



2017 – 2018
Student Handbook
and
Undergraduate Academic Catalog

Clayton State is a unit of the University System of Georgia

PROVISIONS OF THIS PUBLICATION

The Clayton State University Student Handbook & Undergraduate Academic Catalog is designed to provide information about the University's policies, degree programs, course offerings, services, faculty, and facilities. Statements set forth in this publication are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of the Undergraduate Academic Catalog portion of this publication will ordinarily be applied as stated, Clayton State University reserves the right to change any provision listed - including but not limited to academic requirements for graduation - without actual notice to individual students. While every effort will be made to keep students advised about all changes, it is especially important that each student note that it is his or her responsibility to remain apprised of current graduation requirements for particular degree and certificate programs.

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ACADEMIC CALENDAR

For most current calendar go to <http://www.clayton.edu/> and click on Calendars.

GENERAL INFORMATION

Mission of the University

Clayton State University cultivates an environment of engaged, experienced-based learning, enriched by active community service, that prepares students of diverse ages and backgrounds to succeed in their lives and careers.

Through a distinctive combination of proven and innovative methods of teaching and learning, Clayton State University will excel in preparing students from many walks of life to meet the challenges of living and working in a dynamic, global society.

Clayton State University is committed to:

- Creating an outstanding educational experience that stimulates intellectual curiosity, critical thinking, and innovation.
- Engendering a spirit of openness, understanding, collaboration, and mutual respect throughout the University.
- Fostering learning that engages students, faculty, staff, alumni, and the greater community.
- Expanding and allocating resources strategically according to its Mission and Values, to support overall institutional effectiveness.
- Providing an inviting and supportive campus community for faculty, staff, and students.
- Repositioning Clayton State University in the higher education marketplace and beyond.

University History

Clayton State University's origin can be traced to 1965 when the Board of Regents authorized three new junior colleges for the University System of Georgia, one of which was designated for south metropolitan Atlanta. The Board considered several locations in the region and chose the present site in Clayton County because of the unique combination of natural beauty and easy access to the Interstate 75. Construction of the new campus began in fall 1968, and the doors opened to 942 students less than a year later on September 30, 1969.

The Board of Regents elevated the institution to baccalaureate status in 1986, established the present name in 2004, and approved the University to offer graduate degrees in 2005. The University was granted accreditation by the SACS Commission on Colleges in 1971 and approved for Masters degrees in 2008. The current president, appointed in February 2010, is Thomas J. Hynes Jr.

Clayton State University has a selective admissions policy and accepts student applicants from both the United States and abroad; however, the majority of our student population comes from the Atlanta metropolitan area and its adjacent counties.

Further information about Clayton State University's history can be found at <http://www.clayton.edu/about/university/history>.

Accreditation and Approvals

Regional Accreditation:

Clayton State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Clayton State University. Direct all other queries about programs, services, or admissions directly to Clayton State University, (678) 466-4000. For more information, visit <http://www.clayton.edu/sacs>.

National Accreditations:

- Clayton State's College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation (ADA).
- The Health Care Management Program holds the Association of University Programs in Health Administration Management (AUPHA) full certified undergraduate status.
- Clayton State University is an accredited institutional member of the National Association of Schools of Music (NASM).
- The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).
- The Legal Studies and Paralegal Programs are approved by the American Bar Association (ABA).
- The Teacher Education program is accredited by the Council for the Accreditation of Teacher Educator Preparation (CAEP).

State or Local Approvals:

- The Nursing Program is approved by the Georgia Board of Nursing.
- The University's teacher preparation program is approved by the Georgia Professional Standards Commission.

Financial Aid Programs:

The University has been approved for the following state and federal programs:

- Veterans Administration Benefits
- Federal Work Study Program
- Federal Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- HOPE Scholarship & Grant Program
- Zell Miller Scholarship
- MOWR Program
- Georgia's HERO Scholarship Program
- Public Safety Memorial Grant

General University Policies

AA/EOI Notice. Clayton State University (“CSU”) is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). CSU is an Affirmative Action/Equal Opportunity Institution. CSU will not tolerate sexual misconduct, which is prohibited and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. For questions or more detailed information or to submit a complaint regarding this policy, including Title IX, please contact the CSU Department of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at: (678) 466-5445.

Notice of Right of Privacy. This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student’s rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

1. the right to inspect and review education records maintained by the institution that pertain to the student;
2. the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
3. the right to control disclosures from the education records with certain exceptions.

A written policy detailing how Clayton State University complies with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

No Tobacco/Smoking Policy. Effective October 1, 2014, pursuant to newly adopted Board of Regents policy, Clayton State University became tobacco and smoke free.

Law Enforcement (Campus Police). It is the purpose of the Department of Public Safety (Campus Police) to assist the administration, faculty, students, and staff of Clayton State University to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the University and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code set down in the Student Handbook; in such a case, the violation will be referred to the Division of Campus Life in addition to the appropriate law enforcement agency.

Intellectual Property. In complying with the policies of the Board of Regents, Clayton State University has adopted policies concerning the ownership and subsequent rights to intellectual property created by faculty, staff, and students. Intellectual property pertains to any patentable

materials, copyrightable materials, trademarks, software, and trade secrets regardless of whether formal protection is sought. It is the responsibility of the individual to ascertain whether Clayton State owns the intellectual property. To obtain a copy of the Intellectual Property Policy, contact the Office of the Provost at (678) 466-4100.

STUDENT HANDBOOK

CODE OF CONDUCT

INTRODUCTION

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes and regulations at the national, state and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the university community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws ["General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education," 45 F.R.D. 133/145 (W.D. Mo. 1968)].

The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.

Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct, which occur on University property or at any University sponsored activity. **As further prescribed in these rules, off-campus conduct may also be subject to discipline.**

"Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators." (*Clayton State University Academic Catalog*)

The University maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The most current version of the Student Code of Conduct may be found on-line at www.clayton.edu/student-conduct .

Conduct Regulations

Disciplinary action may be initiated by the University and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

I. Academic Conduct Regulations

Academic integrity is of paramount importance at Clayton State University. An act of academic misconduct may seriously compromise the learning process for the violator and for other students if it occurs without appropriate disciplinary consequences. Academic misconduct is defined by the following regulations.

A. Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class or class related activities will not be tolerated. This includes but is not limited to belligerent, abusive, profane, distracting and/or threatening behavior. More subtle forms of behavior may also negatively impact the teaching-learning process. Possible examples (as deemed appropriate by each individual instructor as they establish their own unique learning environments) are listed in below this code and include but are not limited to: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor’s ability to conduct the class. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class.

A student who is dismissed is entitled to due process and will be afforded such rights (See *Procedures for Adjudicating Alleged Academic Conduct Infractions*) as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

B. Giving or Receiving Unauthorized Assistance

No student will give or receive assistance when not authorized by the instructor in the preparation or completion of any assignment, essay, laboratory report, or examination to be submitted as a requirement for an academic course.

C. Unauthorized Materials or Equipment

1. No student will take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and grade books.
2. No student will make use of any materials, aids, tools, or electronic devices not specifically condoned by the instructor in preparing academic assignments or while taking an examination.

D. Furnishing Unauthorized Exam Information or Materials

No student will sell, give, lend or otherwise furnish to anyone material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.

E. Plagiarism and Misrepresentation of Work

1. No student will represent the work of others as his or her own. Themes, essays, term papers, tests, presentations and other similar assignments must be the work of the student submitting them. When direct quotations are used, they must be indicated with quotation marks and when the ideas of another are incorporated, they must be appropriately cited.
2. No student will submit the same assignment for two courses without the prior consent of the instructor.

F. Violating Testing Rules and Procedures

No student will give or receive assistance; take, steal or otherwise procure any unauthorized materials; or otherwise commit an infraction of the established rules and procedures governing the administration of tests or exams, including for national or local testing programs.

G. Falsification & Fabrication

No student will provide unauthorized or false information, citation, or documentation in any academic exercise.

II. General Conduct Regulations

A. Damage to Property/Vandalism

Damage to Property

1. Damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

Vandalism

2. Intentional damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

B. Deception

1. Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited.
2. Intentionally providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.
3. Attempted or perpetrated fraud against the University or members of the University community is prohibited.

4. Withholding or omitting requested or required information from the University

C. Disorderly Assembly

1. Students will not assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the University. This should not be construed as denial of the right to peaceful, non-disruptive assembly.
2. Students will not obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or physically interfere with the normal operation of the University.

D. Disorderly Conduct

1. All lewd, obscene, indecent behavior, or other forms of disorderly conduct on University property or at any function sponsored or supervised by the University is prohibited. This includes belligerent, abusive, profane, and/or threatening behavior, and conduct which is patently offensive to the prevailing standards of a college community, but should not be interpreted as an infringement on the First Amendment rights of individuals.
2. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.
3. No student will threaten to, or purposefully, push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.
4. Conduct on University property, or at functions sponsored or supervised by the University which interferes with the normal operation of the University or the requirements of appropriate discipline, is prohibited.
5. No student will enter or attempt to enter any University-sponsored event without credentials for admission as established by the sponsors. At such University functions, students must present proper credentials to properly identified University officials upon request.

E. Gambling

The unauthorized playing of cards or other games for money or other items of value is prohibited on campus.

F. Theft

No student will take, attempt to take, or keep in his or her possession items not legally possessed by him or her including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups or visitors to the campus, without proper authorization.

G. Unauthorized Entry or Use of University Facilities/Equipment

1. No student will make unauthorized entry into any University building, office, grounds or other facility nor will any person remain without authorization in any building after normal closing hours.
2. No student will make unauthorized use of any University facility or equipment. Authorization of the use of University facilities/equipment may be withdrawn or otherwise restricted at any time.

H. Misuse of Computer Equipment

1. No student may use University-owned computer equipment unless authorized to do so. All users must abide by the regulations regarding authorization, priority of use, computer access and the basic rules of courtesy. (See [Computer & Network Use Policy](#) for more information) Users agree to not take any action considered inappropriate behavior including, but not limited to the following:
 - a. Intentionally infecting network servers or other computers with a virus
 - b. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Information Technology and Services
 - c. Sending harassing messages to other computer users either at CSU or through external networks
 - d. Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
 - e. Tampering with or modifying accessed equipment
 - f. Causing intentional damage to computer systems
 - g. Obtaining additional resources not authorized to the individual user
 - h. Depriving other users of authorized resources
 - i. Acquiring access to unauthorized systems
 - j. Utilizing another user's account and password
 - k. Broadcasting non-business-related email to CSU faculty, staff and students (including but not limited to "For Rent/Sale" and personal notes to the campus)
 - l. Broadcasting unsolicited email and e-mail that is in violation of the [CAN-SPAM act of 2003](#)
2. No student may in any way abuse or misuse computer files or gain access to unauthorized computer files. Georgia Code 89-9903 on "Stealing, altering, etc. of public documents," states that "No person shall steal...alter...or void any record." The Code defines record to include "audiovisual material in any format, magnetic or other tapes, electronic data processing records." Violation of this law is considered a felony and punishable by incarceration of two to ten years.

I. Tobacco

1. Use of all forms of tobacco products on all property owned, leased or rented by the University is prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. For more information see [Board of Regents Policy Manual Section 9.1.7](#)

J. Misuse of Alcohol and Other Drugs

Clayton State University generally prohibits the possession or consumption of Alcoholic beverages on the Clayton State University Campus or any area affiliated with Clayton State University. Exceptions to the policy of prohibited alcohol on campus may from time to time be permitted at the discretion of the University President, and **limited exceptions to this policy within the Laker Village Apartments by those over the age of 21(see University Housing Alcohol and Drug Policy below).**

1. Possession and/or consumption of alcoholic beverages where prohibited on the Clayton State University campus or other areas affiliated with Clayton State University is prohibited.
2. Furnishing of alcoholic beverages on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
3. Possession and/or use of illegal drugs (without a valid medical prescription) controlled by federal or Georgia law is prohibited.
4. Possession of drug related paraphernalia on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
5. The manufacture or attempt to manufacture, sale or intent to sell or deliver any illegal substance controlled by federal or Georgia law is prohibited.
6. Public [intoxication](#) is prohibited.
7. Driving under the influence of alcohol or illegal drugs is prohibited.

Note: Students found to be in violation of the drug policy will be subject to the Drug-Free Post-Secondary Education Act of 1990. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

K. Weapons, Firearms, and Explosives

1. No student may carry or possess any weapon or any other lethal or potentially destructive device or weapon on the University campus and/or property owned by the University, except as expressly permitted in O.C.G.A. 16-11-127.1. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives and darts.

Note: The only persons exempted from this policy are those specifically identified in either O.C.G.A. Section 16-11-127.1(c) or in O.C.G.A. Section 16-11-130. For more information, please see <http://www.clayton.edu/public-safety/Safety-Security/Weapons>

2. No student will possess, sell, furnish or use any incendiary device or poisonous, corrosive, or volatile substances, without proper authorization on campus. If such items are required for academic course work, they must be stored in facilities designated for storing such substances.

L. Fire Safety/Emergency

1. No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.
2. No student will make a false report or trigger any device for the purpose of creating a false fire alarm.
3. No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, smoke detector, [AED](#), evacuation or medical equipment without proper authorization.
4. No student will intentionally set or cause to be set any unauthorized fire.

M. Harassment, Stalking & Sexual Misconduct

Sexual Misconduct is a violation of University policy and Federal law and may also result in criminal prosecution. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Additionally, examples of actions and situations that constitute Sexual Misconduct may include, but are not limited to, the following defined below and definitions remain the same regardless of who engages in the behavior-university employees, students, or non-students. For more information, see the [Clayton State University Title IX Policy](#).

1. **Harassment** is prohibited and includes, but is not limited to, the following:
 - a. any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;
 - b. intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;
 - c. any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.

2. **Stalking** is prohibited and is defined as repeatedly contacting another person when:
 - a. The contacting person knows or should know that the contact is unwanted by the other person; and
 - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.

3. **Sexual Misconduct** is prohibited. This is defined as behavior directed toward an individual which:
 - a. Constitutes conduct of a sexual nature that threatens physical harm, endangers the health and safety of any person, or that which a reasonable person would know was unwanted and would cause emotional distress, and/or,
 - b. Interferes with an individual's ability to perform at the University academically or socially.

N. Failure to Comply

1. Failure to comply with the directions of University or public officials acting in the performance of their duties on University-owned or controlled property or at University-sponsored or supervised activities when such conduct constitutes a danger to personal/public safety or property is prohibited.
2. No student will fail to report for a conference, meeting or appointment with any University official.
3. No student will fail to appear as a witness in a judicial case when properly notified.
4. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code or a University Hearing Authority is prohibited.
5. Failure to comply with any established University policy is prohibited.

O. Hazing

1. Any situation, circumstance, or environment created by a student or organization that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment or ridicule to aspiring members on or off university premises.

Note: Georgia Code: O.C.G.A. § 16-5-61 (2009): It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

P. Littering

1. Disposing of any form of litter on University premises or at university-sponsored activities other than in designated receptacles is prohibited.

Note: Violators of any of these regulations may be prosecuted under Federal or State Criminal Code and statutes.

FACULTY RESPONSIBILITIES

Faculty are to establish expectations for student course behavior. Faculty should set the tone for expected course behavior at the beginning of each term. This is best achieved by directly addressing policies regarding attendance, tardiness, decorum, student misconduct, withdrawal policies, and by referring the student to the CSU Student Code of Conduct. Faculty should remind students that any disruption of a positive learning environment in the classroom or actions which impede the ability of other students to learn or the ability of the professor to teach is a violation of the student conduct code.

Faculty should state in writing CSU's Disruptive Student Policy and any other course policies in their syllabi. Faculty should clarify the definition of student misconduct, citing specific examples of misconduct that would result in disciplinary action. Disruptive behavior includes but is not limited to intoxication, belligerent, abusive (physically or verbally), profane, distracting, and/or threatening behavior. More subtle forms of behavior may also negatively impact the teaching-learning process. Some examples include: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor's ability to conduct the class. A more comprehensive list of specific suggested example behaviors can be found in the [Examples of Disruptive Behavior Section](#) below. any statement beyond the above regarding disruptive behavior should be clarified in course documents including the syllabus.

Faculty should also provide students with an opportunity to clarify course policies and issues.

Faculty has the authority and responsibility to maintain a positive learning environment in the classroom. Faculty should remember that discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order. However, student behavior that disrupts the ability of other students to learn or impedes the ability of the professor to teach is a violation of the student code conduct and should be addressed. To maintain classroom order, the faculty member has the right and responsibility to take the steps he or she deems necessary and reasonable, including private or public requests that the student(s) refrain from disruptive behavior.

Faculty members also have the responsibility to respond to students in a calm and objective manner. Even in the face of inappropriate behavior, it is imperative for faculty to maintain a professional and controlled demeanor with students in order to facilitate constructive interactions.

A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from a course for the remainder of the semester. A student is entitled to due process (see "Conduct Process") and will be afforded such rights as soon as possible by the processes described below. If found in violation of the Student Code of Conduct, a student may, in addition to other outcomes, be administratively withdrawn from the course and may receive a grade of WF.

Possible Examples of Disruptive Behavior

Disruptive behavior includes, but is not limited to, the possible examples listed below. The examples are deemed appropriate by each individual instructor as they establish their unique learning environment.

a. Non-Permitted Communication during Classroom Instruction

- Talking while the instructor is talking
- Talking before being recognized by the instructor (i.e. blurting out information)
- Talking without permission during classroom instruction (i.e. side conversations with an individual or in a group)

b. Excessive Communication during Classroom Instruction

- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Constant questions or interruptions which interfere with instructor's presentation
- Inordinate or inappropriate demands for time or attention

c. Overt Inattentiveness

- Sleeping in class
- Preventing others from concentrating on classroom instruction
- Working on tasks not associated with the current class, i.e., reading a newspaper, doing homework from another class, etc.

d. Personal Attacks

- Engaging in abusive or mean-spirited criticism of another student or an instructor
- Questioning an instructor's authority in front of the class
- Continuing to insist on speaking with an instructor during classroom instruction

e. Threatening Behaviors

- Verbally abusing an instructor or student (i.e. cursing, taunting, badgering, intimidation or extremely loud talking directed at a particular person)
- Threatening to physically harm an instructor, student, or self through verbal or body gestures
- Intimidating through body gestures and/or posture
- Refusal to comply with faculty direction
- Harassment of instructor or other students
- Intoxication (perceived)
- Use of profanity or pejorative language
- Physical violence

f. Other Distracting Behaviors

- Using cellular phones, pagers, text messaging iPods, MP3 players, laptops, etc while class is in session when asked not to

- Arriving late to class, especially on test dates
- Creating excessive noise from packing up before class has ended
- Dressing inappropriately as to cause other students or instructors to be distracted (i.e. wearing pajamas, indecent exposure, or offensive words on clothing)
- Bringing children to class
- Eating in class

University Housing Policies

Student Responsibilities

Violations of any of the following provisions may result in fines, sanctions, probation, termination, or suspension from Clayton State University Housing Office, or any combination of the above.

A. Damages

1. The Student is individually responsible for the cost of cleaning, replacement or repair of any breakage or damage within his or her room/apartment suite.
2. The Student is jointly responsible for the cost of replacement or repair of any breakage or damage in the common areas within his or her assigned hall/wing or apartment suite. Charges will be equally assessed upon each member of the assigned room, hall/wing, or apartment in which the Student resides in the event the responsible person remains anonymous (collective liability).
3. The Student is responsible for the condition of the room/apartment suite and all furnishings which are assigned to him/her and to his/her roommate(s) and shall reimburse Clayton State University for all damages to or loss of these furnishings.
4. Residents of the residence hall/apartment suites may also be assessed the expense (minimum charge of \$25.00) of the repair or replacement of any property in public areas judged damaged by residents or their guests in a given room/apartment.
5. The Student is responsible for maintaining the cleanliness of his/her room/apartment. Charges for damages and/or cleaning shall be assessed on student's account.

B. ALTERATIONS

No changes will be made in the residence hall/apartment suites by the Student without written permission from the Clayton State University Housing Office. This includes, but is not limited to: shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of Clayton State University furniture and its replacement with items owned by the Student.

C. STORAGE

Student shall not use or store in Student's room, storage area or common area any of the following:

1. Firearms, ammunition, explosives (including firecrackers and fireworks, poisonous, corrosive, or volatile substances), grills, weapons, hunting bows, pellet or bb guns, knives with blade longer than three (3) inches in length, paint ball guns, arrows, martial art equipment, hazardous chemicals, gasoline driven vehicles of any kind, vehicle parts, heavy repair equipment or accessories to any vehicle or engine parts.

2. Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low wattage appliances. Microwave ovens must use less than 10 amps of power. Mini-refrigerators must be 4.5 cubic feet or smaller.
 3. Outside television or radio antennas or satellite dishes.
 4. Waterbeds or water-filled furniture.
 5. Motorcycles of any type.
 6. Neon signs.
 7. Open flame-burning, or exposed heated-coil appliances.
 8. Halogen-touchie lamps, or firecrackers and fireworks, poisonous corrosive, or volatile substances
 9. Air-conditioning units.
- D. The Student's room/apartment shall not be used for commercial or solicitation purposes.
- E. The Student's room/apartment shall not be sublet.
- F. Furniture or plants from common areas, lounges and study areas are not allowed in the Student's room/apartment suite.
- G. The Student is prohibited from tampering with any Clayton State University locks, or installing new or additional locks or deadbolts. The Student shall not alter or duplicate any residence hall, room/apartment suite, or exterior door keys. Any Student in possession of any duplicated keys will be charged for re-keying the room/apartment suite or exterior doors and may face disciplinary and/or criminal charges.
- H. Residents and guests are prohibited from having any animals of any type in the residence hall/apartment suites or adjacent grounds, with the sole exception of harmless aquatic fish in aquariums of 10 gallons or less. This prohibition does not apply to Students or their guests with documented disabilities who use individually-trained service animals to do work or perform tasks for the benefit of the individuals with disabilities. This prohibition does not apply to emotional support animals (ESA) – however, all animals and their owners must have the proper documentation on file with the Disability Resource Center before possessing and maintaining the ownership of the animal on campus.
- I. The Student is responsible at all times for all activities in his or her assigned room/apartment suite in accordance with this Contract, Clayton State University and housing policies, and applicable federal, state, and local laws.
- J. The Student will not tamper with any fire equipment, i.e., pull alarms, hoses, fire extinguishers, heat sensors, smoke detectors, sprinkler heads, etc. Violation of the above will result in a fine and/or notification to the ClaytonState University Public Safety office, Office of Community Standards, and/or local law enforcement agencies for possible disciplinary action/criminal charges.

Alcohol and Drug Policy

- A. Laker Hall: Alcoholic beverages and alcohol paraphernalia are strictly prohibited in Laker Hall, regardless of the Student's age.
- B. Laker Village: Alcohol, in limited quantities, is permitted for residents 21 years or older residing in Laker Village.
 1. All alcoholic beverages must be in single serving containers Students are limited to two (2) 6 packs of beers (total 12 beers) OR 1 liter of hard alcohol OR 1.5 liter of wine per resident.
 2. Common alcohol containers including, but not limited to, kegs, beer balls, hunch-punch, coolers, trash cans and ice luges are prohibited. Prohibited items will be confiscated at the owner's expense.

3. Alcohol beverage containers, whether empty or full, are not to be displayed openly or for decoration in areas of the campus including apartment suite common areas, grounds' public areas and windows.
4. Containers of alcohol must be kept in the individual resident's personal refrigerator if there are underage roommates living in the suite
- C. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the CSU or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on CSU properties. For more information see the University System of Georgia Tobacco Free Policy at and Smoke Free Policy at <http://www.usg.edu/tobaccofree/>.
- D. Clayton State University is a drug-free campus. The possession, sale, manufacture, consumption or distribution of any narcotic or controlled substance is illegal under both state and federal laws on the University campus – this also includes prescription medication that is being possessed, sold, manufactured, consumed or distributed. Prescription drugs are only to be possessed, used, and consumed by the person in which the medication was prescribed. CSU Police strictly enforces such laws. Violators are subject to criminal prosecution, disciplinary action, fine and imprisonment.

Noise

For Laker Village and Laker Hall, Quiet Hours are strictly enforced from 10:00 PM to 8AM Sunday through Thursday and Midnight to 10:00am on Fridays and Saturdays. Courtesy Hours are in effect 24hours daily. Courtesy Hours means residents should always be reasonably quiet In Laker Hall noise should not be heard past 2 doors, and in Laker Village noise should not be heard outside of a given apartment. However, if a suitemate, neighbor, or university official asks a resident to be quiet, s/he is expected to comply. During finals, quiet hours are enforced 24/7.

Visitation Policy

A. Laker Village and Laker Hall Visitation

Clayton State University's Housing Office promotes a safe and secure environment that is conducive to academic success and overall wellness. The Visitation Policy of the Department of University Housing encourages responsible decision-making by members of the community and recognizes students' rights and responsibilities, as well as the role of the University in fostering student development. Visitation is permitted 24 hours a day, seven days a week.

A guest is considered any person who is not a current resident of the residence hall.

1. All guests must have a valid photo identification card, such as a Laker Card, a state issued Driver's License, or state-issued Identification card.
2. Guests under the age of 16 are not permitted in the facility, unless accompanied by a parent or guardian, and may not stay overnight at any time, without prior permission from the Housing Office. The residence hall does not provide family living or accommodations for spouses or children.
3. The resident who signed in the guest is considered the host, and, as such, must escort his/her guest AT ALL TIMES while in the residence hall. Residents will be held judicially

and financially responsible for the actions of their guests and are responsible for informing their guests of all Residence Hall and University policies.

- Guests are NOT to be in possession of University Housing issued keys at any time.
4. Each resident is allowed to host two (2) guests at one time. However, the total number of people in an apartment or suite should not exceed twelve (12) people, even if the additional people are residents of the residence hall.
 - Residents are responsible for ensuring that their guest is in possession of a Public Safety issued parking pass
 5. A resident may host a guest(s) in his/her apartment/room with agreement from the other roommates. An overnight guest is considered any guest who is not signed-out by midnight, or is signed-in between the hours of Midnight and 8:00 AM.
 6. A resident or guest may not use the bedroom or bathroom of another resident without his/her prior consent.
 7. At no time should any resident provide entrance to the residence hall or his/her apartment/room to someone who is not their guest. In addition, a host resident should not provide an unescorted guest with access to the residence hall or his/her apartment/room. (i.e., lending/copying a key or access card).
 8. Residents may have overnight guests (guest staying after Midnight) for up to two (2) nights in a seven-day period. A resident may not have more than two (2) overnight guests at the same time. A guest may not stay more than two (2) consecutive nights. An individual guest is limited to six (6) overnight stays per semester, regardless of the resident that the guest is visiting. (Example: Jane is a guest, and she has three overnight stays with Suzy and three overnight stays with Sally. Jane cannot not be an overnight guest for the rest of the semester, as she has used her maximum number of overnight stays for the semester.)
 9. Guests may not sleep in lounges or public areas. In addition, guests should not sleep in common areas of the apartment suite without permission from all roommates.
 10. Violation of the Visitation Policy may result in disciplinary action. Depending upon the severity and/or frequency of the violation(s), sanctions may range from formal warnings and/or educational sanctions up to and including suspension of visitation privileges and/or Suspension/ Expulsion from University Housing

B. Cohabitation

The Housing Office allows visitation, but cohabitation is strictly prohibited. Cohabitation is defined as when any two students, who are not assigned to the same living space, are living to together (spending more than 2 consecutive nights together in a 7-day period; and or have spent over 6 nights within a given semester).

KEY POLICY

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

1. If the resident loses a key, the resident agrees to pay a \$35 replacement fee.
2. If a loaned keycard is not returned by (5:00pm) of the next business day, the resident agrees to pay a \$20 fee.
3. If the resident requires lockout assistance more than five (5) times per academic year, the resident agrees to pay an additional \$10 fee for each additional lockout.

STUDENT NONCOMPLIANCE

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

1. Cancel this Contract without notice.
2. Serve notice to vacate the premises pursuant to applicable Clayton State University policies and state laws.
3. Take action to recover the cost of damage caused by the Student and/or his or her guest(s).
4. Utilize any and all available remedies, including equitable and legal, judicial and/or administrative relief.

CIVILITY

To ensure safety at all times, residents and guests need to adhere to guidelines and instruction of University staff (this includes, and is not limited to Resident Assistants and Graduate Residence Directors) members and provide accurate information and identification. Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated. University Housing interprets the use of profanity, vulgar language, and derogatory comments directed toward staff as verbal abuse and uncivil discourse. It is expected that residents and housing staff communicate with civility in all circumstances.

FIREARMS & WEAPONS

No student may carry or possess any weapon or any other lethal or potentially destructive device or weapon on the University campus and/or property owned by the University, except as expressly permitted in O.C.G.A. 16-11-127.1. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives and darts. For more information, please see <http://www.clayton.edu/public-safety/Safety-Security/Weapons>

CLAYTON STATE UNIVERSITY STANDARDS

- A. Clayton State University Housing Office reserves the right to refuse housing to any Student who has demonstrated an unwillingness to abide by Clayton State University standards, policies and regulations, or who demonstrates behavior which is incompatible with the maintenance of order and propriety to an educational environment in the residence halls or apartments.
- B. Clayton State University Housing Office may terminate this Contract and take possession, within 24 hours of termination, of any living unit at any time for violation of any of the provisions of this Contract. Personal property will be removed, inventoried, and stored up to 30 days. If the Student fails to claim or take possession thereof, it will be deemed abandoned and may be donated to a local charity. Neither Clayton State University Housing Office nor its appointed agents bear no liability for damage to property involuntarily removed.

DISCIPLINARY PROCEDURES

To be updated pending results of Board of Regents Meeting on August 8, 2017.

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes and regulations at the national, state and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the university community.

Clayton State University shall take necessary and appropriate action to protect the safety and well-being of its community. Standards may apply to student behavior when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws ["General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education," 45 F.R.D. 133/145 (W.D. Mo. 1968)].

The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.

Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct, which occur on University property or at any University sponsored activity. **As further prescribed in these rules, off-campus conduct may also be subject to discipline.**

"Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators." (*Clayton State University Academic Catalog*)

The University maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The most current version of the Student Code of Conduct may be found on-line at www.clayton.edu/student-conduct

PROCEDURAL STANDARDS

Section 4.6 of the Board of Regents' policies (effective July 1, 2016) establishes minimum uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged violations of Clayton State University's rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of their academic goals.

The President has delegated the function of student discipline to the Vice President for Student Affairs, and he in turn designates the Vice President for Student Affairs and its staff to direct the disciplinary processes.

The following disciplinary procedures are used to guide the fair and uniform enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization when charged with a violation of the Student Code of Conduct. Procedures allow for fact-finding and decision-making in the context of an educational community, and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

Disruptive Student Behavior

Options for Dealing with Disruptive Student Behavior In and Out of the Classroom

Informal Guidance. If a faculty member determines that any improper classroom behavior is limited to a single event or is of a less serious nature, the faculty member may choose to address the infraction in the classroom, or may speak to the offending student individually outside of the class. An individual meeting outside of class presents an opportunity to explore the nature of the misconduct with the student, and to reiterate the faculty member's expectations for behavioral standards. The meeting with the student will be documented in writing, noting the specific guidelines and consequences that were communicated to the student. Depending upon the behavior, a referral to the Student Behavior Consultation Team (SBCT) www.clayton.edu/student-affairs/sbct or the initiation of the "Conduct Process" may be appropriate.

One-time Class Period Dismissal. If the faculty determines that any improper behavior is of a recurring pattern, is of a serious nature or if the faculty member feels threatened or if the misconduct is of an abusive nature, the student may immediately be dismissed from the actual classroom for the remainder of the current class period by the instructor. For example, a student who becomes physically or verbally aggressive will be dismissed from the classroom, and Public Safety may be called for any necessary assistance at the main number (678) 466-4050 or at the emergency number (770) 960-5151. The faculty member will, in instances of student's dismissal from a class period, immediately initiate the "Conduct Process" described below by contacting with the Office of Community Standards.

Dismissal from Course. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from a course for the remainder of the semester after "due process." A student is entitled to due process (see "[Conduct Process](#)") and will be afforded such rights as soon as possible. If found in

violation of the Student Code of Conduct, a student may, in addition to other outcomes, be administratively withdrawn from the course and may receive a grade of WF.

Student Behavior Outside of the Classroom. If the faculty member feels threatened by the behavior of a student *outside of the classroom*, the faculty member may contact Public Safety, as needed, at the main number (678) 466-4050 or at the emergency number (770) 960-5151 and will consult with the Office of Community Standards for determination of any conduct charges to be filed.

Overview of the Conduct Process

1. Action may begin upon notification to the Office of Community Standards of a complaint and/or alleged violation.
 - a. If the alleged complaint is related to academic misconduct, [Procedures for Adjudicating Alleged Academic Conduct Infractions](#) will be followed.
 - b. If the alleged complaint is related to Sexual Misconduct, the Sexual Misconduct Policy will be followed.
2. The student, in conference with the conduct officer, will be informed of the complaint and/or alleged violation and, all rights and responsibilities related to—and the process and status of—any investigation. The accused student will enter a response to each charge and select a method for disposition of the case
3. When an investigation is complete, the student will be presented with a Specification of Charges form by the conduct officer or the instructor (if applicable) if evidence warrants charges.
4. If the student denies responsibility for the alleged violation(s) and requests a hearing before a hearing officer or the University Hearing Panel, such hearing will be conducted in accordance with established procedures, and where a decision will be based on a preponderance of the information.
5. *Confidentiality:* Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institution will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution will inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
6. *Retaliation:* An individual who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. An individual who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation will immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution's policy.

