCATION (EDG)

### **EDG 501: Adolescent Dev & Educ in Gr 4&5 (3)**

This course is designed for candidates seeking early childhood generalist (4-5) endorsement. Focused study of the major concepts, principles, and theories of young adolescent development as exhibited by students in grades 4 and 5, in addition to a study of the philosophical foundations of developmentally-responsive, middle-level programs and schools as delineated by the Association for Middle Level Education (AMLE) and specifically focused on grades 4 and 5. Assignments will include both focused observations and interviews with written analyses grounded in middle-school principles, theories, and research. Requires 10 hours of observation in a grade 4-5 setting. Prerequisites: Teaching license [for Early Childhood Generalist (4-5) Endorsement candidates, the Early Childhood (P-3) License]

### **EDG 502: Lang Arts & Social Studies GR 4&5 (3)**

This course is designed for candidates seeking early childhood generalist (4-5) licensure. Focused study of the major concepts, principles, theories, and research related to effective language arts and social studies instruction and content with application of the Ohio Learning, AMLE, NCSS, NCTE, ILA, OSTP, and InTASC standards, specifically focused on grades 4 and 5. Assignments will include both focused observations and analyses of lesson grounded in middle-school principles, theories, and research. Requires 20 hours of observation in a grade 4-5 setting. Prerequisites: State of Ohio licensure in Early Childhood Education (P-3) [for Early Childhood Generalist (4-5) Endorsement candidates, the Early Childhood (P-3) License]

### **EDG 503: Mathematics & Science Grades 4&5 (3)**

This course is designed for candidates seeking early childhood generalist (4-5) licensure. Focused study of the major concepts, principles, theories, and research related to effective mathematics and science instruction and content with application of the Ohio Learning, AMLE, NCTM, NSTA, OSTP, and InTASC standards, specifically focused on grades 4 and 5. Assignments will include both focused observations and analyses of lesson grounded in middle-school principles, theories, and research. Requires 20 hours of observation in a grade 4-5 setting. Prerequisites: State of Ohio licensure in Early Childhood Education (P-3) [for Early Childhood Generalist (4-5) Endorsement candidates, the Early Childhood (P-3) License]

## EDUCATION (EDM)

### **EDM 500: Foundations of Education (3)**

This course encompasses a critical, reflective inquiry into the philosophical, historical and sociological theories that affect practice within the socio-cultural milieu of educational institutions. Critical pedagogy, constructivist theory, progressivism, interaction theory and labeling theory are key theoretical perspectives which underlie study in the course.

### **EDM 501: Skills for the 21st Century Educ (2)**

This course encompasses the academic and technological skills needed for success in graduate study and for the pre K-12 teacher. The student will learn to create a web page, PowerPoint presentations, desk top publishing and electronic grade book preparation. Students will also learn to maximize their use of library resources and to refine their academic writing skills.

### **EDM 510: Intro Human Development & Lrng (2)**

Designed to introduce graduate students to the theoretical framework of learning, this course provides a foundation of learning and development theory for all licensure areas.

### **EDM 512: Advanced Studies in Dev. & Learning (3)**

This course provides both theoretical background and substantive field experience. Students apply their knowledge of developmental influences and stages through actual work with students on a daily basis. Designed with emphasis on the appropriate range of age groups, a comprehensive study of a student becomes the cornerstone of the course and becomes the vehicle through which theory and practice are explored.

### **EDM 520: Systematic Phonics (3)**

This course addresses the nature and role of systematic phonics and phonemic awareness both in isolation and within meaning-centered reading and writing processes. Current research regarding phonics instruction, the integration of phonics into the language arts program and strategies and materials for applying theoretical perspectives in teaching practice will be included.

### **EDM 522: Reading and Assessment (3)**

Application of current philosophies and practices in the teaching of reading with emphasis on the individuality of the reader and her/his needs and on the integration of reading, writing and the language arts. Age appropriate instruction, strategies and study skills in content areas will be explored. This course applies developmentally appropriate strategies for assessing students through observation, interaction and informal analysis.

### **EDM 523: Reading Ed & Literacy Perspectives (3)**



This course will focus on the application of current philosophies and practices in the teaching of reading with emphasis on the integration of reading, writing and the language arts. Attention will be given to issues of language and language acquisition, word attack skills, vocabulary development, levels of comprehension, critical and creative reading and reading and writing cross the curriculum. Students will be exposed to trade books, literature based basal texts and expository materials. Diagnostic and assessment procedures will be applied and methods for observation, reporting of progress and intervention strategies will be introduced.

### **EDM 525: Content Area Reading (3)**

This course encompasses a survey of literature for children and young adults, covering a variety of literary genres. Special attention to criteria and procedures for teacher selection of literature will support a complex, literature-based curriculum.

### **EDM 527: Addressing the Diverse Learner (2)**

This course orients apprentices to the range of diversity among learners. Diversities studied include cultural, linguistic, learning disabilities, special education and various exceptionalities. Apprentices learn to create and modify environments and experiences to meet the individual needs of all children, including children with disabilities, developmental delays, and specific abilities.

### **EDM 530: Curriculum, Materials, Methods I (3)**

Ohio Learning Standards and Planning for Instruction: The methods-curriculum block begins with an introduction to models of teaching followed with a clinical practicum. As the graduate apprentices initiate practice models of instruction in their classroom placements, a survey of curriculum theory and design guides beginning lesson and theme planning. The courses progress with in-depth study of content areas within an integrated, theme-based curriculum, and the teaching of a theme or unit apprentices have designed and written. Special methods, peer observation, video-tape analysis and conferencing are features of this series. (Series includes 530/531/533)

### **EDM 531: Curr, Materials, Methods II (3)**

Ohio Standards for the Teaching Profession, Instruction, Assessment, and Classroom Management

### **EDM 533: Curr, Materials, Methods III (3)**

Ohio Learning Standards for Teaching the Profession and Unit Planning

### **EDM 550: Professional Development Seminar I (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe,

practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

### **EDM 551: Prof Development Seminar II (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

Prerequisite: EDM 550

### **EDM 563: Field Internship (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

### **EDM 578: Student Teaching (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester. This course encompasses a critical, reflective inquiry into the philosophical, historical, and sociological theories that affect practice within the socio-cultural milieu of educational institutions. Critical

## **EDUCATION (EDS)**

### **EDS 500: Foundations Of Education (3)**

This course encompasses a critical, reflective inquiry into the philosophical, historical and sociological theories that affect practice within the socio-cultural milieu of educational institutions. Critical pedagogy, constructivist theory, progressivism,

interaction theory and labeling theory are key theoretical perspectives which underlie study in the course.

### **EDS 501: Skills for the 21st Century Educ (2)**

This course encompasses the academic and technological skills needed for success in graduate study and for the pre K-12 teacher. The student will learn to create a web page, PowerPoint presentations, desk top publishing and electronic grade book preparation. Students will also learn to maximize their use of library resources and to refine their academic writing skills.

### **EDS 510: Intro Human Development & Lrng (2)**

Designed to introduce graduate students to the theoretical framework of learning, this course provides a foundation of learning and development theory for all licensure areas.

### **EDS 513: Adv Stud Dev/Learn (3)**

This course provides both theoretical background and substantive field experience. Students apply their knowledge of developmental influences and stages through actual work with students on a daily basis. Designed with emphasis on the appropriate range of age groups, a comprehensive study of a student becomes the cornerstone of the course and becomes the vehicle through which theory and practice are explored.

### **EDS 515: Lang Dev Comm Disr (3)**

This course studies language development in children from birth to age eight and the disorders that may arise, with emphasis on theories of cognition in relation to language development, application of theory, development of curriculum and materials, strategies for teaching, design in environments, and evaluation of language development in young children. Intervention in relation to language and communication disorders including the use of Augmentative and Alternative communication technology is explored

### **EDS 520: Systematic Phonics (3)**

This course addresses the nature and role of systematic phonics and phonemic awareness both in isolation and within meaning-centered reading and writing processes. Current research regarding phonics instruction, the integration of phonics into the language arts program and strategies and materials for applying theoretical perspectives in teaching practice will be included.

### **EDS 521: Reading and Assessment (3)**

Application of current philosophies and practices in the teaching of reading with emphasis on the individuality of the reader and her/his needs and on the integration of reading, writing and the language arts. Age appropriate instruction, strategies and study skills in content areas will be explored. This course applies developmentally appropriate strategies for assessing students through observation, interaction and informal analysis.

### **EDS 523: Reading Ed & Literacy Perspectives (3)**

This course will focus on the application of current philosophies and practices in the teaching of reading with emphasis on the integration of reading, writing and the language arts. Attention will be given to issues of language and language acquisition, word attack skills, vocabulary development, levels of comprehension, critical and creative reading and reading and writing cross the curriculum. Students will be exposed to trade books, literature based basal texts and expository materials. Diagnostic and assessment procedures will be applied and methods for observation, reporting of progress and intervention strategies will be introduced.

### **EDS 525: Content Area Reading (3)**

This course encompasses a survey of literature for children and young adults, covering a variety of literary genres. Special attention to criteria and procedures for teacher selection of literature will support a complex, literature-based curriculum.

### **EDS 527: Addressing the Diverse Learner (2)**

This course orients apprentices to the range of diversity among learners. Diversities studied include cultural, linguistic, learning disabilities, special education and various exceptionalities. Apprentices learn to create and modify environments and experiences to meet the individual needs of all children, including children with disabilities, developmental delays, and specific abilities.