7. *False Complaints:* An individual who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in Violation of policy, shall be subject to disciplinary action pursuant to institutional policy
8. *Amnesty:* The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. Clayton State University encourages students to report alleged behavior violations, especially for misconduct involving a victim and to offer help and assistance to others in distress. Sometimes, students are hesitant to report or offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). Clayton State University provides amnesty for students involved in drug or alcohol infractions who offer help to others in need and/or report misconduct. While policy violations cannot be overlooked, the university will not use that information against the individual or voluntarily report it to law enforcement. However the university may provide educational options as appropriate.
9. *Student Records:* All student conduct (disciplinary) records are considered part of a student's educational record and are considered confidential in accordance with the [Family Education Rights and Privacy Act](#) (FERPA) of 1974, except in limited circumstances as required by law. Student conduct files will be held in the Office of Community Standards/Office of the Vice President of Student Affairs for five (5) years after the student's graduation date or last date of attendance. Case files involving suspension or expulsion are kept indefinitely.
10. *Communication:* "Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office and email is the official method of communication for all University Conduct correspondence. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators. All student conduct correspondence will be sent to the Clayton State Student email address and will be considered received based on the delivery date of the email. In cases where a student does not respond in a reasonable time frame, other reasonable efforts will be made to locate the student through ordinary channels such as telephone or regular mail.
11. Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Initiation of Charges

1. Disciplinary charges shall be initiated by submission of a written referral by letter, email, or police report to the Office of Community Standards.
2. Referrals must be submitted within fifteen (15) business days after detection of an alleged violation unless special conditions for delay can be documented.
3. Complaints should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. The complainant must sign

the referral. Any member of the University community may file a complaint. Where appropriate, complainants may file a law enforcement report along with an institutional report.

4. Where the alleged misconduct is related to sexual misconduct or discrimination, the conduct officer will consult with the Affirmative Action/ Title IX Officer to determine whether such an investigation is warranted (LINK).
5. The conduct officer will review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct then the report will be dismissed.
6. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Resolution and Adjudication Options

In cases where possible sanctions **would not** include University/Housing suspension or expulsion. Students can choose to accept responsibility (informal resolution process) or deny responsibility, in which case a student will have their case adjudicated before a formal hearing authority(formal resolution process).In certain cases, mediation may be offered as an option for resolution at the discretion of the Conduct Officer.

1. 1 The conduct officer will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred and the possible sanctions for the alleged violations. If the possible sanctions include Suspension or Expulsion- see (**Additional Procedures for Violations Which Could Result in University Disciplinary Suspension/ Expulsion will be followed**). The conduct officer may decide to interview the complainant and/or witnesses to request additional information from the complainant.
2. If it is determined that sufficient evidence exists to warrant charges, the student will be notified in writing of the alleged violation and will be required to meet with the Conduct Officer. Such notification will be sent via CSU Student email
3. At this meeting, the student will be provided with the following:
 - a. An explanation of the charges which have been made;
 - b. A review of all information on which charges are based and the name of the Complainant;
 - c. A review of all due process rights and disciplinary procedures;
 - d. A reasonable opportunity to review charges and information, to respond to the charges.
4. The charged student will be presented with all charges in writing on the "Specification of Charges" form by the conduct officer. The student will respond in one of the following ways to each charge:
 - a. Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal. Sanction may be determined by the conduct officer or one of the above hearing authorities.
 - b. Deny responsibility for the charge(s) and request a hearing before a University Hearing Authority

University Hearing Authority

The University Hearing Panel is composed of students, faculty, and staff who have received training in properly adjudicating misconduct cases. The institution's individual(s) tasked with investigating allegations of student misconduct shall not be responsible for training student conduct panel/board members.

There are two hearing options that a student can choose:

1. Hearing Officer – A faculty or administrative staff member designated by the Director of the Office of Community Standards.
 - a. *In cases involving graduate students accused of academic misconduct, the faculty member must be a graduate level faculty member.*
2. University Hearing Panel – A faculty/staff/student committee designated by the Director of the Office of Community Standards.
 - a. *One faculty member, one staff member, and two students must be present to hear cases of non-academic student misconduct.*
 - b. *Two faculty members must be present in addition to one staff member and two students to hear cases of academic misconduct.*
 - c. *In cases involving graduate students accused of academic misconduct, all faculty and student panelists must be graduate level.*

A Hearing Panel will be selected from an established "pool" of a minimum number of the following members: five (5) faculty members, three (3) administrative staff members, and five (5) students.

Additional Procedures for Disciplinary Matters Which Could Result in University Disciplinary Suspension/ Expulsion

Where the potential sanctions for the alleged misconduct may involve a University Disciplinary Suspension or Expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures must provide these Additional, minimum safeguards:

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice will also include the identity of any investigator(s) involved. Notice will be provided via institution email to students Clayton State University email address where applicable, a copy shall also be provided to the alleged victim via the same means.
2. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.

3. Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary will clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
5. To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent's written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The respondent's written response will outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).
6. The investigator shall conduct further investigation and update the investigative report as warranted by the respondent's response.
7. The final investigative report will be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

Procedures for Adjudicating Alleged Academic Conduct Infractions

Academic misconduct strikes at the heart of the educational process. Faculty members have the right and responsibility to demand honesty in all academic pursuits and will file all alleged cases of academic misconduct with the Office of Community Standards. This protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their case handled in a fair and impartial manner with all the safeguards available within the normal disciplinary processes. The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

1. When an instructor has decided that a case for academic misconduct can be made, he or she will consult with the conduct officer to determine if available evidence is sufficient to support a charge.
2. If the instructor and the conduct officer agree that the evidence is sufficient to warrant a charge, one of the following steps will occur:

- a. When presented with the evidence and a completed Specification of Charges form by the instructor, the student will accept responsibility for the charge(s) and allow the instructor to levy a sanction or the student will deny the charge and request a formal hearing, or;
 - b. The instructor will forward all materials to the Office of Community Standards for adjudication of the case. Subsequently, the student will be contacted to enter a plea to the charge and regular disciplinary proceedings will be implemented.
3. In cases adjudicated by an instructor when the student admits the violation, all materials will be forwarded to the Office of Community Standards for inclusion in the student's disciplinary file.
 4. Upon a finding or admission of responsibility, the following sanction will be imposed:
 - a. If the instructor has published a minimum academic sanction for academic misconduct in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed. In the absence of a published minimum sanction, the student will receive a zero for the work involved. A sanction of F for the course may be entered at the discretion of the hearing/sanctioning authority.
 - b. For a first offense, an additional sanction of "Disciplinary Probation" will be imposed through the Office of Community Standards. At the discretion of the hearing/sanctioning authority, a greater sanction, including suspension or expulsion may be imposed.
 - c. If a student is found responsible of academic misconduct as a repeat offense, the recommended minimum sanction will be:
 - i. A minimum of a "F" in the course, and
 - ii. Suspension from the University for a minimum of one (1) full (fall or spring) academic semester.
 - d. If a student is found to be not in violation of academic misconduct, the hearing authority will refer the paper, assignment, or test to the appropriate department head who will facilitate a resolution concerning a fair grade for the work in question.
 - e. When disciplinary action is initiated for Academic Misconduct in a course, a student may not withdraw from the course pending the resolution of the academic misconduct matter.

The resolution outcome of the misconduct matter will dictate whether the student is eligible to initiate a withdrawal:

- Course Grade Sanction NOT Issued—Student is eligible to initiate a course withdraw

NOTE: When the timing of the adjudication process overlaps with the withdrawal period deadline, upon resolution of the misconduct matter, the student may within five (5) business days request a withdraw to be applied retroactively to the date of initial disciplinary action. The withdraw designation (W or WF) will be determined based on the standing withdraw period deadline. Refunds for tuition and fee will be made in accordance with University Refund Policy.

- Course Grade Sanction Issued—Student is not eligible to initiate a withdrawal for course in question and sanctioned course grade stands.

Due Process and Student Rights

When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
3. Know the nature of the information against them and names of witnesses scheduled to appear.
4. Present information and witnesses in his/her behalf.
5. Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.
6. Be present at the hearing during the presentation of any information or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence.
7. Remain silent and refrain from answering questions without inference of guilt.
8. Ask questions of witnesses.
9. A copy of the hearing recorded by The Office of Community Standards will provided to the student upon written request to the Office of Community Standards within 3 business days.
10. A decision based solely on the preponderance of the information presented.
11. A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
12. Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

Interim Action

1. At any time following the submission of a written referral/complaints, the Vice President of Student Affairs or his/her designee may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Vice President believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the University campus poses a threat to self and/or to any individual, property or University function.

2. Before an interim suspension is issued, the institution will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. In making such an assessment, the institution will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.
3. The decision to suspend a student for an interim period shall be communicated in writing to the student and shall become effective immediately upon sending the notice.
4. The interim suspension shall remain in effect until a final decision has been made on the pending charges or until the Vice President determines that the reasons for imposing the interim suspension no longer exist.
5. The student will be granted a hearing, if requested in writing, to determine whether the interim suspension should continue, within three (3) business days of the request.

Adjudication and Hearing Options

The charged student will be presented with all charges in writing on the “Specification of Charges” form by the conduct officer. The student will respond in one of the following ways to each charge:

1. Deny responsibility for the charge(s) and request a hearing before a Hearing Officer or the University Hearing Panel.
2. Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal. Sanction may be determined by the conduct officer or one of the above hearing authorities.

Absence of Accused or Lack of Cooperation

Throughout any investigation and resolution proceedings, a respondent shall receive written notice of the alleged misconduct and will be provided an opportunity to respond. If the student is absent from the University community while a disciplinary case is pending or if a student declines to participate in the disciplinary process, the student is not absolved of responsibility. As such:

1. A reasonable effort will be made to locate the student through ordinary channels such as telephone, email, or regular mail. If the student does not respond to the request to return for a conduct meeting within three (3) business days, a hearing may be scheduled in absentia and action will be taken as warranted by the facts of the case.
2. Students who choose an option for disposition of their case, have a hearing scheduled, and who fail to appear at such a hearing after proper notice has been given, will have their cases adjudicated in absentia at the scheduled hearing time.
3. Student may choose to remain silent during the investigation and resolution process without any adverse inference resulting.

Multiple Defendants

Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The charge(s) or factual circumstances need not be identical for the accused students in hearings held jointly.

An accused student may make a written request to the conduct officer for a separate hearing, citing specific reasons why a joint hearing would unfairly prejudice his/her defense. This request must be received in the Office of Community Standards within two (2) business days of the accused student's receipt of the hearing notice. A decision will be communicated within two (2) business days of receipt of the request.

Witness Participation

Each party shall arrange for the attendance of his/her own witnesses, if appropriate. The conduct officer will assist in securing the attendance of witnesses if a written request for assistance is made to the Office in a reasonable amount of time in advance of the hearing date.

The respondent shall have the right to present witnesses and evidence to the hearing authority as well as to ask questions to any witnesses. At the determination of the hearing authority, this questioning may take place through the submission of written questions to the hearing authority for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing authority shall ask the questions as written, and will limit questions only if they are unrelated to determine the veracity of the charge levied against the respondent unrelated to determining the veracity of the charge levied against the respondent(s). In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

Where the hearing authority determines that a party or witness is unavailable and unable to present due to extenuating circumstances, the hearing authority may establish special procedures for providing testimony from a separate location. In doing so the hearing authority must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Will it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing authority will disregard or discount the testimony.

Role of the Witness

The role of a witness is not that of an advocate or helper for one side; a witness is required to share truthful information at the proceeding about matters directly or indirectly related to the situation in question.

Character witnesses may only be called to attest to the character of the accused, not to assail the character of the complainant, victim, or witnesses brought by the conduct officer.

Role of the Advisor

The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members. Space will be made available for the advisor to sit with the accused at the hearing.

Hearing Procedures

1. In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through a Facilitated Resolution process or otherwise has waived his or her of rights to these procedures.
2. Notice of the date, time, and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email.
3. All hearings are closed unless the accused student requests an open hearing in writing. However, the Office of Community Standards has the authority to make the final decision regarding access of spectators to the hearing to the extent permitted by law.
4. The party charging a violation of the *Student Code of Conduct* has the right to be informed of hearing procedures and the right to be present throughout the presentation of witnesses and evidence. The conduct officer will inform the charging party of these rights prior to the hearing.
5. The accused student will enter a response to all charges before the hearing authority.
6. The hearing officer or the Chair of the Hearing Panel will remind the accused student and each witness presented of the importance of providing truthful and accurate information during the hearing process. If a witness fails to tell the truth during conduct proceedings, disciplinary action may result.
7. At the hearing, the conduct officer and/or complainant will present the evidence and facts of the case to the hearing officer or to the Hearing Panel. If appropriate, witnesses will be presented in support of the case against the accused student. See "[Witness Procedures](#)"
8. The hearing officer or members of the Hearing authority may question all witnesses or ask for clarification from the conduct officer or any witness.
9. The accused student may question all witnesses, at the discretion of and through the hearing authority. Upon approval by the hearing authority, witnesses will be asked to answer questions posed by the accused student.
10. When the case against the accused student has been presented, opportunity will be given for the accused to make a statement regarding the charges. The hearing officer, members of the Hearing Panel, or the conduct officer may question the accused student if he or she chooses to make a statement. The accused student has the option of remaining silent and is not required to respond to questions from the hearing authority or the conduct officer. No inference of responsibility will be drawn from such silence.
11. The accused student will present any information or witnesses in his or her behalf. Such witnesses are subject to questioning by the complainant, at the discretion of the hearing authority.
12. The hearing authority may recall any witness if clarification is needed.

13. After hearing both sides of the case, the hearing authority will, in a closed session, deliberate and reach a decision based upon the preponderance of the information presented. Any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing. A decision will indicate findings regarding responsibility for the charge(s) and appropriate sanctions.
14. A student's prior record is not admissible to prove responsibility for a violation, but may be used for determining appropriate disciplinary measures.

Findings of the Hearing Officer or Hearing Panel

1. If the hearing is before the Hearing Panel, and the members of the panel are divided after deliberation, a majority vote is necessary to reach a decision.
2. Written findings must be submitted to the conduct officer and to the accused student within five (5) business days after the conclusion of the hearing. The decision will include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction.
3. These findings are considered final unless appealed by the accused or overridden by the Vice President of Student Affairs or the President of the University.
4. In cases where no decision can be reached, the case will revert to the Vice President of Student Affairs. The Vice President may appoint another hearing authority, drop the charges, or otherwise determine a fair and equitable method for disposition of the case.

Disciplinary Sanctions

Disciplinary sanctions are administered through the Office of Community Standards by the Hearing Authority and/or administrators involved in the adjudication process. In determining the severity of the sanctions, the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests will be considered. Upon imposition of a sanction, the student is notified by mail as well as through individual conference with the Conduct Officer, if at all possible. In cases of suspension or expulsion, the parents of a minor may be notified by mail.

The following are disciplinary sanctions which may be imposed upon the student who is found to be in violation of the Student Code of Conduct. These sanctions are not inclusive and may be modified depending on the nature and severity of the violation(s).

1. Disciplinary Warning

A Disciplinary Warning is an official written and/or verbal reprimand.

2. Disciplinary Probation

Disciplinary Probation is a period of time during which further violations of the rules and regulations of the University may result in suspension or expulsion. Probation may be

imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's enrollment at the University.

3. Fines

Conduct fines are used to assist in educational programming and/or restitution of damages.

4. Developmental Sanctions

Community Service Hours – Students may be required to complete work at a designated location for a specified number of hours.

Educational Programs – Students may be required to attend programs offered on special topics related to the offense. This does not include academic courses for credit. Students may be required to pay for courses.

Presentations – Students may be required to present programs or create bulletin boards on topics related to the offense.

Parental Notification Letter – A letter may be sent to the parents/legal guardians of students under 21 years of age who have been found in violation of the Clayton State University Drug and Alcohol policy.

Substance Abuse Assessment – Students may be required to submit to an assessment for substance abuse. *Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.*

Counseling Screening – Students may be required to undergo a counseling screening, based on the reported behaviors and/or recommendations of the adjudicating authority or official.

Writing Assignments – Student may be required to complete a book review, research paper, reflection paper or letter of apology related to offense.

Online Educational Course – Students may be required to complete an online education course for drug or alcohol education. Students may be required to pay for course.

5. Restricted Access

Restricted presence on campus – Students may be restricted from certain areas of campus or from the entire campus except to attend classes or use the Library.

6. Disciplinary Housing Suspension

A decision of Housing Suspension terminates the student's status as a residential student for a specific period of time and prohibits the student from entering any university housing facility without specific authorization from the Vice President of Student Affairs or Dean of Students. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs

or Director of Community Standards. Students suspended from housing will not receive a refund of their housing cost.

7. Disciplinary University Suspension

A decision of University Suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or Dean of Students and student is subject to arrest for trespassing. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Dean of Students

8. Disciplinary Housing Expulsion

A decision of housing expulsion permanently terminates the student's status as a residential student. A student expelled from housing may not enter any University housing facility without specific authorization from the Vice President of Student Affairs or the Dean of Students. Students expelled from housing will not receive a refund of their housing cost.

9. Disciplinary University Expulsion-

A decision of expulsion permanently terminates the student's status as an enrolled student at the University. An expelled student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or his/her designee and is considered trespassing without such permission.

Appeal Process

The purpose of an appeal is to review the procedures and findings of the hearing authority of original jurisdiction and to determine if there is a basis for appeal in a conduct hearing or decision. Students found in violation of the Student Code of Conduct have the right to appeal decisions of the Hearing Panel or Hearing Officer, provided specific relevant grounds for appeal can be cited. Students who accept responsibility for violations of the Student Code of Conduct waive their right to a hearing and to an appeal.

The Vice President of Student Affairs and/or the University President may, at their discretion, review any student discipline case and take such action as they deem appropriate with respect thereto.

Grounds for Appeal

A student may appeal a conduct decision on one or more of the following grounds:

1. Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including, but not limited to, whether any hearing questions were improperly excluded.
2. Evidence of prejudicial treatment or bias by the original hearing authority.

3. Finding and/or sanction was inconsistent with the weight of the information presented.
4. New information or other relevant facts, sufficient to alter the decision, is available or was not brought out in the original hearing because such information was not known or knowable to the person appealing during the time of the hearing.

Appeal Decisions

The appeal authority may:

1. Affirm the original decision and deny the appeal.
2. Affirm the findings of responsibility and modify the sanction. The appeal authority may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the appeal authority must state in writing the justification for the modification.
3. Refer the case for rehearing before another hearing authority.
4. Refer the case to the original hearing authority for reconsideration of specific points deemed important by the appeal authority.
5. Reverse the finding of "In Violation" and affirm the appeal. If the original finding is modified, the appeal authority must state in writing the justification for the reversal.

Filing an Appeal:

All appeals must be submitted in writing to the Office of Community Standards within five (5) business days after the written findings and decision is communicated to the student. All responses to appeals will be communicated in writing.

Appeal Not Involving Housing or University Suspension or Expulsion

The Dean of Students will constitute the first and final point of appeal in all disciplinary decisions not involving Housing Suspension or Expulsion or University Suspension or Expulsion.

The Dean of Students will communicate his or her decision to the student within seven (7) business days after an appeal is filed.

Note: The Dean of Students may decline to act in the appeal process and refer to another authority if, because of personal involvement or knowledge of the case, he/she feels unable to render an impartial decision.

Appeal of Housing or University Suspension or Expulsion

The Vice President of Student Affairs will review all appeals involving Housing or University Suspension or Expulsion.

The Vice President of Student Affairs will communicate his or her decision to the student within seven (7) business days after an appeal is filed.

Note: The Vice President of Student Affairs may decline to act in the appeal process if, because of personal involvement or knowledge of the case, he/she feels unable to render an impartial decision. In such cases, the Assistant Vice President of Student Affairs or his or her designee will hear the appeal.

Appeal to University President

Students who have appealed a university suspension or expulsion to the Vice President of Student Affairs and feel that further action is warranted following a decision may appeal to the President of the University.

The appeal must be submitted in writing to the Office of Community Standards within five (5) business days after the Vice President of Student Affairs' decision is communicated to the student. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.

The President may appoint an Appeals Committee to review the case. The Committee will be composed of three members selected from the faculty and administrative staff. After reviewing the case, the committee will make recommendations to the President. The President will review the recommendations submitted by the Committee and render a decision.

The President will communicate his or her decision to the student within fifteen (15) business days after an appeal is filed. This is the final appeal at the institutional level. Therefore, any sanction imposed will be in effect immediately.

If applicable, the President will communicate to the student the process for appealing the decision to the Board of Regents.

Appeal to Board of Regents

In cases involving University Suspension or Expulsion, and when all institutional appellate procedures have been exhausted, the student may appeal to the Board of Regents under conditions described in the [Board of Regents Policy 8.6](#) and the [Board of Regents Bylaws, Section VIII](#). The following are excerpts from these documents:

“Each application for review shall be submitted in writing to the Board’s Office of Legal Affairs within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board.

In considering whether appeals [...] shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the appeal is not reviewed by the Board, (2) whether the record suggests that the institutional decision, if not reviewed by the Board, might reasonably have detrimental and system-wide significance, or (3) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents. The disciplinary measure imposed will be in effect during a Regents’ appeal unless special dispensation is granted by the President of the University or the Chancellor of the University System of Georgia”.

The Board of Regents Policy Manual and Bylaws regarding student appeals can be found at:

- <http://www.usg.edu/policymanual/section4/C333/>
- <http://www.usg.edu/regents/bylaws/#appeals>.

Recusal/Challenge for Bias

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee (the Assistant Vice President for Student Affairs, or alternatively, the Assistant Vice President for Academic Planning and Assessment) setting forth the basis for the challenge. The written challenge will be submitted within a reasonable time after the individual reasonably will have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

STUDENT COMPLAINT POLICY

As learners within a university community, students, faculty and staff are encouraged to model appropriate, effective, and respectful interpersonal communication. If issues arise, the parties involved should make a genuine effort to resolve them. When efforts to reach a mutually satisfactory resolution are unsuccessful, students are advised to proceed as quickly as possible to initiate a complaint. Staff, faculty, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in an expeditious manner. Generally, receipt of a complaint should be acknowledged within five (5) business days.

The following section outlines the general complaint procedures that are followed by all offices and departments at Clayton State University. If a student wishes to appeal the outcome of a policy/procedure or to question the manner in which the policy/procedure was administered, a complaint can be initiated at the most appropriate step within the General Complaint Procedures below. The final section of this document provides links to some of the more common categories of University policies and procedures.

General Complaint Procedures

Students who wish to file a complaint about an academic or non-academic concern should follow the procedure outlined below:

1. The student should attempt an informal resolution of concerns by interacting directly with the individual(s) involved or with the first-line supervisor of the individual, department, or office.
2. If resolution is not achieved through informal interaction, the student may direct the complaint—verbally or in writing—to the Director/Department Head/Chair of the department or office. The Director/Department Head/Chair will attempt to facilitate resolution between the parties.
3. If resolution is not achieved through the initial intervention of the Director/Department Head/Chair, the matter can be directed as follows:
 - a. The student must present a [formal written complaint using the student complaint form](#).
 - b. Complaints should be submitted using the following guide:
 - i. For complaints initiated with an academic department:
 1. Dean of the college/school for academic complaints.
 2. Complaints not resolved at the Dean level can then be directed to the Provost/Vice President for Academic Affairs (or designee).
 - ii. For complaints initiated with all other departments:
 1. The appropriate Associate/Assistant Vice President (or designee) responsible for the unit.
 2. Complaints not resolved at the Associate/Assistant Vice President level can then be directed to the Vice President responsible for that unit.
 - c. *All formal written complaints received using the [complaint form](#) must be recorded in the student complaint log.*
4. Unless otherwise specified, the Vice President (or designee) responsible for the unit will constitute the final decision-making authority for the University. Students have the right to appeal decisions to the President of the University within 10 business days of the Vice President's (or designee) decision. The results of complaints appealed at this level are final and may not be appealed further. All appeals will be recorded in the student complaint log.

Logs of all formal written complaints will be entered by the person receiving the complaint and will be stored on the password protected University server. The logs will be monitored by the Provost/Vice President for Academic Affairs (or designee), and the Dean of Students.

Procedures for Specific Types of Complaints

Customer Service Complaint

- Follow the General Complaint Procedures above
- [Listing of Offices and Departments](#)

Common University Policy/Procedure Categories

- [Financial Aid Satisfactory Academic Progress \(SAP\) Appeal](#)
- [Grade Appeal](#)
- [Graduation Appeal](#)
 - Contact the Registrar's Office, 239 Edgewater Hall, (678) 466-4150
- [Hardship Withdrawal](#)
- [Readmission Appeal](#)
- [Student Community Standards / Student Conduct Process](#)

Grievance (on the basis of personal status)

- [Unfair Treatment / Discriminatory Practices](#)
- [ADA Grievance Procedures](#)
- [Sexual Harassment](#)

Procedure for Filing a Formal Written Complaint

Students who wish to file a complaint should follow the procedures outlined in the [General Student Complaint Policy](#) above. If you have already attempted informal resolution with the party involved via phone, email or in person, then you may file a Formal Written Complaint to the appropriate Academic Dean or Vice President using the form below. All Formal Written Complaints will be logged and available for viewing by representatives from Academic Affairs and Student Affairs. Complaints must be filed within 30 days of the alleged issue or the last recorded date of attendance.

ADA APPEALS AND GRIEVANCES

ADA Grievance Procedure

The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities of a public entity. Clayton State University strives to maintain the highest standards of integrity and fairness in its policy and nondiscrimination on the basis of disability. The University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA and Section 504 of the Rehabilitation Act of 1973. Students, faculty, staff, and applicants who believe they have been discriminated against on the basis of disability by Clayton State University may file complaints pursuant to the following procedures.

Contact Person for Complaints: Clayton State University, ADA Coordinator, Dr. Elaine Manglitz, 2000 Clayton State Blvd., Morrow, GA 30260, 678-466-5444.

Procedures for Complaints:

The University of requested accommodations, should be filed in writing with the ADA Coordinator within 30 calendar days of the allegedly discriminatory act. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, s/he should inform the ADA Coordinator.

An investigation, as may be appropriate, shall follow the filing of a complaint. The ADA Coordinator will conduct the investigation. These rules contemplate informal, but thorough, investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 calendar days after filing.

The ADA Coordinator shall maintain the files and records for Clayton State University relating to the complaints filed.

The complainant may request a reconsideration of the case if s/he is dissatisfied with the resolution. The request for reconsideration should be made within 10 calendar days to the ADA Coordinator.

Other Remedies:

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA Complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Rule Construction:

These rules shall be constructed so as to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Clayton State University complies with the ADA and the implementing regulations.

Other Procedures:

The procedures provided herein are in addition to, and not in lieu of, any other procedures or remedies available under the law or otherwise.

CHILDREN ON CAMPUS POLICY

Purpose

The purpose of this policy is to assure the appropriate supervision of children on campus and outline appropriate conditions, locations, and situations where children are permitted while maintaining an appropriate academic environment for collegiate-level teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the University.

Definitions

- **Children:** Minors under age 18 and not enrolled at the University; for the purposes of this policy, the same allowances, restrictions and procedures apply whether more than one minor or a single minor, child, is involved.
- **Minors Enrolled as Students:** Properly enrolled students under age 18 have the rights and privileges of any other student in the classroom and on campus grounds and are subject to the University's Student Code of Conduct.
- **Supervised child:** If an adult is responsible for a child, and is directing his/her attention to the health, safety, or welfare of a child; and is accompanying a child for which he/she is responsible, the child shall be considered to be supervised.
- **Unsupervised child:** If an adult is responsible for a child, and is performing work, teaching, participating in class or is otherwise engaged in any activity that distracts his/her attention from the health, safety, or welfare of a child; or is not accompanying a child for which he/she is responsible, the child shall be considered to be unsupervised.

General Policy

Work areas of the campus and housing facilities generally are not appropriate environments for extended visits by children unless a University-sponsored program or event designed for children is being held in such areas. Such sponsored programs or events may have separate supervision/chaperone requirements depending on the nature/type of program or activity.

The following sections address the presence of children in specific areas of campus:

- **University Grounds:** Supervised children of responsible-adult visitors and guests are encouraged to enjoy the campus grounds and are subject to the [Use of Outdoor Facilities Policy](#).
- **Buildings, Offices and Work Spaces:** Supervised children are welcome to visit buildings, campus offices and non-instructional and non-hazardous work spaces for short, occasional visits when accompanied by a responsible adult.
- **Library:** Minors enrolled as students, as defined above, have the same library privileges as adult Clayton State University students. Children not enrolled as students are welcome to visit the library for short, occasional visits when accompanied by a responsible adult. All children must abide by Clayton State University Library policies related to the use of library resources and equipment.
- **Classrooms:** Attendance at class meetings should be limited to instructors, enrolled students, and prospective students and visitors invited by the instructor to participate in/contribute to student learning in the course.

If, despite this policy statement, a student brings a child to class, the faculty member may treat the presence of the child as Disruption of the Learning Environment as outlined in the [Student Code of Conduct](#), and the student may be subject to disciplinary procedures.

The foregoing policy regarding classrooms should be included in course syllabi.

University Housing

Per the University Housing Visitation Policy, non-resident guests under the age of 16 are not permitted in university housing unless accompanied by a parent or guardian, and may not stay overnight at any time without prior written permission from the University Housing Office. All non-resident guests are subject to guest sign-in requirements and other rules and regulations for each facility, the responsibility for which lies with the University housing resident.

Childcare Emergencies

Children under age 18 of University employees may be permitted to come to campus in emergency situations so long as they are supervised by a responsible adult and the employee's supervisor and/or department head approves of the child being on campus based on the facts of the situation presented by the employee. Any such permission is for one-time and/or unforeseen events and cannot be used in place of having regular childcare.

Unsupervised Children

If an unsupervised child is observed on campus, the individual observing the child should attempt to obtain the child's name, ensure that the child is not in danger, and report the situation immediately to the Clayton State Department of Public Safety and if possible remain with the child or children until police arrive. Campus police will attempt to locate the child's (children's) parents or legal guardians or caregiver to remedy the situation. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, Campus Police may refer the situation to the Clayton County Department of Family and Child Services or other appropriate agency.

Emergency Intervention

If a faculty or staff member, student, or visitor observes treatment of a child that is in violation of federal or state laws, local ordinances, or University policies, the person observing the treatment should notify the Clayton State Department of Public Safety and, if necessary, emergency medical service immediately and respond as is safe and appropriate to protect the health and safety of the child until police arrive.

Guidance and Support

For an emergency involving a child on campus:

- Call Clayton State Department of Public Safety at (678) 466-4050.

Students who need to discuss a childcare concern:

- Division of Student Affairs/Dean of Students (678) 466-5444
- Counseling and Psychological Services (678) 466-5406

Additional online resources may be found at: <http://www.clayton.edu/CTFC>

STUDENT RESOURCES AND SERVICES

Academic Support Services

Bursar's Office

Location: Edgewater Hall - Second Floor
Telephone: 678-466-4295

The **Bursar's Office/Student Accounts** is responsible for all the accounting functions for student billing, tuition & fee payments, refunds, loan collections, financial aid receipting, and registration from students for the institution. We are also responsible for all campus departmental deposits.

Types of service provided:

- Private Scholarships
- Nelnet Payment Plan
- Study Abroad payments
- Third Party Contracts
- Student Collections
- Housing payments

Regular Office Hours

*Monday & Tuesday, 8:00 a.m. - 7:00 p.m.**

Wednesday & Thursday, 8:00 a.m. - 5:00 p.m.

Friday, 9:00 a.m. - 2:00 p.m.

* The office will close at 5:00 p.m. when classes are not in session. <http://clayton.edu/bursar>

Center for Academic Success

The Center for Academic Success (CAS), located on the second floor of Edgewater Hall in Suite 276, provides Peer Tutoring, Supplemental Instruction, Academic Success Services/Resources, and Learning Support Programs for currently enrolled Clayton State students.

Peer Tutoring. Throughout the Fall, Spring, and Summer semesters, the CAS provides personalized one-on-one peer and professional staff tutoring in over **100 core subjects** taught at the University. In addition to individual tutorial services, the CAS also offers moderated study groups, informal study sessions, a comfortable study environment, and a student study lounge.

Academic Success Services/Resources. The CAS offers academic services and resources that assist Clayton State University students in their academic pursuits.

Services and resources include:

- Academic Success Workshops - on a variety of topics
- Academic Coaching
- Instructional Resources – online (www.clayton.edu/cas) and hard copy
- Computer-based study behavior assessments (LASSIE)
- Study rooms for both small group and individual study
- Peer Academic Mentor training.
- Faculty academic support through the Clayton Academic Referral Effort (CARE)

Supplemental Instruction. Supplemental Instruction (SI) is an academic support model that targets traditionally difficult courses at the undergraduate level by providing regularly scheduled, informal, peer-assisted review sessions on course materials outside the classroom. During SI study sessions students compare notes, discuss readings, predict test items and develop tools for more effective organization of course materials. This program is used in hundreds of colleges and universities around the world.

Learning Support Programs. Based on placement test scores, some students are required to enroll in developmental courses in English and mathematics that are designed to prepare students for college-level course work. Other students may be required to enroll in Learning Support courses to meet course prerequisites. Additional Learning Support details may be found in the *Learning Support Requirements* section of this catalog.

Center for Advising and Retention (CAR)

Location: Room 143 Magnolia Hall (formerly NBS)

The Center for Advising and Retention (CAR) is the centralized professional academic advising unit for Clayton State University. Its mission is to promote the success, retention, and progression of the university's undergraduate student population by effectively advising and assisting them along their educational journey and connecting them to resources and tools that support their academic and professional goals. The center houses the first-year experience advisors and the learning communities program. It also houses advisors for each of the departments and majors who help facilitate students' transition from the first year advisors to the advisor who will assist them until degree completion. To ensure students meet their academic requirements, advisors proactively monitor their progress & regularly correspond with them.

Advising Center Hours: Monday & Tuesday 9:00 a.m. - 7:00 p.m.; Wednesday & Thursday 9:00 a.m. - 5:00 p.m.; Friday 9:00 a.m. - 2:00 p.m.