### **EDS 530: Curriculum, Materials, Methods I (3)**

Ohio Learning Standards and Planning for Instruction: The methods-curriculum block begins with an introduction to models of teaching followed with a clinical practicum. As the graduate apprentices initiate practice models of instruction in their classroom placements, a survey of curriculum theory and design guides beginning lesson and theme planning. The courses progress with in-depth study of content areas within an integrated, theme-based curriculum, and the teaching of a theme or unit apprentices have designed and written. Special methods, peer observation, video-tape analysis and conferencing are features of this series. (Series includes 530/531/533)

### **EDS 550: Professional Development Seminar I (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

### **EDS 551: Prof Development Seminar II (3)**

Three philosophical themes are woven through this year-long seminar: purpose of schooling, pedagogy and success. Throughout the year, as apprentices observe, practice and reflect, they do so within the context of exploring the content and meaning of curriculum, of how learning goals are achieved and with a commitment to the success of every student. Individual advisement is a critical component of the seminar and serves as a vehicle for professional growth. Resume writing, job placement, an inclusive approach to differing school experiences, and the state mandated Ohio Assessment for Educators examinations are included components.

Prerequisite: EDS 550

### **EDS 560: Field Internship (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

### **EDS 570: Introduction to Special Education (3)**

This course explores the history, litigation and legislation, theories, ideologies, and methodologies which serve as the foundation for special education. The Council for Exceptional Children/NCATE standards will be reviewed and Standards #1, 2, 9 and 10 addressed for formal evaluation through Key Assessment #2-Special Education Website. Students will also continue to develop and design a personal and philosophical view of education, in light of the investigation and examination of exceptionality.

### **EDS 571: Issues & Intervention (3)**

This course is the first part of a two part course focusing on issues and intervention in behavior and assessment. This is the first part (I) and focuses on assessment, intervention, and reassessment. All aspects of assessment, including ethical and legal issues, are explored. Varied approaches to assessment which include collaboration with families and other professionals are covered. Informal, formal, and alternative methods are studied as well as the impact of current laws on student progress.

### **EDS 572: Adv Intrvntn Beh & Asmt (3)**

Specific behavior management techniques are discussed. School –wide behavioral support, functional behavioral analysis and wrap- around plans for students with emotional and behavioral disorders are considered. Ethical considerations and legal implications are included. Participation by families in the process is emphasized.

### **EDS 575: Intv Spec Curr, Materials, Methods (3)**

This course presents an intensive review of all facets of curriculum development and design of instructional strategies. Additionally, teacher candidates are provided with effective skills required for teaching cognitive strategies to students. Included within the design of this course is the focus on independent living skills, vocational skills, career education programs, use of assistive devices, and transition services. Teacher candidates collaborate with the intervention specialist at their placement sites for lesson and unit planning, utilizing universal design and curriculum differentiation.

### **EDS 576: Consultation & Collaboration (3)**

Effective communication and collaboration among all constituencies (parents, school, community and agency personnel) are covered. Co-Teaching is reviewed and experienced. Development and discussion of interview skills, managing resistance/conflict and skills of negotiation, development of expert communication skills are part of this course. Working with paraprofessionals is explored. Team meetings and parent conferences are experienced, examined and analyzed.

### **EDS 578: Student Teaching (3)**

This practicum represents two sixteen week teaching internship experiences. Each apprentice plans and teaches a comprehensive unit or theme and assumes full teacher responsibility within the school culture. Advising and conferences with mentor/cooperating teacher, are critical to the success of the internship. Teaching during the internship builds from practice to cycles of full responsibility and team teaching throughout the semester.

## **GRADUATE STUDIES (GS)**

### **GS 701: Thesis (1)**

Students who are unable to complete their thesis requirements within the final project course(s) (3-6 credits) may register for up to 3 credit hours in 1 credit hour increments per semester to complete requirements. Prerequisite: Final Project Course (s)

## **HISTORIC PRES (HIP)**

### **HIP 500: Research Methods I (3)**

Students explore historiography, historical theory and analysis and methods for cultural and historical research. Students are introduced to local archival/library repositories useful for research. Thesis development and writing skills are included.

### **HIP 501: Methods II (3)**

This seminar focuses on selecting, researching, analyzing, designing, organizing and writing the Historic Preservation thesis. Students learn how to select and research their thesis topic as well as prepare an outline, precis, annotated bibliography and prospectus.

Prerequisites: HIP 500 and HIP 589

### **HIP 502: Grant Writing (3)**

Introduction to the role of the grant writer in the nonprofit sector. Emphasis on the ethics of fundraising and development and the attitudes and values associated with the act of asking for money. Provides an overview of the various types of fundraising. Student will write a proposal for a grant in Historic Preservation. The grant with complete budgetary information and time frame must be worthy of being funded in order to receive credit.

Prerequisites: HIP 500 and HIP 589; or permission of Program Director

### **HIP 504: Survey & Nomination (3)**

This course introduces two essential tools for historic practice: Historic Resource Surveys/Inventories (including reconnaissance and intensive surveys) and National Register Nominations. Students will attain a working knowledge of these tools through individual experience in researching and writing for historic preservation projects. Students will also get practical experience in presenting their projects to audiences. Although much of the work will be independent, there will be a series of classroom meetings and instructor appointments throughout the semester.

Prerequisites: HIP 500 and HIP 589; or permission of Program Director

### **HIP 508: History of Architecture (3)**

This course surveys the history of Western architecture from Classical Greece and Rome, through the Middle Ages, Renaissance, Neoclassical period, Victorian, and Modern. Upon completion, students will demonstrate skill in identifying styles and element using correct architectural terminology. Fieldwork is incorporated.

### **HIP 523: Drafting/CAD (3)**

This class uses architectural design software in order to produce and modify architectural drawings. Upon completion, students will demonstrate the ability to execute a floor plan and an elevation using computer-aided design.

### **HIP 525: Documentation (3)**

Students employ techniques for analyzing, documenting and recording the details of historic architecture and interiors using field investigation, interpretation of architectural evidence, construction chronology, restoration analysis, preparation of measured drawings, basic graphic representation and photography.

Prerequisite: HIP 500, 589, and 523 Drafting/AutoCAD.

### **HIP 526: HABS: Historic Amer Building Survey (3)**

This is an advanced documentation course based on standards set by the Historic American Building Survey (HABS). The purpose of the course is to educate students in not only proper HABS documentation techniques, but also in the preparation of archival quality drawings. The student's documentation and drawings will be entered into an annual contest, *The Peterson Prize*, which recognizes the best documentation package from student groups across the country.

### **HIP 535: American Architecture (3)**

This course surveys the 400 years of American architecture, beginning with the Colonies in the 17th century and concluding with the present. Students will understand high-style and vernacular architecture in America and demonstrate the ability to identify styles, understand construction and materials, and societal values. Field study will be an important aspect of the class.

### **HIP 550: Issues & Ethics (3)**

Students explore contemporary preservation issues, advocacy strategies and ethical standards in relation to the professional practice of preservation and public history.

Prerequisite: HIP 589.

### **HIP 555: Preservation Law (3)**

This lecture/discussion course examines the history, theory, and practice of preserving historic resources through the United States legal system. Students WILL analyze how laws are made in general; understand significant national, state, and local preservation law; explore legal strategies for protecting historic sites; and study preservation case law. Students examine fundamentals of legal protection for and regulation of historic cultural resources. Preservation is addressed in light of political systems that shape attitudes toward the historic environment.

Prerequisite: HIP 589.

### **HIP 560: Conservation Studio (3)**

This studio course covers the identification, conservation and restoration of historic building materials (wood, stone, brick, concrete, steel) plus architectural, furniture and decorative arts finishes (paints, varnishes, glazes, gilding, plating, coatings, etc.), their history (especially in America) and their components and applications. Appropriate conservation strategies and techniques are demonstrated. Students participate in discussions on the ethics and philosophy of surface conservation.

Prerequisite: HIP 589.

### **HIP 565: Preservation Planning (3)**



This course examines practical and philosophical issues in planning for preservation and the methods for project implementation. Among the topics included are preservation surveys; zoning and conservation ordinances; easements; building codes; historic district and landmark designation; design review; roles of preservation agencies (local, state, and national); preservation economics, incentives, and tax credits; and public relations.

Prerequisite: HIP 589.

### **HIP 570: Adaptive Reuse (3)**

This studio course presents specific historic sites in need of rehabilitation for continued use. Students are responsible for researching a site, conducting feasibility studies and generating design criteria goals and solutions. Particular emphasis is given to the Secretary of the Interior's Standards for the Rehabilitation of Historic Structures. Students combine design and drawing skills with technical knowledge in order to solve problems in creative, appropriate and economical ways.

Prerequisite: HIP 589.

### **HIP 588: Special Topics (1-3)**

### **HIP 589: Foundations Prsvng Cult Memry (3)**

This course introduces historic preservation in perspective to other public history professions. It provides a grounding in the history, theory, philosophy and practice of historic preservation with focus on how historical significance is determined culturally and architecturally. Historic preservation is an interdisciplinary field that relies upon a broad variety of fields, including archaeology, architecture, history, landscape studies, public policy, real estate and business development and urban and rural planning. This class briefly investigates the implications of those involvements.

### **HIP 600: Thesis I (3)**

The final degree requirement is a research-intensive master's thesis. This two course sequence focuses on the development, research and writing of the thesis. With guidance from an advisor and a committee of readers, student will independently research and write an original thesis on a preservation topic of personal and professional interest using primary materials. The thesis builds on the specific student work from the courses in Methods II, Grant Writing and Survey/Nomination.

Prerequisite: HIP 501

### **HIP 601: Thesis II (3)**

The final degree requirement is a research-intensive master's thesis. This two course sequence focuses on the development, research and writing of the thesis. With guidance from an advisor and a committee of readers, student will independently research and write an original thesis on

a preservation topic of personal and professional interest using primary materials. The thesis builds on the specific student work from the courses in Methods II, Grant Writing and Survey/Nomination.

Prerequisite: HIP 600

### **HIP 650A M.A. Thesis Seminar (3)**

With guidance from the Director of Graduate Studies in Historic Preservation, who serves as advisor, and a committee of at least two readers, the student will independently select a topic in historic preservation, complete a prospectus document and public hearing, then research and write an original Master's thesis using primary and secondary source materials. The thesis must be successfully defended before and accepted by the committee of readers.

Prerequisites: HIP 500 and HIP 589

### **HIP 650B M.A. Thesis Seminar (3)**

With guidance from the Director of Graduate Studies in Historic Preservation, who serves as advisor, and a committee of at least two readers, the student will independently select a topic in historic preservation, complete a prospectus document and public hearing, then research and write an original Master's thesis using primary and secondary source materials. The thesis must be successfully defended before and accepted by the committee of readers.

Prerequisites: HIP 500 and HIP 589

### **HIP 650C M.A. Thesis Seminar (3)**

With guidance from the Director of Graduate Studies in Historic Preservation, who serves as advisor, and a committee of at least two readers, the student will independently select a topic in historic preservation, complete a prospectus document and public hearing, then research and write an original Master's thesis using primary and secondary source materials. The thesis must be successfully defended before and accepted by the committee of readers.

Prerequisites: HIP 500 and HIP 589

### **HIP 675: Internship (1-6)**

### **HIP 686: Independent Study (1-4)**

### **HIP 701: Thesis III (1)**

Students who are unable to complete their thesis requirements within the 6 credit hours of HIP 600 and 601 register for up to 3 credit hours in 1 credit hour increments per semester of HIP 701 Thesis III to complete requirements.

Prerequisite: HIP 601 or 650c

## **MBA (MBA)**

### **MBA 501: Leadership & Emotional Intelligence (3)**

This course focuses on researching and comparing a variety of theories and models of leadership. The relationship between leadership effectiveness and emotional intelligence will also be explored. Topics discussed include examining leadership styles and managerial processes that are related to the issues of ethics, power, social justice, diversity, teams, culture, and stewardship from a socially conscious and ethical, values-based perspective.

### **MBA 502: The Organization as a System (-)**

This course focuses on systems thinking from an organizational behavior perspective. Topics covered will include organizational theory and design; economic theory of organization; learning organizations; organizational behavior; management, and ethical leadership.

### **MBA 505: The Socially Conscious Economy (3)**

This course is an overview of business and how it relates to the society we live in today. You have spent most of your life in organizations from schools, to sports, from workplaces to community activities. Your future work life will involve working with, in, or for organizations, and, quite possibly, at some point, creating your own business or service organization. However, we are living in an era of transition and often in our busy lives, we find we do not have enough time to think about how our work lives and the organizations we are involved with fit into the bigger picture. This course carves a space in the midst of all the busy-ness to think about, discuss, and grapple with big picture questions about our identities, the organizations we are part of and the vision of society we would like to create. The themes and topics that we will cover include an examination of the economic and political systems we live in, how politics, gender, and the environment relate to business, and how we can envision together a future that is sustainable for all.

### **MBA 506: Marketing Strategy Global & Domestic (3)**

This course focuses on the development, evaluation, and implementation of marketing management strategies and policies in a complex global environment. Topics discussed will include gathering information and conducting market research; developing marketing strategies and plans; creating customer value; enhancing brand identity; and competing in a global environment. This course will provide students with a systematic

framework for understanding marketing management and strategic decision making from an ethical, values-based perspective.

### **MBA 511: Financial Acctg Theory & Research (3)**

This course focuses on the fundamental theories and practices of financial accounting from an external reporting perspective. Throughout the course, students will learn how to apply theoretical concepts related to generally accepted accounting procedures (GAAP). Discussion topics will focus on: transaction analysis related to assets, liabilities, and stockholder's equity; application processes for using revenue and expense recognition principles; and preparation of detailed financial statements. The methods and rationale for disclosing financial information in financial reports will be examined.

### **MBA 512: Socially Conscious Economics (3)**

This managerial economics course provides students with a deeper appreciation of those critical forces in the U. S. and global economy that shape management strategy, from a socially conscious business approach. Students will explore economic concepts and learn how to use such knowledge when a business is operating in a constantly changing economic environment that also includes the impact of globalization. Topics discussed include demand theory, supply, the price system, cost analysis, market structures, factor pricing, decision criteria, and international economics. Ethical and values-based decision processes will be discussed within the context of a global business environment.

### **MBA 515: Informations Systems Management (3)**

This course examines the effective use of information systems in organizations from a management perspective. Topics discussed include information systems to support strategies of the firm, technology for competitive advantage, technological foundations of information technology, global environment issues related to information systems, ethics and privacy issues, and future trends.

### **MBA 545: Advanced Taxation (3)**

The purpose of this course is to provide students with an in-depth learning experience of the concepts, methods and regulations of advanced taxation. Upon completion of a variety of assignments and activities, students will enhance their knowledge, skills, and attitudes associated with an understanding of the federal tax laws for corporations, partnerships, estates, and trusts. The primary topics discussed include organization and capital structure, taxation of corporations and partnerships, distributions and liquidations, multi-state and international transactions, estate taxes and taxation of trusts and estates.

### **MBA 554: Project Mgmt & Team Dynamics (3)**

This course focuses on both the theoretical and practical application of integrated project management processes. These processes involve selecting, coordinating, and synchronizing projects in a company so that all the key factors for success are optimized. Primary topics discussed include: analyzing project business value; mobilizing team performance and dynamics; monitoring project implementation; resolving technical, resource and interpersonal conflicts; managing program interfaces and multitasking; identifying organizational constraints; determining accountability; and applying ethical procedures.

### **MBA 561: Fin Rprtng, Stmt Analysis, Ethics (3)**

This course explores the financial accounting process, its underlying concepts, and the standards used in preparing and analyzing financial statements, which includes an emphasis on the professional code of ethics. This process focuses on accounting for assets, liabilities, and stockholders' equity, and applying revenue and expense recognition principles. Methods for disclosing required financial information is examined while learning generally accepted accounting principles (GAAP Regulations). Emphasis is on how to use an ethical, values-based decision-making process to examine a set of financial statements and effectively analyze a firm's financial position, profitability, and cash generating ability.

### **MBA 562: Financial Mgmt Investment Analysis (3)**

The purpose of this course is to provide students with an in-depth learning experience of the concepts and methods of financial management and financial statement analysis. The central theme is developing a managerial perspective for key financial decisions while creating shareholder value. Topics discussed include working capital management, the time value of money, cash flow analysis, budgeting, capital structures, dividend policies, financial statement analysis, financial ethics, global decision-making, and valuation of debt and equity securities.

Prerequisite: MBA 511 or 561; or permission of instructor

### **MBA 571: Mgt Acctng: Decisn Making & Ethics (3)**

This management accounting course focuses on methods, tools, and analysis procedures to prepare internal reports that are used to enhance the effectiveness of decision-making processes that could be used in a variety of organizations. The primary topics discussed include accounting as the language of business, cost analysis methods, job-order costing, process costing, break-even analysis, profit analysis, variable costing procedures, budgeting methods, standard variance analysis, and professional ethics associated with the accounting profession.

Prerequisite: MBA 511 or 561; or permission of instructor

### **MBA 588: Special Topics (3)**

### **MBA 602: Operations & Logistics Mgmt (3)**

This course focuses on the concepts and procedures used in operations and logistics management for those types of organizations that manufacture a product or provide a service to their consumers. Topics discussed include operations strategy, capacity planning, manufacturing processes, supply chain analysis, logistics procedures, linear programming, queuing theory, forecasting methods, and inventory control processes.

Prerequisite: MBA 501 or 502; and 511 or 561; or permission of instructor

### **MBA 603: Intrnatnl Bus & Globalization (3)**

The need for international business management practices has increased with the rise in the globalization of business and is now considered an integral part of any business. International business management is strategically involved and directly responsible for working with companies outside of the USA. Managers must understand the cultural differences, work ethics, and legal environment of the countries and workers. This course will help the student gain an in-depth understanding about international trade and investment policies, strategic planning, organization, implementation, control of financial, marketing, services and logistics and supply chain management. Ethical decision-making processes will be emphasized throughout the course.

Prerequisite: MBA 501 or 502; or permission of instructor

### **MBA 604: Quantitative Mthds Decisn Mkg Bus (3)**

The primary focus of the quantitative methods in business course is on the application of quantitative reasoning methods in the area of financial management as required to support decision-making situations in business organizations. Emphasis is on the fundamental concepts associated with linear programming techniques, simulation methods, decision theory, inventory control models, queuing theory and forecasting methods.

Prerequisite: MBA 511 or 561; or permission of instructor.

### **MBA 605: Human Resource Management (3)**

This course will provide the student with an in-depth analysis of management issues for human resources from a research perspective. It is important for all professional, supervisory, and management employees to understand and be able to employ fundamental human resource concepts and techniques, as well as be able to appreciate what can be expected from a human resources department in an organization in terms of policy, legal and ethical related issues.

Prerequisite: MBA 501 or 502; or permission of instructor

### **MBA 611: Labor Relatns, Comp & Global Systms (3)**

This course provides students with a complete, comprehensive review/overview of essential personnel management concepts and techniques. Course content is designed to introduce and familiarize students with categories of proficiency and the six major functional areas in the field of Human Resources. Categories of proficiency include human resources, business, leadership, and learning. Functional areas include (1) Strategic Management, (2) Workforce Planning and Employment, and (3) Human Resource Development, (4) Total Rewards, (5) Employee and Labor Relations, and (6) Risk Management. This course also addresses issues in HR management in both domestic and global contexts.