For more information about programs in the center, visit <http://www.clayton.edu/advising>.

Honors Program

The Honors Program at Clayton State University is designed to help academically talented students get "a step ahead." Honors Program students enroll in special enriched sections of Core Curriculum and elective courses.

In addition to the special class sections, Honors Program students have many opportunities for leadership training, community service, and close contact with key business and government leaders in the Atlanta region.

Students admitted to the program are eligible for Honors Scholarships that are awarded on the basis of academic achievement and leadership ability. Honors Program students are also encouraged to apply for HOPE scholarships, which may be awarded in addition to the Honors Program Scholarships.

APPLICATION PROCEDURES

Application materials and other information are available on the Honors Program website: <http://honorsprogram.clayton.edu>.

New and current students who show outstanding academic achievement are invited to apply for admission to the Honors Program.

Qualifications

For students with 30 or fewer hours of college credit:

1. SAT-T 1100 or ACT-C 24
2. Minimum high school GPA of 3.50
3. Demonstrated leadership ability

For students with more than 30 hours of college credit:

1. 3.50 Overall GPA
2. Demonstrated service to the university or external community

Meeting minimum qualifications does not guarantee acceptance. The program decision is based on demonstrated potential for the following:

- academic achievement
- leadership
- independent learning

Please contact the Director, Dr. Alexander Hall, at (678) 466-4846 or AlexanderHall@Clayton.edu with any questions.

International Student Services

Location: University Center, Room 210

Telephone: 678-466-5499

The mission of the Office of International Programs(OIP) at Clayton State University is to facilitate the success of accepted international students through: effective advising on regulatory compliance; diverse cultural, integrative and leadership opportunities; and the advocacy of cultural competence and global awareness campus wide. A full-service OIP is located in the University Center, in room 210.

Services of the OIP are 3-fold and include:

- **Visa Compliance:**
 - Document services: I-20 & DS-2019
 - SEVIS data management
 - Employment / Internship authorizations
 - Reinstatement to lawful status
 - Change of status
 - Transfer of I-20 to/from different schools
- **Assistance with Living in the U.S.**
 - Obtaining a Driver License or Social Security Card
 - International Health Insurance
 - Personal Problems (culture shock, crime, family crisis, landlords, identity issues, depression)
 - US Income Tax compliance
- **Programming**
 - International Activities

Cultural Events

Hours of Operation: Monday - Friday 8:30am – 5:30pm

Online: <http://www.clayton.edu/international-student-services>

Library

Location: Library building adjacent to University Center

Telephone: 678-466-4346

URL: <http://clayton.edu/library>

The Clayton State Library offers a mix of print resources and online digital collections that support the university's curriculum and meet the diverse needs of its users. A newly renovated facility provides Library patrons with a comfortable and convenient space to study, the technology to connect to the latest research, and a variety of spaces to collaborate with classmates and colleagues.

The Library collections feature over 105,000 print volumes and access to approximately 455,000 electronic books. Through GALILEO, the statewide virtual library initiative, and the Library's own subscriptions, users have access to nearly 260 databases of academic content online. Clayton State students and faculty may also borrow from other libraries via Interlibrary Loan and the statewide service, GIL Express. This results in boundless access to information needed to succeed at Clayton State.

In addition to resources and collections, the Library offers quality research assistance and instruction to all users. Librarians consult with faculty members to coordinate information literacy instruction and ensure adequate curriculum support. Librarians and support staff are available throughout all 84 weekly hours of operation to assist users. Reference help is provided in person, over the phone, and online. Self-directed research guides and electronic resources are available online 24/7.

The Library is housed in a two-story facility with space for approximately 700 users. The upper level houses the reference collection while the lower level is home to the circulating collection, audiovisual materials, microforms, and bound periodicals. In addition to two classrooms, the upper level also offers a variety of seating options to meet the needs of small study groups or solo scholars. Both levels offer meeting space, desktop computers, photocopying, and printing stations. To support students' technology needs, the Library also loans laptops, DVD players, device chargers, and various other electronic equipment.

By offering a diverse array of resources, services, and space, the Clayton State Library supports the ever-evolving needs of its users. The Library is always eager to learn how to better support users and seeks feedback through any of the contact methods at <http://clayton.libanswers.com>

Office of Financial Aid

Location: Edgewater Hall, Room 102

Telephone: 678-466-4185

The Office of Financial Aid at Clayton State University is committed to providing quality financial aid services. We administer federal Title IV programs, State of Georgia programs, federal VA Education Benefits, and provide scholarship assistance to eligible students who seek financial

educational funding via these resources. We provide excellent customer service and adhere to federal, state, and university regulations.

Types of Financial Aid Offered

The Office of Financial Aid Office provides federal and state student aid. The Office also administers scholarships and Veterans Affairs benefits. Procedures for applying for assistance can be found at <http://www.clayton.edu/financial-aid>.

Federal Financial Aid consists of grants, work-study, and loans. Students interested in federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form. This form must be completed each academic year in which the student would require financial assistance. The federal funds are:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Iraq and Afghanistan Service Grant
- Federal Work-Study Program
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents and graduate students)

More detailed information on these types of federal funds can be found at <http://studentaid.ed.gov/>.

State Financial Aid consists of scholarships and grants. Students interested in the HOPE Programs must complete either the Free Application for Federal Student Aid (FAFSA) or the Georgia Student Financial Aid Application System (GSFAPPS). It is recommended that all students complete the FAFSA form so that the Office of Financial Aid can award students both federal and state aid. If a student does not complete a FAFSA form, but completes the GSFAPPS Application instead, the Office of Financial Aid can only award HOPE funds. The state funds include:

- HOPE Scholarship
- Zell Miller Scholarship
- HOPE Grant
- Zell Miller Grant
- HOPE GED Voucher

Institutional Scholarships funded through the Clayton State University Foundation. These scholarships vary from year to year. Current scholarship information can be found at <http://www.clayton.edu/financial-aid/Scholarships>

Financial Aid Eligibility

All students should be aware of the following information regarding financial aid eligibility:

- Financial aid will only pay for classes required for a student's major as identified by the Registrar's Office. Students should refer to the major course requirements before registering for classes.

- All financial aid recipients must maintain Satisfactory Academic Progress (SAP). The qualitative standard requires undergraduate students to maintain a 2.00 GPA. Graduate students must maintain a 3.00 GPA.

The SAP quantitative standard requires undergraduate students to successfully complete the cumulative credit hours associated to the total attempted hours below. At 60 total attempted hours, undergraduate students have to successfully complete a minimum of 67% of the cumulative credit hours attempted (cumulative earned hours/cumulative attempted hours). Graduate students must complete 67% of courses attempted during a given semester.

Total Attempted Hours	Required SAP Pace Percentage
1-12	50%
13-27	55%
28-36	60%
37-59	65%
60 or more	67%

- Course work used to evaluate SAP for **degree programs** includes all attempted hours at Clayton State University, including Learning Support and repeat courses, as well as most transfer hours regardless of whether or not you received financial aid for those terms of enrollment. Students who do not meet the SAP standards are not eligible for financial aid with the exception of those students in a WARNING or PROBATION status as described by our Financial Aid SAP Policy <http://www.clayton.edu/financial-aid/SAP1718>.
- Financial aid will pay up to 150% of Clayton State's programs of study. For example: Associate Degrees are 60 credit hours and financial aid will pay for a total of 90 attempted credit hours. Bachelor's Degrees are 120 credit hours and financial aid will pay up to 180 attempted credit hours. Students in a certificate program are allowed to attempt up to 150% of the hours required for that specific certificate program. Example: The Paralegal Certificate program requires 30 hours, so students in that program may attempt up to 45 hours required for that program.
- Students admitted on a joint-enrollment basis are not eligible for financial aid.
- Financial aid recipients enrolled at two or more colleges/universities at the same time cannot receive duplicate federal financial aid at both schools.
- Undergraduate students must attend at least 6 credit hours in their major to be eligible for a federal William D. Ford Stafford student loan. Graduate students require 5 credit hours to be eligible for a federal William D. Ford Stafford student loan.
- Students who register for a second half semester course (mini session) have fees due at the regular published fee payment deadlines even though in some cases federal student loan funds may not be available until the second session has actually begun.
- Enrollment for federal grant recipients is "frozen" each semester at the end of the schedule adjustment period. Students must be registered for all parts of term before the freeze date to receive federal grants for that class.
- All financial aid recipients are strongly encouraged go to Clayton State University's Office of Financial Aid website at <http://www.clayton.edu/financial-aid> for additional or updated information on financial aid requirements, procedures, and frequently asked questions, and to view the Student Rights & Responsibilities.

Veterans Affairs assists eligible veterans in utilizing their educational benefits to the fullest advantage. Information on VA services and application information can be found at <http://www.clayton.edu/financial-aid/veterans>.

Hours of Operation: Mon.-Tues. 8:00am-7:00pm; Wed.-Thurs. 9:00am – 5:00pm; Friday 9:00am – 2:00pm. Office hours will vary during registration, holidays, and semester breaks. Check our website during those times for updated office hours.

Online: www.clayton.edu/financial-aid

BankMobile Student Refunds (formerly Higher One)

Location: Bursar's Office – Edgewater Hall, 2nd floor

Telephone: 678-466-4295

All financial aid and tuition refunds are processed through BankMobile (formerly Higher One). Every newly registered student will be issued an activation code by BankMobile via US Mail. As soon as the student receives the activation code, they should go to the website on the mailer and begin the refund selection process by entering the code and authenticating themselves. Once authenticated, the student will select their refund preference: the free checking account from BankMobile or electronic transfer to an existing bank account. If the student selects BankMobile as their refund preference, they will be mailed a BankMobile Vibe card (MasterCard-branded card) to access their funds. Students who select BankMobile can spend funds anywhere MasterCard is accepted. Cash withdrawals from the account can be made fee-free at the BankMobile ATM located on the first floor of Edgewater Hall or at any Allpoint ATM nationwide. <http://www.allpointnetwork.com/locator.aspx>

The Bursar's Office can answer questions about your refund, and the LakerCard Center can assist with questions about the BankMobile activation code process.

For more information, visit: <http://www.clayton.edu/studentrefunds>

Office of the Registrar

Location: Edgewater Hall, Room 239

Telephone: 678-466-4045

The Registrar is responsible for maintaining all official records of the University. We provide a variety of services to current and former students. Our services include:

- Transcript request
- Verifications of Enrollment
- Registration
- Withdrawals
- Graduation Evaluations
- Commencement
- Transfer evaluations
- Readmission for students who have not been enrolled for more than 3 semesters

Hours of Operation: Monday-Tuesday 8:00am – 7:00pm; Wednesday-Thursday 8:00am – 5:00pm; Friday 9:00am – 2:00 pm

Online: <http://www.clayton.edu/registrar>

Office of Undergraduate Admissions

Location: Edgewater Hall, Suite 150

Telephone: 678-466-4115

The Office of Undergraduate Admissions assists students with the application and enrollment process at Clayton State University. The Office provides services for the following:

- New Freshman
- Transfer Freshman
- Transfer
- Non-Traditional
- Dual Enrollment
- International
- Transient
- Post Baccalaureate

Specific information concerning admissions can be found in the [Academic Catalog](#) portion of this publication.

New Student Orientation

Location: Edgewater Hall, Suite 218

Telephone: 678-466-4115

The New Student Orientation program is a division of the Office of Undergraduate Recruitment and Admissions. New Student Orientation facilitates and enhances the successful transition of all first year and transfer undergraduate students at Clayton State University.

New Student Orientation: Orientation offers new students and their families or guests an introduction to Clayton State University. All new students (some exceptions apply based on student status) are required to participate in the new student orientation programs. Orientation programs are offered for all new degree-seeking and certificate students, including transfer students.

Hours of Operation: Monday- Tuesday (8:00 am – 7:00 pm); Wednesday-Thursday (8:00am-5:00pm); Friday (8:00 am-2:00pm).

Online: <http://www.clayton.edu/orientation>

Study Abroad and International Programs

Location: University Center, Suite 204
Telephone: 678-466-4092 or 678-466-4090

Clayton State Office of International Programs offers numerous study abroad programs for students in various departments, which typically offer three hours of academic credit for two or three week study abroad programs over spring break, during Maymester or over the summer. Clayton State University also participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia. These collaborative world regional council summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning up to six hours of academic course credit. Clayton State also participates in student exchange programs with the University of Caen in France, University of Pannonia in Hungary, Birla College in India, along with other universities in foreign countries. Joining these programs, students can study for a semester or academic year abroad, with the credit earned counting toward their academic program at Clayton State University. Financial aid and HOPE scholarship funds may be used for these programs.

The Office of International Programs also maintains information on numerous other study abroad programs offered by colleges and universities throughout the state and country. Clayton State students have participated in programs in England, France, Hungary, Italy, Mexico, Spain, Russia, Greece, Germany, Ghana, Chile, South Africa, and Thailand. For complete information on the study abroad opportunities available at Clayton State University visit the Office of International Education and Programs website at <http://www.clayton.edu/international-programs/home>.

Testing Center

Location: Arbor Hall, Room 121
Telephone: 678-466-4495

Located at the East Entrance, the Testing Center provides all university-wide testing, most program-wide testing, and some community-wide testing. It has facilities for both paper-and-pencil and computerized tests, including:

- university admission and placement exams such as ACT and ACCUPLACER
- program entrance exams
- eCore midterms and finals
- the College Level Examination Program (CLEP)
- competency tests satisfying the Georgia Legislative Requirements
- writing assessments for admission into or out of major programs

- selected outcomes assessments such as the ETS Proficiency Profile
- program assessments such as the Major Field Tests and ACAT
- Georgia Assessments for the Certification of Educators (GACE)

The Writers' Studio 224

Location: Arts & Sciences, Room G-224

Telephone: 678-466-4728

Email: ws224@clayton.edu

Our goal at the Writers' Studio is to give rise to better writers, not just to better writing. We don't simply proofread your paper; we teach you how to become a more organized, resourceful, exacting, and accomplished writer. In a face-to-face or an online session, a writing consultant will talk with you about any stage of your writing process, about any aspect of your project, regarding any subject. Here's what we can do for you:

- Do you need help understanding an assignment?
- Organizing your thoughts?
- Developing a thesis statement?
- Documenting sources?
- Do you need a refresher on grammar, punctuation, or spelling?

The Studio also offers customized writing handouts developed specifically for CSU students. Last, but not least, visit our website for information on faculty-led workshops offered during the fall and spring semesters.

Come—write away—The Writers' Studio can help!

Online: <http://www.clayton.edu/ws224>

Student Support Services

Services that are vital to the success of students enrolled at Clayton State University are offered through the following Offices and Centers.

Counseling and Psychological Services

Location: Edgewater Hall, Room 245

Telephone: 678-466-5406

Counseling and Psychological Services (CAPS) supports the personal, professional, and academic growth of students at Clayton State University. Our services are designed to meet the wide range of needs that students may have at some point in their careers at Clayton State. CAPS employs licensed mental health professionals who specialize in working with college students, and who are diverse, professional, warm and receptive to students who seek services. Services provided include:

- Individual counseling for personal issues including depression, stress, and anxiety, relationship concerns

- Couples counseling
- Group counseling
- Psychiatric consultation and medication management
- Presentations on topics including stress management, healthy relationships, domestic violence, and alcohol use
- Online confidential mental health screenings

Hours of Operation: Monday – Friday 8:00am-5:00 pm; check website for evening hours.

Online: <http://www.clayton.edu/counseling>

Department of Campus Life

Location: Student Activities Center

Telephone: 678-466-5433

The Department of Campus Life creates opportunities for students that promote student learning and development. Our mission is to help students become productive citizens in the global world by engaging them in educational, multicultural, service-based, and social experiences. The Department of Campus Life strives to create and implement high-impact programs to meet the needs of our diverse student body and foster holistic development. Campus Life is the home of student involvement and helps students learn and develop by getting them involved outside of the classroom.

Campus Life offers involvement opportunities in:

- The AmeriCorps National Service Program
- Fraternity and Sorority Life
- Leadership Development Programs
- Multicultural and Diversity Programs
- Civic Engagement and Volunteer Services
- Social Programs
- Student Media
- Student Organizations

Hours of Operation: Monday-Friday 9:00am-5:00pm

Online: <http://www.clayton.edu/campus-life>

Disability Resource Center

Location: Edgewater Hall, Suite 255

Telephone: 678-466-5445

The **Disability Resource Center**, in partnership with the university community, strives to create an accessible, inclusive campus where students with disabilities have an equal opportunity to fully participate in and benefit from all aspects of the educational environment. In accordance with the ADA and related laws, we provide accommodations to support physical and programmatic access, as well as related services, to CSU students with documented disabilities. The DRC serves as a resource for students, faculty, staff and the community regarding disability issues.

Students with disabilities seeking accommodations or services should submit appropriate documentation to determine eligibility. Documentation guidelines, additional information and necessary forms are available in our office and on our website. Under the law, a disability is a condition that substantially limits one or more major life activities. Disabilities include, but are not limited to:

- Cognitive disabilities (LD, ADHD, brain injury, etc.)
- Autism Spectrum Disorders
- Psychological disabilities
- Sensory disabilities (visual, hearing)
- Motor/mobility disabilities
- Speech/language disabilities
- Chronic health impairments

Based on the documentation provided, students may be eligible for one or more accommodations. Common accommodations may include, but are not limited to:

- Extended test time
- Permission to audio record lectures
- Distraction-reduced testing environment
- Sign language interpreter services
- Alternate text formats for textbooks and other printed course materials
- Use of computers with assistive technology for testing
- Housing modifications
- Captioning services
- Assistive listening devices
- Volunteer note-takers
- Priority registration
- Physical access accommodations

Hours of operation: Monday – Friday 8:00am – 5:00pm; Evening test administration, by appointment, with a minimum of one week’s notice; Monday – Thursday until 7:00pm.

Online: <http://www.clayton.edu/drc>

Division of Student Affairs

Location: University Center, Room 250

Telephone: 678-466-5444

Clayton State University’s Division of Student Affairs supports and empowers a diverse campus community in an evolving society with educational, experiential, and engaging services, programs, and initiatives. We value excellence, diversity and respect for others, integrity, and support the University’s commitment to community and civic engagement. The Division of Student Affairs works in collaboration with the University community to promote student success.

Included under the Division of Student Affairs: Housing and Residence Life, Student Activities Center, University Health Services, Career Services, Campus Life (Leadership Development, Greek Life and Volunteer Center), Community Standards, Disability Resource Center, Counseling and Psychological Services, Recreation and Wellness, Student Affairs Business Office, Veterans

Resource Center, Campus Visitor and Information Services, and Student Government Association.

Hours of Operation: Monday - Friday: 8:00am-5:00pm

Online: <http://www.clayton.edu/student-affairs>

Office of Career Services

Location: Edgewater Hall, Room 228

Telephone: 678-466-5400

The Office of Career Services assists students in developing the self-awareness, knowledge, and skills that prepare them to manage their careers now and after graduation. Career counseling is available for students who need assistance choosing majors and career paths. Students can access a variety of programs and services to assist them in discovering opportunities for student jobs and internships, developing professionally, and launching a career. Career Services also provides mutually beneficial linkages between the University and the employment community. Employers post opportunities online and recruit and interview students seeking internships, part-time jobs, and full-time career positions. Services available through the Office of Career Services include the following:

- Career counseling
- Career Testing
- Seminars and workshops related to professional development and an effective job or career search
- Resume critiques
- Practice interviews
- Internship and Co-op Assistance
- Workshops and Club Presentations
- Online access to employment and internship opportunities through Laker CareerZone
- Employer networking opportunities
- On-campus recruiting and interviewing
- Individual career coaching
- Five annual career or job fairs
- Job search assistance
- Graduate School assistance

Internships and Cooperative Education

Students complement their academic learning with practical experience in a work setting related to their programs of study or career goals. Most degrees require internships and many include elective internships. Students should refer to specific program requirements regarding required and optional internships. Cooperative Education also provides work-related learning experiences, usually over an extended number of semesters, often without earning academic credit. Students who do not earn credit may receive non-credit transcript documentation for participating in internships or cooperative education.

Students interested in internships or cooperative education must meet the following eligibility requirements:

- Complete at least one full semester at Clayton State;
- Earn the appropriate number of credit hours (baccalaureate degree - 30 hours; associate degree - 18 hours; certificate - 12 hours);

- Maintain Good Academic Standing;
- Complete all course prerequisites;
- Obtain prior approval from the Office of Career Services and the appropriate faculty coordinator by providing evidence that the experience is directly related to the student's program of study.

After a student is offered and accepts a position, he or she must articulate clear learning objectives on the *Internship Learning Agreement Form* which provides a statement of understanding between the student, the University, and the internship site and is used to document student progress. Any student who fails to submit a completed *Internship Learning Agreement Form* by the deadline is subject to being withdrawn from the course.

Hours of operation: Monday – Friday 8:00a.m. – 5:00p.m.; Evening hours by appointment

Online: <http://www.clayton.edu/career>

Email: career@clayton.edu

Office of Community Standards

Location: University Center, Room 250

Telephone: 678-466-5444

The Office of Community Standards works to educate students on their rights and responsibilities in the University Community, and through its processes and procedures, ensures accountability for improper behavior, upholds the requirements of due process, and when applicable, levies fair, appropriate, and educational disciplinary sanctions for conduct violations.

- Conflict Resolution and Mediation Services
- Alcohol Education and Programming
- Peer Health Educator
- Programming on various conduct issues
- Experiential and Leadership Opportunities for students, faculty, and staff
- Resources for Faculty about Academic Misconduct

Hours of Operation: Mon. - Fri.: 8:00am-5:00pm

Online: <http://clayton.edu/community-standards>.

Office of Information Technology & Services

The HUB

Location: University Center, Room 101

Telephone: 678-466-HELP (4357)

Email: thehub@clayton.edu

The HUB is the frontline technical support center for Clayton State University. We provide support for student, faculty, and staff technical problems, as well as provide support for students needing help with school related applications. We strive to make sure technology enhances the learning process at CSU.

- Technical support for computer devices and campus connectivity
- All hardware and software troubleshooting services

- Preferred vendor hardware repairs
- Software installation assistance and troubleshooting
- Workshops and individual assistance with all campus supported software and training

Hours of Operation: Monday – Thursday 8:30am – 7:00pm; Friday 8:30am – 1:00pm

Online: <http://clayton.edu/hub>

Media & Printing Services

Location: Faculty Hall, Room 126

Telephone: 678-466-4377

Media & Printing Services provides A/V instructional classroom equipment and printing and copying services for the faculty and staff of Clayton State University. M&PS student services include:

- free usage of digital cameras for classroom projects
- free usage of camcorders/tripods for classroom projects
- printing of color posters and flyers for student organizations with authorized accounts (Students should contact the Office of Campus Life for details)
- laminating and binding services also available

Hours of Operation: Mon.-Fri.: 8:00am-5:00pm

Online: <http://www.clayton.edu/media>

University Advancement

Location: Clayton State East - Woodlands Hall, 2nd Floor

Telephone: 678-466-4464

The Division of University Advancement supports the mission of Clayton State University by building ongoing relationships with alumni, students, faculty, staff, friends, corporations, and foundations; generating -financial resources; and promoting the University's strategic messages to various audiences.

Hours of Operation: Monday through Friday: 8 a.m. to 5 p.m.

Online: <http://www.clayton.edu/University-Advancement>

University Health Services

Location: Laker Village, 1000 Building

Telephone: (678) 466-4940

University Health Services (UHS) is available to meet the healthcare needs of CSU students at its location in Laker Village Apartments, Building 1000. Services provided include illness and injury care, immunizations, sports and employer physicals, GYN care, allergy and asthma treatments, preventive care, prescription management, laboratory services, office procedures, referrals to specialists, STD testing, birth control and health education. Appointments may be scheduled in advance but walk-ins are always welcome when a physician or nurse practitioner is available in the clinic. Self-scheduling is available via the patient portal (information below).

The student health fee covers unlimited office visits with a physician or nurse practitioner, over-the-counter medications and limited in-office lab tests each semester. Immunizations, diagnostic laboratory testing, physicals, office procedures, and prescription medications require students to pay a fee for service. Each semester, UHS offers health fairs with various free healthcare testing opportunities.

Hours of Operation: Monday-Friday 7 a.m. - 5 p.m., Friday 8 a.m. – 3 p.m. Closed Saturday, Sunday and CSU holidays.

Online: <http://www.clayton.edu/uhs> (patient portal, current fee schedule, and additional information) Login using your SWAN ID.

University Housing and Residence Life

Location: University Housing Office, Laker Village
Telephone: 678-466-4663

Location: 24-hour Community Desk, Laker Hall
Telephone: 678-466-5130

Clayton State University housing facilities consist of Laker Hall for approximately 400 new, first time, full time freshmen, and Laker Village Apartments, which houses approximately 800 upperclassmen. Laker Hall features 4 bedroom/2 bath suite-style units with kitchenette and a shared commons area. Laker Village Apartments offer 2- and 4-bedrooms suite-style units with private baths, a full kitchen, living room, and washer and dryer. Contract terms include 10-month and semester-only options. Additional facility amenities include:

- Live-In Professional and Para-professional staff
- 24 Hour Community Desk, Laker Hall
- Easy access to campus resources and activities
- Suite-style rooms
- Snack Cafe
- Study Lounges
- Wireless high-speed internet
- Cable Television
- Laundry Facilities
- Game Room
- Swimming Pool (seasonal)

Hours of Operation: Monday-Friday: 8:00am-5:00pm; refer to the website for additional hours of operation.

Online: <http://www.clayton.edu/housing>

Veterans Resource Center

Location: Edgewater Hall, Room 115
Telephone: 678-466-5527
Email: VeteransResourceCenter@clayton.edu

The Veterans Resource Center (VRC) of Clayton State University is here to support Veterans, Active Duty, Reservists, National Guard, and their family members in accomplishing their academic goals.

At the VRC you can meet other individuals who understand the military culture, learn about the resources on and off campus, utilize our study area or computers, or just stop by and grab a hot cup of coffee. The VRC staff is dedicated to being there for you throughout your academic career.

For more information, visit our website at <http://www.clayton.edu/veterans-resource-center>

Auxiliary Services

Department of Public Safety

Location: Edgewater Hall – Second Floor
Telephone: 678-466-4050

The Department of Public Safety is comprised of four components: police officers; communication officers; security guards; and student assistants. It's highest priority is the safety and security of the campus community—students, faculty, staff, and visitors. The Department of Public Safety operates 24/7. Some of the services provided are as follows:

- Emergency response
- Criminal and accident investigations
- Parking enforcement
- Registration of vehicles and issuance of student and faculty/staff parking permits
- Issuance of temporary visitor parking permits
- Receipt of payments for parking permits and fines for violations of parking rules
- Reports and receipt of lost and found items
- Assistance with minor vehicle problems, e.g. jump starting dead batteries and unlocking vehicle doors
- Locking and unlocking campus buildings and doors and securing the campus during overnight hours
- Dissemination of emergency and public safety communications to campus via Rave Alert System
- Responding to personal safety concerns upon receipt of Rave Guardian personal safety app activation
- Responding to fire alarms and health related issues on campus
- Maintaining mutual aid agreements with area law enforcement agencies to provide emergency support as needed

Administrative Hours: Monday-Friday 8:00 am-5:00pm

Online: <http://www.clayton.edu/public-safety>

Dining Services

DineCSU

Telephone: (678) 466-4213

DineCSU offers a variety of dining options on campus. The Lakeside Dining Hall is an all-you-care-to-eat venue, located in the University Center. It offers grill items, a hot line with meat and vegetarian entrees and sides, a salad bar, a deli, brick oven pizza, desserts and beverages. In

In addition to the Dining Hall, we have Jazzman's Café for coffee and smoothies, Pizza Hut Express, SubConnection, Lakeside Express, Chick-fil-A Express, and Sandella's Flatbread Café. Residents of Laker Hall are required to select one of the semester meal plans during the Laker Hall contract process. Laker Village residents have the option to select any meal plan during the Housing contract process. All other students may purchase a meal plan in the LakerCard Center at any point during the semester. For more information about Dining Services and meal plans, visit: <http://www.csudining.com/>.

Lakeside Dining Hall

Location: University Center - First Floor
Telephone: 678-466-4211

The Lakeside Dining Hall is an all-you-care-to-eat dining hall. It features a variety of breakfast, lunch and dinner options where you can eat as much as you like during each visit. Dining options include:

- A full salad bar
- Make-your-own deli sandwiches
- Brick-oven pizza
- Hot-off-the-grill burgers
- Specialty sandwich each day
- Hot entrées featuring American, vegetarian and international selections
- Desserts and beverages

Meal plan customers will appreciate the great value their meal plan offers over the cash price. Meal Plans are accessed with your LakerCard. Cash, credit/debit cards, LakerBucks, and Dining Dollars are also accepted for payment of an individual all-you-care-to-eat meal.

Need to eat in your office or on the run? Get a to-go meal with either our reusable to-go container (one-time charge of \$5.30) or with our single-use biodegradable container (\$.50). Additional details available at the Dining Hall.

[Hours of Operation](#)

[Visit us Online](#)

Jazzman's Café

Location: University Center - Second Floor
Telephone: 678-466-4207

Wake up and smell the fresh-brewed selection of coffees. Relax or study as you enjoy a fresh salad or sandwich. Or, maybe you need a pick-me-up in the afternoon...how about an ice-cold smoothie or fresh-baked cookies, breakfast sandwiches, and delicious pastries. Jazzman's is a great place to get a snack on the run or meet up with friends and relax. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

[Hours of Operation](#)

[Visit us Online](#)

Sandella's

Location: Laker Hall Lobby
Telephone: 678-466-7474

Sandella's Flatbread menu features premium quality, health-conscious and simply delicious items for your enjoyment. Great tasting wraps, quesadillas, rice bowls, salads, and more. The menu includes a great vegetarian selection plus all menus can be made vegetarian. Eat Right, Right Away!

- We Proudly Serve Starbucks brewed coffee, tea and hot chocolate to perk up your day or to complement your meal.
- Paninis
- Rice bowls
- Flatbread pizzas
- Quesadillas
- Burritos
- Snacks and beverages

Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

[Hours of Operation](#)

[Visit us Online](#)

Pizza Hut Express

Location: University Center - First Floor

Telephone: 678-466-4210

Get a Personal Pan Pizza® topped with quality meats, fresh vegetables, and pure mozzarella cheese. Try the Tuscan pastas or make it a combo with breadsticks and a drink. In the mood for wings? We've got those, too! We also have Cinna-Sticks available for a sweet finish to any meal. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

[Hours of Operation](#)

[Visit us Online](#)

SubConnection

Location: University Center - First Floor

Telephone: 678-466-4210

SubConnection offers made-to-order subs, wraps, and salads. Choose from a variety of fresh baked breads loaded with high-quality meats, cheeses and finished off with your favorite garden toppings & condiments. Or grab a fresh-made salad filled with fresh vegetables and tender meats. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

[Hours of Operation](#)

[Visit us Online](#)

Lakeside Express

Location: University Center Commons

Lakeside Express is a food cart concept offering a different menu each day of the week. Each daily entrée is just \$5.99! Visit our website for daily menus. Lakeside Express also serves fresh salads and sandwiches and freshly-brewed Starbucks coffee.

[Hours of Operation](#)

[Visit us Online](#)

Chick-fil-A Express

Location: Magnolia Hall lobby

Chick-fil-A Express is a quick-serve location offering Chick-fil-A sandwiches, waffle potato chips, chocolate chunk cookies, ice tea, lemonade, and canned soft drinks. This location accepts cash, credit, and LakerBucks (Dining Dollars cannot be used here).

[House of Operation](#)**DineCSU Catering Services**

DineCSU Catering Services is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. To plan your next event, or for further assistance, please contact Halina Skrzypek, DineCSU Catering Services Manager, at 678-466-4212 or email us at halinaskrzypek@clayton.edu. You can now order Catering for your event online through CaterTrax! Visit <http://dinecsu.catertrax.com> to set up your profile, create and manage your online account. You can also make payments using the online wallet.

Catering Office Hours: Monday-Friday 9:00am-3:00pm

LakerCard Center

Location: University Center, First Floor

Telephone: (678) 466-4215

The LakerCard is your official Clayton State student ID card. It is required as photo identification on campus and for access to various services, including the Library. Students can deposit money to their LakerBucks Account for cashless payment of goods, services, and fees at:

- The Loch Shop and Loch's Nest
- All Dining locations
- SmartPrint
- Student copying
- Dental Hygiene
- University Health Services
- Public Safety
- The Library

LakerCard Online allows cardholders and guests to make deposits to the LakerBucks account and allows cardholders to manage their LakerCard and LakerBucks account online. LakerCard Mobile offers the same conveniences on your mobile device. The app is available on the App Store and Google Play Store. Search for "Blackboard Transact Mobile", install the app, and find Clayton State University. Log in with your CSU network login.

The LakerCard is required for using Bookstore Bucks at the Loch Shop, Loch's Nest, and online during the days of Bookstore Bucks at the beginning of each semester. The LakerCard is required to access your meal plan at the Lakeside Dining Hall and for using Dining Dollars.

For Laker Hall residents, the LakerCard provides access to Laker Hall, your suite, and laundry machines. For Laker Village residents, the LakerCard provides access to your suite.

The LakerCard Center also provides the following services as a convenience:

- BankMobile (student refund) activation code support
- Meal Plan sales and support
- Fax services
- SmartPrint refunds and support
- Vending refunds and support
- Career Center testing fee payments
- Cell Phone and used household battery recycling
- Postage stamps and envelopes

Visit our website: <http://www.lakercard.com>

[Hours of Operation](#)

Loch's Nest

Location: University Center – Main Street

Telephone: (678) 466-LOCH (5624)

Loch's Nest is a convenience store and spirit shop in one location.

- Snacks and beverages
- ICEE's and Nachos
- Blue Books and Scantrons
- CSU Logo merchandise

Loch's Nest accepts cash, credit, LakerBucks, and Bookstore Bucks (during days of Bookstore Bucks).

Visit our website: <http://www.clayton.edu/auxservices/lochs-nest>

[Hours of Operation](#)

Smartprint/Copying

SmartPrint is self-service student printing service on campus. Documents must be queued from your laptop computer using the SmartPrint print queues (download available online) or from the GALILEO workstations in the Library. Print stations are located in the Library, the University Center, Laker Hall, Clayton Hall, Magnolia Hall, Lakeview Science and Discovery Center, the Center for Academic Success, Continuing Education, and the Music Building. Photo Copiers are located in the Library and University Center. Both services accept LakerBucks exclusively for payment. For questions about SmartPrint, contact the LakerCard Center at (678) 466-4215.

Online: <http://www.clayton.edu/auxservices/smartprint>

The Loch Shop

Location: Edgewater Hall - First Floor
Telephone: (678) 466-4220

The Loch Shop is your one-stop shop for all required course materials, technology products and Clayton State University logo items. Among the product lines offered by the Loch Shop are:

- Textbooks and other required course materials, as requested by your professor
- E-books
- Dell laptops that meet CSU requirements
- CSU logo apparel and non-logo apparel
- CSU gift merchandise
- School and office supplies
- Backpacks
- Study Aids
- Snacks and beverages

[Use Price Loch to compare our textbook prices with those of other online retailers. Purchase directly through Price Loch to get the best price! Check it out now at <http://www.priceloch.com>.](http://www.priceloch.com)

Bookstore Bucks are available at the beginning of each semester. Up to \$1,000 in Bookstore Bucks are available to students for the purchase of any Loch Shop merchandise. Use of funds must be pre-authorized via The DUCK. An additional \$1,000 can be requested on the SWAN for the purchase of laptops and other technology needs. Bookstore Bucks are also available for use online at <http://www.ishoplochshop.com>. (Note: Your LakerCard is required to use your Bookstore Bucks in the store and online.) The Loch Shop's online store allows you to purchase your textbooks and other CSU products anytime, anywhere.

The Loch Shop offers several options for textbook purchases. We offer new textbooks, used textbooks, textbook rentals of over 85% of all titles, and e-books. The Loch Shop also conducts a daily buyback program, except during our peak periods.

Visit the [Loch Shop](#) online for dates and times for Bookstore Bucks, as well as, promotions and events.

[Hours of Operation](#)

Vending

Vending services are available across campus. Selections include soft drinks, water, juices, energy drinks, and snack items. All vending machines accept cash and credit cards. For questions or refunds, contact the LakerCard Center at (678) 466-4215.

Visit the [Vending website](#) for more information.

Campus Centers and Activities

Intercollegiate Athletics

Location: The Loch (Athletics Center)
Telephone: 678-466-4678

Consisting of 11 NCAA Division II sports, along with cheerleading, Clayton State Athletics has been one of the more successful programs competing in the Southeast Region. Currently the Department offers cross country (men's & women's), soccer (M/W), basketball (M/W), indoor and outdoor track & field (M/W) and men's golf.

In the relatively short 27-year history of the program, Lakers student-athletes have produced an incredible 127 national tournament appearances (118 NCAA, 9 NAIA), 17 Peach Belt Conference Regular Season Championships, 30 PBC Tournament Titles (19 by individuals) and 73 All-Americans, all with just 12 sports during that time.

Highlighting these performances is the 2010-11 women's basketball program, which claimed the first NCAA Division II National Championship in program history, doing so with a commanding 69-50 victory over Michigan Tech on March 25, 2011 in St. Joseph, Missouri.

In all, Clayton State has earned a total of 62 titles and every program has had at least four champions. Women's basketball has delivered an amazing 17 championships. Additionally, every program has had at least three appearances in a national tournament with women's cross country making 26 such trips.

Both soccer and basketball program's play their games on campus at Laker Field and The Loch, respectively. Clayton State students can watch all the action for free just by making sure they have their valid Laker ID. In addition to the tremendous competition in venue, each home game has promotions and concessions available for purchase throughout the event.

Sports such as cross country, track & field and men's golf compete off campus but will often have one or more contests that are within easy driving distance during the season.

For coverage of everything Lakers, turn to www.ClaytonStateSports.com, the official online home of Clayton State Athletics. Fans can find all the information they need on their favorite team, including schedules, game times and full recaps.

The hours of operation for Athletics are determined greatly by the season and the home schedule of events at that time of the year. For anything outside of those events, the Department is open from 8 a.m. through 5 p.m., Monday through Friday with the exception of national holidays. All students are strongly encouraged to support their teams by attending games, meets, and matches. Admission to home events is free for Clayton State students with a LakerCard.

Hours of Operation: Monday-Friday 8:00am-5:00pm except during home games
Online: <http://www.claytonstatesports.com/>

Recreation and Wellness

Location: Student Activities Center
Telephone: 678-466-4976

The Department of Recreation & Wellness is responsible for the operation and management of the 26,500 square foot, multi-level Fitness Center which is located within the Student Activities Center. The Department of Recreation & Wellness (DRW) aspires to facilitate the physical, social, emotional, and intellectual development of the Clayton State University students and community by providing an environment that is fun, relaxing and supportive of holistic lifestyle practice; further, DRW provides opportunities for the daily participation in recreation and leisure activities. Online:

Recreation & Wellness: <http://www.clayton.edu/recwell>

Fitness Center: <http://www.clayton.edu/recwell/Fitness-Center>

Intramural Programs: <http://www.clayton.edu/recwell/Intramural-Sports>

Outdoor Adventure Programs: <http://www.clayton.edu/recwell/Outdoor-Adventure>

Spivey Hall

Location: Spivey Hall
Telephone: 678-466-4200

Clayton State University's Spivey Hall has been in existence since 1991. An elegant, intimate recital hall with 392 seats, Spivey Hall has won international acclaim for its superb acoustics and the artistic excellence of its annual concert series featuring outstanding international classical, jazz and world-music artists. Equally important are its music education programs, serving some 18,000 students from 18 metro-Atlanta counties each year. Because of its high-quality programming, Spivey Hall draws audiences from throughout Georgia and the Southeast, serving more than 35,000 people annually. Performances by Spivey Hall musicians are frequently heard on nationally-broadcast public-radio programs reaching 1.2 million people in 250 markets across North America. Spivey Hall also supports Clayton State University's growing Department of Visual and Performing Arts program and serves as a valuable performance venue for numerous regional music ensembles.

- Group tours available by appointment
- Clayton State students never pay more than \$10 – based on availability
- Guests (over the age of 12) attending with CSU students are also \$10 – based on availability
- While enrolled in music appreciation at CSU, concerts are free with an advanced reservation*
- Music majors attend all concerts free with an advance reservation*
- CSU students may attend, free of charge, Spivey Hall's wide variety of Young People's Concerts offered during the week

*Free tickets must be picked up at least 15 minutes prior to concert start time.

Box Office Hours: Monday-Friday: 9:00 am – 5:00 pm

Online: <http://www.spiveyhall.org/>

Student Activities Center

Location: Student Activities Center
Telephone: 678-466-5433

The Student Activities Center (SAC) is the hub for student activities, student organizations, programming and events, fitness, intramural sports, recreation, and fun at Clayton State University!

Our 62,000 square foot state of the art facility is equipped with a 4,800 square foot ballroom, a high-tech, up-beat fitness center with a full range of cardio and strength training equipment, an attractive outdoor green space and other auxiliary spaces including an interactive game room, a Student Organization Suite, intramural basketball courts, and a lounge area.

Hours of Operation: Monday-Thursday 6:30am-11:00pm; Friday 6:30am-8:00pm; Saturday Noon-5:00pm; Sunday 2:00pm-8:00pm
Online: <http://www.clayton.edu/student-activities-center>

Student Government Association

Location: Student Activities Center, Room 203
Telephone: 678-466-5435

Student Government Association (SGA), the official student governing body of Clayton State University comprised of elected student representatives, promotes for the general welfare of all enrolled students. SGA works collaboratively with the Division of Student Affairs and other administrative units to address student issues and concerns by obtaining student input and recommending policies and initiatives to the University administration. Student Government Association representatives also serve on various University, SGA, and University System of Georgia standing committees. Refer to the SGA website for more information about its structure, activities, and elections process.

Hours of Operation: Varies
Online: <http://www.clayton.edu/sga>

University Chorale

Location: Music Education, Room 156
Telephone: 678-466-4757

The Clayton State University Chorale performs both on and off campus throughout the year. Participation in the Clayton State University Chorale is open to students in all majors, pending a successful audition and enrollment in the appropriate ensemble course. The audition will test tonal memory, vocal range, and some music reading ability. For information, contact Dr. Michael Fuchs (michaelfuchs@clayton.edu).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Chorale section). The Chorale class meets four days each week: MW 2:10-3:25 AND TR 2:10-3:00 in M 157.

Online: <http://www.clayton.edu/vpa/music>

University Community Chorus

Location: Music Education, Room 156
Telephone: 678-466-4757

The Clayton State University Community Chorus is open to faculty, staff, members of the community, and CSU students. (CSU students do not receive course credit for this ensemble, and there is a nominal registration fee required for participation.) The Community Chorus has one rehearsal each week (Tuesdays, 5:30-7:30) and performs a concert each fall and spring semester.

For information, contact Dr. Michael Fuchs (michaelfuchs@clayton.edu)

Online: <http://www.clayton.edu/vpa/Music/Community-Chorus>

University Jazz Band

Location: Music Education, Room 209
Telephone: 678-466-4760

The Clayton State University Jazz Band performs on campus throughout the year. Participation in the Clayton State University Jazz Band is open to students in all majors, pending a successful audition. Contact Mr. Stacey Houghton for more information (staceyhoughton@clayton.edu).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Jazz Band section). Jazz Band class meetings/rehearsals are M 6:30-9:00pm in M 150.

Online: <http://www.clayton.edu/vpa/music>

University Orchestra

Location: Music Education Building, Room 148
Telephone: 678-466-4745

The Clayton State University Orchestra performs on campus throughout the year, including concerts together with the Southern Crescent Symphony Orchestra. Participation in the Clayton State University Orchestra is open to students in all majors, pending a successful audition and enrollment in the appropriate course. Contact Dr. Richard Bell for more information (richardbell@clayton.edu).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Orchestra section). Orchestra class meetings/rehearsals are MR 5:00-6:15pm AND T 7:15-9:15pm in M 150.

Online: www.clayton.edu/vpa/music

University Theatre

Location: Arts & Sciences Building, Room 126
Telephone: 678-466-4740

The Clayton State University Theatre program presents two mainstage productions on campus each year. Participation in the Clayton State University Theatre Program is open to students in all majors, pending a successful audition and enrollment in the appropriate course. Contact Ms. Shontelle Thrash for more information (shontellethrash@clayton.edu).

Students selected for participation for theatrical productions must enroll in the appropriate course in order to participate: THEA 1990, 2990 or 3991.

Online: <http://www.clayton.edu/vpa/theatre>

ACADEMIC CATALOG

ADMISSION INFORMATION

Requirements for All Applicants

To be admitted to Clayton State University, a new student must qualify under one of the admission categories listed below. Applicants in *all* categories must submit (1) a completed application for admission, (2) the required application fee, and (3) all documents required by the appropriate category under which they are applying.

The admissions application may be obtained from the Office of Recruitment and Admissions in Edgewater Hall or on-line at <http://www.clayton.edu>. If you need assistance or have questions about admission, please contact the Office of Recruitment and Admission by email at CSU-info@clayton.edu or call (678) 466-4115.

Application Deadlines

To ensure admission consideration for a given term, applicants in all categories must meet the appropriate application deadline as follows:

Priority Deadline

Fall Semester	July 15
Spring Semester	November 15
Summer Semester	April 15

*The Office of Recruitment and Admission will accept transient applications for admission up to 30 days after the regular application deadline; however, students must submit a complete packet to ensure timely review and processing of the materials.

An application fee of \$40.00 is assessed to those who use the paper application or who apply on-line and is non-refundable.

Transcripts and Test Scores

High school and/or college transcripts must be official copies in sealed envelopes or electronically provided by the high school and/or college; student copies are not acceptable. Test scores (SAT I & II, ACT) must be submitted to Clayton State directly from the testing service or on the official high school transcript; copies provided by the student are not acceptable. In cases requiring the SAT II, the University will provide information about which tests are needed and what scores are acceptable.

Admission Categories

Applicants for admission to Clayton State are classified into one of the following categories:

- Freshman-Recent High School Graduates
- Non-traditional Students
- Transfer Students
- Dual Enrollment / Early Admission of High School Students
- Transient Students
- International Students

Other Categories

- Post-baccalaureate
- Auditors
- Age 62 and older

These categories and the standards and procedures for them are defined and explained under the headings that follow. The University reserves the right to change admission standards and procedures.

Program Admission

General admission to the University does not guarantee admission to certain programs that have limited enrollment capacity and/or additional standards. This includes such programs as nursing, dental hygiene, music, teacher education, information technology, and business.

Freshman - Recent High School Graduates

This category is designed for students who have recently graduated from high school or who will do so soon. Students in their senior year of high school who anticipate graduating prior to their admission to Clayton State University are in this category. Applicants in this category must have graduated from high school within the past five years, and if they have been to college they must have completed fewer than 30 semester hours (or quarter equivalent) of college-level credit. Applicants who have 30 or more credit hours of college-level work must apply under the transfer category.

Standards for “Regular” Admission Status

1. **Required High School Curriculum (RHSC).** To qualify for regular admission to Clayton State, an applicant must have graduated from an accredited high school and completed the “college prep” high school courses specified by the University System of Georgia RHSC as follows:
 - four years of college prep English
 - four years of college prep mathematics
 - four years of college prep science
 - three years of college prep social studies
 - two years of the same college prep foreign language

Applicants with questions about RHSC should contact their high school counselors or call the Clayton State Office of Recruitment and Admission (678) 466-4115. Students who graduated from an out-of-state high school and do not meet Georgia's RHSC requirements (e.g. foreign language) but are otherwise well-prepared may be considered for admission and must complete the foreign language requirement the first semester of attendance. Exceptions. (See heading below.)

2. **Freshman Index (FI) of 1940.** The FI is calculated based on a sliding scale between high school grade point average in RHSC and standardized test scores (SAT or ACT). To qualify for regular admission to Clayton State, an applicant must have achieved the following:
- **SAT-ACT Minimum:** SAT-I score of at least 830 with subscore minimums of 430 verbal and 400 math (or ACT score of at least 17 English and 17 math and 17 Composite).
 - **Freshman Index (FI) of at least 1940.** The FI is calculated as follows:
 - Using SAT-I: $SATV + SATM + (HSGPA \times 500)$.
 - Using ACT: $(ACT \text{ composite score} \times 42) + (HSGPA \times 500) + 88$.

“Limited” Admission Status

Students who meet the RHSC and SAT/ACT minimums for regular admission but whose freshman index (FI) falls in the window between 1790 and 2300 may be reviewed by the Admission Appeals Committee for “limited” admission. Students admitted in this status may have restrictions imposed as a condition of admission.

Standards for Home School and Non-Accredited Graduates

In lieu of the Freshman Index and College Preparatory Curriculum requirements, applicants from home schools or graduates of non-accredited high schools may validate the College Preparatory Curriculum through satisfactory documentation of equivalent competence in each of the College Preparatory Curriculum areas at the college preparatory level. A student whose SAT I Composite (Verbal plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman and who has completed the equivalent of each of the College Preparatory Curriculum areas as documented by a portfolio of work and/or other evidence that substantiates College Preparatory Curriculum completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable to the average SAT I total score is required.

Applicants lacking an acceptable RHSC portfolio may validate RHSC by the following SAT II scores: English Writing (520), Literature (530), Math IC (500) or Math IIC (570), American History & Social Studies (560), World History (540), Biology (520), and one of the following: Chemistry (540) or Physics (590). Contact the Office of Recruitment and Admission for details (678) 466-4115.

Presidential Exception

A recent high school graduate otherwise not eligible for admission may be considered for admission in two circumstances: (1) if the applicant has standardized test scores (SAT I or ACT) in the upper five percent of national college-bound seniors and shows other evidence of college readiness, and (2) if the President determines that the applicant shows exceptional talent and promise for academic success. Such presidential exceptions are very limited. Contact the Office of Recruitment and Admission for details.

Non-Traditional Students

The non-traditional freshmen category applies to applicants who have been out of high school for at least five years and who have never attend college or have less than 30 transferable hours of college credit. Applicants in this category do not have to meet the same standards as recent high school graduates and do not have to submit SAT or ACT test scores.

To qualify for non-traditional freshmen admission, all four of the following criteria must apply:

1. Applicants must have graduated from an accredited or approved high school or have satisfactorily completed the General Educational Diploma (GED).
2. Applicants who have attended college must have earned fewer than 30 semester hours of transferable credit to be considered a non-traditional freshmen. (See the transfer section for additional information about special requirements for non-traditional freshmen applicants who have some transfer credit.)
3. Applicants must take the ACCUPLACER test and make an acceptable score.

Prior to being accepted, applicants classified as non-traditional may be required to take an entry examination (ACCUPLACER) to determine admissibility. Students not meeting minimal scores on the ACCUPLACER will not be admitted.

Students who meet the minimum standards but do not test into college level courses in English, reading and/or mathematics will be required to take the appropriate pre-college "Learning Support" course(s). If the ACCUPLACER indicates the need for Learning Support Courses, the admitted non-traditional students will be *required* to enroll in such courses and must exit Learning Support (through successful completion of the appropriate Learning Support exit course(s)) in accordance with Learning Support policies.

Students not meeting the minimum level for admission or placing into Learning Support courses are allowed one retest each semester. Non-traditional students who fail to make a minimum score upon retesting on the ACCUPLACER are advised to seek admittance to another institution, and then transfer to Clayton State based on the transfer standards listed below.

Transfer Students

Transfer Application Procedure

Any student who transfers credit to Clayton State from another college or university is considered a transfer student. Transfer applicants must submit official transcripts from *all* colleges or universities attended regardless of whether the student has any transferable hours from the institution. Official transcripts must arrive in sealed envelopes. Clayton State will accept eTranscripts. Transcripts sent from personal emails nor student copies of transcripts are not acceptable.

Transfer Admission Standards - Regular Admission

Transfer students will be granted regular admission if they meet the following standards:

- a. Have 30 or more semester hours of transferable credit. (Transfer applicants with fewer than 30 hours must meet the admission requirements for either a recent high school graduates [freshman] or nontraditional student in addition to the transfer admission standards.)

- b. Have a cumulative transfer GPA of at least 2.00, calculated on all attempted transferable college course work (Transfer applicants with a GPA below 2.00 should see the limited admission heading below for possible appeal.)
- c. Be in good academic and conduct standing at the last institution from which credit was earned.

Transfer Admission Standards - Limited Admission

Transfer applicants who have a GPA below 2.00 and/or who are not in good standing at their last institution may submit an appeal for limited admission.

Transfer Applicants With Fewer Than 30 Semester Hours

Special considerations apply to transfer applicants who have earned fewer than 30 hours of transferable credit:

- a. if the applicant graduated from high school within the last five years, the applicant must meet standards for recent high school graduates in addition to transfer admission standards. Such applicants must submit all high school transcripts as well as college transcripts.
- b. if the applicant graduated from high school more than five years ago, he or she will be considered a non-traditional transfer applicant. The admission decision will be based on a combination of transfer grades and scores on required admission/placement tests.

Academic Renewal – Transfer Students

In most cases, transfer students will meet the regular admission requirements to Clayton State University. However, in the event a student is not eligible for admission or has a poor academic record from a prior institution, another option is available to students through the Academic Renewal Policy. This policy allows transfer students who have experienced academic difficulty at other regionally accredited institution of higher education to make a fresh start after an absence of three calendar years from their previous institution. The policy is as follows:

Eligibility Requirements:

1. A student must be absent from their transfer institution for three calendar years.
2. A student may request Academic Renewal at the time of application to Clayton State University. If a student does not request Academic Renewal and is denied admission to Clayton State, the Office of Undergraduate Recruitment & Admissions will review the application to determine if the student is eligible for Academic Renewal. If eligible, the student will be presented with this option.
3. The student must remain enrolled in classes (beyond the drop/add period) in order to be eligible for academic renewal.
4. The Academic Renewal GPA begins with the first term of enrollment.
5. A student can be granted Academic Renewal only once.
6. Students will receive transfer credit for courses taken at another institution during the three years the student was absent from their previous institution.
7. If academic renewal was granted at another University System of Georgia (USG) institution, it will be honored at Clayton State University. However, the student will be responsible for obtaining the necessary documentation from the institution where Academic Renewal was awarded.

Renewal Policies and Guidelines:

1. All previously attempted transfer coursework continues to be recorded on the student's official transcript. A cumulative GPA (including all courses taken) and an Academic Renewal GPA must be shown on the academic record.
2. Any academic suspensions that occurred at the previous institution will remain on the student's academic record.
3. An Academic Renewal GPA and academic standing begins when the student begins taking courses once approval for Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA.
4. Academic credit for transfer coursework will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the Academic Renewal GPA.
5. A student may not select which courses apply for academic renewal. All courses with a grade of D may not be used to meet a pre-requisite or degree requirement.
6. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
7. Eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, and Business) will be determined by the college for that major. Academic Renewal may or may not be considered.
8. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
9. Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.

General Policies on Transfer Students and Transfer Credit

- Clayton State University only will accept credit from colleges and universities that are regionally accredited. Only official academic transcripts will be reviewed.
- Only undergraduate coursework is considered for transfer credit.
- Post-Baccalaureate, graduate, and transient students' transcripts are not evaluated.
- Transfer credit is awarded in semester hours. Quarter hours will be converted to semester hours upon evaluation. One quarter hour is the equivalent of 2/3 semester hour.
- If a course is repeated (and is not a course that is repeatable for credit), only the final graded attempt will be eligible for credit.
- A course taken at the freshman/sophomore level at a previous school may not receive equivalent credit for a course taught at the junior/senior level at Clayton State University.
- To be eligible for credit, lower-level courses require a grade of D or higher (with the exception of ENGL 1101 and ENGL 1102, which require a C or higher); upper-level courses require a grade of C or higher.
- Failed courses will not be awarded credit; however, these grades will be included in your transfer GPA. All grades received for regionally accredited college-level coursework, including repeated courses and courses not applicable toward the student's current curriculum, are counted in the transfer GPA. Remedial courses will be excluded from the transfer GPA.
- Transfer credit generally will not be awarded for internships; practicums; seminars; workshops; co-ops; experiential learning; directed studies; research courses; remedial courses; introduction to college/orientation courses; physical education courses; or audited courses. Transfer credit also will not be awarded for credit by exam or exemptions granted by another institution.

- Courses used to meet CPC deficiencies at a previous institution will be used to meet the corresponding deficiencies at Clayton State University. Courses flagged for CPC deficiencies cannot be used to satisfy graduation requirements.
- Career/technical courses only are applicable to the Bachelor of Applied Science (BAS) program at Clayton State University and therefore only will be considered for credit for students admitted to this program. Transfer of technical credit will be regulated by the policies of the BAS program.
- Test scores (AP, CLEP, IB) must be officially submitted to the Office of the Registrar for consideration. Credit for tests will not be awarded based on a high school or college transcript.
- Courses deemed equivalent to those taught at Clayton State University will be assigned Clayton State University course numbers. For courses deemed transferable for which there is no exact equivalent, elective credit will be granted.
- Students with transcripts from a college or university outside of the United States must submit a foreign credential evaluation from WES or Josef Silny & Associates in order for the credits to be evaluated by the Office of the Registrar. For information regarding foreign credential evaluation requirements, please visit: <http://www.clayton.edu/admissions/International/Materials-Transfer>.
- Students who have served in the military must submit official military transcripts in order for their experience to be considered for college credit. A Joint Services Transcript (JST) is not required for acceptance to Clayton State University. Upon admission to Clayton State University, students may request a review of a JST by sending an inquiry via their Clayton State University student email account to ClaytonStateRegistrar@clayton.edu. For information regarding obtaining military transcripts, please visit: <http://www.clayton.edu/veterans-information-page/militarytranscripts>.

Dual Enrollment / Early Admission of High School Students

Clayton State University provides academically talented high school students with opportunities for acceleration of their formal academic programs via participation in (1) a dual enrollment program or (2) early admission program.

- **Dual Enrollment Program** – offers qualified high school juniors and seniors the option to begin working toward a college degree, while still pursuing a high school diploma. This program enables participants to fulfill high school graduation requirements by taking college courses that provide dual credit-- simultaneously fulfilling high school course requirements.
- **Early Admission Program** – enables qualified high school students the opportunity to enroll as a full-time college student following completion of the junior year in high school.

Generally, students participating in dual enrollment or the early admission program take college-level courses from the University System Core Curriculum or courses for which Core Curriculum courses are prerequisites or co-requisites

Participation Guidelines

To participate in either program a student must be enrolled in public or private secondary high school, which is accredited by one of the following:

- Regional accrediting association (such as the Southern Association of Colleges and Schools)

- Georgia Accrediting Commission
- Georgia Private School Accrediting Commission (GAPSAC)
- Accrediting Commission for Independent Study (ACIS)
- Public school regulated by a school system and state department of education.

Move On When Ready (MOWR) Program Funding

Students who are interested in dual enrollment or early admission may be eligible for funding under MOWR via the Georgia Student Finance Commission (GSFC). The MOWR Program provides qualified Georgia high school students with the financial assistance and opportunity to earn college degree-level credit hours, while they simultaneously meet their high school graduation requirements. To receive MOWR Program funding, authorized participants must complete an MOWR Program application. Courses funded under the program must come from the GSFC approved course directory.

Admission Requirements

The minimum admission standards for Dual Enrollment and early admission are:

- Minimum SAT I score of 970, combined Verbal and Mathematics sections (minimum 430 Critical Reading and 400 Math), or ACT Composite of 20 (minimum 17 English and 17 Math);
- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 17 RHSC units;
- Exemption of all learning support requirements for early admission;
- Written consent of parent or guardian (if the student is a minor);
- On track towards the completion of the University System of Georgia 17 unit RHSC requirements and high school graduation.

Students intending to complete their RHSC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

- RHSC English and/or Social Science - students planning to complete their 4th year high school English and/or social studies requirements with college credit must have an SAT I Verbal score of 530 or higher or ACT English score of 23.
- RHSC Math - student's planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics scores of at least 22.
- Electives - students can enroll in appropriate elective courses as approved by the high school counselor. Students must have completed two units of a foreign language to enroll in a college foreign language course and students three units of science prior to enrolling in a college science course.

Admission to Clayton State University

Dual Enrollment or early admission program students must be admitted to the university and are required to complete appropriate admissions requirements, including a CSU Application for Admission.

Transient Students

A student in good academic standing at another college or university may apply for admission and enrollment as a transient student at Clayton State. Transient status is usually limited to one term at a time, and enrollment is subject to the following requirements and conditions:

1. An applicant must complete an application for admission and furnish documentation from the Registrar of the college or university last attended that includes the following:
 - a. a recommendation for transient admission to Clayton State University,
 - b. a statement that the student is eligible to return, and
 - c. a list of recommended courses to be taken at Clayton State University.
2. Transient enrollment is on a space-available basis, and some courses may be closed to transient students at some stages of the registration process.
3. A transient student who desires to continue as a transfer student at the University must apply through the Admissions Office and meet all transfer admissions policies, deadlines, and requirements.

International Students

Admission Procedures

All international students must pay the Clayton State application fee and provide all of the same documents required of U.S. citizens including a completed application for admission form, official copies of school transcripts, SAT or ACT scores (from English speaking countries) TOEFL/IELTS scores (non- English speaking countries) and International Credential Evaluation.

Students requiring an F-1 visa to enter the United States:

- Must complete Financial Verification Form, proof that adequate funds are available for educational and living expenses
 - Copy of Passport
 - Transfer Clearance Form if currently attending another institution in the US on F1 Visa

Permanent residents and applicants in other immigrant/non-immigrant categories must bring their immigration documents to the Office of Recruitment and Admissions. Such documents may include passport, resident alien card, I-94, or EAD.

Non-native speakers of English must demonstrate English proficiency as outlined in the section below.

Additional information regarding requirements for International Students is available on the University website (<http://www.clayton.edu/international-student-services>).

English Proficiency Requirement

English is the medium of instruction in all courses at Clayton State University, except foreign language courses. International applicants whose primary native language is not English must document proof of proficiency in English through one of the following options:

Note: Official test scores must arrive directly from the testing source. No photocopies, faxes, scans or email attachments are accepted.

- TOEFL (Test of English as a Foreign Language). The internet-based TOEFL, or “ibT”. The following TOEFL scores are acceptable:
 - 71 total on the internet-based TOEFL (ibT), or
 - 550+ on the paper-based TOEFL if the ibT is not available in your region
- The International English Language Testing System (IELTS)
 - 6 total minimum scores
- The applicant has earned a minimum score of 430 on the Critical Reading of the SAT or 17 ACT
- Completion of an approved University System of Georgia (USG) intensive ESL program.

Contact the Office of Recruitment and Admissions to inquire. A more exhaustive list can be found at this website. The applicant has earned a grade of "C" or better in College English / English Composition and Rhetoric from a regionally accredited U.S. College or University. The applicant has two years of English (not ESL) taken in a U.S. high school with grades of "C" or better.

Medical Insurance

Upon enrollment into the University, all students on F-1 visas are required to provide proof of medical and health insurance coverage.

Other Admission Categories

Post-baccalaureate Students

Students who already hold a bachelor's degree from an accredited college or university may be admitted to Clayton State University on a post-baccalaureate basis. Applicants in this category must submit an official transcript from the degree-granting institution. (Applicants below must also submit transcripts from any other institution from which they want Clayton State to accept credit.)

Post-baccalaureate students are in the following category:

Non-degree. This includes students who are taking courses at Clayton State for career development or personal enrichment only and who are *not* seeking a degree or certificate from Clayton State.

Students 62 Years of Age or Older (Senior Citizens)

Citizens of Georgia who are 62 years of age or older may attend Clayton State University on a space-available basis without payment of fees (except for supplies, the application fee, and special course fees).

An applicant desiring admission under this classification must meet all regular admission requirements to the University, must be a Georgia resident, and must present proof of age.

Readmission of Former Clayton State Students

The readmission process is required prior to registration for any student who has not been enrolled at Clayton State during the previous twelve months.

Readmission to Clayton State for former students is a simple and quick process that is handled by the Registrar's Office in person (Edgewater Hall-239) or on-line (<http://www.clayton.edu>).

Students who were in good standing at the end of their last term at Clayton State and who had exempted or exited Learning Support requirements and who have not attended any other college or university during their absence from Clayton State are guaranteed readmission upon completing the process. (Readmission to the University does not guarantee admission to specific academic programs that have additional requirements and/or space limitations.)

The following additional readmission regulations apply to students who have attended another college or university while absent from Clayton State and to students who are not in good academic standing:

1. Any student who has enrolled in any other college or university while absent from Clayton State must submit to the Registrar official transcripts from the institution(s) attended. Transcripts must be submitted even if the student does not intend to apply credit to a Clayton State program. (It is not necessary to resubmit high school records or test scores.)
2. If the student was on academic probation at the end of his or her last term at Clayton State, the student will be readmitted on probation regardless of grades earned at another institution. For students on suspension or dismissal from Clayton State, readmission will not be granted until the student has successfully appealed.

Georgia Residency Status

At the time of admission, a student is classified as a resident or a non-resident of Georgia for tuition purposes. The definitions of resident status for this purpose are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

Eligibility Requirements for In-State Tuition

The criteria considered when determining a student's eligibility for in-state tuition depends on a student's status as an independent or dependent student. A **dependent student** is an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian. An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian, and whose parent or guardian has ceased to provide support and rights to that individual's care, custody, and earnings.

- An **independent student** who has not lived outside of Georgia or who:
 - Moved to the state for reasons other than attending a post-secondary educational institution;
 - Abandoned all ties to their previous state or country of residence;
 - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
 - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - Receives no financial assistance from outside of Georgia;

- Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and,
 - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- A **dependent student** whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:
 - Moved to the state for reasons other than attending a post-secondary educational institution; o Abandoned all ties to their previous state or country of residence;
 - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
 - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - Receives no financial assistance from outside of Georgia; and o Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
 - In addition to the above, a dependent student of a **Georgia-domiciled parent** must either:
 - a. Be a graduate of a Georgia high school; or
 - b. Be claimed as a dependent on their Georgia-domiciled parent's state or federal income taxes.
- A **dependent student** of a **Georgia-domiciled U.S. court-appointed legal guardian** must provide evidence that the guardianship was not appointed to avoid payment of out – of-state tuition.
 - A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
 - Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
 - Full-time teachers in the public schools of Georgia, their spouses, and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
 - Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia. Upon proper documentation, those relocating to Georgia immediately upon discharge may register as residents.
 - All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
 - International students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such international students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
 - If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may remain classified as in-state for tuition paying purposes, provided the student remains continuously enrolled.
 - In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration

of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.

- Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Officer represents, and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

Change in Residency Status

Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a Petition for Residency Classification form, which can be found at <http://www.clayton.edu/admissions>. To assure that proper consideration is given to requests for changes in residency classification, students should submit a Petition for Residency Classification at least 20 days prior to the beginning of the term in which they plan to enroll. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

Lawful Presence Verification

The Board of Regents of the University System of Georgia has implemented a policy requiring University System Institutions to verify the lawful presence in the United States of all admitted students entering Clayton State University who are seeking in-state (resident) tuition status. BOR Policy 4.3.4 states: "University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition).

Information regarding this requirement and how it can be satisfied are found on the CSU website under the Admissions Office.

Other Admission Information

New Student Orientation

The new student orientation program is an important set of activities designed to acquaint new students with the resources available at Clayton State University. The program is tailored to the unique needs of all students, and there are programs for freshmen, transfer students, transients, and families of new students. All new students are encouraged to participate.