### **MBA 612: HR Strategy, Planning, Development (3)**

The purpose of this course is to provide students with an in-depth examination of the Human Resource Body of Knowledge (HR-BOK) and their applications for the HR practitioner: (1) Strategic HR Management, (2) Workforce Planning and Employment, and (3) Human Resource Development. Using multiple teaching and learning strategies – case analysis, guided discussions, testing, online and in-class instructor–led interactive class sessions – relevant course concepts and their applications will be reviewed reinforced and assessed.

### **MBA 613: Governmental & Non Profit Acctg (3)**

The purpose of this course is to provide students with a knowledge base of accounting for governmental and non-profit organizations. The primary topics discussed include accounting concepts for government and not-for-profit entities; budgetary accounting; capital assets and capital projects; fiduciary activities and debt service; general funds and special reserves; and auditing and reporting issues.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **MBA 614: International Acct & Prof Ethics (3)**

The purpose of this course is to provide students with a knowledge base of both the fundamental concepts of international accounting and professional ethics. The primary topics discussed include: worldwide accounting diversity issues; international harmonization and financial reporting standards; comparative statements; foreign currency issues; taxation and auditing; principles of accounting ethics; and code of professional conduct.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **MBA 615: Advanced Acctg & Information System (3)**

The purpose of this course is to provide students with the knowledge of advanced financial accounting concepts used to support decision making processes associated with financial reporting requirements. Primary topics discussed include ethical issues in accounting, fraudulent financial reporting, partnerships, branches, joint ventures,

liquidations, bankruptcy and reorganization, consolidated financial statements, foreign currency issues. and accounting research methods.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **MBA 621: Fin Planning Thry, Practic, Ethics (3)**

This course focuses on the fundamental theories of financial planning, emphasizing goal and priority setting and data analysis. Topics covered include financial plans; ethical codes of conduct; financial planning standards; financial statements, cash flow management, financing strategies, ownership of assets, and time value of money, annuity options, and financial regulations. This course also provides the foundational principles for personal income tax planning, risk management and insurance, investment planning, retirement and estate tax planning.

Prerequisite: MBA 511 or 561, and 571; or permission of instructor.

### **MBA 622: Accounting for Retirement Plans (3)**

This course focuses on how to plan, implement and monitor individual and business-sponsored retirement plans. It also focuses on how to perform retirement needs analysis, what regulatory issues surround retirement planning and benefits, and what tax issues come into play. The employee benefits section of the course focuses on the analysis of financial planning strategies associated with Social Security and Medicare, civil service, group life, disability, dental and health insurance.

Prerequisite: MBA 621; or permission of instructor

### **MBA 623: Risk Mgmt & Insurance Analysis (3)**

This course introduces students to the theory and application of insurance planning from a financial planning perspective. Emphasis is on identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

Prerequisite: MBA 621; or permission of instructor.

### **MBA 624: Investment Planning (3)**

This course covers the theory and practice of investment planning as specifically related to field of personal financial planning. The purpose of this course is to provide students with an in-depth understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, investment strategies and modern portfolio theory.

Prerequisite: MBA 621; or permission of instructor.

### **MBA 625: Tax Planning & Business Ethics (3)**



This course focuses on a comprehensive analysis of income and estate tax laws from a financial planning perspective. Topics discussed include the federal income tax system, capital gains or losses, and taxation of business entities, trusts, and estates. Students will also learn procedures of income and estate tax planning which include the timing of income and deductions, conversion of income, stock options, charitable giving, and probate consequences.

Prerequisite: MBA 621; or permission of instructor

### **MBA 631: Global Marketing (3)**

This course examines international marketing operations and issues systematically and in depth. It draws on foundational knowledge in a number of areas, such as finance, marketing, investment, and competitive industry analysis. This course investigates the issues a manager may face as she/he oversees global marketing activities in the increasingly competitive environment. The fundamentals of marketing and its management in competitive global environments and diverse national economies are discussed. Major topics to be covered include the global marketing environment, analyzing, and targeting global market opportunities, global marketing strategy, creating global marketing programs, and managing the global marketing program. Emphasis is on practical problem solving and marketing tactics, as well as on the systematic process of strategic analysis and planning. All course materials and lectures will focus on global, regional, and international markets.

### **MBA 632: Managing Creative People (3)**

This course analyzes the managerial skills needed to inspire innovation and creativity in the human resources comprising an organization. Topics discussed will include how to reward performance, foster idea creation, embrace risk and failure, and cultivate managerial patience to let ideas grow. The course demonstrates the role of the manager and/or account executive in motivating creative employees and the application of techniques that will spur creative marketing objectives that are aligned with the overall business objectives of an organization. This course also enables students to understand the structure of creative and innovative businesses.

Prerequisite: MBA 506 or 631, or permission of instructor

### **MBA 633: Mgmt & Marketing of Innovations (3)**

Innovation, whether its form is new product or process development, is vital for a company's success in the marketplace. In order to grow, most companies must strive for a sustainable competitive advantage and one way to achieve that advantage is through innovation. This course will stress the management issues associated with innovation. Areas that will be addressed will include new product development basics, the basics of innovations and what makes some innovations successful and some fail, the characteristics of innovations that can be disruptive or sustaining, and the

management issues that pertain to innovations. Protection of new ideas and intellectual property protection will also be discussed.

Prerequisite: MBA 506 or 631, or permission of instructor

### **MBA 634: Ethical & Legal Issues in Business (3)**

The purpose of this course is to provide students with an in-depth learning experience of the integrated concepts related to ethical, legal and social issues in business. Upon completion of a variety of assignments and activities, students will enhance their knowledge and skills related to ethics, legal principles in management, risk allocation, and the regulatory environment in health care, marketing or financial business sectors.

Prerequisite: MBA 501 or permission of instructor

### **MBA 635: Communication Strategies Global (3)**

This course is an applied investigation of communication strategies and the managerial tactics used to implement these strategies, including practice in advanced writing techniques for a variety of media. The course explores the principles of scientific inquiry and its application to researching audiences and a framework, which can be used to understand and develop managerial tactics. Students will apply writing, online communication and social networking strategies, in addition to learning about online managerial tactics for market research.

Prerequisite: MBA 501 or 502; or permission of instructor.

### **MBA 636: Market Research (3)**

This course focuses on the fundamental theories, methods, and practices that are used in the field of marketing research. A primary goal of this course is to help students understand how to use marketing research to enhance managerial decision-making processes within a variety of business organizations. Discussion topics will emphasize understanding the marketing research process, designing market research projects, collecting accurate data, analyzing both qualitative and quantitative data, evaluating relationships among business strategies, and synthesizing the results of the marketing research process.

Prerequisite: MBA 501, MBA 511 or 561, MBA 554, and MBA 506; or permission of instructor

### **MBA 637: Integrated Marketing & Social Media (3)**

This course focuses on how integrated marketing strategies and advancements in technology can be used to add sustainable value in creating a competitive advantage within a variety of business organizations. A primary goal of this course is to help students understand the impact of using social media in the process of developing marketing strategies. Topics discussed emphasize the importance of exploring best practices for promotion and advertising using traditional marketing practices or social

media channels, analyzing techniques that can be used to evaluate consumer behavior, and evaluating the types of differentiation strategies used in marketing decisions.

Prerequisite: MBA 501, MBA 506; or permission of instructor

### **MBA 641: Managing Health Service Organization (3)**

This course is a formal study of industry benchmarks and best practice standards of excellence in the management of health services within a dynamic health care market for the 21st Century. A successful health services manager must be able to coordinate and integrate both clinicians and business professionals towards the achievement of organizational goals and objectives. Students will acquire knowledge of applied management theories in addressing issues related to existing and new government regulations, medical technologies, changing patient demographics, increased competition through system consolidations, heightened patient expectations, and greater demands for accountability concerning increasing financial constraints in the use and allocation of resources.

Prerequisite: MBA 501 or 502; or permission of instructor.

### **MBA 642: Economics & Finance Hlth Svcs Mgt (3)**

The purpose of this course is to extend and develop the knowledge acquired in managerial economics and managerial finance by exploring the unique characteristics of the modern healthcare environment and applying economic and financial concepts. Upon completion of a variety of assignments and activities, students will enhance their knowledge, skills, attitudes, and values associated with an understanding of the basic financial and economic issues related to health care and healthcare management.

### **MBA 643: Ethical & Legal Issues in Healthcare (3)**

The purpose of this course is to provide students with an in-depth learning experience of the integrated concepts related to ethical and legal issues in healthcare. This course explores ethical theories and legal content and provides the student with a clearer understanding of how ethics and law are intertwined in health care dilemmas and the health care setting.

### **MBA 651: Strategic Mgmt & Global Dynamics (3)**

This capstone course focuses on how to use strategic management concepts and procedures to create a viable and sustainable competitive advantage for different types of organizations. The primary topics discussed include strategic thinking processes, competitor analysis, research methods, internal and external analysis, global and economic factors, quality control procedures, social responsibility and environmental practices, business ethics, strategic planning processes, and implementation strategies.

Prerequisite: MBA 501; 506; 511 or 561; 505 or 512; 554; 562 or 571; and 602; or permission of instructor

### **MBA 664: Quality Management & Leadership (3)**

This course focuses on both the theoretical and practical application of relationships between project quality management and human resource management. Primary topics discussed include: the quality management approach; determining quality policies; planning for quality; implementation and evaluation; applying human resources practices and organizational theory; developing staffing management plans; managing staff acquisitions; developing project teams and examining project results.