During the program, students will have an opportunity to meet faculty and students, become familiar with campus facilities, and be introduced to the wide variety of student services and activities available to the campus community. At the conclusion of orientation, students will meet with faculty advisors and register for courses.

Orientation details are provided after the student has been accepted to the University. Call (678) 466-5433 for additional information.

Denial of Admission

A student denied admission or readmission to the University may, upon request, have his or her application reviewed by the Admission or Readmission Appeals Committee if it has not already been reviewed. The committee may recommend the admission of a student on academic probation status if evidence of maturity, motivation, and ability is exhibited.

- Students admitted to the University through appeal may be required to take certain courses.
- Students denied admission to Clayton State may consult with the Clayton State Office of Admissions about the possibilities of admission to other institutions.

Servicemembers Opportunity College (SOC)

Clayton State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. Participation in this program signifies that Clayton State has demonstrated a special interest in providing higher education opportunities and options for members of the United States Armed Forces. Clayton State is listed in the SOC Guide, which notifies military education professionals and service members that the University understands their special needs and is receptive to assisting them achieve their higher education goals. Contact (678) 466-5053 or the Assistant Registrar (University SOC counselor) for additional information.

Academic Renewal

Academic Renewal – Former Returning Students

In most cases, the Clayton State University Institutional GPA will serve the needs of a student whose academic performance was weak in previous years. However, another option is available to students through the Academic Renewal Policy. This policy allows degree-seeking students who have experienced academic difficulty at Clayton State University to make a fresh start after an absence of *three calendar years* from Clayton State University. The policy is as follows:

Eligibility Requirements:

1. A student must have been absent from Clayton State University for three calendar years.
2. A student must be readmitted and remain enrolled in classes (beyond the drop/add period) in order to be eligible for academic renewal.
3. If a student does not request Academic Renewal at the time of re-enrollment after a three-year or greater period of absence from Clayton State University, the student must do so within 12 months of the first semester of re-enrollment. The 12 month application deadline does not change if the student sits out a semester.
4. A student can be granted Academic Renewal only once.
5. If a student attended another institution during their absence from Clayton State University, academic renewal is not applied toward transfer credit, unless it also meets the academic renewal criteria and is requested by the student.

Renewal Policies and Guidelines:

1. All previously attempted Clayton State coursework continues to be recorded on the student's official transcript. A cumulative GPA (including all courses taken) and an Academic Renewal GPA must be shown on the academic record.
2. Any academic suspensions that occurred in the past will remain on the student's academic record.
3. An Academic Renewal GPA and academic standing begins when the student resumes taking courses once approval for Academic Renewal has been granted. The institution will

place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA.

4. Academic credit for previously completed coursework—including transfer coursework—will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the Academic Renewal GPA.
5. Courses with a grade of D will not be used to meet a pre-requisite or degree requirement.
6. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
7. No grades earned after the student returns to Clayton State will be eligible for academic renewal.
8. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
9. The granting of Academic Renewal does not supersede eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, and Business).
10. Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.

Academic Renewal – Transfer Students

In most cases, transfer students will meet the regular admission requirements to Clayton State University. However, in the event a student is not eligible for admission or has a poor academic record from a prior institution, another option is available to students through the Academic Renewal Policy. This policy allows transfer students who have experienced academic difficulty at other regionally accredited institutions of higher education to make a fresh start after an absence of *three calendar years* from their previous institution. The policy is as follows:

Eligibility Requirements:

1. A student must be absent from their transfer institution for three calendar years.
2. A student may request Academic Renewal at the time of application to Clayton State University. If a student does not request Academic Renewal and is denied admission to Clayton State, the Office of Undergraduate Recruitment & Admissions will send the student a letter with a link to their web site and the Academic Renewal application.
3. If academic renewal was granted at another University System of Georgia (USG) institution, it will be honored at Clayton State University. However, the student will be responsible for obtaining the necessary documentation from the institution where Academic Renewal was awarded.
4. If a student does not request Academic Renewal at the time of enrollment, the student must do so within 12 months of the first semester of enrollment. The 12 month application deadline does not change if the student sits out a semester.

Renewal Policies and Guidelines:

1. All previously attempted transfer coursework will be recorded on your Clayton State transfer evaluation.
2. Academic credit for transfer coursework will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in your Transfer Academic Renewal GPA.
3. Because the Academic Renewal policy does not permit credit for any course in which a D has been earned, any transfer credit with a grade of D that would have been accepted under our normal practices will be denied.
4. Clayton State University will place a statement on your Clayton State University transcript indicating the Academic Renewal policy was applied towards your transfer evaluation.
5. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
6. The granting of Academic Renewal does not supersede eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, and Business).
7. Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.
8. Academic Renewal at Clayton State University will not result in altering transcripts from previous institutions.

FINANCIAL INFORMATION

General Regulations on Tuition and Fees

The majority of the operating budget of Clayton State University comes from appropriations passed by the Georgia General Assembly and allocated to the institution by the Board of Regents. Other sources of funds include student tuition, fees, contracts, gifts, and grants, including those from the Georgia Department of Technical and Adult Education.

Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full. It is the student's responsibility to see that his or her tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source.

Checks should be made payable to Clayton State University for the exact amount of the required fees. During the normal registration period, the University accepts payment online or in person by VISA, Discover, and MasterCard subject to validation and approval. (Payment of fees may not be deferred). A complete list of payment methods may be found at www.clayton.edu/bursar/payments. All fees are due and payable per deadlines published in the Schedule of Classes.

Required Tuition and Fees

Tuition

A complete tuition and fee schedule may be found on the Bursar's website by going to <http://www.clayton.edu/bursar/Tuition>.

Books, Software, and Other Course-Related Costs

Textbooks, software, and other materials or expenses required for courses at Clayton State University are the responsibility of the individual student. Textbooks and other course materials are sold at the Loch Shop and may also be available from off-campus sources. Materials may be ordered online from <http://www.clayton.edu/auxiliaries/The-Loch-Shop/Online-Store>. The cost of course materials varies with the course of study the student pursues; however, the typical full-time student may expect to spend between \$250 and \$450 or more each semester for course materials.

Financial Aid and Scholarships

The Financial Aid Office assists students with financing their education. For information on financial aid and scholarship programs available at Clayton State University, go to the Financial Aid website <http://www.clayton.edu/financial-aid>

Nursing and Dental Hygiene Expenses

A student enrolling in a program in Nursing or Dental Hygiene should expect additional expenses for uniforms, graduation pins, immunizations, and liability insurance. In the case of Dental Hygiene students, there are costs for instruments. A list of such costs is available from the College of Health.

Auditor Fees

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Financial Aid will not pay for the audited classes.

Students 62 or Older (Senior Citizens)

When space is available students 62 years of age or older may attend Clayton State University without payment of fees, except for supplies and laboratory or shop fees.

Regents' Tuition Remission and Reimbursement Policy

Full-time employees of the Board of Regents of the University System of Georgia who are eligible to participate in the Tuition Remission and Reimbursement program should contact the office of Personnel Services for complete information. Clayton State University participates fully in this program.

Continuing Education Course Fees

Continuing Education Courses are offered each semester by the Office of Continuing Education. Academic credit is not awarded for Continuing Education courses. Fees and refund policies for these courses are listed in brochures published by that office. The Financial Aid Office does not award financial aid for continuing education courses.

Collection Policy

All delinquent debts and/or obligations to the University will be turned over to a collection agency for further legal collection action. All accounts turned over to a third party for legal

collections will be subject to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, Clayton State University incurs in such collection efforts.

Returned Check Policy

Returned check charge: \$30 or 5%, whichever is greater. Once the business office is notified that a check has been returned unpaid, a hold will be placed on the student's account and the writer of the returned check will be notified via mail. The writer will be given ten days to satisfy the debt. If at the end of the ten day period the account remains unpaid, the class schedule of the student for which the check was presented, will be dropped for non-payment. After two returned checks, a student will lose the privilege of writing checks to the University, and the student is on a "cash only" basis for the remainder of their attendance at CLSU.

Refund Policy

Refunds are granted only in limited cases as explained below. All refunds will be issued in the name of the student and by check only. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

- 1. Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since tuition caps at 12 hours.)
- 2. Refunds for reduction in hours during the official Late Registration period.** If the late registration process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Late Registration period, and a refund will be issued if appropriate. If the student's registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Please remember that certain fees are non-refundable.
- 3. After the end of the late registration period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with Official Board of Regents' Policy as follows: "The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges."

Death and Military Refunds

A refund of all tuition and fees (except those specifically identified as non-refundable) shall be made in the event of the death of a student at any time during an academic semester. (Contact the Registrar's Office for details.)

Military students are entitled to a full refund of tuition and fees paid for a semester of enrollment in the following cases: (1) students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive orders to active military duty after the first day of classes, and (2) military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location. (Contact the Bursar's Office for details.)

Bad Check and Delinquent Account Policy

Collection Policy

All delinquent debts and/or obligations to the University will be turned over to a collection agency for further legal collection action. All accounts turned over to a third party for legal collections will be subject to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, Clayton State University incurs in such collection efforts.

Returned Check Policy

Returned check charge: \$30 or 5%, whichever is greater. Once the business office is notified that a check has been returned unpaid, a hold will be placed on the student's account and the writer of the returned check will be notified via mail. The writer will be given ten days to satisfy the debt. If at the end of the ten day period the account remains unpaid, the class schedule of the student for which the check was presented, will be dropped for non-payment. After two returned checks, a student will lose the privilege of writing checks to the University, and the student is on a "cash only" basis for the remainder of their attendance at Clayton State University.

ACADEMIC POLICIES

Basic Undergraduate Student Responsibilities

Students have responsibility for the development of their academic, social, and career goals. As part of their educational experiences at Clayton State, students are responsible and accountable for their academic choices and actions. They are responsible for reviewing, understanding, and abiding by the regulations, procedures, requirements, and deadlines described in official publications including the Catalog, the Student Handbook, Class Schedules, and applicable Departmental Student Handbooks.

Responsibilities in the Classroom

Each student is expected to:

- attend class;
- arrive for class on time and leave the classroom only at the end of class;
- engage in class discussions and activities when appropriate;
- exhibit classroom behavior that is not disruptive of the learning environment;
- make arrangements so that any children for which they are responsible are not brought into classroom buildings during class time;
- secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic device during an examination may lead to an accusation of academic dishonesty, which may ultimately lead to expulsion from the University.

Course Responsibilities

Each student is expected to:

- observe the prerequisites, co-requisites and other requirements for the course;
- obtain and understand the course syllabus;
- keep up with the coursework, complete all courses requirements, submit all assignments, and take all scheduled examinations;
- address any conflicts in scheduling with the instructor as soon as possible and in accordance with course policies concerning scheduled course activities;
- review all graded material and seek help if necessary;
- notify the instructor of any documented disabilities that might interfere with completion of course work as soon as possible;
- fairly and thoughtfully complete the course and instructor evaluation forms.

Academic Progress

Each student is expected to take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements. Each student is expected to:

- review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks.

- know basic University, school or college, and departmental admission, progression and graduation requirements in their chosen majors and minors so they may plan completion of these requirements;
- meet each semester with the academic advisor to review academic progress, program plan and continuing enrollments.
- maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;
- see that any academic records from other universities are transferred and received by all the appropriate offices for evaluation.

Interactions with Faculty and Other Students

Each student is expected to:

- understand the concept of academic honesty and adhere to its principles;
- be respectful and polite to all faculty and other students;
- be familiar with and abide by the University's sexual harassment policies as well as University policies regarding consensual relationships between instructors and students;
- consult the Student Conduct Code about other aspects of student conduct in and out of the classroom.

Required First-Year Experience Program Policy

The First-Year Experience program is designed to introduce new students to the academic, social, and cultural community at Clayton State University. In an effort to help students adjust to college life and ensure success, first-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 – First Year Seminar. Students will have the opportunity to select from a variety of thematic CSU 1000 sections in which students must earn a grade of a D or better.

Computer Devices at Clayton State

Clayton State set a precedence in 1998 by being one of the first public universities to require all students to use laptop computers. We continue this tradition by requiring on demand access to an appropriate computing device for academic assignments and communications. The teaching and learning process continues to evolve using technology as a tool. Your University email address is the method of communication with the campus community. As you select your device make sure it will meet the requirements for your course of study.

In short every student should have on demand access to a computer device that meets the requirements for all academic assignments and communications. Be prepared to take your computer to class.

For hardware and software specifications and additional details, go to the [CSU Computer Requirements & Recommendations website](#).

1. **Computer Access.** As a Clayton State student you are required to have on demand access to a laptop computer that meets faculty-approved hardware and software requirements for your academic program.

- Student options for “access” may include personal ownership, lease, rent, or share a laptop computer that meets minimum requirements as long as the student has regular, unrestricted access to the computer.
 - A list of preferred vendors are available on the [CSU Computer Requirements & Recommendations website](#). Vendors are given preferred status only after training and authorizing the Clayton State help desk (the HUB) to perform in-warranty repairs on laptop computers purchased by Clayton State students. Use of a Clayton State preferred vendor is not required.
2. **Available Software.** Office 365 is available for your laptop computer and other web browser supported devices.
- Clayton State makes all features of Microsoft Office 365 available to currently enrolled students as part of the \$57.00 technology fee. It will be the student’s responsibility to access the features via login with the CSU issued email account at portal.office.com. For assistance students should contact the HUB.
 - Additional software necessary for specific courses and/or programs will be available for purchase from the Loch Shop, Clayton State’s Book Store and/or other vendors. The HUB can assist as needed with installation.
 - Antivirus software is required to access the Clayton State University network, wired and wireless. Many ISPs include free antivirus software with their service.
3. **Internet Access.** Each Clayton State student is required to have access to the Internet and to use your Clayton State issued e-mail address.
- As a Clayton State student you are responsible for making your own arrangement with an Internet Service Provider (ISP). Check with your local providers for availability, speeds and pricing. You are encouraged to pay careful attention to the ISP’s reputation for reliability and customer service.
 - Resident students will have Internet access provided by Clayton State.
 - To access the University network, wired or wireless, you are required to have up to date antivirus software and register your device the first time you connect on campus.
 - As a CSU student you are required to agree to and abide by [The Computer and Network Acceptable Usage Policy](#). This policy is intended to clarify existing laws, agreements, and regulations regarding CSU computing resources.
 - Clayton State will provide each student with an e-mail address. The student will be responsible for monitoring this address on a regular basis for assignments and official communications from Clayton State faculty and administrators.

Registering for Courses

A schedule of classes is on the University’s website each semester (<http://apps.clayton.edu/courses/schedule>). Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk) via the SWAN portal.

Classes are scheduled at a wide variety of times during the day, evening, weekend, hybrid, and online. Various departments of the University publish tentative advance schedules to assist students in their planning for future terms. Every effort is made to implement the current and future schedules as published, but circumstances such as staffing, funding, enrollment, and program changes may result in some changes.

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

No Show Policy

It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session (in person or by electronic equivalent) by the posted deadline on the academic calendar is a "no show". For students enrolled in an online course, the instructor will provide details on how online attendance will be verified.

Registration will be cancelled for any student who is submitted to the Registrar's Office as a "no show". The "no show" student will not be charged tuition for the cancelled course. However, there may be serious financial aid consequences for students who are receiving financial aid, since this will reduce the number of enrolled credit hours.

If students believe their instructor reported them as a "no show" in error, they must contact the instructor immediately to resolve the issue.

A student has the right to appeal the "no show" course cancellation. Appeals must be submitted by email to the dean or designee of the college no later than the last day of the third week of classes. The email must include the reason for not attending during the first two weeks of class and the Laker ID. Consideration will only be given if the student meets all of the following criteria.

- If previously enrolled, in good academic standing as defined in the Academic Standing section of the Catalog.
- Recommendation of the instructor for reinstatement into the course.

The Assistant Vice President for Enrollment Management has final authority for all appeal decisions involving the no-show policy.

Prerequisites and Corequisites

Many courses are listed as having prerequisites, corequisites, or absolute corequisites. Faculty members are not permitted to waive prerequisites or corequisites on their own.

In most cases, the University's computer system (the DUCK) is programmed to block a student's registration for a course if he or she has not satisfied the prerequisite or corequisite requirements. However, this computer blocking is not perfect, and students are personally responsible for complying with the prerequisites or corequisites for a course even if they are not electronically blocked from registration. Students who register for courses for which they do not qualify are subject to removal from the course and are responsible for any problems that may result, including the loss of course credit and fees.

Late Registration and Changing Schedules

Each semester the Academic Calendar specifies a date as the last day to register for classes or to change schedules through the late registration process. After this date, the student's class schedule becomes official and can be changed only by official withdrawal (see below). Students are obligated to pay tuition and fees for all courses registered for as of the end of Late Registration.

Course Overload

Students may schedule up to 18 hours per semester without special permission. A student who wishes to accelerate his or her study by taking more than 18 hours up to a maximum of 24 hours in a semester must have a written overload request approved by the dean or designee of the college. In general, a student must have been at Clayton State University for at least two semesters and have achieved an overall B average before an overload will be approved, although the dean or designee may make exceptions in special circumstances.

Cross-Registration in the Atlanta Regional Council for Higher Education (ARCHE)

The Atlanta Regional Council for Higher Education (ARCHE) is a group of colleges and universities in metropolitan Atlanta. Clayton State students may take courses from member institutions on a cross-registration basis. Cross-registration courses are considered transfer credit. It is usually more advantageous to the student to take a course by cross-registration than by transient status because cross-registration fees are paid to Clayton State rather than to the institution offering the course. For more information and regulations about how to cross-register, contact the Registrar's Office in 239 Edgewater Hall, (678) 466-4145.

Auditing Courses

Students may choose to take courses on an audit basis. Courses that are audited are assigned a grade symbol of V, and no credit toward graduation is awarded. To audit courses, students indicate their intention at the time of registration. Requests to change to audit status will not be accepted after the late registration period. All regular fees apply to audited courses. Courses taken on an audit basis will not be used for certification for financial aid, Social Security, or Veterans' Administration benefits. Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

Online Instruction

Many courses at Clayton State University are offered online as well as on campus. In online courses the majority of the instruction is delivered by online computer connection via the Internet. The Internet may be supplemented by video conferencing, or other distance learning methods. Use of this technology allows the University to offer learning experiences that are more convenient for many students.

Courses offered via online instruction are identified in the Schedule of Classes each semester. Additional fees will accompany online courses.

Nature of Online Courses

Online courses are often attractive for students who cannot conveniently attend on-campus courses. Students can take all of their courses online for a given semester, or they can mix online and on-campus sections. It is important to keep in mind, however, that even though online courses offer schedule flexibility, the total time commitment and academic expectation for an online course is the same as it is for a traditional on-campus class. Some courses are offered as “partial online,” “web enhanced” or “hybrid,” meaning that they mix online and on-campus components.

Although routine classroom attendance is not required for online courses, some physical presence may be required on campus for orientation, testing, and, in some cases, “hands-on” experiences (labs, clinicals, observations, etc.). In addition, some online courses may have additional, optional, or required, on-campus sessions for discussion and/or review. For details, please consult the official Schedule of Classes each semester and the online syllabus for each course.

Registration for Online Courses

To take an online course, students must be admitted to the University by the normal process and be eligible to register for credit courses, including having met all prerequisites and/or corequisites.

Students should not register for online courses unless they are already thoroughly competent at sending and receiving e-mail, navigating the Internet, and using Windows-based programs. No class time will be spent on basic computer instruction. Also, students should be aware that taking online classes requires excellent time management skills and good self-discipline.

Course Materials

Printed texts, special software, or other supporting material needed for online courses can be obtained in person or online from The Loch Shop (<http://ishoplochshop.com/>). Many research resources are available online through GALILEO, but some projects may require on-site library work at Clayton State or elsewhere.

Getting Started in an Online Course

When students register for an online course, they must attend orientation (either on campus or online) or submit assignment(s) as required by the course instructor by the semester payment and no show deadlines.

If a student does not attend the Orientation or submit assignment(s), the student will be considered a “No Show” and will encounter the consequences explained in the semester Schedule of Classes. Emailing the instructor will not suffice for attendance and the student will be counted as a no-show.

The instructor’s e-mail address and information about orientation sessions are usually included with the appropriate course listing in the Clayton State Schedule of Classes or on the Online Instruction Website. If students have difficulty contacting their instructor using their Clayton State e-mail, they should call the college that offers the course (Arts & Sciences, (678) 466-4700; Business, (678) 466-4500; Health, (678) 466-4900; Information & Mathematical Sciences, (678) 466-4420.

Withdrawal From Courses

All registrations are final and students are obligated to pay tuition and fees as of the end of the late registration period. A grade symbol will be placed on the transcript for all courses in which the student is registered as of the end of the late registration period.

Students who wish to receive a grade of *W* (withdrawal) or, in certain circumstances, *WF* (withdrew failing) must act in accordance with the policies and procedures explained here and in the semester Schedule of Classes.

Official Withdrawal Form Required

A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. Student may withdraw online via the DUCK or in person in the Registrar's Office in Edgewater Hall.

A withdrawal is not official and will not appear on the transcript unless the official form is properly submitted. Although it is good practice to discuss withdrawal intentions with instructors and other University Officials, the student must be aware that such discussion (whether oral or written) does not constitute official withdrawal. If a student attends class and then quits coming but does not submit an official withdrawal form, the student will be assigned a grade of *F*.

Withdrawal before Midterm

A student who completes the official withdrawal process prior to the published midterm date for the term of enrollment will be assigned a grade of *W* (withdrew) regardless of the reason for withdrawal or how the student is performing in the class. A grade of *W* is not included in the calculation of the Grade Point Average (GPA), but it may have implications for continued financial aid eligibility. (Consult the Financial Aid Office.)

Withdrawal after Midterm

As noted above, prior to midterm a student may withdraw for any reason whatsoever and receive a grade of *W*. However, withdrawal after midterm is subject to academic penalty (accountability) as follows: A student who completes the withdrawal process after the published midterm date for the term of enrollment will be automatically assigned a grade of *WF* (withdrew failing) unless a hardship exception is granted. A *WF* counts in GPA just like a grade of *F*.

Hardship Withdrawal Policies

A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process and submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the Registrar online or in person (Edgewater Hall-239).

To be eligible for a hardship withdrawal, a student must meet **ALL** of the following criteria.

- Experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised.
- Passing the course at the time the emergency or hardship arose.
- Acted responsibly by notifying his or her instructors or other University official about the hardship situation as soon as possible after it arose.

- Filed the hardship request with the appropriate dean as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.
- Withdraw from all classes.
- Hardship withdrawals will only be considered prior to the last day of class. You may not file a hardship withdrawal once final exams have begun.
- Submitted the hardship request form prior to the end of classes for which the hardship withdrawal is being requested. Requests for a hardship withdrawal will not be considered once final exams have started for the semester.
- Hardship withdrawals will only be considered for the current semester. You may not retroactively request a hardship withdrawal for a previous semester.

Hardship withdrawal does not involve special consideration for refunds. Any refund due will be granted in accordance with the refund regulations and schedule printed in the semester Schedule of Classes booklet.

For purposes of this policy, “passing” is defined to include not only recorded grades but also satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arises. The dean’s office will contact the appropriate faculty member(s) to determine the student’s status.

“Hardship” refers to an unexpected event or circumstance beyond the student’s control that directly interferes with the student’s ability to continue to make satisfactory progress in class(es). This generally includes, but is not necessarily limited to, serious illness or accident of the student or a close relative that requires the student’s extended attention, unavoidable and unexpected job change or change of job assignment that conflicts with class, or significant disruption of family life that prevents regular class progress. The following sorts of cases do not constitute “hardship”: getting behind in class due to taking on more than one can handle; doing poorly in class due to inadequate background, difficult material, or poor time management; taking extensive time away from class for a personal situation that could have been expeditiously handled with a minimum of class interference. The dean may request documentation of the hardship.

Withdrawal From Learning Support Courses

All of the regulations listed above for withdrawing from any course also apply to Learning Support courses. In addition, regulations provide that a student *required* to take Learning Support courses may not withdraw from a Learning Support course and remain in any course numbered 1000 or higher.

Returning University-Owned Equipment

A student who withdraws from all classes for a term is no longer considered an enrolled student. The individual must immediately return any University-owned equipment that may have been issued to the student. The withdrawal process is not complete until all equipment has been properly returned.

Credit Hours

Credit for study at Clayton State University and at all institutions in the University System of Georgia is measured quantitatively in semester hours. One semester credit hour presumes one hour (actually 50 minutes) in class per week plus about two hours (100 minutes) outside of class in study, review, project preparation, and related activities. Most courses are three credit hours, meaning that the class will normally meet 150 minutes per week and that the student should normally plan to spend an additional 300 minutes studying, reviewing, and preparing. A laboratory or activity period of two or three clock hours is normally considered the equivalent of one class hour, since less extensive out-of-class preparation is required.

This rule of thumb for time management will, of course, vary from student to student and course to course depending on student background and course content. Although many studies have shown that the amount of time that a student spends on task is a critical factor in determining the likelihood of success, students should remember that success in a course is ultimately measured by the degree of mastery of educational objectives, not just by the time invested.

Online courses and web courses are also measured by semester hours. Although the delivery method is non-traditional, the general calculation of spending about 150 minutes per week on task per semester credit hour is still a useful rule of thumb. There are also additional circumstances in which the “standard” number of instructional minutes per week is not consistent with the out of class minutes per week due to the nature of the course and material.

Prior Learning Assessments

Clayton State University recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the University, credit may be earned for some classes by examination or experience. These non-traditional sources of credit include nationally recognized standardized tests, certain military training, selected professional certifications, and in some cases, special examinations or portfolio options developed at the University. Information about possible credit by examination or experience is available in the appropriate academic school.

Prior learning assessment (PLA) involves the recognition of credit worthy activities which include:

College Level Examination Program (CLEP)

Clayton State University awards credit for several CLEP subject examinations. Some programs may limit CLEP credit. (The University does not accept the CLEP general examination.) CLEP examinations are administered by the Testing Center approximately twice per month. Scheduled times and other information are available in the Center. Students should consult with their academic advisors before exam registration.

Foreign Language Achievement Testing Services (FLATS)

Clayton State University accepts the Foreign Language Achievement Testing Services (FLATS) credit from Brigham Young University for 59 other languages not covered by CLEP. See the Testing Center for details. Students should consult with their academic advisors before exam registration.

Advanced Placement Program of the College Board (AP)

In some basic courses, Clayton State accepts an AP grade of 3 for credit. Grades of 4 or 5 are required for some other courses. The current required scores are shown in the table below. Students seeking credit must have their official scores sent directly from AP to the Office of the Registrar. (The University does not accept scores forwarded by high schools.)

Advanced Placement Scores Accepted by Clayton State University

AP Exam	Score	CSU Course Credit Awarded	CSU Credit Hours Awarded
Art History	3, 4, or 5	ART 2301 or 2302	3
Biology	3, 4, or 5	BIOL 1111/111L and BIOL 1112	7
Biology	4	BIOL 1107/1107L	4
Biology	5	BIOL 1107/1107L And BIOL 1108/1108L	8
Chemistry	3	CHEM 1151/1151L	4
Chemistry	4	CHEM 1211/1211L	4
Chemistry	5	CHEM 1211/1211L and CHEM 1212/121L	8
Physics B	3, 4, or 5	PHYS 1111/1111L and PHYS 1112/1112L	8
Physics C Mechanics	4 or 5	PHYS 2211/2211L	4
Physics C E&M	4 or 5	PHYS 2212/2212L	4
Environmental Science	3, 4, or 5	SCI 1901E	3
English Language & Composition	3, 4, or 5	ENGL 1101	3
English Literature & Composition	3, 4, or 5	ENGL 1101	3
US Government and Politics	3, 4, or 5	POLS 1101	3
US History	3 or 4	HIST 2112	3
US History	5	HIST 2111 and HIST 2112	6
European History	3, 4, or 5	HIST 1111 or HIST 1112	3
World History	3, 4, or 5	HIST 1111 or HIST 1112	3

AP Exam	Score	CSU Course Credit Awarded	CSU Credit Hours Awarded
Macroeconomics	3, 4, or 5	ECON 2105	3
Microeconomics	3, 4, or 5	ECON 2106	3
Calculus AB	3	MATH 1113	3
Calculus AB	4 or 5	MATH 1501	4
Calculus BC	3	MATH 1501	4
Calculus BC	4 or 5	MATH 1501, 2502	8
Statistics	3, 4, or 5	MATH 1231	3
Computer Science AB	3, 4, or 5	CSCI 1301	3
French Language	3	FREN 1001 & FREN 1002	6
French Language	4	FREN 1001, FREN 1002, & FREN 2001	9
French Language	5	FREN 1001, FREN 1002, FREN 2001	9
Spanish Language	3	SPAN 1001 & SPAN 1002	6
Spanish Language	4	SPAN 1001, SPAN 1002, & SPAN 2001	9
Spanish Language	5	SPAN 1001, SPAN 1002, SPAN 2001	9
Psychology	3, 4, or 5	PSYC 1101	3

Credit by examination or experience may be available for a number of other programs, including the following:

- As a Servicemembers Opportunity College (SOC) institution, Clayton State accepts Armed Forces training (including DANTES and USAFI). The University consults the American Council on Education (ACE) *Guide* and considers its credit recommendations. Clayton State University, however, reserves the right to determine the appropriateness of military training for credit at the University. Students seeking credit for Armed Forces experience and training must supply documentation to the Office of the Registrar for evaluation.
- In certain instances, credit by examination is available through validation of previous registered nursing experience and nursing specialty certification. Additional information can be obtained through the School of Nursing).
- Other Clayton State programs may develop validation examinations and procedures in order to grant credit for competencies learned in non-academic courses.

All credit awarded for prior learning must meet the academic standards and policies of Clayton State University, the University System of Georgia (USG), and the Southern Association of Colleges and Schools (SACS). As with all curricula, the development and oversight of all PLA options will be the responsibility of the academic department for the course for which credit is awarded, under the oversight of the corresponding college or school, university faculty committees, and the Vice President for Academic Affairs.

The following regulations apply to credit by examination or experience:

1. Credit by examination or experience may be awarded only in areas that fall within the regular curricular offerings of the University, and any credit awarded must be appropriately related to the student's current educational goals.
2. A student must meet all prerequisites for a course before credit by examination or experience can be awarded for that course.
3. All PLA's must have outcomes that align with the Clayton State course for which the student is awarded credit.
4. PLA for knowledge gained through learning using alternative methods (experiential or online) will be evaluated for possible credit by examination by the appropriate academic department. Acceptable methods for awarding credit in these cases are using CLEP, ACE, AP, FLATS, USAFI, DANTEs, or challenge exams for existing courses. These must be approved by the academic department for the course being approved and by their college/school.
5. Transfer PLA courses that do not have a Clayton State equivalent must have learning outcomes of courses that are widely included within the same major by peer institutions. Such decisions must be approved by the academic department for the course being approved and their college/school.
6. PLA credit that is not transfer credit from a college or university (e.g. ACE, Dantes) may be awarded for a course not offered by CSU if the learning outcomes align with the outcomes of courses that are widely included within the same major by peer institutions. Such decisions must be approved by the academic department for the course being approved and their college/school.
7. The format and guidelines for new portfolio PLA options proposed by academic departments must be approved by the Academic Policies Committee (APC) and Faculty Senate. Once a PLA format is approved, its application to individual courses will be approved by the academic department and their college/school.
8. Nationally recognized, standardized PLA options (e.g. CLEP) and institutionally recognized challenge exams must be utilized before academic departments develop additional individualized assessments such as a portfolio option. Exceptions to this standard must be approved by the APC and the Faculty Senate.
9. No more than 36 hours of PLA credit can be earned.
10. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded. The fee for departmental challenge exams should be the same as fees for CLEP exams. The fee for portfolio assessments should be the same as the fee charged by the USG Adult Learning Consortium. Exceptions to these fees must be approved by the Academic Policy Committee and the Faculty Senate. Students should contact the testing center or appropriate departments for associated fees.
11. Credit by examination or experience is not awarded for any course for which the student has previously earned credit or for which the student has already completed a higher course in sequence. (For example, a student with credit for MATH 1113 could not earn credit by examination for MATH 1101. The only routine exception to the sequence rule is for required courses in which a C or K or better is required for graduation. In such cases, a student may use credit by examination to override a D in the first course of a sequence.) All other exceptions must be approved by the academic department for which credit will be awarded.
12. Although appropriate credit earned by examination or experience may be applied to meet graduation requirements, such credit may not be used to meet the minimum number of hours required "in residence" at Clayton State University. This regulation applies even if

the credit by examination or experience is earned at the same time that the student is in residence for other courses.

13. Credit by examination or experience is recorded on transcripts at Clayton State University by the symbol K. Grades of K do not alter the student's semester, Regents', or Institutional Grade Point Average (GPA).

Transient Credit for Clayton State Students

Currently enrolled Clayton State University students in good standing who wish to attend another institution on a temporary basis to take courses that will count toward their degree at Clayton State may request to do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to take courses on a transient basis must apply to and be accepted by the other institution as a transient student. Prior to enrolling at the other institution, the Clayton State student must complete a Transient Request Form (available from the Office of the Registrar) and obtain approval. The transient request must be approved by the dean of the school offering the major and by the Office of the Registrar. Approval or disapproval is based on the administrator's judgment of the appropriateness to the student's academic program and availability of the course being offered at Clayton State. Ordinarily, transient status is granted for only one semester although exceptions may be approved in special circumstances.

Students who are required to participate in the Learning Support Program are not eligible for transient status until all program requirements have been completed. Students on F-1 visas are not eligible for transient status.

Credit for Career Courses

Typically, career associate degrees include approximately 35-45 semester credit hours (or equivalent) of career-related courses in addition to general education (Areas A-E). Clayton State will award up to 38 hours of transfer credit for the career courses taken subject to the following considerations:

1. Students whose career associate degrees include *fewer* than 38 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at Clayton State. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)
2. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will *not* count in the 38-hour career core.
3. Sometimes career courses can also count in Areas A-E. Students should be aware that such courses cannot be counted in two places, so if a career course is applied to Areas A-E, then the student may be required to take additional career work to equal 38 semester credit hours. (See item c. In Notes on Areas A-E.)
4. For transfer students, career courses may be entered on the transcripts with a technology course prefix (TECH).
5. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

Classification of Students

Class standing will be determined at the end of each academic semester on the basis of course credits completed. Courses numbered 0099 or less are not included in the count of credits that determine a student's classification. The classification scale is:

Freshman	0-29 semester credit hours earned
Sophomore.....	30-59 semester credit hours earned
Junior.....	60-89 semester credit hours earned
Senior	90 or more semester credit hours earned

Senior classification is based on hours only and it is not necessarily a reflection on how close the student is to completing his/her current major.

Grading System

Every course listed on a student's official semester schedule as of the end of the schedule change period will be listed on the student's permanent record with some grade designation or symbol, even though the student may not complete the semester's work.

The following grades are assigned and are calculated into grade point average (GPA):

<u>Grade Symbol</u>	Numerical <u>Equivalent</u>
A excellent	4.00
B good	3.00
C satisfactory	2.00
D minimum passing	1.00
F failure	0.00
WFwithdrew, failing	0.00

The following grade symbols show on the transcript but are not included in the GPA:

S/U — **Satisfactory/Unsatisfactory**. Indicates satisfactory completion of a course graded on a "satisfactory/unsatisfactory" basis. Use of *S/U* grading is limited to certain laboratory, clinical, activity, and field-based courses. Hours earned with a grade of *S* may count toward graduation, but they do not affect grade point average. Hours earned with a grade of *U* may not count toward graduation and will not affect grade point average.

I — **Incomplete**. Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The *I* is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an *I* by contacting the relevant instructor, department head, associate dean, or dean in a timely manner before the end of the term or session. The assignment of an *I* requires the written approval of the dean or associate dean of the school. To remove an *I* and convert it to a grade, the student must contact the instructor (or department head or associate dean or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an *I* pending but is not otherwise enrolled may not retain possession of University-owned equipment, and the individual has access

to campus facilities and services only to the extent necessary to complete course requirements.) *A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F.*

- W— Withdrew.** Indicates that a student withdrew before midterm or withdrew after midterm but with hardship approval. (See the heading above for details on withdrawal policy.)
- V— Audit.** Indicates that a student audited a course. Students may not change from audit to credit status or vice versa.
- K— Credit by Examination/Experience.** Indicates that the student was given credit for the course via a credit by examination or experience program (CLEP, AP, or other proficiency exam).
- IP— In Progress.** This applies only to Learning Support courses. The student is required to repeat the course. A grade of *IP* counts as an attempt for purposes of Learning Support suspension.
- NR— Not Reported.** This symbol indicates a grade was not reported to the Office of the Registrar. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

Grade Point Average (GPA)

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses numbered 1000 or higher at Clayton State University. Following is an example:

Course	Semester Credit Hours	Grade	Numerical Equivalent	Quality Points*
ENGL 1102	3	B	(3)	09
MATH 1231	3	C	(2)	06
PSYC 1101	3	A	(4)	12
BIOL 1111/L	4	C	(2)	08
HIST 2111	3	D	(1)	03
	<u>16</u>			<u>38</u>

*Quality Points = Credit Hours x Numerical Grade Equivalent

$$38 \div 16 = \text{Grade Point Average of } 2.37$$

Clayton State University normally calculates two types of overall grade point average: Regents' and Institutional Standing.

1. Regents' Grade Point Average

The Regents' Grade Point Average (sometimes called cumulative GPA) is the average of the grades in all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University.

2. Institutional Grade Point Average

The Institutional Grade Point Average is the average of the grades in the *most recent attempts* of all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Institutional GPA is used to determine the following:

- a. academic standing (good standing, probation, suspension, and dismissal); and
- b. eligibility for graduation.

Course Repeat Policy

A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in the institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Different policies apply for students using financial aid. If you are repeating a course please ensure that you understand the impact on your financial aid.

Grade and Academic Appeals

Students wishing to file an appeal of a grade or other academic action must:

- First attempt to work out the matter informally with the appropriate instructor (if applicable).
- If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The student must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with a copy to the dean. The department head/associate dean in consultation with the dean will provide the appellant with a written answer.
- Students may appeal the school/department-level response by submitting a written statement to the Office of the Provost.

Appeals initiated more than one semester following the time that the dispute arose will not be considered. Other details about the appeal process are contained in the *Student Handbook* section, which can be obtained from the Office of the Vice President for Student Affairs or via the University homepage.

Academic Standing

Good Standing

A minimum institutional GPA of 2.0 is necessary to be in good academic standing at Clayton State University. The academic standing of students who are required to take one or more Learning Support courses also depends on making adequate progress in those classes. Students should be aware that their financial aid status differs from their academic standing.

Academic Warning

Students whose institutional GPA falls below the minimum acceptable GPA of 2.0 are placed on academic warning. Clayton State University has several offices specifically designed to support students' academic success. Students on academic warning are encouraged to contact their academic advisors, the Center for Academic Success, and/or Counseling and Psychological Services to receive information and assistance. Students on academic warning are restricted to taking 13 credit hours or less.

Academic Probation

While on academic warning, students whose term GPA falls below the minimum acceptable GPA of 2.0 are placed on academic probation. Students on probation must contact their academic advisors, the Center for Academic Success, and/or Counseling and Psychological Services to receive additional information and assistance. Students on academic probation are restricted to taking 13 credit hours or less. In addition, students on probation, especially those on probation for the first time, may be required to attend workshops or meet with a special academic advisor.

Academic Suspension

Students are placed on academic suspension when, while on probation, they earn a term and institutional GPA that is less than 2.0. Academic suspension prevents students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their advisor. In order to resume taking classes, students must submit an application for readmission and a written appeal for reinstatement to the Readmission Appeals Committee through the Registrar's Office. Reinstatement is not automatic. For those readmitted, the committee may impose restrictions: students may be required to enroll in specific courses, limit the number of hours they take, and/or participate in structured academic support programs. Students who are reinstated will be on academic probation and must continue to maintain a minimum term GPA of 2.0 until they achieve good academic standing. Students who are reinstated following suspension may be required to meet with a special academic advisor.

Dismissal

Students are dismissed from the university when they have been suspended previously and in any subsequent term their term and institutional GPAs are both below a 2.0. Any student who is dismissed is prevented from enrollment at the university. However, after one full calendar year, a dismissed student may petition for readmission. A student seeking readmission following dismissal must complete a Clayton State University Application for Readmission and a Readmission Appeal form. The appropriate forms and all documentation must be submitted to the Registrar's Office by the published deadlines. It is expected that a student who is applying for

readmission following dismissal will have resolved the problem(s) that led to the dismissal and be able to provide compelling evidence of the ability to earn a degree at Clayton State University. Such evidence should include college level coursework or degrees completed at other institutions. If readmission is granted, enrollment will be on a restricted basis. Students readmitted following dismissal will be dismissed permanently if their term and Institutional GPA fall below a 2.00 again. Students who are reinstated following their first dismissal may be required to meet with a special academic advisor.

Learning Support Requirements

The Learning Support Program, coordinated by the Center for Academic Success, offers college preparatory instruction in basic skills areas of written communication, mathematics, and reading. Learning Support courses are *not* applicable to any degree programs offered by the University; however, they do constitute prerequisites that Learning Support students must satisfy before they are fully accepted into degree or certificate programs.

Students in the limited and nontraditional student admission categories must take the entry examination to determine whether they will be admitted to Clayton State and required to take Learning Support courses in English and/or mathematics.

Students who score high enough on the placement examination will be exempt from some or all Learning Support courses; students whose scores indicate the need for pre-college coursework will be required to take the appropriate courses. Any combination of the following courses may be required ENGL 0999, and MATH 0988 or 0989 and MATH 0999.

Students required to enroll in MATH 0988, MATH 0989, MATH 0998 or MATH 0999 after taking the ACCUPLACER math placement test will not be classified as Learning Support students; therefore, will not be required to adhere to Learning Support regulations.

Learning Support Regulations

Students who are required to take Learning Support courses are subject to the following regulations:

1. During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses (if allowed). Students must earn satisfactory grades in the courses. This policy applies to both full- and part-time students.
2. Students who are required to take Learning Support courses are limited to enrolling in no more than 13 credit hours each semester until they successfully complete all required Learning Support courses.
3. Students are required to sign an Academic Success Contract and will be required to attend a specified number of workshops, advising sessions, and tutoring/studying hours in the Center for Academic Success.
4. Students required to enroll in Learning Support courses are advised by professional academic advisors.
5. Students who successfully complete (exit) all Learning Support courses can schedule graduation-applicable courses during the next semester of enrollment. Some students may be allowed to schedule some graduation-applicable courses while also taking Learning Support courses.

6. Students who are required to take Learning Support courses must complete all required Learning Support content areas (English, mathematics) before they earn 30 semester hours of graduation-applicable credit. Students who have not done so by that point may only enroll in Learning Support courses with the paired Area A course until they exit Learning Support.
7. Students required to take Learning Support courses may not drop or withdraw from Learning Support foundations courses while also remaining in any course numbered 1000 or higher. If a student is enrolled in one of the support courses (ENGL 0999, MATH 0998, or MATH 0999) and the Area A courses, he/she must withdraw from both of the paired courses.

Learning Support Attempts

Students have two attempts to complete MATH 0988 or MATH 0989. Clayton State University's course repeat policy applies to ENGL 0999, MATH 0998, and MATH 0999. An "attempt" in Learning Support courses is any course enrollment that results in a grade other than W or V. (For purposes of this policy, an IP is considered an attempt.)

Learning Support Probation

Students required to take any Learning Support courses will be placed on Learning Support Probation if they fail the course the first time they take it. Students on Learning Support Probation may be required to attend workshops or meet regularly with professional or peer tutors.

Learning Support Dismissal

Students who fail to complete Learning Support courses in the specified number of attempts will be suspended from the University. The following circumstances are causes for Dismissal:

- Students who begin in MATH 0988 or MATH 0989 and do not exit this course in two attempts will be dismissed from the University.

Students who have been dismissed from the institution without completing Learning Support requirements may complete their Learning Support requirements and additional collegiate-level work at SACSCOC-accredited TCSG institutions during their dismissal.

After one calendar year, students in these circumstances must complete an application for readmission and file a written appeal with the Registrar's Office. Appeals will be evaluated by the Readmission Appeals Committee. Students seeking readmission following Learning Support Dismissal should either complete all Learning Support requirements elsewhere before reapplying or show compelling evidence of the ability to exit learning support and earn a degree. The committee may restrict the enrollment of students who are readmitted following dismissal.

Academic Honors

The Honors Program

A limited number of qualified students are admitted to the Clayton State University Honors Program, which offers special sections of classes and other activities.

Deans' List

A student with a semester average of 3.60 or higher with a minimum of nine credit hours who is in good academic standing will be placed on the Deans' List for that semester. Courses must count toward degree. Courses with a Pass/Fail grade are not eligible for the Dean's List. Students who are taking any course numbered lower than 1000 are ineligible for the Deans' List.

Graduation With Honors

To qualify for graduation with honors, students must meet the following requirements:

- a. attain the Regents' Grade Point Average specified for the given level of honors on *all* work attempted at Clayton State University; and
- b. attain the grade point average specified for the given level of honors on the Regents' Grade Point Average calculated on all college courses attempted at Clayton State *and* all other institutions attended, including accepted and non-accepted transfer credit.

	Baccalaureate Degree
Summa cum laude	3.90 - 4.00
Magna cum laude	3.70 - 3.89
Cum laude	3.50 - 3.69
	Associate Degree
High Honors	3.75 - 4.00
Honors	3.50 - 3.74

Honors Convocation

During the latter part of Spring Semester of each year, an Honors Convocation is held to recognize those students from all disciplines who have achieved overall records of academic excellence.

ACADEMIC PROGRAMS OF STUDY AND MAJORS

Clayton State offers several types of degree programs and certificates. Each of these degree programs encompasses a variety of majors, or programs of study. Majors leading to particular degrees are listed below.

Degree Programs Available

Clayton State offers the following types of degree programs and certificates:

Master's degrees

The School of Graduate Studies offers nine programs of study: The Master of Archival Study (MAS); The Master of Arts in Liberal Studies (MALS) with concentrations in English, History, Mathematics, Philosophy, Public Administration, and Liberal Arts; The Master of Arts in Teaching (MAT) with concentrations in English, History, Biology and Mathematics; The Master of Business Administration (MBA) with concentrations in Supply Chain Management, International Business, Sports and Entertainment Management, Human Resources Leadership, and Accounting; The Master of Health Administration (MHA); The Master of Science in Clinical/Counseling Psychology (MS); The Master of Science in Criminal Justice (MSCJ) with a concentration in Public Administration; and The Master of Science in Nursing (MSN) with a concentration in Family Nurse Practitioner.

Baccalaureate degrees

Depending on the major of the graduate, the baccalaureate degree will be a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (BBA), Bachelor of Science in Nursing (B.S.N.), Bachelor of Science in Dental Hygiene (B.S.D.H.), Bachelor of Information Technology (B.I.T.), Bachelor of Science in Information Technology (B.S.I.T.), or a Bachelor of Applied Science (B.A.S.). Baccalaureates take four years of full-time study or longer for part-time enrollment.

Associate degrees

Clayton State offers Associate of Arts (A.A.) and Associate of Science (A.S.) degrees in Integrative Studies, and an Associate of Arts (A.A.) in Film Production.

Applied Associate degrees

The Associate of Applied Science (A.A.S.) degrees in Information Technology and Paralegal Studies are career-focused degrees designed to prepare students with the technical and professional skills necessary to immediately enter the world of work in a chosen field. Career associate degrees contain a significant component of general education, but most of the course work is in the occupational field. Clayton State University offers career associate degrees in numerous fields. Career associate degrees usually require two years of full-time attendance. In addition to being prepared for skilled employment positions, graduates with A.A.S. degrees are eligible to pursue the Bachelor of Applied Science (B.A.S.) degree. The A.A.S. in Information Technology (A.A.S.I.T.) is designed to lead directly to the B.I.T.

Master Degree Majors

Master's Degree Majors	Advising College
Archival Studies (M.A.S.).....	Information and Mathematical Sciences
Business Administration (M.B.A.).....	Business
Clinical/Counseling Psychology (M.S.).....	Arts and Sciences
Criminal Justice (M.S.).....	Arts and Sciences
Health Administration (M.H.A.).....	Health
Liberal Studies (M.A.L.S.).....	Arts and Sciences
Nursing (M.S.N.).....	Health
Teaching Fields in Secondary Education (M.A.T.).....	Arts and Sciences

Post-Master's Certificates

Post-Master's Certificate	Advising College
Family Nurse Practitioner (Post-M.S.N.).....	Health
Human Resource Leadership (Post-M.B.A.).....	Business
International Business (Post-M.B.A.).....	Business
Sports & Entertainment Management (Post-M.B.A.).....	Business
Supply Chain Management (Post-M.B.A.).....	Business

Baccalaureate Degree Majors

Baccalaureate Degree Majors	Advising College
Accounting (B.B.A.).....	Business
Administrative Management (B.A.S.).....	Arts and Sciences
Biology (B.S.).....	Arts and Sciences
Biology (B.S.) with secondary education.....	Arts and Sciences
Business - General (B.B.A.).....	Business
Chemistry (B.S.).....	Arts and Sciences
Communication and Media Studies (B.A.).....	Arts and Sciences
Computer Science (B.S.).....	Information and Mathematical Sciences
Criminal Justice (B.S.).....	Arts and Sciences
Dental Hygiene (B.S.).....	Health
Dental Hygiene (B.S.D.H.).....	Health
English (B.A.).....	Arts and Sciences
English (B.A.) with secondary education.....	Arts and Sciences
Film Production (B.A.).....	Arts and Sciences
French (B.A.) eMajor.....	Arts and Sciences
Health Care Management (B.S.).....	Health
Health and Fitness Management (B.S.).....	Health
History (B.A.).....	Arts and Sciences
History (B.A.) with secondary education.....	Arts and Sciences
Homeland Security/Emergency Management (B.A.S.).....	Arts and Sciences
Information Technology (B.I.T. and B.S.I.T.).....	Information and Mathematical Sciences
Integrative Studies (B.S.).....	Arts and Sciences
Legal Studies (B.S.).....	Arts and Sciences
Liberal Studies (B.A.).....	Arts and Sciences

Management (BBA)	Business
Marketing (BBA).....	Business
Mathematics (B.S.)	Information and Mathematical Sciences
Mathematics (B.S.) with secondary education	Information and Mathematical Sciences
Middle Level Education (B.A.)	Arts and Sciences
Nursing - Basic Licensure (B.S.N.).....	Health
Nursing - For Existing R.N.'s (B.S.N.)	Health
Performing Arts (B.A.).....	Arts and Sciences
Philosophy (B.A.)	Arts and Sciences
Political Science (B.S.)	Arts and Sciences
Psychology and Human Services (B.S.)	Arts and Sciences
Sociology (B.S.)	Arts and Sciences
Spanish (B.A.) eMajor.....	Arts and Sciences
Technology Management (B.A.S).	Arts and Sciences

Associate Degrees

Associate Degree Program	Advising College
A.A. Integrative Studies	Arts and Sciences
A.S. Integrative Studies	Arts and Sciences
A.A. Film Production	Arts and Sciences

Applied Associate Degrees and Certificates

Career Program	Advising College
Information Technology (A.A.S.I.T.)	Information and Mathematical Sciences
Paralegal Studies (A.A.S.)	Arts and Sciences
Paralegal Certificate.....	Arts and Sciences

Pre-Professional Concentrations of Study

Clayton State offers a variety of pre-professional concentrations of study for students who anticipate transferring to other institutions to complete degree requirements. Advisors are available within the College of Arts and Sciences assist students in selecting courses appropriate for pre-Dentistry, pre-Engineering, pre-Law, pre-Medicine, pre-Pharmacy, and pre-Physical Therapy. Students interested in these concentrations of study must be sure to declare a major in an appropriate field while enrolled at Clayton State.

Pre-Dentistry

Students wishing to prepare to enter a professional school of dentistry should select the Biology or Chemistry (B.S.) major and consult with a professional advisor and career mentor.

Pre-Engineering

This concentration of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; students should check with an Engineering advisor about the latest information on transfer programs.

Pre-Law

Law schools do not require a particular major, but institutions accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult a pre-law advisor to determine the best concentration of study to suit their needs. Pre-law students are encouraged to consider Clayton State's bachelor's programs in English, Legal Studies, Integrative Studies or History and the minor program in Philosophy.

Pre-Medicine

Students wishing to prepare for medical school at the Medical College of Georgia or other institutions typically select the Biology (B.S.) or Chemistry (B.S.) major and should consult a professional advisor and career mentor.

Pre-Pharmacy

This concentration of study is designed for students who intend to transfer to another university pharmacy program; students should check with a Pre-Pharmacy advisor about the latest information on transfer programs.

Pre-Physical Therapy or Pre-Physician's Assistant

Students wishing to prepare to enter a professional school of physical therapy or a physician's assistant program should select the Biology (B.S.) major and consult a Biology advisor in the Department of Biology.

Pre-Veterinary Medicine

Students wishing to enter a professional school of veterinary medicine should select the Pre-Veterinary Medicine track of the Biology (B.S.) major and consult a Biology advisor in the Department of Biology.

Declaring and Changing Majors (Programs of Study)

Students must declare their major programs of study upon matriculation at Clayton State University. Major declarations must be filed with the Registrar by paper form or by online process via DUCK using the SWAN portal.

A student must submit a Change of Major form online using the DUCK as soon as possible after deciding to make a change. Making the change quickly will help the student to be advised properly and will also prevent delays in the registration process.

Sociology	Arts and Sciences
Social Work	Arts and Sciences
Spanish	Arts and Sciences
Supply Chain Management	Business
Theatre	Arts and Sciences
Women's and Gender Studies	Arts and Sciences

GRADUATION REQUIREMENTS

General requirements for graduation are included in this section of the catalog. The curriculum and specific requirements for each program are listed in the subsequent sections for the four colleges of the University: Arts and Sciences, Business, Health, and Information & Mathematical Sciences. Each student is responsible for both the general requirements in this section and the specific requirements for his or her chosen program of study.

A candidate for graduation is normally subject to the catalog graduation requirements that are in effect at the time the student entered his/her major program. A student may elect to satisfy the graduation requirements specified in a subsequent catalog. A student not enrolled for 2 or more consecutive calendar years is subject to the graduation requirements in effect at the time of readmission. Students must submit their graduation application by the published semester deadlines.

Associate and Baccalaureate Degrees Core Curriculum

General Education Learning Outcomes:

Goal A1 (Written Communications)

Students will write effective expository and argumentative essays which consider purpose and audience.

Goal A2 (Quantitative)

Students will apply mathematical knowledge to interpret quantitative information using verbal, numerical, graphical, and symbolic forms.

Goal B (Institutional Foundations)

1. Students will effectively evaluate arguments, considering opposing points of view when appropriate.
2. Students will effectively articulate ideas and knowledge in spoken communication.

Goal C (Humanities or Fine Arts)

Students will demonstrate the ability to communicate critically on cultural concepts, artifacts or expressions in either English or a foreign language.

Goal D (Natural Sciences, Mathematics or Technology)

Students will apply scientific reasoning or mathematical methods to demonstrate scientific knowledge or to solve problems.

Goal E (Social Sciences)

Students will examine and apply concepts of social identity and individual differences, such as ethnicity, race, gender, age, class, ability or sexual orientation.

Guidelines for the Core Curriculum (Areas A – E) are established by the University System of Georgia in order to ensure a solid general education foundation for all graduates. Courses taken

within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are “major free,” meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-E of the Core Curriculum, as specified below. The areas of the Core and courses that can satisfy area requirements are as follows:

AREA

A. Essential Skills..... 9 hours

A1. Two Composition Courses

- ENGL 1101 English Composition I
- ENGL 1102 English Composition II

A2. Non-Science/Math Majors

One Mathematics Course from Among

- MATH 1101 Mathematical Modeling
- MATH 1111 College Algebra
- MATH 1112 Trigonometry & Analytical Geometry*
- MATH 1113 Precalculus
- MATH 1241 Survey of Calculus
- MATH 1501 Calculus I

A2. Science/Math Majors

One Mathematics Course from Among

- MATH 1112 Trigonometry & Analytical Geometry*
- MATH 1113 Precalculus
- MATH 1501 Calculus I

**Only the three credit MATH 1112 can be used by science majors in Area A2 and only if the student has a grade of C or better in MATH 1111.*

B. Critical Thinking and Communication.....4-5 hours*

B1. One Critical Thinking Course

- CRIT 1101 Critical Thinking

B2. One or Two Foreign Language or Communication Courses from Among

- COMM 1001 Presentational Speaking
- COMM 1002 Presentation Applications
- COMM 1110 Spoken Communication
- FREN 1002 Elementary French II
- SPAN 1002 Elementary Spanish II

* The sum of credits taken in areas B and D must total 15 credits. This means that students taking more than 7 credits in area D1 (e.g., science majors and health professions majors) need to take only one credit in area B2.

C. Humanities..... 6 hours

C1. One Literature, Philosophy, or Foreign Language Course from Among

- ENGL 2111 World Literature I—Pre-Modern
- ENGL 2112 World Literature II—Modern World
- ENGL 2121 British Literature I

ENGL	2122	British Literature II
ENGL	2131	American Literature I
ENGL	2132	American Literature II
FREN	2001	Intermediate French I
FREN	2002	Intermediate French II
PHIL	2010	Introduction to World Philosophy
PHIL	2030	Ethics in Historical/Contemp. Perspective
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II

C2. One Fine Arts or Intermediate Foreign Language Course from Among

ART	2301	Art of the Pre-Modern World
ART	2302	Art of the Modern World
CMS	2100	Introduction to Film
FREN	2001	Intermediate French I
FREN	2002	Intermediate French II
HUMN	2111	Perspectives on the Arts and Humanities
MUSC	2101	Music Appreciation
MUSC	2301	Introduction to World Music
PHIL	2040	Introduction to Aesthetics
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II
THEA	1100	Theater Appreciation

D. Natural Sciences, Mathematics and Technology

D1. Science (Non-Science Majors) 7 hours

Non-Science majors must satisfactorily complete two courses and one laboratory in Area D1 from the following list.

ASTR	1010	Solar System Astronomy
ASTR	1020/L	Stellar and Galactic Astron. *
BIOL	1107/L	Principles of Biology I
BIOL	1108/L	Principles of Biology II
BIOL	1111/L	Introductory Biology I
BIOL	1112	Introductory Biology II*
CHEM	1151/L	Survey of Chemistry I
CHEM	1152	Survey of Chemistry II*
CHEM	1211/L	Principles of Chemistry I
CHEM	1212/L	Principles of Chemistry II*
PHYS	1111/L	Introductory Physics I
PHYS	1112/L	Introductory Physics II*
PHYS	2211/L	Principles of Physics I
PHYS	2212/L	Principles of Physics II*

**With the exception of BIOL 1108/L, the second courses in the same discipline sequence require the first as a prerequisite.*

Students may not receive credit for both the first Principles course and the other first course in the same discipline (i.e. taking BIOL 1107/L and BIOL 1111/L is not permitted). This rule also applies to the second courses (i.e. taking PHYS 1112/L and PHYS 2212/L is not permitted).

D1. Science (Health Professions Majors) 8 hours

Health Professions majors must satisfactorily complete a two-semester science course and laboratory sequence from the following:

- BIOL 1107/L Principles of Biology I
- BIOL 1108/L Principles of Biology II
- OR
- CHEM 1151/L Survey of Chemistry I
- CHEM 1152/L Survey of Chemistry II
- OR
- CHEM 1211/L Principles of Chemistry I
- CHEM 1212/L Principles of Chemistry II
- OR
- PHYS 1111/L Introductory Physics I
- PHYS 1112/L Introductory Physics II
- OR
- PHYS 2211/L Principles of Physics I
- PHYS 2212/L Principles of Physics II

D1. Science (Science Majors)..... 8 hours

Science majors must satisfactorily complete a two three-hour science courses and their accompanying one-hour laboratory courses from the following.

- BIOL 1107/L Principles of Biology I
- BIOL 1108/L Principles of Biology II
- CHEM 1211/L Principles of Chemistry I
- CHEM 1212/L Principles of Chemistry II*
- PHYS 2211/L Principles of Physics I**
- PHYS 2212/L Principles of Physics II**

**With the exception of BIOL 1108/L, the second courses in a discipline require the first as a prerequisite.*

*** Biology majors are required to complete a physics sequence (PHYS 1111/L and 1112/L OR PHYS 2211/L and PHYS 2212/L) in their upper division requirements; therefore, they cannot apply calculus-based Physics (PHYS 2211/L and PHYS 2212/L) in area D1 and PHYS 1111/L and PHYS 1112/L in their upper division requirement.*

D2. Science, Math or Technology (Non-science Majors) 3 hours

All students must complete an additional three hours in Area D2 from the following courses:

- CSCI 1300 Computational Thinking and Coding
- CSCI 1301 Computer Science I
- MATH 1112 Trigonometry and Analytic Geometry**
- MATH 1221 Finite Mathematics
- MATH 1231 Introductory Statistics
- MATH 1241 Survey of Calculus
- MATH 1113 Pre-calculus
- MATH 1501 Calculus I
- MATH 2502 Calculus II
- SCI 1901 Selected Topics in Science

*** Only the three credit MATH 1112 can be used by non-science majors in Area D2.*

Students selecting MATH 1501 or MATH 2502 will count three hours in Area D2 and one hour in Area F or in their degree requirements. Some majors have specific D2 requirements. Students should consult with their advisors for details.

D2. Science, Math or Technology (Science majors)..... 3 hours

All students must complete an additional three hours in Area D2 from the following courses:

CSCI	1301	Computer Science I
MATH	1231	Introductory Statistics*
MATH	1501	Calculus I**
MATH	2502	Calculus II**

** Students selecting MATH 1501 or MATH 2502 will count three hours in Area D2 and one hour in Area F or for their specific upper division degree requirements.

E. Social Sciences..... 12 hours

E1. One American Government Course

POLS	1101	American Government
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E2. One World History Course from Among

HIST	1111	Survey of Pre-Modern World History
HIST	1112	Survey of Modern World History
HIST	2750	Critical Trends and Issues in Recent World History
POLS	2401	Introduction to Global Issues

E3. One American History Course from Among

HIST	2111	Survey of U.S. History to 1877
HIST	2112	Survey of U.S. History since Reconstruction

E4. One Behavioral Sciences Course from Among

AFAM	2010	Introduction to African American Studies
ECON	1101	Survey of Economics
ECON	2105	Principles of Macroeconomics
ECON	2106	Principles of Microeconomics
PSYC	1101	Introduction to Psychology
SOCI	1101	Introduction to Sociology
WST	2010	Introduction to Women's Studies

Associate of Arts and Associate of Science Core Curriculum Requirements

Core Curriculum (Areas A - E)..... 42 hours

Refer to sections above for the list of courses.

Bachelor of Applied Science Core Curriculum Regulations

Career associate degrees include 12-21 semester credit hours of general education work that is equivalent to Areas A-E courses in the Core Curriculum of the University System of Georgia. (Some career programs, especially those at University System two-year colleges, contain more than 21 such hours.) Clayton State will accept Areas A-E equivalent hours from transferring students and apply them to the B.A.S. according to University System guidelines even if the courses do not match those in the Clayton State core for native students. A typical B.A.S. student transferring to Clayton State will take 12-21 hours of general education at the associate-degree-granting institution and an additional 21-30 hours at Clayton State. Additionally, transfer of Area A-E is subject to the following conditions:

1. After hours from the career associate degree and other previous college-level work are applied to Areas A-E, B.A.S. students will be expected to complete all remaining elements of Areas A-E in order to total 42 semester credit hours. The 42 hours must include two English composition courses (with a C or better in ENGL 1101), Mathematics Modeling (or higher), and a seven-hour science sequence with laboratory. Once a student has been admitted to Clayton State, hours taken to complete the Core must be in accordance with the Clayton State University Core Curriculum.
2. Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, and math lower than Mathematical Modeling or College Algebra) will *not* count toward Areas A-E.
3. In some cases, courses transferred are eligible for inclusion either in the career courses for the associate degree or in Areas A-E of the Core Curriculum. When a student is admitted to the B.A.S. program, the courses are applied as is most appropriate to his or her program of study. Students should be aware that a course cannot be counted in two places (e.g., Introduction to General Psychology might be eligible in either Area E or as a career course, but it can be counted in only one place.)
4. Students who do not fulfill the legislative requirement for the study of Georgia and U. S. history and constitution by courses in Area E must meet the requirement by examination or other course work.
5. Transfer students may be required to provide official course descriptions, syllabi, or other documentation of course content to facilitate determination of equivalency.

Lower Division Required Coursework (Area F)

Lower division required coursework for shall consist of 18 credits related to the field of study. The specific requirements of majors are listed where appropriate in the school or college's section of the catalog. In all cases, only courses that have not been used to satisfy other Core Curriculum requirements may be used to satisfy Area F requirements.

Upper-Division Major Requirements

Each graduate must complete all curriculum and related requirements for one specific major as listed in the appropriate section of the catalog. In addition to courses, graduation requirements may include GPA minimums, experiential learning, residency regulations, assessments, examinations, remedial work, or other requirements as explained in the catalog or official program handbooks. Unless otherwise stated, all upper division courses in baccalaureate degree programs require a minimum grade of C.

Total Hours Requirement

The student must have earned the total number of semester credit hours specified for his or her major. The minimum is 60 hours for the associate degree and 120 hours for the baccalaureate degree; some programs require more hours.

Grade Point Average

The student must achieve an institutional GPA of at least 2.00 in the courses used to meet degree requirements. A student must be in good academic standing at the time of graduation. Some programs may require a higher GPA.

Grade Requirements for Specific Courses

The student must have a grade of C or better (or K) in ENGL 1101 and ENGL 1102 in order to graduate. In addition, the student must also meet any minimum grade requirements for the student's major including grade requirements embedded in prerequisites. Upper-level courses (3000 and 4000 level courses) require grades of C or higher unless specifically indicated in the requirements of individual degree programs.

Residency Requirement

Residency refers to courses (including online courses) offered by Clayton State University. Transfer courses (including correspondence courses, on-line courses, transient courses, or cross-registration courses) are not considered to be in residence. Credit by examination or experience is not considered to be in residence even if the examination was taken at Clayton State. (In this context, "residence" has nothing to do with a student's residence for fee payment purposes.)

- a. **Associate degree.** A minimum of 21 semester credit hours in residency is required. At least 12 of the 21 hours must be in Area F for the A.A. or A.S. or in program requirements other than electives for the A.A.S.

- b. **Baccalaureate degree:** A minimum of 30 semester credit hours in residence at Clayton State University. At least 21 of the 30 must be upper division hours counted toward program requirements other than free electives. Individual programs of the University may specify additional residency requirements.

Regents' Courses and Testing

Clayton State University has been exempted from the Regents' Testing Program. Therefore, the Regents' Test will no longer be given, and Regents' Test skills courses are no longer offered.

General Certificate Requirements

To earn an academic certificate from Clayton State University, a student must meet the following general requirements in addition to the curricular requirements listed later in this catalog with the program of study.

1. **Grade Point Average.** Certificate graduates must have an Institutional Grade Point Average of 2.00 or better in the courses counted toward certificate requirements. A student must be in good academic standing at the time of graduation. If ENGL 1101 is counted toward the certificate, the graduate must have earned a grade of C or better (or K).
2. **Residency.** At least one-half of the credit hours applied to the certificate must be earned in residence at Clayton State University. Individual programs may have additional restrictions. (See the Residency item of the Degree Requirements section for the definition of residency.)
3. **Graduation Ceremony.** Certificates are not awarded at the University's formal commencement program for degrees. Certificates are available for pick up in the Registrar's Office six to eight weeks after the end of the semester. Certificates not picked up will be mailed to the current address on file.