Prerequisite: MBA 554; or permission of instructor

### **MBA 665: Risk Mgmt & Managing Communications (3)**

The course focuses on both the theoretical and practical application of the relationship between project communications management and risk management. Primary topics discussed include managing project communications; creating communications plans; preparing for information distribution; reporting project performance; managing risk; creating risk management plans; conducting qualitative and quantitative risk analysis; monitoring and control assurance; and examining project results.

Prerequisite: MBA 554; or permission of instructor

### **MBA 666: Procurement Mgmt & Ethics (3)**

This course focuses on both the theoretical and practical application of the relationship among project procurement management, project management and ethical responsibilities of managers. Primary topics discussed include managing project procurement; solicitation planning; evaluation criteria; examining results; professional and ethical responsibilities; complying with rules and policies; and the professional code of conduct.

Prerequisite: MBA 554; or permission of instructor

### **MBA 667: New Venture Creation & Market Resrh (3)**

A primary goal of this course is to analyze the driving forces of entrepreneurship that also include innovations in product development. Emphasis is on conducting market research to identify new opportunities to create a competitive advantage within a dynamic, technology enhanced, and global environment. The primary topics discussed include: developing an entrepreneurial mindset, defining the entrepreneurial process, evaluating globalization and technological innovation strategies, conducting market research, identifying new ventures or new product opportunities, and developing a business plan.

Prerequisite: MBA 554 and MBA 506; or permission of instructor

### **MBA 668: Entrepreneurship, Innovatn, Rsrce (3)**

This course focuses on an in-depth analysis of the resource requirements needed to create a new business, new product line, or new service. The primary topics discussed include analyzing human resource and technological requirements, exploring legal and ethical issues, determining entrepreneurial finance strategies, securing venture capital, evaluating debt capital, developing communication processes, implementing customer relationship management, and preparing a detailed marketing communication plan to stimulate growth opportunities for new initiatives.

Prerequisite: MBA 667; MBA 511 or 561; and MBA 571 or 562; or permission of instructor

### **MBA 669: Entrepreneurial Leadership, Change Mgt (3)**

This entrepreneurial leadership course focuses on how innovative leaders and creative thinkers apply change management strategies to create an entrepreneurial, learning organization, using an ethical, values-based approach. Emphasis is placed on evaluating strategic planning alternatives to secure long term viability of new businesses new services, or new products. The primary topics discussed include: developing entrepreneurial leaders, creating a life-long learning environment, managing cross-functional teams, allocating sufficient resource requirements, determining growth and divestiture strategies, evaluating a competitor analysis, and conducting strategic planning processes to sustain and maintain a competitive advantage.

Prerequisite: MBA 501 and MBA 668; or permission of instructor

### **MBA 671 A/B: Independent Research Projects (3-6)**

Independent research (three to six credit hours) requires each student to work on an in-depth applied research project that relates to business concepts covered throughout their coursework in the program. The project is predominately a self-directed learning project.

Prerequisite: MBA 501 or 502; or permission of instructor

### **MBA 686: Independent Study (1-3)**

## **NURSING (NR)**

### **NR 532: Intro to Evidence Based Practice (3)**

This course guides the student in the research process and its relevance to the advancement of nursing theory and practice. Students will advance as participants in the research process and as consumers of nursing research.

Prerequisite: Graduate level.

### **NR 533: Application of Evidence Based Prac (3)**

This course guides the student in the research process and its relevance to the advancement of evidence-based nursing practice. Students will develop skills related to generation, synthesis and translation of nursing research evidence for use in clinical practice.

Prerequisite: NR 532.

### **NR 535: Health Care Inform (2)**

Health Care Informatics builds on the student's beginning computer skills and the student's knowledge. The student reviews and applies pertinent theory, learns advanced computer skill sets, is introduced to specific systems to assist with administrative decisions and learns to use knowledge obtained from data queries in clinical decision-making. The current state of health information systems is discussed and the effect of technology on communication is explored.

Prerequisite or co-requisite: graduate status or permission of Graduate Director.

### **NR 540: Advanced Physiology and Pathology (3)**

This course explores underlying mechanisms of the pathogenesis of human disease as a consequence of aberrations at the cellular and molecular level.

Prerequisite or co-requisite: Graduate status or permission of Graduate Director.

### **NR 541: Adv Health Assmnt (3)**

This course focuses on utilizing assessment skills necessary for advanced practice nursing appropriate to the age of the patient. Emphasis will be on integrating physical, psychosocial and health assessments to determine appropriate health promotion strategies, differential diagnoses and advanced practice nursing interventions across the life span. Critical decision making for the appropriate use of diagnostic testing will be stressed.

Prerequisite or co-requisite: NR 540.

### **NR 542: Adv Pharmacology (4)**

This course focuses on the advanced pharmacologic principles of pharmacokinetics, pharmacodynamics, pharmacotherapeutics and drug interactions. This course examines all broad categories of pharmacological agents. It will also include the analysis of the relationship between pharmacologic agents and pathophysiologic response. Emphasis will be on the appropriate selection of pharmacologic agents for the treatment of common disorders. Client variations in pharmacologic responses will be considered.

Prerequisite or co-requisite: NR 540.

### **NR 545: Leadership & Mgmt in Health Care (4)**

This course is specifically designed for nursing graduate students who are pursuing the nurse executive or nurse administrator role. In this course, students will explore, examine, and analyze the role of the nurse leader in administrative or executive roles with a strong focus on organizational and systems leadership. Knowledge gained in this course will aid nurse leaders in meeting the demands of changing patient care services within the entire spectrum of complex, adaptive, health care systems. Experiential learning of 80 hours are aligned with this course with a mutually agreed upon leadership preceptor.

Prerequisite/Co-requisite Courses: MSN Level or Permission of Associate Dean

### **NR 546 Leadership and Management in Healthcare/ Practicum (4)**

This course is specifically designed for nursing graduate students who are pursuing the nurse executive or nurse administrator role. In this course, students will explore, examine, and analyze the role of the nurse leader in administrative or executive roles with a strong focus on organizational and systems leadership. Knowledge gained in this course will aid nurse leaders in meeting the demands of changing patient care services within the entire spectrum of complex, adaptive, health care systems. Experiential learning of 40 hours are aligned with this course with a mutually agreed upon leadership preceptor.

**Prerequisite/Co-requisite Courses:** MSN Level or Permission of Associate Dean

### **NR 547: Population Health in a Global Society (3)**

This course introduces students to the population health in relationship to principles and methods of epidemiology. The emphasis will be to bridge the health care needs of defined populations into the community settings. The course addresses epidemiologic research methods and their applications to the study of determinants and health outcomes in population of interest. Global health issues as they influence population health will be explored.

Prerequisite/Co-requisite Courses: MSN Level or Permission of Associate Dean

### **NR 548: Healthcare Innovations and Quality Improvement (3)**

This course prepares the graduate nurse to take a leadership role in identifying systems and process failures that lead to errors, monitoring and analyzing information, and initiating quality improvements within organizations. Emphasis is on identification of critical variables that serve as catalysts for positive clinical outcomes. An overview of the health care system in the United States is followed by the quality challenges and issues in the system. Current national efforts in performance measures, financial incentives, and quality are discussed. The merging of quality outcomes with evolving reimbursement paradigms and models will be examined. A final project proposal will

include the use of quality improvement tools, measurement and management of project outcome and associated costs, fostering evidence-based practice and evaluating patient outcomes, emphasizing the promotion of safe, effective, and efficient patient-centered care.

**Prerequisite/Co-requisite Courses:** MSN Level or Permission of Associate Dean

### **NR 601: CNS Adult Health Management (3)**

This course is intended to provide a comprehensive overview of the roles and responsibilities of the Adult-Gerontology Clinical Nurse Specialist (CNS). The essence of CNS practice is clinical nursing expertise that focuses on achieving cost effective patient focused outcomes. The course will emphasize the CNS roles: practitioner, educator, consultant, researcher, leader, change agent and case manager. Concepts related to outcomes management, systems theory, quality improvement, patient centered care and financial analysis within an integrated model of care management will be critiqued.

Prerequisite: Level I courses.

### **NR 611: Adult Gerontology CNS Prac I (1)**

Students have the opportunity to work with advanced practice nurses in clinical specialty, in quality improvement, care management and education as described in CNS roles. They have direct experience in resource management, disease management and outcomes management as they relate to care of an individual client, group of clients. Students focus on care of the clients across the continuum: wellness to illness.

Prerequisite or co-requisites: NR 601, NR 636, NR 620, NR 640.

### **NR 612: Clinical Management CNS II (1)**

Students have the opportunity to work with advanced practice nurses in clinical specialty, in quality improvement, care management and education as described in CNS roles. They have direct experience in resource management, disease management and outcomes management as they relate to care of an individual client, group of clients. Students focus on care of the clients across the continuum: wellness to illness.

Prerequisite or co-requisites: NR 601, NR 636.

### **NR 613: Adult Gerontology Practicum (1)**

Students have the opportunity to work with advanced practice nurses in clinical specialty, in quality improvement, care management and education as described in CNS roles. They have direct experience in resource management, disease management and outcomes management as they relate to care of an individual client,



group of clients. Students focus on care of the clients across the continuum: wellness to illness.

Prerequisite or co-requisites: NR 601, NR 620.

#### **NR 614: Adult Gerontology CNS Prac IV (1)**

Students have the opportunity to work with advanced practice nurses in clinical specialty, in quality improvement, care management and education as described in CNS roles. They have direct experience in resource management, disease management and outcomes management as they relate to care of an individual client, group of clients. Students focus on care of the clients across the continuum: wellness to illness.

Prerequisite or co-requisites: NR 601, NR 636, NR 620, NR 640.