Constitution and History Requirement

Georgia law requires that each candidate for a degree demonstrate a knowledge of the history and constitution of the United States and Georgia. These requirements may be met by receiving a passing grade in certain courses, or by passing the appropriate examination. The courses and the requirement(s) each course satisfies are as follows:

1. HIST 2111/2112 satisfies the Georgia and US history requirement.
2. POLS 1101 satisfies the Georgia and US Constitution requirement.
3. HIST 3110 satisfies the Georgia history and the Georgia Constitution requirement.
4. Transfer credit - students with transfer credit (HIST 2111, HIST 2112 or POLS 1101) from outside the University System of Georgia will need to contact the Testing Center regarding the legislative exams.

Other Graduation Regulations

Second Degree

Any student wishing to receive a second or subsequent degree from Clayton State University must complete in residence at Clayton State University a minimum of 24 additional credit hours for the associate degree or 30 credit hours for the bachelor's degree. Hours counted for residency must apply to the requirements for second degree; free electives do not count toward second degree residency. Credit which has been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees. Students must meet ALL course requirements for the second degree, including prerequisite courses or skills. The graduation application process for a second degree is the same as for any degree. Specific "dual degree" programs listed in this catalog may have different residency requirements. Students transferring to Clayton State who received a Bachelor's degree from a USG institution have satisfied the core curriculum. Transfer students from outside the USG, must have 42 hours of general education course work in order to satisfy the core curriculum requirement.

Licensure Programs

Certain programs are designed to satisfy the present educational requirements that enable students to take licensure examinations. (Current programs at Clayton State University include Nursing, Dental Hygiene, and Middle Level Education.) It is possible that the licensing board may change requirements prior to a student's completion of his or her course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the University will be able to offer additional courses or, if taken, that such courses will entitle students to take licensure examinations.

Application for Graduation

All students pursuing a certificate or degree from Clayton State University must submit an Application for Graduation to the Registrar's Office two semesters in advance of the intended graduation. The deadlines for submitting an application are:

June 1, for Fall
September 15, for Spring
January 30, for Summer

Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Currently, formal commencement ceremonies are held in May and December each year. Diplomas are available for pick up in the Registrar's Office eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

COLLEGE OF ARTS & SCIENCES

ADMINISTRATIVE OFFICERS

Nasser Momayezi, *Dean*

John G. Campbell, *Associate Dean*

R.B. Rosenburg, *Assistant Dean*

MISSION AND GOALS

The College of Arts and Sciences has five primary objectives:

- To offer baccalaureate and masters programs.
- To provide students with a sound background in general education they will need during their college experience and after graduation.
- To provide course work in support of programs of study offered by other Colleges of the University.
- To offer pre-Professional concentrations of study for potential transfer to other universities.
- To encourage community outreach and public service.

All instruction in the College of Arts & Sciences addresses one or more of these outcomes and uses a variety of assessments to determine a student's progress in developing the knowledge and abilities necessary to demonstrate that he or she has achieved these outcomes.

INSTRUCTIONAL ORGANIZATION

The College of Arts and Sciences is composed of nine academic departments offering the degree programs listed below:

Department	Degree Program
Department of Biology	Biology (B.S.) Biology (B.S.) with secondary education
Department of Chemistry & Physics	Chemistry (B.S.) Integrative Studies (A.S.) with concentrations of study in Pre-Engineering and Pre-Pharmacy
Department of English	English (B.A.) English (B.A.) with secondary education

Department	Degree Program
Department of Humanities	French (B.A.) History (B.A.) History (B.A.) with secondary education Philosophy (B.A.) Spanish (B.A.)
Department of Interdisciplinary Studies	Administrative Management (B.A.S.) Homeland Security/Emergency Management (B.A.S.) Integrative Studies (A.A., A.S., B.S.) Liberal Studies (B.A.) Liberal Studies (M.A.L.S.) Technology Management (B.A.S.)
Department of Psychology	Psychology and Human Services (B.S.) Clinical/Counseling Psychology (M.S.)
Department of Social Sciences	Criminal Justice (B.S., M.S.) Legal Studies (B.S.) Paralegal Studies (A.A.S.) Paralegal Certificate Political Science (B.S.) Sociology (B.S.)
Department of Teacher Education	Middle Level Education (B.A.) Master of Arts in Teaching (M.A.T.) with concentrations in Biology, English, History, and Mathematics
Department of Visual and Performing Arts	Communication and Media Studies (B.A.) Film Production (A.A., B.A.) Performing Arts (B.A.)

Department of Biology

ADMINISTRATIVE OFFICER

Michelle A. Furlong, *Department Chair*

FACULTY

Jere A. Boudell, *Biology*
Stephen C. Burnett, *Biology*
Diane E. Day, *Biology*
Michelle A. Furlong, *Biology*
J. Yvette Gardner, *Biology*
Emily A. Harbert, *Science Education*
Jacqueline A. Jordan, *Biology*
Christopher H. Kodani, *Biology*
Renee E. McFarlane, *Biology*
Paul D. Melvin III, *Biology*
Jewels E. Morgan, *Biology*
Barbara E. Musolf, *Biology*
Francine N. Norflus, *Biology*
Nikki T. Sawyer, *Biology*
Ann M. Showalter, *Biology*

MISSION AND GOALS

The Department of Biology delivers instruction in biology and is responsible for the following programs and courses:

- Bachelor of Science (B.S.) degree in Biology.
- Bachelor of Science (B.S.) degree in Biology Secondary Education
- Minor in Biology
- Biology graduate level content courses for the MAT program
- Area D courses in the Core Curriculum.
- Service courses that support Teacher Education, Integrative Studies, Allied Health and Professional Studies and that may serve other programs as general electives.
- Courses that support a variety of pre-professional programs of study for transfer to another university (pre-medical, pre-dental, pre-pharmacy, pre-physical therapy, pre-physician assistant, and pre-veterinary medicine).

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are a chapter of Beta Beta Beta Biological Honors Society, the Biology Club, a chapter of the American Medical Student Association, Clayton State University SEEDS chapter, and Pre-Dental Student Association.

Bachelor of Science in Biology

The Bachelor of Science (B.S.) degree in Biology has been designed in consultation with Georgia employers to fit present and emerging needs in the State of Georgia. The program features two tracks: General Biology Track and Secondary Teacher Education Track. The General Biology Track contains a curriculum that will prepare students for the following professional programs: medical school, dental school, veterinary school, and physical therapy and physician assistant programs. This curriculum is also designed to prepare students for the following graduate programs: biomedical, public health, environmental science, forensic science, ecology and evolution. The Secondary Teacher Education Track contains a curriculum that will provide the opportunity for certification to teach grades 8th -12th.

BACHELOR OF SCIENCE IN BIOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Biology degree are shown in the suggested degree program sequence.

Lower Division Major Requirements (Area F) 18 hours

BIOL 1107 Principles of Biology I	3 hours
BIOL 1107L Principles of Biology Laboratory I	1 hour
BIOL 1108 Principles of Biology II	3 hours
BIOL 1108L Principles of Biology Laboratory II	1 hour
BIOL 2500 Introductory Plant Biology	2 hours
CHEM 2411 Organic Chemistry I	3 hours
CHEM 2411L Organic Chemistry Laboratory I.....	1 hour
CHEM 2412 Organic Chemistry II	3 hours
CHEM 2412L Organic Chemistry Laboratory II.....	1 hour

No more than two grades of D in upper-division courses are allowed in the General Biology Track of the Biology major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Biology Major Core Requirements..... 32 hours

BIOL 3200 Cell Biology.....	3 hours
BIOL 3201 Genetics.....	3 hours
BIOL 3250 Introductory Microbiology	3 hours
BIOL 3250L Introductory Microbiology Laboratory	1 hour
BIOL 3380 Evolution and Population Biology	3 hours
BIOL 3500 Ecology	3 hours
BIOL 3500L Ecology Laboratory	1 hour
BIOL 3650 Comparative Vertebrate Anatomy	3 hours
BIOL 3650L Comparative Vertebrate Anatomy Laboratory	1 hour
BIOL 4100 Animal Physiology	3 hours

[PHYS 1111 Introductory Physics I	3 hours
PHYS 1111L Introductory Physics Laboratory I	1 hour
PHYS 1112 Introductory Physics II	3 hours
PHYS 1112L Introductory Physics Laboratory II.....	1 hour]

OR

[PHYS 2211 Principles of Physics I	3 hours
PHYS 2211L Principles of Physics Laboratory I	1 hour
PHYS 2212 Principles of Physics II.....	3 hours
PHYS 2212L Principles of Physics Laboratory II	1 hour]

BIOL 4999A/BIOL 4999B Student Evaluation 0 hours

Biology Major Tracks (Choose one track).

Option 1: General Biology Track..... 28 hours

BIOL 4900 Biocomputing.....	3 hours
BIOL 3210/3211 Off-Campus Internship, BIOL 3220/3221 On-Campus Internship, BIOL 3230/3231 Introductory Research or	
BIOL 4230/4231/4232 Biology Research Practicum.....	3 hours
BIOL 4202L Biotechnology Laboratory	3 hours
CHEM 4202 Biochemistry I or CHEM 3202 Introductory Biochemistry.....	3 hours
BIOL 4500 Biology Seminar	1 hour
Biology Upper Division Electives (6 hours of 3000 or 4000 level BIOL courses that are not used to satisfy any of the requirements listed above)	6 hours
Other Electives (a minimum of 9 hours).....	9 hours

Students should select courses that will help them advance their career goals or that can be applied to a minor. Any course that is taken at Clayton State University or any course that transferred in with credit can be applied to other electives with some exceptions.

The following courses cannot be used in directed electives under any circumstance:

BIOL 2250, BIOL 1111/L, BIOL 1112, CHEM 1151/L, CHEM 1152/L, PHYS 1111/L, PHYS 2211/L, PHYS 1112/L, and PHYS 2212/L and any other course used to satisfy other requirements.

Important notes concerning courses:

- A total maximum of three experiential learning courses can be counted in the Biology program. Experiential learning courses include the following: BIOL/CHEM/PHYS 3210, BIOL/CHEM/PHYS 3211, BIOL/CHEM/PHYS 3220, BIOL/CHEM/PHYS 3221, BIOL/CHEM/PHYS 3230, BIOL/CHEM/PHYS 3231, BIOL/CHEM/PHYS 4230, BIOL/CHEM/PHYS 4231, If MATH 1501 is used in Area A, one hour of credit may be applied to the directed electives area.
- If PHYS 2211/L and PHYS 2212/L are used to satisfy area D of the core curriculum then PHYS 1111/L and PHYS 1112/L cannot be used to satisfy the Upper Division Biology Core Curriculum.

No grades of D in upper-division courses or in area A, D or F are allowed in the Secondary Teacher Education Track of the Biology major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Option 2: Secondary Teacher Education Track 30 hours

EDUC 2110 Investigating Critical/Contemp. Issues.....	3 hours
EDUC 2120 Exploring Socio-Culture	3 hours
EDUC 2130 Exploring Learning & Teaching.....	3 hours

EDUC 3030 Exploring-Exceptional Learner	3 hours
EDUC 3200 Secondary School Curriculum & Assessment	3 hours
EDUC 3210 Classroom Methods & Management	3 hours
EDUC 4725 Secondary Practicum	2 hours
EDUC 4003 Secondary Level Seminar	1 hour
EDUC 4730 Secondary Level Internship.....	3 hours
EDUC 4731 Secondary Level Internship.....	3 hours
SCI 4901 Secondary Ed Science Instruction	3 hours
Total Degree Requirements	120-122 hours

Minor Program in Biology

The objectives of the biology minor are to provide a stronger background in the biological sciences, and to provide preparation for the workplace and graduate or professional schooling.

BIOLOGY MINOR PROGRAM REQUIREMENTS

Lower Division Options.....	up to 8 hours
BIOL 1107 Principles of Biology I	3 hours
BIOL 1107L Principles of Biology I Lab	1 hour
BIOL 1108 Principles of Biology II	3 hours
BIOL 1108L Principles of Biology II Lab	1 hour
BIOL 1151 Human Anatomy and Physiology I	3 hours
BIOL 1151L Human Anatomy and Physiology I Lab	1 hour
BIOL 1151 Human Anatomy and Physiology II	3 hours
BIOL 1151 Human Anatomy and Physiology II Lab	1 hour
BIOL 2500 Plant Biology.....	2 hours
Upper Division Electives.....	9 hours
Select from any 3000 or 4000 level BIOL course with some exclusions. ¹	
¹ Courses excluded: BIOL 3210, BIOL 3211, BIOL 3220, BIOL 3221, BIOL 4231, BIOL 4232, and BIOL 4501.	
Total Program Requirements	15-18 hours

Department of Chemistry and Physics

ADMINISTRATIVE OFFICER

Michelle A. Furlong, *Department Chair*

FACULTY

Augustine O. Agyeman, *Chemistry*

Bram S. Boroson, *Physics*

John G. Campbell, *Physics*

Aubrey L. Dyer, *Chemistry*

Emily A. Harbert, *Chemistry & Science Education*

Susan F. Hornbuckle, *Chemistry*

Tatiana A. Krivosheev, *Physics*

Jonathan T. Lyon, *Chemistry*

John J. Meyers Jr., *Chemistry*

Caroline E. Sheppard, *Chemistry*

Richard H. Singiser, *Chemistry*

MISSION AND GOALS

The Department of Chemistry and Physics delivers instruction in chemistry, physics, and physical science education and is responsible for the following programs and courses:

- Bachelor of Science (B.S.) degree in Chemistry
- Dual-Degree Program in Chemistry and Chemical Engineering
- Minors in Chemistry, Physics and Forensics
- Area D courses in the Core Curriculum.
- Service courses that support Teacher Education, Integrative Studies, Allied Health and Professional Studies and that may serve other programs as general electives.
- Courses that support a variety of pre-professional programs of study for transfer to another university (pre-medical, pre-dental, pre-pharmacy, pre-physical therapy, pre-physician assistant, pre-engineering, and pre-veterinary medicine).

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are a chapter of the American Medical Student Association, a Student Affiliate Chapter of the American Chemical Society, a physics club, an astronomy club and the Pre-Pharmacy Student Association.

Bachelor of Science in Chemistry

The Bachelor of Science (B.S.) degree in Chemistry has been designed to prepare undergraduate students for graduate and professional schools or employment in the chemical sciences. The chemistry curriculum includes a core of chemistry, physics, and mathematics courses that will provide the students with skills essential for all chemistry-related careers, and will be combined with directed electives in an area of interest. Students will be prepared for the following professional programs: medical school, dental school, pharmacy school, veterinary school, and physical therapy and physician assistant programs. This curriculum is also designed to prepare

students for the following graduate programs: chemistry, biochemistry, public health, environmental science, and forensic science.

BACHELOR OF SCIENCE IN CHEMISTRY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Chemistry degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

CHEM 2411 Organic Chemistry I	3 hours
CHEM 2411L Organic Chemistry Laboratory I.....	1 hour
CHEM 2412 Organic Chemistry II	3 hours
CHEM 2412L Organic Chemistry Laboratory II.....	1 hour
MATH 1502 Calculus I.....	1 hour
MATH 2502 Calculus II.....	1 hour
PHYS 2211 Principles of Physics I.....	3 hours
PHYS 2211L Principles of Physics I Lab.....	1 hour
PHYS 2212 Principles of Physics I.....	3 hours
PHYS 2212L Principles of Physics I Lab.....	1 hour

No more than two grades of D in upper-division courses are allowed in the Chemistry major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Chemistry Major Core Requirements 30 hours

CHEM 2500 Sophomore Chemistry Seminar	2 hours
CHEM 3220/CHEM 3230 On-campus Internship/Introductory Research*	3 hours
CHEM 3411 Physical Chemistry I: Thermodynamics and Kinetics	3 hours
CHEM 3411L Physical Chemistry Laboratory	2 hours
CHEM 3412 Physical Chemistry II: Quantum Mechanics.....	3 hours
CHEM 3811 Analytical Chemistry	3 hours
CHEM 4202 Biochemistry I.....	3 hours
CHEM 4202L Biochemistry Laboratory	3 hours
CHEM 4401L/CHEM 4402L/CHEM 4403L Advanced Lab*	2 hours
CHEM 4500 Senior Chemistry Seminar	1 hour
CHEM 4811 Instrumental Analysis.....	3 hours
CHEM 4811L Instrumental Analytical Chemistry Laboratory.....	2 hours
CHEM 4999A or CHEM 4999B Senior Evaluation.....	0 hours

**Consult with your advisor to determine which of these courses best meets your academic needs, courses are repeatable with restriction.*

Upper Division Chemistry Electives (choose from the following)..... 12 hours

CHEM 3220* On-campus Internship	3 hours
CHEM 3230* Introductory Research	3 hours
CHEM 4110 Environmental Chemistry.....	3 hours
CHEM 4201 Advanced Organic Chemistry	3 hours
CHEM 4203 Biochemistry II.....	3 hours
CHEM 4204 Forensic Chemistry	3 hours
CHEM 4205 Medicinal Chemistry.....	3 hours
CHEM 4206 Polymer Chemistry.....	3 hours

CHEM 4230* Chemistry Research Practicum.....	3 hours
CHEM 4301 Inorganic Chemistry	3 hours
CHEM 4302 Solid State Chemistry	3 hours
CHEM 4411 Biophysical Chemistry	3 hours
CHEM 4412 Computational Chemistry	3 hours
CHEM 4700 Special Topics in Chemistry	3 hours
CHEM 4812 Spectroscopy	3 hours

*Courses are repeatable with restrictions, speak with your advisor to determine the correct ordering of internship and research courses for your academic needs.

Directed Electives (choose from the following)..... 18 hours

Additional CHEM courses not applied to Chemistry Core or Electives

CHEM 3210 Off-Campus Internship.....	3 hours
CHEM 4900 Biocomputing	3 hours
BIOL 1107/L Principles of Biology I and Lab.....	4 hours
BIOL 1108/L Principled of Biology II and Lab	4 hours
BIOL 3200 Cell Biology.....	3 hours
BIOL 3250/L Introductory Microbiology and Lab.....	4 hours
BIOL 4120 Neurobiology	3 hours
BIOL 4201 Genetics.....	3 hours
BIOL 4202L Biotechnology Laboratory	1 hour
BIOL 4450 Immunology	3 hours
BIOL 4460 Virology.....	3 hours
BIOL 4930 Environmental Toxicology	3 hours
CPTG 1111 Introduction to Computing	2 hours
MATH 1231 Introductory Statistics.....	3 hours
MATH 2140 Introductory Linear Algebra.....	3 hours
MATH 2502 Calculus II (excess hours not counted in Area F).....	3 hours
MATH 2503 Calculus III.....	3 hours
MATH 3303 Differential Equations	3 hours
PHYS 3213 Principles of Physics III - Modern Physics	3 hours
PHYS 3214 Classical Mechanics	3 hours
PHYS 3650 Modern Physics	3 hours
PHYS 3650L Modern Physics Laboratory.....	3 hours
PHYS 4215 Electricity and Magnetism.....	3 hours
PHYS 4216 Methods of Mathematical Physics.....	3 hours
Additional courses with advisor approval	

Important notes concerning courses:

- CHEM 3210 may be taken only one (1) time for credit.
- A total maximum of 12 credit hours of experiential learning credit can be counted in the Chemistry program. Experiential learning courses include the following: CHEM 3220, CHEM 3221, CHEM 3230, CHEM 3231, CHEM 3232, CHEM 4230, CHEM 4231, PHYS 3220, PHYS 3221, PHYS 3230, PHYS 3231, PHYS 4230, PHYS 4231
- The Research Practicum Course may be taken up to two (2) times for credit.
- Credit hours for CHEM 4700 will vary depending on the topic. The course may be repeated for credit if the topics are different.

Total Degree Requirements..... 120 hours

Other Program-Specific Graduation Requirements

1. MATH 1112A Trigonometry & Analytic Geometry or MATH 1113 Pre-calculus or MATH 1501 Calculus must be taken to satisfy the area A2 requirement in the Core Curriculum.
2. It is highly recommended that CHEM 1211, CHEM 1211L, CHEM 1212, CHEM 1212L, and MATH 1501 or MATH 2502 be used to satisfy the Area D requirements in the Core Curriculum.

Minor Program in Chemistry

The objectives of the chemistry minor are to provide a stronger background in the chemical sciences for biology majors and other majors, and to provide preparation for the workplace and graduate or professional schooling.

CHEMISTRY MINOR PROGRAM REQUIREMENTS

Lower Division Requirement	6 hours
CHEM 2411 Organic Chemistry I	3 hours
CHEM 2412 Organic Chemistry II	3 hours
Upper Division Electives	12 hours
Select from:	
CHEM 3202 Introductory Biochemistry	3 hours
CHEM 3220 On-Campus Internship	3 hours
CHEM 3230 Introductory Research	3 hours
CHEM 3411 Physical Chemistry I	3 hours
CHEM 3411L Physical Chemistry Laboratory	2 hours
CHEM 3412 Physical Chemistry II	3 hours
CHEM 3811 Analytical Chemistry	3 hours
CHEM 4110 Environmental Chemistry	3 hours
CHEM 4201 Advanced Organic Chemistry	3 hours
CHEM 4202 Biochemistry I	3 hours
CHEM 4202L Biochemistry Laboratory	3 hours
CHEM 4203 Biochemistry II	3 hours
CHEM 4204 Forensic Chemistry	3 hours
CHEM 4205 Medicinal Chemistry	3 hours
CHEM 4230 Chemistry Research Practicum	3 hours
CHEM 4206 Polymer Chemistry	3 hours
CHEM 4301 Inorganic Chemistry	3 hours
CHEM 4302 Solid State Chemistry	3 hours
CHEM 4401L Advanced Laboratory I: Organic Synthesis	2 hours
CHEM 4402L Advanced Laboratory II: Biochemistry	2 hours
CHEM 4403L Advanced Laboratory III: Inorganic	2 hours
CHEM 4411 Biophysical Chemistry	3 hours
CHEM 4412 Computational Chemistry	3 hours
CHEM 4500 Senior Chemistry Seminar	1 hour
CHEM 4700 Special Topics in Chemistry	3 hours
CHEM 4811 Instrumental Analysis	3 hours
CHEM 4811L Instrumental Analytical Chemistry Laboratory	2 hours
CHEM 4812 Spectroscopy	3 hours
Total Program Requirements	18 hours

Consult your advisor to determine which of these courses best meets your academic needs. Only one 3000-level experiential learning course (CHEM 3220 or 3230) may be counted as an elective in the Chemistry minor. CHEM 4230, CHEM 4231, or CHEM 4232 can count only once as an elective in the Chemistry minor. Special Topics in Chemistry may be repeated for credit if topics are different. Either CHEM 3202 or CHEM 4202 (but not both) may be applied to the Chemistry minor.

Minor Program in Physics

The objectives of the physics minor are to provide a stronger background in the physical sciences for chemistry majors, math majors and other majors, and to provide preparation for the workplace and graduate or professional schooling.

PHYSICS MINOR PROGRAM REQUIREMENTS

Lower Division Requirement	8 hours
PHYS 2211 Principles of Physics I	3 hours
PHYS 2211L Principles of Physics I Laboratory	1 hour
PHYS 2212 Principles of Physics II	3 hours
PHYS 2212L Principles of Physics II Laboratory	1 hour
Upper Division Electives*	10 hours minimum
Select from:	
ASTR 3010 Topics in Astrophysics	3 hours
PHYS 3213 Principles of Physics III - Modern Physics	3 hours
PHYS 3650L Modern Physics Laboratory	1 hour
PHYS 3214 Classical Mechanics	3 hours
PHYS 3220 On-Campus Internship, or	
PHYS 3230 Introductory Research or PHYS 4230 Research Practicum**	3 hours
PHYS 3412/ CHEM 3412 Physical Chemistry II	3 hours
PHYS 4215 Electricity and Magnetism	3 hours
PHYS 4216 Methods of Mathematical Physics	3 hours
Total Program Requirements	18 hours

*Consult your advisor to determine which of these courses best meets your academic needs.

** Only one 3000-4000 level experiential learning course (PHYS 3220, PHYS 3230, PHYS 3231, PHYS 4230, or PHYS 4231) may be counted as an elective in the Physics minor.

Minor Program in Forensic Science

The objectives of the forensic science minor are to provide students with an understanding of the scope and fundamental principles of forensic science, to give students a deeper appreciation of the use of scientific methods of investigation, the application of science to law and the criminal justice system. The minor is highly recommended as a supplementary program for majors in chemistry, biology, criminal justice, computer science, nursing, psychology and other related areas of study.

FORENSIC SCIENCE MINOR PROGRAM REQUIREMENTS

Lower Division Requirement **6 hours**
 FOSC 1101 Survey of Forensic Science..... 3 hours
 CRJU 1150 Introduction to Criminal Justice 3 hours

Upper Division Requirement **3 hours**
 FOSC 3100 Crime Scene Investigation 3 hours

Upper Division Electives* **9 hours minimum**

At least one course should have the FOSC prefix. Other related courses not listed here must be approved by the Forensic Program Coordinator.

BIOL 3200 Cell and Molecular Biology	3 hours
BIOL 3201 Genetics.....	3 hours
BIOL 4120 Neurobiology	3 hours
BIOL 4600 Medical Microbiology.....	3 hours
BIOL 4930 Environmental Toxicology	3 hours
CHEM 3202 Introductory Biochemistry	3 hours
CHEM 3811 Analytical Chemistry	3 hours
CHEM 4110 Environmental Chemistry.....	3 hours
CHEM 4201 Advanced Organic Chemistry	3 hours
CHEM 4202 Biochemistry I.....	3 hours
CHEM 4204 Forensic Chemistry	3 hours
CHEM 4205 Medicinal Chemistry.....	3 hours
CHEM 4811 Instrumental Analysis.....	3 hours
CHEM 4811L Instrumental Analytical Chemistry Laboratory.....	2 hours
CRJU 3100 Criminology	3 hours
CRJU 3110 Race and Crime	3 hours
CRJU 3140 Gender and Crime	3 hours
CRJU 3200 Law Enforcement	3 hours
CRJU 3210 Criminal Investigations.....	3 hours
CRJU 3280 Death Investigation	3 hours
CRJU 3410 Criminal Law and Procedures	3 hours
CRJU 4500 Sex Offenders	3 hours
CRJU 4550 White Collar Crime.....	3 hours
CSCI 1301 Computer Science I	3 hours
CSCI 1302 Computer Science II	3 hours
FOSC 3101 Laboratory Techniques in Forensic Science.....	3 hours
FOSC 4500 Senior Research in Forensic Science	3 hours
FOSC 4700 Selected Topics in Advanced Investigation	3 hours

HSEM 3500 Counter Terrorism	3 hours
HSEM 4700 Legal Issues in Homeland Security	3 hours
MATH 1231 Introductory Statistics	3 hours
MATH 3220 Applied Statistics	3 hours
PSYC 2103 Introduction to Human Development.....	3 hours
PSYC 3140 Crisis Intervention	3 hours
PSYC 3350 Abnormal Psychology	3 hours
PSYC 3530 Health Psychology	3 hours
PSYC 3580 Addictions	3 hours
SOCI 3130 Drugs and Society	3 hours
SOCI 4420 Law and Society	3 hours
Total Program Requirements	18 hours

Department of English

ADMINISTRATIVE OFFICER

Mary R. Lamb, *Department Chair*

FACULTY

Khalilah O. Ali, *English*
Brigitte F. Byrd, *English*
Shannon Cochran, *Interdisciplinary Studies and English*
Susan E. Copeland, *English*
Margaret Fletcher, *English*
Barbara A. Goodman, *English*
Cantice Greene, *English*
Gwendolyn Harold, *English*
Sipai Klein, *English*
Mary R. Lamb, *English*
Michael Lindsay, *Interdisciplinary Studies and English*
Gregory V. McNamara, *English*
Eugene Ngezem, *English*
Jennifer M. Parrott, *English*
Robert R. Pfeiffer, *English*
Stephanie A. Richardson, *English*
Kathryn Pratt Russell, *English*
Christopher J. Ritter, *English*
Amy D. Sanford, *English*
Patricia A. Smith, *English*
Robert Vaughan, *English*

MISSION AND GOALS

The Department of English at Clayton State University comprises three areas: General Education and support courses, the Bachelor of Arts in English and the Master of Arts in Teaching English. Through our General Education courses, the English department offers First-Year Writing courses and literature survey courses. The First-Year Writing Program is devised to strengthen and enhance all university students' writing and critical thinking skills. Its cutting-edge curriculum develops and integrates the skills necessary for students to succeed both at university and in the work place. The literary survey courses introduce students to some of the greatest writings and ideas humankind has created, thus expanding their understanding of themselves and their cultures.

The Bachelor of Arts in English serves a diverse population of students through its three tracks: literature, writing and English education. Courses in this major broaden and deepen a student's understanding of the great ideas and writings from ancient to contemporary times. The courses also help students to develop research skills and enhance their critical thinking skills through detailed and intensive analysis and synthesis, thus providing them with the resources to reflect upon the human experience and to apply their understanding to present issues and problems. The proficiencies and knowledge acquired through the English major offer students opportunities for success in a variety of modes, including:

- graduate study (e.g. in English, library science, technical writing and creative writing);

- professional schools (e.g. law, medical, divinity); and
- careers in multiple fields (e.g. education, media marketing, public relations, and professional and technical writing).

Through these three areas, the English program affects and influences almost every student at Clayton State University. The program is dedicated to enhancing all students’ experiences at Clayton State University. It prepares its majors for their future endeavors and develops all students’ writing and critical thinking abilities. Finally, the English program is determined to help to create a vital community for literature and the arts on campus and in the surrounding community, thus strengthening the liberal arts component of the university and its connection with the wider community.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the *Cygnets* literary/arts magazine and a number of departmental student award competitions. In addition, Department of English houses the Alpha Nu Xi chapter of Sigma Tau Delta, the International English Honor Society.

Bachelor of Arts in English

BACHELOR OF ARTS IN ENGLISH DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
 All Core Curriculum requirements for the English] degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours
 Survey of Literature Requirement 9 hours
 World Literature Course..... 3 hours
 Select from: ENGL 2111, ENGL 2112
 British Literature Course 3 hours
 Select from: ENGL 2121, ENGL 2122 or ENGL 2200 (Maymester only)
 American Literature Course..... 3 hours
 Select from: ENGL 2131, ENGL 2132
 International Languages and Lower Division Requirements 9 hours
 Competence in a language other than English through the intermediate level (e.g. SPAN/FREN 2002) is required here, in Areas B and/or C, or by competency assessment (e.g. CLEP). If the 9 hours for this area are not satisfied by International Language courses, then students may apply courses listed in Areas C or E but not already applied elsewhere. *SPAN 1001/FREN 1001 cannot be used towards any degree requirement.*

All English majors must have a C or higher in all English classes. Secondary English Education majors must have a C or better in all English and Education classes. Upper-division courses are all courses other than those of Areas A through F curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division English Writing and Literature Core Requirements 12 hours
 ENGL 3100 Introduction to Literary Studies..... 3 hours

ENGL 3110 Introduction to Writing Studies	3 hours
ENGL 4011 Critical Theory.....	3 hours
ENGL 4950 Senior Capstone.....	3 hours

Upper Division English Education Core Requirements 12 hours

ENGL 3100 Introduction to Literary Studies.....	3 hours
ENGL 4011 Critical Theory.....	3 hours
ENGL 4020 Methods in Teaching Literature.....	3 hours
ENGL 4030 Methods in Teaching Writing.....	3 hours

Upper Division Concentration Requirements 48 hours

Writing Concentration: Core Requirements 18 hours

ENGL 3212 Advanced Composition.....	3 hours
ENGL 3600 Careers in Writing.....	3 hours
ENGL 3750 Digital and Multimedia Writing.....	3 hours
ENGL 3800 Introduction to Creative Writing.....	3 hours
ENGL 3900 Professional and Technical Writing.....	3 hours
ENGL 4015 Cultural Rhetorics	3 hours

Writing Concentration: English Electives..... 18 hours

Choose six 3000- or 4000- level ENGL courses that are not applied elsewhere in the program of study.

Writing Concentration: Open Electives..... 12 hours

Select four courses, only one of which may be an upper-level English course. If a student wishes to minor in a subject, all four electives must have the same prefix.

Literature Concentration Core Requirements..... 15 hours

Cultural Studies 6 hours

Select from:

ENGL 3200 History of the English Language	3 hours
ENGL 3300 Women and Literature	3 hours
ENGL 3410 African American Literature I.....	3 hours
ENGL 3420 African American Literature II.....	3 hours
ENGL 3501 Multicultural Literature	3 hours
ENGL 3510 Caribbean Literature	3 hours
ENGL 3620 Postcolonial Literature	3 hours
ENGL 4810 Special Topics in Women and Literature	3 hours

Literature Concentration: British Literature before 1660..... 3 hours

Select from:

ENGL 4200 Medieval Literature	3 hours
ENGL 4210 Renaissance Literature.....	3 hours
ENGL 4215 Shakespeare.....	3 hours
ENGL 4221 Seventeenth Century Literature	3 hours

Literature Concentration: British Literature after 1660..... 3 hours

Select from:

ENGL 4221 Seventeenth Century Literature	3 hours
ENGL 4222 Eighteenth Century Literature	3 hours
ENGL 4241 Romantic Literature	3 hours
ENGL 4242 Victorian Literature.....	3 hours
ENGL 4250 Modern British Literature	3 hours

ENGL 3620 Postcolonial Literature (if not applied in Cultural Studies)	3 hours
Literature Concentration: American Literature before 1850	3 hours
Select from:	
ENGL 4100 Federal and Colonial Literature	3 hours
ENGL 4110 American Romanticism	3 hours
ENGL 3410 African American Literature I (If not applied in Cultural Studies)	3 hours
Literature Concentration: American Literature after 1850	3 hours
Select from:	
ENGL 4120 American Realism and Naturalism	3 hours
ENGL 4130 Southern Literature	3 hours
ENGL 4140 Modern American Literature	3 hours
ENGL 4150 Contemporary American Literature	3 hours
ENGL 3420 African American Literature II (if not applied in Cultural Studies)	3 hours
ENGL 3501 Multicultural Literature (if not applied in Cultural Studies)	3 hours

The following courses may be applied in one of the above categories depending on the topic of the course: ENGL 4610 Modern Poetry, ENGL 4630 The Short Story, ENGL 4800-4803 Special Topics in English, ENGL 4810 Special Topics in Women and Literature, ENGL 4820 Studies in Drama, or ENGL 4900 Directed Research.