#### **NR 615: Advanced Diagnostics (3)**

This course focuses on the principles of efficient and cost-effective use of diagnostic testing to aid in effective treatment of illness and disease. The course will enable advanced practice nurses to appreciate rationale for the use of diagnostic tests and it will prepare nurses to know when to correctly order and interpret diagnostic tests for optimizing patient outcomes.

Prerequisite or corequisite: Level I course work.

#### **NR 616: Adv Diagnostics AGNP/FNP Practicum (1)**

This course is the introductory practicum course for the novice APN student, which focuses on the application of advanced clinical practice as it relates to the assessment, diagnosis, planning and treatment of common illnesses and disease

Prerequisite or co-requisite: NR 615 or permission of Graduate Director.

#### **NR 617: AGNP Health FNP Adult Health Prac (1)**

This course serves to develop the student preparing to function as an Adult-Gerontology or Family Nurse Practitioner. Students will apply fundamental concepts of assessment, diagnosis, planning, implementation and evaluation to adults, children and families. Focus will be on role application as a clinician in primary care, consultant, educator, administrator and researcher.

Prerequisite or co-requisite: NR 636 or permission of Graduate Director.

#### **NR 618: Health Promotion Maintenance Restor (1)**

This course builds upon concepts and principles in prior practicum and graduate courses. Students will apply their knowledge of health promotion, maintenance and restoration in individuals throughout their lifespan.

Prerequisite or co-requisite: NR 620 or permission of Graduate Director.

### **NR 619: Focused Population AGNP/FNP Prac (1)**

This course builds upon concepts and principles in prior practicum and graduate courses. Students will apply their knowledge of common health problems that may occur in focused populations. Emphasis will be on role application as a clinician in primary care, consultant, educator, administrator and researcher as it applies to disease specific populations such as women's health topics, gender specific health topics, and gerontology.

Prerequisite or corequisite: NR 635.

### **NR 620: Hlth Prm Main Rest (3)**

This course introduces the student to conceptual frameworks underlying health promotion, maintenance and restoration throughout the lifespan. It utilizes lifespan development, health risk appraisal and healing interaction frameworks for therapeutic management of common health problems. The concept of "transforming the health of the community" is explored using research and epidemiological principles in relation to various practice populations. Values, ethics, and policies will be examined within the context of quality of life. The role of the advance practice nurse in partnership with individuals and family systems will be explored within the context of the individual's culture and environment.

### **NR 633: Foundations of Palliative Care (4)**

Students have an opportunity to analyze personal attitudes toward progressive illness, dying and death and how these can influence the care of terminally ill people and their families. Professional boundaries and personal wellness is emphasized, ethical issues are explored in relation to treatment decisions and quality of life. This course integrates pathophysiology, pharmacology, psychosocial issues and spirituality in the assessment and management of symptoms in the person with a terminal illness. Loss, grief, and bereavement are also explored as they relate to the terminally ill person and the family. Communication and counseling techniques are woven throughout this course. Current research in palliative care is analyzed and applied in the clinical setting. The student's individualized research project progresses throughout the course.

Prerequisite: NR 636 and NR 620, or permission from Graduate Director.

### **NR 635: Focused Populations (3)**

This course will introduce the graduate nursing student to the principles of primary healthcare for focused populations across the lifespan. Focused populations include: adolescents, gender-specific and geriatric clients. Major focus areas will be health promotion, disease prevention and the therapeutic management of common health problems in focused populations.

Prerequisite: Completion of Level 2 courses

### **NR 636: Adult Gerontology Hlth Disease Mgmt (3)**

This course builds on principles introduced in NR 615 to enable the student to apply fundamental concepts to the diagnosis and management of common acute and chronic health problems in the adolescent, adult and gerontology populations. It emphasizes the use of healing interaction communication combined with principles of diagnostic reasoning and advanced therapeutic management of common acute and chronic health problems of the adolescent, adult and geriatric patient and their families. Integration of pathophysiology, assessment and pharmacology will be necessary.

Prerequisite: NR 615.

### **NR 638: Adv Pract Nurs-Ped (4)**

This course builds upon concepts and principles in prior graduate courses and serves to complete the study of the student preparing to function as a family nurse practitioner. Students will apply the fundamental concepts of assessment, diagnosis, planning, implementation and evaluation to the child through late adolescence. Focus will address role application as a clinician in primary care, consultant, educator, administrator and researcher. A developmental approach to the health promotion and maintenance of the individual child within the family system will be examined and applied. Previous concepts of pathology, advanced health assessment, pharmacology, diagnostic reasoning and disease management will be emphasized and applied to the child in the primary care setting.

### **NR 639: Curriculum Development (3)**

This course is an introduction to learning theories, curriculum development and faculty role in nursing education for a diverse society. Students will examine external accrediting bodies, legal and ethical issues and program assessment. Field placement is a component of this course with work focused on curriculum development, assessment, and alignment with accreditation standards.

Prerequisite: Graduate Level or permission of the Graduate Director.

### **NR 640: Teaching Evaluation (3)**

Teaching strategies and assessment methodologies are developed and analyzed. Application will be made to the classroom and clinical setting. Teaching practicum with mentorship is a component of this course.

Prerequisite: Graduate Level or permission of the Graduate Director.

### **NR 641: Teaching Practicum (3)**

Students have an opportunity to teach a one-semester course with a designated faculty member/preceptor. Students participate in course preparation, delivery and evaluation; preparation for, participation in and evaluation of clinical experiences, simulations and online teaching methods.

Prerequisite: NR 640.

### **NR 644: Acute Care Management (5)**

This course builds on principles introduced in NR 615 to enable the student to apply fundamental theoretical and clinical concepts to the diagnosis and management of common acute and chronic health problems in the adult and geriatric populations. Students will explore the pathophysiology, assessment, diagnosis, and collaborative management of adults and older adults with selected episodic/chronic health problems in acute/critical care. Students will demonstrate the ability to analyze, integrate, and synthesize pathophysiologic concepts and current evidence based practice for collaborative management of adult health problems. Required clinical hours are included in this course.

### **NR 645: Focused Populations Acute Care NP (5)**

This course will build upon NR 644 to enable students to further apply fundamental theoretical and clinical concepts to the diagnosis and management of common acute and chronic health problems in focused adult and geriatric populations, including care provided in critical care areas, ERs, and other acute care venues. Students will explore the pathophysiology, assessment, diagnosis, and collaborative management of adults and older adults with selected episodic/chronic health problems in acute/critical care areas. Students will demonstrate the ability to analyze, integrate, and synthesize pathophysiologic concepts and current evidence based practice for collaborative management of adult health problems. Required clinical hours are included in this course.

### **NR 650A: Health Care Policy (1)**

In this course, students develop knowledge of health policy and its impact on clinical practice. Current issues and trends are discussed and analyzed from the perspective of the policy maker, the APN and the public.

Prerequisite: Level I course work.

### **NR 650B: Health Care Organizations & Finance (1)**

This course introduces students to business concepts that will allow them to take leadership roles in providing quality cost-effective care. Students discuss and apply basic health care economics in the context of advanced practice nursing.

Prerequisite: Level I course work.

### **NR 650C: Advanced Practice Ethical & Legal (1)**

Students will develop and understanding of the principles, personal values and beliefs that provide a framework for nursing practice. This course will highlight legal issues as they relate to the APN.

Prerequisite: Level I course work.

### **NR 650D: Adv Practice Roles & Respon (2)**

Health care and clinical practice issues and trends are identified and discussed as well as roles of the advanced practice nurse in the changing health care environment. Course content is evaluated based upon ethical concepts from a personal and organizational perspective. A culminating project, representing the student's graduate work, is a part of this course.

Prerequisite: Level I course work.

### **NR 651: Synthesis of Advanced Nurse Practice Leadership Practicum (3):**

This course serves to develop the student preparing to function in an executive leadership role in nursing. Students will apply fundamental concepts of leadership and management as they work with a nurse in a leadership role within a health care organization. Students will gain experience in understanding the structures and processes of health care management; fiscal planning, execution and accountability; community engagement and collaboration, and organizational compliance requirements. The focus of the practicum experience will be on role application as a nurse leader related to professional practice, working within a care delivery system and utilizing quality monitoring and improvement processes. Transformational leadership aligned with skill development in strategic planning, advocacy, leadership effectiveness, application of evidence-based practice and innovations adoption will be emphasized.

Co requisite Courses: MSN Leadership level 2

### **NR 670: Neurobiology & Psychopharmacology (3)**

This course examines the biological basis of neuropsychiatric diseases including the anatomic basis and mechanisms of disease. This course also presents advanced concepts of neuropathophysiology of mental illness, and pharmacokinetics and pharmacodynamics of drugs used in the psychopharmacological management and treatment of psychiatric disorders across the life span. The course integrates the current scientific knowledge of the neurobiology of mental illness and the application of evidence based psychopharmacology. Emphasis is placed on understanding the major classes of psychotropic drugs and their indications for use in the treatment of various psychiatric disorders across the lifespan along with the professional roles and responsibilities of the advanced practice nurse.

### **NR 671: Sys Interventions Indiv & Groups (3)**

This course builds on principles introduced in NR 670 to enable the student to apply fundamental concepts to the diagnosis and management of common acute and chronic mental health problems across the life span. It emphasizes the use of healing interaction in communication with individuals dealing with mental health disorders when

initiating and evaluating treatment plans. Integration of pathophysiology, assessment, and pharmacology will be essential. Selected theories are used to assess and provide appropriate interventions to children and adults in individual, family or group settings. Clinical hours are required in this course

**NR 672: PsychiatricDiagnostics & Mgmt Adult (5)**

Students will develop skills in the assessment and diagnosis of mental illness primarily in the adult populations. Emphasis will be on the differential diagnosis of and interventions for complex care of adults with psychiatric symptoms and comorbid conditions. Adult psychiatric diagnostic and management clinical hours are required as a part of this course.

**NR 673: Psychiatric Diagnostics & Mgmt Chld (5)**

Students will develop skills in the assessment and diagnosis of mental illness in the child and adolescent populations. Emphasis will be on the differential diagnosis of and interventions for complex care of psychiatric symptoms and comorbid conditions. Pediatric and adolescent psychiatric diagnostic and management clinical hours are required as a part of this course.

**NR 686: Independent Study (1-3)**

**NR 700A: Scientific Wrting for Nurse Prof (1)**

This course provides an introduction to scientific writing for nurses pursuing graduate education in nursing. Through the course students will learn skills for scientific writing in the dissemination of nursing research, implementation of evidence-based projects, project narratives, for the purpose of building nursing science in practice; other examples of scientific writing include articles for peer reviewed journals, grant proposals, and theses/dissertations/Capstone projects in the sciences.

Prerequisite: Doctoral level or permission of graduate nursing program director

**NR 700B: Scientific Writing for Prof Nurses (1)**

This course provides an introduction to scientific writing for nurses pursuing graduate education in nursing. Through the course students will learn skills for scientific writing in the dissemination of nursing research, implementation of evidence-based projects, project narratives, for the purpose of building nursing science in practice; other examples of scientific writing include articles for peer reviewed journals, grant proposals, and theses/dissertations/Capstone projects in the sciences.

Prerequisite: Doctoral level or permission of graduate nursing program director

**NR 700C: Scientific Writing for Prof Nurses (1)**

This course provides an introduction to scientific writing for nurses pursuing graduate education in nursing. Through the course students will learn skills for scientific writing in the dissemination of nursing research, implementation of evidence-based projects, project narratives, for the purpose of building nursing science in practice; other examples of scientific writing include articles for peer reviewed journals, grant proposals, and theses/dissertations/Capstone projects in the sciences.

Prerequisite: Doctoral level or permission of graduate nursing program director

### **NR 701: Biostatistics for Outcomes Mgmt Evl (3)**

This course is an introduction to biostatistics for students in nursing and the health sciences. The course is designed to provide knowledge for effective use of biostatistics in translational research to include: descriptive and inferential statistical analyses, probability theory, hypothesis testing, and measures of central tendency, parametric and nonparametric analyses. Skills acquired by the student will assist in the critical appraisal of research for evidence-based practice with a focus on comprehension of consistency between research designs and statistical tests (correlation, regression, t-tests, analysis of variance and nonparametric tests). Additional skills include use of statistical software packages to practice analysis and interpretation of statistical tests.

Prerequisite: Doctoral level or permission of graduate nursing program director

### **NR 702: Scientific & Theoretical Foundation (3)**

This course focuses on the relationship between theory and methods of inquiry. Selected theories, concepts, and issues related to nursing and health are explored; application of theory to nursing practice is emphasized. Course content includes inquiry based on interaction of theory, research, and practice in the development of nursing knowledge and the improvement of clinical outcomes. Students also explore and examine the ways in which nursing philosophy and nursing knowledge impact professional nursing. The final project of this course involves a concept analysis linking theory to practice in areas related to the students' advanced practices.

Prerequisite: Doctoral level or permission of graduate nursing program director

### **NR 703: Epidemiology for Population Health (3)**

This course introduces students to the principles and methods of epidemiological investigations. Infectious and noninfectious disease examples are utilized. The focus involves epidemiological research methods and their practical applications to the study of determinants and distributions of disease.

Prerequisite: Doctoral level and NR 701 or equivalent doctoral level statistics course

### **NR 704: Analysis of Evidence for ANP (3)**

This course assists the student in learning principles and processes of evidence-based practice (EBP) for analyzing research and other forms of evidence. The evidence is

then validated and selected for use in advanced nursing practice. Evidence-based nursing models are reviewed and students learn how to ask and develop practice-related questions. Computerized literature searches form the basis for finding, critically assessing, and selecting the best available evidence for implementation and evaluation in practice. This foundational course provides students with the skills necessary to synthesize evidence relevant to their practice and to propose an EBP implementation project with a plan for evaluating patient outcomes.

Prerequisite: Doctoral level and NR 702 or equivalent doctoral level theory course

### **NR 705: Methods for Conducting Evid Based (3)**

This course focuses on the analysis and adaptation of research methods relevant to evidence based practice (EBP) projects. The course will include a review of qualitative research designs and quantitative research designs with associated statistics and corresponding levels of evidence. Additional research methods content will include: samples and sampling techniques, measurement principles and instrument psychometrics, intervention protocols, data collection procedures, human subjects review, and scientific integrity. Students will analyze the cohesion of their EBP clinical questions with methods used to collect, enter, and analyze to augment their project evaluation. The course prepares students to build upon principles learned in the previous course, NR 704: Analysis of Evidence for Advanced Nursing Practice; and this course supplements NR 709: Evaluation Strategies for Quality Improvement.

Prerequisite: Doctoral level and NR 704

### **NR 706: Advanced Health Care Mgmt (3)**

This course provides students with the advanced skills and knowledge to analyze and evaluate current health policies and contribute to the development of new policy using evidence and research. Budgetary planning and management as well as the general fiscal analysis of health care projects, programs, and systems are also addressed. Finally, legal aspects of management and legislation in healthcare, including the interrelationships among policy, financing, legal issues, and legislation are analyzed.

Prerequisite/Co-requisite Courses: NR 701 or equivalent course

### **NR 707: Interdisciplinary Org Leadership (3)**

This course will prepare nursing students for intraprofessional and interprofessional leadership through an interdisciplinary perspective that includes leadership psychology, an understanding of organization behavior and politics, as well as reflective practice to appreciate the impact of personal spirituality, ethics, and values on leadership roles and effectiveness. Students will examine the psychology of leadership by studying the personal qualities of successful leaders and the inner drive for power. Particular attention will be given to the ways in which culture and gender influence individuals and groups and their identities and dynamics. Throughout the semester, students will



integrate values, cultural sensitivity, and spirituality into health leadership and ethical decisions to promote comprehensive, holistic care as the foundation of a just society.

Prerequisite: Doctoral level or permission of graduate nursing program director

### **NR 708: Advanced Health Care Informatics (3)**

This course provides DNP students with the knowledge and skills to use information technology for augmenting the evaluation of nursing practice and healthcare outcomes. Students will learn to design databases for the collection and analysis of data, especially for the examination of patterns/trends; determination of variances in practice, and the evaluation of research, programs, and practices using national benchmarks.

Prerequisite: Doctoral level or permission of graduate nursing program director

### **NR 709: Evaluation Strategies for Quality (3)**

This course will prepare DNP students to evaluate patient outcomes through quality improvement methodologies emphasizing the promotion of safe, effective, and efficient patient-centered care. Each student will learn to design and implement an evaluation plan involving data extraction from practice, information systems, and databases for the monitoring and evaluation of quality patient outcomes.

Prerequisite: Doctoral level or permission of graduate nursing program director.

### **NR 800: Capstone Identification DNP Residen (2)**

This course guides DNP students in identifying their capstone projects with an advisor and two committee members. At the completion of the course, students will have a clearly stated, measurable, evidence-based practice (EBP) question supported with a thorough literature review, and project framework. In addition, students will begin their DNP Residencies. Post-MSN student are given credit for previous hours achieved in their MSN program. A total of a minimum of 1000 residency hours are completed for the identified capstone project throughout the capstone courses.

Prerequisite: Completion of all other DNP didactic course work.

### **NR 801: Capstone Project Proposal DNP (2)**

This course guides DNP students in developing the proposal for their capstone projects to include: EBP question/purpose/specific aims, review of literature, project framework, methods (sample, instruments, measures, intervention, data collection procedures), and an evaluation plan. At the completion of the course, students will be prepared to defend their proposals to their appropriate capstone project committees, and seek institutional review board approval. In addition, students will continue with their DNP Residencies. Progress must be documented toward completion of the required 1000 DNP residency hours.

Prerequisite: Completion of NR 800

### **NR 802: Capstone Proj Implementation DNP (2)**

This course guides DNP students with the implementation of their capstone projects. At the completion of the course, students will have implemented the project and collected data for evaluating the project. Writing for dissemination will progress. Students will continue their DNP Residencies with progression toward completing the required 1000 residency hours.

Prerequisite: Completion of NR 801

### **NR 803: Capstone Project Dissemination (2)**

This course guides DNP students with the evaluation and dissemination of their capstone projects. At the completion of the course, students will have evaluated the projects based on their evaluation plans and complete the writing of a publishable paper for dissemination of the projects' outcomes. Students will bring their DNP Residencies to termination. At a minimum, the student must have completed a total of 1000 residency hours. NR 803 will remain incomplete until the final DNP project presentation and scholarly paper is completed.

Prerequisite: Completion of NR 802 \*DNP Residency clinical hours required by each individual student will be determined based on previous education and experience in conjunction with the selected specialty practice requirements.

## **RELIGIOUS STUDIES (RS)**

### **RS 655M: Praxis of Pastoral Care & Counselin (3)**

## **THEOLOGICAL & PASTORAL STUDIES (TPS)**

### **TPS 588W: Workshop (1-3)**

### **TPS 610: Foundations of Theology (3)**

This course is designed to provide students with an introduction to the academic study of theology, as well as to the discipline of theological reflection. This course also provides students with a solid academic foundation upon which to build as they pursue a graduate degree in Theological and Pastoral Studies. Topics covered include the following areas: theological method, scripture and tradition, Revelation, Christian Anthropology, Christology, ecclesiology, and sacramental theology. The course provides students with exposure to the primary writings as well as to secondary interpretations of a number of key contemporary theologians.

### **TPS 641: Christian Scriptures (3)**

This course introduces the student to the study of the Christian Scriptures. It addresses the nature of revelation, inspiration and hermeneutics. Students are given an overview of the Christian Scriptures and of the methodologies used to approach the scriptures.

**TPS 642: Hebrew Scriptures (3)**

This course deals with the texts and contexts of the Hebrew Scriptures. It will employ methods of contemporary biblical scholarship to trace the origins and development of biblical writings from the events through the oral tradition to their final written form in the Bible.

**TPS 643: Issues & Skills in Pastoral Care and Counseling (3)**

The course work enables students to identify, articulate and explore pastoral issues. Class sessions are devoted to identifying, developing and practicing pastoral counseling skills.

**TPS 644: Liturgy and Sacraments (3)**

Students will study the liturgical act, ritual and symbol and their communal context. The theology of sacraments will include their historical understandings and development as well as current questions reflecting issues in various cultural contexts.

**TPS 654: Ministry and Spirituality (3)**

This course will explore how the primary responsibilities of the minister are inextricably tied to the minister's spiritual life, namely her/his struggle to live in the light of the Gospel. It will trace the history of spirituality that underlies contemporary ministry in the church through a discussion of the following themes: scripture, journeying, contemplation and lectio divina, asceticism, mysticism, solitude and community, friendship and Eucharist.

**TPS 655: Praxis of Pastoral Care & Counseling (3)**

The purpose of this course is the formation of ministerial identity, the practice of theological reflection and the acquisition of specific ministerial skills.

**TPS 661: Christology (3)**

This theological study of the person, mission and ministry of Jesus will begin with testimony of the Christian scriptures and continue throughout the historical developments that shaped the classical formulations of Jesus' identity and the Church's faith. Contemporary thought from liberationist, feminist and global perspectives will also be included.

**TPS 662: Christian Anthropology (3)**

This course is directed to a study of what it means to be human: the relationship of human beings to God, to the world and to one another, the problems of evil and suffering and the foundations of hope offered by Christian faith in this context and the fundamental issues of creation, sin and grace.

**TPS 663: Ecclesiology (3)**

A study of the theology of church, or ecclesiology, will lay the foundation for a deeper understanding of the origins and nature of the church and its mission in today's world.

**TPS 670: Church History (3)**

This is a graduate level survey course that will introduce students to the major religious, cultural, and political figures and events that have shaped the history of Christianity. The course will provide students with an overview of the history of Christianity from the origins of the church through the present day.

**TPS 680: Social Justice (3)**

Social Justice will introduce students to the theology and practice of social justice, primarily through the lens of Catholic social teachings. Learning in the course will focus on foundational theological issues such as scriptural and natural law sources of authority, the contribution of the social sciences to social justice solutions, and the principles of Catholic social teaching.

**TPS 681: Moral Theology (3)**

This course examines the moral framework of Christian life, its constitutive elements and various approaches. Church teaching, norms and guidelines along with current issues and questions will be presented. Applications to the ministerial context will be emphasized.

**TPS 686: Independent Study (1-3)**

**TPS 688: Special Topics (1-3)**

**TPS 699: Prior Learning (1-12)**

**TPS 700: Final Practicum/Master's Thesis (3)**

This practicum involves the design and implementation of a project which meets a ministerial need in a particular setting. The project is to make a contribution to the community and reflect the integration of the knowledge and skills acquired in the course of the ministry program. Class meetings will address theology of ministry and the practice of theological reflection. When completed the project and its written report must give evidence of a level of proficiency that meets the requirement and competencies of the Master of Arts in Theological and Pastoral Studies Program.

## INSTITUTIONAL ACCREDITATION

Ursuline College is accredited by the Higher Learning Commission of the North Central Association (30 North LaSalle Street, Suite 2400; Chicago, Illinois 60602-2504; tel.: (800) 621-744 [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)).

The Education Unit at Ursuline College is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher and advanced educator preparation programs.

## ACCREDITATIONS & APPROVALS

5. American Art Therapy Association
6. American Association of Colleges of Nursing
7. American Bar Association
8. Art Therapy Credentials Board
9. Commission on Collegiate Nursing Education
10. Council on Social Work Education (Accreditation is for a baccalaureate level of education)
11. Council for Accreditation of Educator Preparation (CAEP)
12. Higher Learning Commission
13. International Assembly for Collegiate Business Education
14. North Central Association of Colleges and Schools
15. Ohio Board of Regents
16. Ohio Counselor, Social Worker, and Marriage and Family Therapy Board.
17. Ohio Department of Education
18. Public Relations Society of America, APR
19. State of Ohio Board of Nursing
20. State of Ohio Department of Education

## MEMBERSHIPS

21. Academic Library Association of Ohio
22. American Art Therapy Association
23. American Association for the Advancement of Science
24. American Association of Colleges for Nursing
25. American Association of Collegiate Registrars and Admission Officers
26. American Association for Paralegal Education
- American Association of School Administrators
27. American College Counseling Association
28. American College Personnel Association
29. American Council on Education
30. American Counseling Association
31. American Educational Research Association
32. American Historical Association
33. American Library Association
34. American Society of Interior Designers
35. Association of Baccalaureate Social Work Program Directors
36. Association for Continuing Higher Education
37. Association for General and Liberal Studies
38. Association of American Colleges and Universities
39. Association of Catholic Colleges and Universities
40. Association of College and Research Libraries
41. Association of College and University Housing Officers International
42. Association of Governing Boards
43. Association of Graduate Liberal Studies Programs
44. Association of Graduate Programs in Ministry
45. Association of Independent Colleges and Universities of Ohio
46. Association for Student Affairs at Catholic Colleges and Universities
47. Association for Supervision and Curriculum Development
48. Association for Theological Field Education
49. Buckeye Art Therapy Association
50. Catholic Association of Theological Field Education
51. Catholic Campus Ministry Association
52. Catholic Charities, U.S.A.
53. Catholic Community Connection
54. Central Association of College and University Business Officers
55. Cleveland Association of Paralegals
56. College Board
57. College English Association of Ohio
58. Costume Society of America
59. Council for Advancement and Support of Education
60. Council of Independent Colleges
61. Council of Higher Education Association

62. Educational Leadership Constituent Council (ELCC)
63. Innovative Users Group
64. International Paralegal Managers Association
65. LOEX (Library Orientation & Instruction Exchange)
66. Michigan Association for College Admissions Counselors
67. Midwest Archives Conference
68. National Association of College Admissions Counselors
69. National Association of College and University Attorneys (NACUA)
70. National Association of College and University Business Officers
71. National Association of Independent Colleges and Universities
72. National Association of Lay Ministry
73. National Association of Legal Assistants
74. National Association of Secondary School Principals
75. National Association of Student Personnel Administrators
76. National Catholic Educational Association
77. National Council for Preservation Education
78. National Federation of Paralegal Associations
79. National Organization of Nurse Practitioner Faculty (NONPF)
80. National Trust for Historic Preservation
81. Northeast Ohio English Department Consortium
82. Northeast Ohio Software Association
83. Ohio Association of Colleges for Teacher Education
84. Ohio Association of Collegiate Registrars and Admissions Officers
85. Ohio Association of Elementary School Administrators
86. Ohio Association of Student Personnel Administrators
87. Ohio Association of Private Colleges for Teacher Education
88. Ohio Association of Secondary School Administrators
89. Ohio College Association
90. Ohio College Association of Social Work Educators
91. Ohio College Personnel Association
92. Ohio College Professors of Educational Administration
93. Ohio Counseling Association
94. Ohio Foundation of Independent Colleges
95. OhioLINK
96. Ohio Middle School
97. OHIONET
98. OCPA Ohio College Personnel Association
99. Ohio State Bar Association
100. Online Computer Library Center (OCLC)
101. Online Learning Commission
102. Pennsylvania Association of Secondary School and College Admissions Counselors
103. Religious Education Association

- 104. Society of American Archivists
- 105. Society of European and American Stage Authors and Composers
- 106. The American Society of Composers, Authors, and Publishers

## URSULINE EDUCATORS SERVICES

Ursuline College is a member of the **Ursuline Educators Services** which includes the following colleges and schools:

### Colleges

#### United States

- 1. Illinois: Springfield College of Illinois
- 2. Kentucky: Brescia College
- 3. Ohio: Ursuline College; Chatfield College
- 4. New York: College of New Rochelle

#### Canada

- 5. Quebec: College Merici
- 6. Trois Rivieres: College Lafleche

### Secondary Schools

#### United States

- 7. California: Ursuline High School, Santa Rosa
- 8. Texas: Ursuline Academy, Dallas
- 9. Louisiana: Ursuline Academy, New Orleans
- 10. Missouri: Ursuline Academy, St. Louis
- 11. Illinois: St. Teresa High School, Decatur; Ursuline Academy, Springfield
- 12. Kentucky: Sacred Heart Academy, Louisville
- 13. Ohio: Beaumont School, Cleveland;
- 14. St. Ursula Academy, Toledo;
- 15. Ursuline Academy of Cincinnati;
- 16. Ursuline High School, Youngstown
- 17. Delaware: Ursuline Academy, Wilmington
- 18. New York: Academy of Mount St. Ursula, Bronx; The Ursuline School, New Rochelle
- 19. Massachusetts: Ursuline Academy, Dedham

#### Canada

- 20. L'Ecole des Ursulines de Quebec
- 21. College Marie de l'Incarnation, Trois Rivieres
- 22. Pensionnat des Ursulines, Stanstead, Province of Quebec
- 23. St. Angela's Academy, Prelate, Saskatchewan
- 24. Mexico:



25. Colegio Union, A.C., Puebla