Literature Concentration: English Electives **18 hours**
Choose six 3000- or 4000- level ENGL courses that are not applied elsewhere in the program of study.

Literature Concentration: Open Electives **12 hours**
Select four courses, only one of which may be an upper-level English course. If a student wishes to minor in a subject, all four electives must have the same prefix.

English Education Concentrations Core Requirements **15 hours**
Cultural Studies **3 hours**

Select from:

ENGL 3200 History of the English Language	3 hours
ENGL 3300 Women and Literature	3 hours
ENGL 3410 African American Literature I	3 hours
ENGL 3420 African American Literature II	3 hours
ENGL 3501 Multicultural Literature	3 hours
ENGL 3510 Caribbean Literature	3 hours
ENGL 3620 Postcolonial Literature	3 hours
ENGL 4810 Special Topics in Women and Literature	3 hours

English Education Concentration: British Literature before 1660 **3 hours**

Select from:

ENGL 4200 Medieval Literature	3 hours
ENGL 4210 Renaissance Literature	3 hours
ENGL 4221 Seventeenth Century Literature	3 hours

English Education Emphasis: British Literature after 1660 **3 hours**

Select from:

ENGL 4221 Seventeenth Century Literature	3 hours
ENGL 4222 Eighteenth Century Literature	3 hours
ENGL 4241 Romantic Literature	3 hours
ENGL 4242 Victorian Literature	3 hours

ENGL 4250 Modern British Literature	3 hours
ENGL 3620 Postcolonial Literature (if not applied in Cultural Studies).....	3 hours
English Education Concentration: American Literature before 1850	3 hours
Select from:	
ENGL 4100 American Colonial and Federal Literature.....	3 hours
ENGL 4110 American Romanticism.....	3 hours
ENGL 3410 African American Literature I (if not applied in Cultural Studies).....	3 hours
English Education Concentration: American Literature after 1850	3 hours
Select from:	
ENGL 4120 American Realism and Naturalism	3 hours
ENGL 4130 Southern Literature	3 hours
ENGL 4140 Modern American Literature	3 hours
ENGL 4150 Contemporary American Literature	3 hours
ENGL 3420 African American Literature II (if not applied in Cultural Studies).....	3 hours
ENGL 3501 Multicultural Literature (if not applied in Cultural Studies).....	3 hours

The following courses may be applied in one of the above categories depending on the topic of the course: ENGL 4610 Modern Poetry, ENGL 4630 The Short Story, ENGL 4800 Special Topics in English, ENGL 4810 Special Topics in Women and Literature, ENGL 4820 Studies in Drama, or ENGL 4900 Directed Research.

English Education Concentration: Guided Electives	9 hours
ENGL 3200 History of English or ENGL 3210 Advanced Grammar.....	3 hours
ENGL 4114 Adolescent Literature.....	3 hours
ENGL 4215 Shakespeare.....	3 hours
English Education Concentration: English Electives	6 hours
Choose two 3000- or 4000- level ENGL courses that are not applied elsewhere in the program of study.	
Secondary Teacher Education Concentration Area	27 Hours
EDUC 2110 Investigating Critical/Contemporary Issues	3 hours
EDUC 2120 Exploring Socio-Culture	3 hours
EDUC 2130 Exploring Teaching & Learning	3 hours
EDUC 3030 Exploring-Exceptional Learner	3 hours
EDUC 3200 Secondary School Curriculum and Assessment	3 hours
EDUC 3210 Classroom Methods and Management	3 hours
EDUC 4003 Secondary Level Seminar	1 hour
EDUC 4725 Secondary Practicum	2 hours
EDUC 4730 Secondary Internship I	3 hours
EDUC 4731 Secondary Internship II	3 hours

Total Degree Requirements..... 120-129 hours

EDUCATION POLICIES AND PROCEDURES

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page

at <http://www.clayton.edu/teachered>. Please see the Department of Teacher Education catalog page for admission, graduation, and certification requirements.

Minor Program in English

The English minor program has two concentrations that serve different populations of students. The concentration in literature is for students who intend to pursue undergraduate minors in literature or related fields, either in preparation for teaching or for other personal or professional goals. The concentration in writing is for students seeking advanced preparation for careers requiring high levels of skill in written communication (or also for graduate programs in technical or professional writing).

ENGLISH MINOR PROGRAM REQUIREMENTS

Upper Division Requirement for Literature Concentration..... 3 hours
ENGL 3100 Introduction to Literary Studies

Upper Division Requirement for Writing Concentration 3 hours
ENGL 3110 Introduction to Writing Studies

Upper Division Electives..... 12 hours

Literature Concentration 9-12 hours

Select from Literature Courses (9 – 12 hours)

ENGL 3200, ENGL 3300, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3510, ENGL 3620,
ENGL 4000, ENGL 4011, ENGL 4020, ENGL 4100, ENGL 4110, ENGL 4114, ENGL 4120,
ENGL 4130, ENGL 4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4215, ENGL 4221,
ENGL 4222, ENGL 4241, ENGL 4242, ENGL 4250, ENGL 4610, ENGL 4630, ENGL 4800,
ENGL 4810, ENGL 4820, ENGL 4900, ENGL 4950

Select from Writing Courses (0 – 3 hours)

ENGL 3110, ENGL 3140, ENGL 3210, ENGL 3212, ENGL 3220, ENGL 3230, ENGL 3600,
ENGL 3650, ENGL 3700, ENGL 3750, ENGL 3800, ENGL 3900, ENGL 3910, ENGL 4000,
ENGL 4015, ENGL 4030, ENGL 4300, ENGL 4315, ENGL 4320, ENGL 4800, ENGL 4950

Writing Concentration 9-12 hours

Select from Writing Courses (9 -12 hours)

ENGL 3140, ENGL 3210, ENGL 3212, ENGL 3220, ENGL 3230, ENGL 3600, ENGL 3650,
ENGL 3700, ENGL 3750, ENGL 3800, ENGL 3900, ENGL 3910, ENGL 4000, ENGL 4015,
ENGL 4030, ENGL 4300, ENGL 4315, ENGL 4320, ENGL 4800, ENGL 4950

Select from Literature Courses (0 – 3 hours)

ENGL 3100, ENGL 3200, ENGL 3300, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3510,
ENGL 3620, ENGL 4011, ENGL 4020, ENGL 4100, ENGL 4110, ENGL 4114, ENGL 4140,
ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4215, ENGL 4221, ENGL 4222, ENGL 4241,
ENGL 4242, ENGL 4250, ENGL 4610, ENGL 4630, ENGL 4800, ENGL 4810, ENGL 4820,
ENGL 4900, ENGL 4950

Total Program Requirements 15 hours

Combined Degree Program
Bachelor of Arts in English and Master of Arts in Liberal Studies with English Concentration

Pending SACSCOC Approval

The English Department and the School of Graduate Studies offer a combined Bachelor's and Master's degree program which allows students to receive a Bachelor of Arts in English and a Master of Arts in Liberal Studies with an English Concentration within a five-year period. Students can complete both degrees largely online. The degrees are subject to the regulations of both the undergraduate department and the School of Graduate Studies. It is the student's responsibility to know and fulfill all of the requirements for the combined degrees.

Requirements for ENGL/MALS degrees are:

- 3.0 GPA
- ENGL 3100—grade of B or better
- ENGL 3110—grade of B or better
- Acceptance into Graduate School

Students who are interested in pursuing this combined degree program should consult with the Department of English as to the specific requirements.

Badge in Professional Writing Proficiency

The requirements for a Badge in Professional Writing Proficiency would consist of the following:

1. Passing a grammar/skills test
2. Passing Professional and Technical Writing (ENGL 3900), offered every semester in both online and seated formats
3. Passing *either* Professional Editing (ENGL 3910) or Writing for Digital Media (CMS 3710), offered both online and seated
4. Passing either Argumentative Writing (ENGL 3220); Advanced Non-Fiction Writing (ENGL 4320); or Advanced Composition (ENGL 3212): the first class is recommended for professions requiring more persuasive writing, the second is for professions requiring more informational writing, the third class emphasizes grammatical and structural choices. The first is offered online, the second in a seated, classroom format, the third class is offered both online and seated classroom format.

Department of Humanities

ADMINISTRATIVE OFFICER

Adam Tate, *Department Chair*

FACULTY

Benjamin L. Buckley, *Philosophy*

Aaron A. Dopf, *Philosophy*

Jelani M. Favors, *History*

David Gilbert, *History*

Randall S. Gooden, *History*

Alexander W. Hall, *Philosophy*

Todd D. Janke, *Philosophy*

E. Joe Johnson, *French and Spanish*

Andrew P. Kurt, *History*

Sanjay Lal, *Philosophy*

Marko H. Maunula, *History*

Dennis R. Miller, *Spanish*

R.B. Rosenburg, *History*

Adam Tate, *History*

Rosario Maria Vickery, *Spanish*

Christopher Ward, *History*

Carol L. White, *History*

MISSION AND GOALS

The Department of Humanities is a multidisciplinary unit composed of faculty whose mission is to cultivate awareness of and sensitivity to the ideas and values characterizing human discourse, thought, and experience. The Department provides leadership for the University's commitment to teaching students critical and creative thinking, analytical reading and listening, as well as international language and information-gathering skills. The Department offers a diverse and technology-enhanced curriculum that encourages critical, open-minded and informed consideration of the human tradition and the many beliefs, histories, and words of our collective cultural heritage. Together, we teach introductory and advanced courses in the areas of History, Philosophy, International Languages, and Humanities, with a B.A. in History, a B.A. in History and Secondary Education, a B.A. in Philosophy, and through an online collaborative (pending final approval during the 2016-17 academic year), a B.A. in French and a B.A. in Spanish. The Department also offers minors in History, Philosophy, French, and Spanish. As Humanities faculty, we are devoted to our students, and we are actively involved in scholarly research and in service to the profession, to the University and to the larger community.

Bachelor of Arts in History

Graduates with a B.A. in history have several options including entry-level positions in history-related fields, graduate study in history, and solid liberal arts preparation for a variety of public service, business, writing, and education careers. The study of history has traditionally provided a strong background for graduates who go on to law school. Yet history degrees are versatile, viable, and valuable. Among the top skills that today's employers want which successful history majors have are written and oral communication, solving problems, analyzing data, and obtaining and processing information.

History majors at Clayton State have an experience unique in the nation, because no other campus has a state archives and a regional national archives located immediately adjacent to campus. Clayton State students will have the opportunity to conduct research in these facilities, and internships in either facility are possible.

History majors may choose from five concentrations or a minor in another discipline:

- Southern Studies
- World Cultures
- Archives
- Public History
- General History

BACHELOR OF ARTS IN HISTORY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the History degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

World Language Option..... 0-6 hours

Students contemplating advanced study in the field of history or international travel are strongly encouraged to study a language other than English.

Lower Division Major Requirements..... 12 hours

Select from among:

HIST 1111 or 1112 World History..... 3 hours

HIST 2111 or 2112 U. S. History 3 hours

HIST 2750 Critical Trends & Issues in Recent World History 3 hours

HIST 2500 Historical Methods 3 hours

Grades of C or better are required for all lower division HIST courses.

Lower Division Major Electives..... 0-6 hours

Select from: AFAM 2010, ECON 2105, ECON 2106, MATH 1231, PHIL 2010,
PHIL 2030, PHIL 2040, POLS 2101, POLS 2401, PSYC 2103, SOCI 1101,
SOCI 2293, SOCI 2420

No more than two grades of D in upper-division courses are allowed in the History major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements	12 hours
HIST 3001 Historiography	3 hours
HIST 3010 Introduction to Public History	3 hours
HIST 3110 Georgia History and Government	3 hours
HIST 4850 Senior Thesis in History	3 hours

Required Upper Division United States History Core **12 Hours**

Select from among:

HIST 3120 The Establishment of the U.S., 1607-1800.....	3 hours
HIST 3125 The Age of Jefferson and Jackson	3 hours
HIST 3130 Sectionalism and the Civil War	3 hours
HIST 3132 The Reconstruction Era, 1863-1877	3 hours
HIST 3135 The U.S. in the Gilded Age and Progressive Era 1877-1917	3 hours
HIST 3140 Themes of 20th Century U.S.....	3 hours
HIST 3150 War and Diplomacy 1898-Present.....	3 hours
HIST 3245 History through Film (relevant topics)	3 hours
HIST 3330 Business and Economic History of the U.S.	3 hours
HIST 3420 Family History & Genealogical Resources	3 hours
HIST 3450 U.S. Military History	3 hours
HIST 3700 U.S. Historical Geography.....	3 hours
HIST 4003 Women's History	3 hours
HIST 4004 Environmental History	3 hours
HIST 4010 U.S. Intellectual History	3 hours
HIST 4020 History of the Old South	3 hours
HIST 4030 History of the New South	3 hours
HIST 4040 African American History to 1877	3 hours
HIST 4050 African American History since 1877	3 hours
HIST 4440 Historical Exhibitions & Public Programming.....	3 hours
HIST 4450 Intro to Historic Preservation.....	3 hours
HIST 4800 Selected Topics in History.....	3 hours
HIST 4900/4901/4902 Independent Study in History.....	3 hours

Required Upper Division World History Core **9 Hours**

Select from among:

HIST 3210 The Twentieth Century World	3 hours
HIST 3215 Latin American-U.S. Relations.....	3 hours
HIST 3221 Colonial Latin America	3 hours
HIST 3223 Modern Latin America	3 hours
HIST 3225 Caribbean History.....	3 hours
HIST 3227 History of Mexico.....	3 hours
HIST 3230 History of Sub-Sahara Africa.....	3 hours
HIST 3240 History of Middle East and North Africa.....	3 hours
HIST 3245 History through Film (relevant topics)	3 hours
HIST 3250 Pre-Modern East Asian History.....	3 hours
HIST 3255 Modern East Asian History	3 hours
HIST 3260 Pre-Modern South Asia History	3 hours
HIST 3265 Modern South Asian History	3 hours
HIST 3270 Pre-Modern History of Russia	3 hours
HIST 3275 Modern Russian History	3 hours

HIST 3800 World Historical Geography	3 hours
HIST 4110 Ancient Greece & Rome	3 hours
HIST 4115 Middle Ages	3 hours
HIST 4120 Renaissance and Reformation.....	3 hours
HIST 4130 Absolutism & Revolution	3 hours
HIST 4200 Nineteenth Century Europe.....	3 hours
HIST 4250 History of World Religions.....	3 hours
HIST 4350 Modern World Intellectual History	3 hours
HIST 4800 Selected Topics in History.....	3 hours
HIST 4900/4901/4902 Independent Study in History.....	3 hours

Upper Division Major Concentration **18-21 hours**

History majors must select one of the following five concentrations or choose a minor in another discipline:

1. Southern Studies Concentration **21 hours**

Select 3-4 courses:

HIST 3120 The Establishment of the U.S	3 hours
HIST 3125 Age of Jefferson and Jackson.....	3 hours
HIST 3130 Sectionalism and the Civil War	3 hours
HIST 3132 The Reconstruction Era	3 hours
HIST 3135 Gilded Age and Progressive Era.....	3 hours
HIST 3420 Family History & Genealogical Resources	3 hours
HIST 3700 U.S. Historical Geography.....	3 hours
HIST 4040 African American History to 1877	3 hours
HIST 4050 African American History since 1877	3 hours

Required courses:

HIST 4020 History of the Old South	3 hours
HIST 4030 History of the New South	3 hours

Select 1-2 course(s):

ENGL 3410 African American Literature I	3 hours
ENGL 3420 African American Literature II.....	3 hours
ENGL 4130 Southern Literature	3 hours
POLS 4422 African American Political Thought.....	3 hours

2. World Cultures Concentration **21 hours**

Select 3 courses:

HIST 3210 The Twentieth Century World	3 hours
HIST 3215 Latin American-U.S. Relations	3 hours
HIST 3221 Colonial Latin America	3 hours
HIST 3223 Modern Latin America	3 hours
HIST 3225 Caribbean History.....	3 hours
HIST 3227 History of Mexico.....	3 hours
HIST 3230 History of Sub-Sahara Africa.....	3 hours
HIST 3240 History of Middle East and North Africa.....	3 hours
HIST 3245 History through Film (relevant topics)	3 hours
HIST 3250 Pre-Modern East Asian History.....	3 hours
HIST 3255 Modern East Asian History.....	3 hours
HIST 3260 Pre-Modern South Asian History	3 hours
HIST 3265 Modern South Asian History	3 hours
HIST 3270 Pre-Modern History of Russia	3 hours

HIST 3275 Modern Russian History	3 hours
Select 1:	
PHIL 4400 Philosophy of Culture	3 hours
HUMN 3102 International Arts & Culture	3 hours
HUMN 4800 - Selected Topics in Humanities	3 hours
HIST 4800 Selected Topics in History.....	3 hours
Required courses:	
HIST 3800 World Historical Geography	3 hours
HIST 4250 History of World Religions	3 hours
Select 1:	
CMS 3101 Media and Culture	3 hours
CMS 3810 Women and Popular Culture	3 hours
CMS 4500 Global Contexts in Communication & Media Studies	3 hours
CMS 4810 Women & the Arts	3 hours
FREN 3110 French Culture & Civilization	3 hours
INTL 3800 Study Abroad	3 hours
POLS 4452 Politics of Asia.....	3 hours
POLS 4453 Politics of Africa	3 hours
POLS 4454 Politics of the Middle East.....	3 hours
POLS 4455 Politics of Latin America	3 hours
SOCI 3310 Race & Ethnicity	3 hours
SPAN 4334 Contemporary Spanish Culture	3 hours
SPAN 4335 Latin America Culture & Civilization	3 hours
WST 3400 Global Studies: Gender, Culture & Globalization.....	3 hours
3. Archival Concentration	21 hours
HIST 3901 Archival Internship I.....	3 hours
HIST 3401 Introduction to Archival Theory and Practice.....	3 hours
HIST 3410 Introduction to Electronic Records	3 hours
HIST 3420 Family History and Genealogical Resources.....	3 hours
HIST 4401 Readings in Archival Studies	3 hours
HIST 4902 Archival Internship II.....	3 hours
Select one additional relevant course as approved by advisor.	
4. Public History Concentration	21 hours
Take the following:	6 hours
HIST 3901 Archival Internship I.....	3 hours
HIST 4901 History Internship or HIST 4903 History Practicum	3 hours

Choose 5 of the following courses	15 hours
HIST 3401 Introduction to Archival Theory and Practice	3 hours
HIST 3410 Introduction to Electronic Records	3 hours
HIST 3420 Family History and Genealogical Resources.....	3 hours
HIST 4440 Historical Exhibitions & Public Programming.....	3 hours
HIST 4450 Introduction to Historic Preservation	3 hours
HIST 4900/4901/4902 Independent Study in History	3 hours

5. General History Concentration **18-21 hours**
 Take 6-7 additional Upper Division (3000-4000 level) HIST

Major Related Electives..... **3-6 hours**

Select from among:

AFAM 3100 Harlem Renaissance	3 hours
AFAM3200 Black Arts Movement.....	3 hours
ART 3310 19th and 20th Century Art ...	3 hours
ART 3401 American Art Visions	3 hours
CMS 3200 History of Communication	3 hours
CMS 3310 Film History.....	3 hours
CMS 3340 National Cinemas	3 hours
CMS 3810 Women & Popular Culture.....	3 hours
CMS 4320 Women and Film	3 hours
CMS 4330 Film Genres	3 hours
CRJU3420 Constitutional Law.....	3 hours
CRJU4426 Civil Liberties.....	3 hours
ENGL 2111 World Literature I	3 hours
ENGL 2112 World Literature II	3 hours
ENGL 2121 British Literature I.....	3 hours
ENGL 2122 British Literature II.....	3 hours
ENGL 2131 American Literature	3 hours
ENGL 2132 American Literature II	3 hours
ENGL 3200 History of English Language.....	3 hours
ENGL 3330 Women & Literature.....	3 hours
ENGL 3410 African American Literature I	3 hours
ENGL 3420 African American Literature II	3 hours
ENGL 3501 Multicultural Literature	3 hours
ENGL3510 Caribbean Literature	3 hours
ENGL 3620 Post-Colonial Literature	3 hours
ENGL 4100 American Colonial & Federal Literature	3 hours
ENGL 4110 American Romanticism.....	3 hours
ENGL 4120 American Realism & Naturalism.....	3 hours
ENGL 4130 Southern Literature	3 hours
ENGL 4140 Modern American Literature	3 hours
ENGL 4150 Contemporary American Literature	3 hours
ENGL 4200 Medieval Literature	3 hours
ENGL 4210 Renaissance Literature.....	3 hours
ENGL4221 Seventeenth Century Literature	3 hours
ENGL4222 Eighteenth Century Literature	3 hours
ENGL 4241 Romantic Literature	3 hours
ENGL 4242 Victorian Literature.....	3 hours
ENGL 4250 Modern British Literature	3 hours

FREN 3110 French Culture & Civilization I	3 hours
FREN 3120 French Culture & Civilization II	3 hours
FREN 4030 Introduction to French Literature	3 hours
FREN 4200 The Francophone World.....	3 hours
HUMN 3101 The Humanities, Arts, and Society	3 hours
HUMN 3102 International Arts and Culture.....	3 hours
HUMN4800 Selected Topics in Humanities	3 hours
INTL 2800 Study Abroad	3 hours
INTL 3800 Study Abroad	3 hours
MUSC 2611 Music History I.....	3 hours
MUSC 3101 History of Jazz.....	3 hours
MUSC 3612 Music History II	3 hours
MUSC 3613 Music History III	3 hours
PHIL 3200 Ancient Philosophy	3 hours
PHIL 3400 Medieval Philosophy.....	3 hours
PHIL 3600 Modern Philosophy.....	3 hours
PHIL 3800 Contemporary Philosophy	3 hours
PHIL 4200 Philosophy of Religion.....	3 hours
PHIL 4400 Philosophy of Culture	3 hours
POLS 3350 International Relations	3 hours
POLS 3360 The US Congress	3 hours
POLS 3370 The US Presidency	3 hours
POLS 3382 Women & Politics.....	3 hours
POLS 4420 Political Philosophy	3 hours
POLS 4421 American Political Thought 1620-Present.....	3 hours
POLS 4422 African American Political Thought.....	3 hours
POLS 4425 Constitutional Law.....	3 hours
POLS 4426 Civil Liberties.....	3 hours
POLS 4427 Equal Rights in America	3 hours
POLS 4450 American Foreign Policy.....	3 hours
POLS 4451 Politics of Europe	3 hours
POLS 4452 Politics of Asia.....	3 hours
POLS 4453 Politics of Africa	3 hours
POLS 4454 Politics of Middle East.....	3 hours
POLS 4455 Politics of Latin America	3 hours
SOCI 3130 Drugs and Society	3 hours
SOCI 3310 Race and Ethnicity.....	3 hours
SOCI 3450 Urban Soc/Soc of Inner City	3 hours
SOCI 3650 Social Movements	3 hours
SOCI 4153 Sociology of Aging	3 hours
SPAN 4231 Intro to Spanish Literature	3 hours
SPAN 4234 Intro to Contemporary Spanish Literature	3 hours
SPAN 4334 Contemporary Spanish Culture & Civilization	3 hours
SPAN 4335 Latin Amer. Culture & Civil	3 hours
THEA 3101 Theatre, Cinema, and Society	3 hours
THEA 4520 African American Theatre	3 hours
WST 3300 Women and Sport	3 hours
WST 3400 Gender, Culture & Globalization	3 hours
WST 3410 U.S. Women of Colors	3 hours

Free Elective **3 hours**

Another course from Related Electives list or any course numbered 1000 or higher (except PHED, WLAB, or courses identified in the catalog as career or institutional credit courses).

BACHELOR OF ARTS IN HISTORY and SECONDARY EDUCATION DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the History and Secondary Education degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 15-18 hours

World Language Option 0-6 hours
For History & Secondary Education majors, knowledge of a world language is strongly recommended.

Grades of C or better are required for all lower division HIST courses.

Lower Division Major Requirements..... 12 hours

Select from among:

HIST 1111 or 1112 World History
 (Whichever NOT taken in Area E2) 3 hours

HIST 2111 or 2112 U. S. History
 (Whichever NOT taken in Area E3) 3 hours

HIST 2750 Critical Trends & Issues in Recent World History 3 hours

HIST 2500 Historical Methods 3 hours

Grades of C or better are required for all lower division HIST courses.

Lower Division Major Electives..... 0-6 hours

Select from: AFAM 2010, ECON 2105, ECON 2106, MATH 1231, PHIL 2010,
 PHIL 2030, PHIL 2040, POLS 2101, POLS 2401, PSYC 2103, SOCI 1101,
 SOCI 2293, SOCI 2420

No grades of D in upper-division courses are allowed in the Secondary Education track of the History major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

History Major Requirements..... 18 hours

HIST 3001 Historiography 3 hours

HIST 3110 Georgia History and Government 3 hours

HIST 3700 U.S. Historical Geography OR HIST 3800 World Historical Geography 3 hours

HIST 4250 World Religions 3 hours

HIST 3601 Methods/Strategies for Teaching History 3 hours

HIST 4850 Senior Thesis in History 3 hours

Upper Division U.S. History Electives 9 Hours

Select from among:

HIST 3120 The Establishment of the U.S., 1607-1800 3 hours

HIST 3125 The Age of Jefferson and Jackson 3 hours

HIST 3130 Sectionalism and the Civil War 3 hours

HIST 3132 The Reconstruction Era, 1863-1877	3 hours
HIST 3135 The U.S. in the Gilded Age and Progressive Era 1877-1917	3 hours
HIST 3140 Themes in U.S. 20 th Century	3 hours
HIST 3150 War and Diplomacy 1898-Present	3 hours
HIST 3330 Business and Economic History of the U.S.	3 hours
HIST 3450 U.S. Military History	3 hours

Upper Division World History Electives..... 9 Hours

Select from among:

HIST 3210 The Twentieth Century World	3 hours
HIST 3221 Colonial Latin America	3 hours
HIST 3223 Modern Latin America	3 hours
HIST 3227 History of Mexico	3 hours
HIST 3230 History of Sub-Sahara Africa.....	3 hours
HIST 3240 History of Middle East and North Africa.....	3 hours
HIST 3255 Modern East Asian History.....	3 hours
HIST 3265 Modern South Asian History	3 hours
HIST 3275 Modern Russian History	3 hours
HIST 4130 Early Modern Europe	3 hours
HIST 4200 Nineteenth Century Europe.....	3 hours

Secondary Teacher Education Emphasis Area 27 Hours

EDUC 2110 Investigating Critical/Contemp. Issues.....	3 hours
EDUC 2120 Exploring Socio-Culture	3 hours
EDUC 2130 Exploring Teaching & Learning	3 hours
EDUC 3030 Exploring-Exceptional Learner	3 hours
EDUC 3200 Secondary School Curriculum and Assessment	3 hours
EDUC 3210 Classroom Methods and Management.....	3 hours
EDUC 4003 Secondary Level Seminar	1 hour
EDUC 4725 Secondary Practicum	2 hours
EDUC 4730 Secondary Level Internship	3 hours
EDUC 4731 Secondary Level Internship II	3 hours

EDUCATION POLICIES AND PROCEDURES

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at <http://www.clayton.edu/teachered>. Please see the Department of Teacher Education for admission, graduation, and certification requirements.

Minor Program in History

The objectives of the history minor are:

- To help prepare students for professional careers and advanced study in political science, law, teaching and a myriad of other public and private sector positions;
- To offer an opportunity for students to broaden their education and to pursue their interests in history but who choose to major in another discipline, perhaps completely unrelated to history;

- To provide students with a way of thinking about the human experience over time, to reason systematically, to examine critically the relationships among people and events, and to reach thoughtful judgments about human affairs;
- To offer Clayton State students in other major degree programs minor concentration course options similar to those provided at other system institutions with history four-year degree and minor programs.

HISTORY MINOR PROGRAM REQUIREMENTS

Lower Division Requirements	6 hours
HIST 2500 Historical Methods	
HIST 2750 Critical Issues & Trends in Recent World History	
Upper Division Electives	12 hours
Select four 3000-4000 level HIST courses (at least one course must be from Required Upper Division World History Core).	
Total Program Requirements	18 hours

Bachelor of Arts in Philosophy

The Philosophy major provides students with skills that will enhance their performance whatever their courses of study or career aims. The hallmark of philosophy is the attempt to think with rigor, clarity, and creativity about difficult and enduring questions: Who am I? What can I know? How should I act? In coming to understand and think philosophically about such questions, students learn to think more clearly and deeply about any question, enabling them to do whatever they choose to do, only better. Graduates often pursue careers in law, management, politics, business, social work, marketing, art, journalism, education, public administration, and religion. For those interested in advanced study, philosophy graduates are among the top scorers on graduate and professional admission exams (SAT, GRE, GMAT, MCAT).

BACHELOR OF ARTS IN PHILOSOPHY DEGREE PROGRAM REQUIREMENTS

Core Curriculum Areas A-E **42 hours**
 All Core Curriculum requirements for the Philosophy degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Required Courses Area F **18 hours**
 PHIL 2010 Introduction to World Philosophy 3 hours
 PHIL 2030 Ethics in Historical & Contemporary Perspective 3 hours
 PHIL 2040 Introduction to Aesthetics 3 hours

Three 1000- or 2000-level classes from courses with the following designations: AFAM, ART, BIOL, CHEM, CMS, COMM, CRJU, ECON, EDUC, ENGL, FREN, HIST, HUMN, INTL, JOUR, MATH, MUSC, PARA, PHIL, PHYS, POLS, PSYC, SOSC, SOCI, SPAN, THEA, or WST (9 hrs.)

Upper Division Major Core Requirements	12 hours
PHIL 3200 Ancient Philosophy	3 hours
PHIL 3400 Medieval Philosophy.....	3 hours
PHIL 3600 Modern Philosophy.....	3 hours
PHIL 3800 Contemporary Philosophy	3 hours

Upper Division Philosophy Electives	9-15 hours
PHIL 4200 Philosophy of World Religion	3 hours
PHIL 4400 Philosophy of Culture	3 hours
PHIL 4600 Logic & Philosophy	3 hours
PHIL 4800 Special Topics in Philosophy.....	3 hours
PHIL 4900 Directed Study in Philosophy	3 hours

Upper Division Related Electives	30-39 hours
Ten to thirteen classes from courses with the following designations: AFAM, ART, BIOL, CHEM, CMS, COMM, CRJU, ECON, EDUC, ENGL, FREN, HIST, HUMN, INTL, JOUR, MATH, MUSC, PARA, PHIL, PHYS, POLS, PSYC, SOSOC, SOCI, SPAN, THEA, or WST. Up to 18 hours of 1000-2000 level non-core curriculum coursework may be applied here.	

This category may be partially satisfied by completion of the Law Concentration Option (12 hours), the Ethics Concentration Option (12 hours), or a Minor in a separate discipline (15-21hours).

Law Concentration Option **12 hours**

Select from the following courses:

BLAW 3370 Intermediate Business Law	3 hours
CRJU 3100 Criminology	3 hours
CRJU 3110 Race and Crime	3 hours
CRJU 3410 Survey of Criminal Law and Procedures	3 hours
CRJU 3420 Constitutional Law.....	3 hours
CRJU 4200 Criminal Justice Ethics.....	3 hours
CRJU 4410 Comparative Criminal Justice.....	3 hours
CRJU 4424/POLS 4424 Judicial Process	3 hours
CRJU 4426/POLS 4426 Civil Liberties.....	3 hours
HIST 3150 War and Diplomacy 1898-Present	3 hours
HIST 4004 Environmental History	3 hours
HSCI 3520 Legal Issues in Health Care.....	3 hours
PARA designated approved courses	3 hours
POLS 4420 Political Philosophy	3 hours
POLS 4421 American Political Thought 1620-Present.....	3 hours
POLS 4422 African-American Political Thought	3 hours
POLS 4425 Constitutional Law.....	3 hours
POLS 4427 Equal Rights in America	3 hours

Ethics Concentration Option **12 hours**

Select from the following courses:

AFAM 3510 Black Feminist/Womanist Theory.....	3 hours
COMM 4510 Intercultural Communication	3 hours
CRJU 4200 Criminal Justice Ethics.....	3 hours
ENGL 3501 Multicultural Literature	3 hours
HIST 3150 War and Diplomacy 1898-Present.....	3 hours
HIST 4001 African-American History	3 hours

HIST 4003 Women's History	3 hours
HIST 4004 American Environmental History.....	3 hours
HIST 4250 History of World Religions.....	3 hours
HSCI 3550 Ethical Issues in Health Care.....	3 hours
PSYC 3130 Social Psychology.....	3 hours
PSYC 3180 Cross-Cultural Psychology	3 hours
PSYC 3300 Applied Ethics in the Helping Professions.....	3 hours
PSYC 4110 Psychology of Gender	3 hours
PSYC 4160 Death and Dying	3 hours
SOCI 3310 Race and Ethnicity.....	3 hours
SOCI 3320 Social Inequality and Stratification	3 hours
SOCI 3410 Sociology of Religion	3 hours
WST 3400 Gender, Culture, and Globalization.....	3 hours
WST 3410 U.S. Women of Color.....	3 hours
WST 3500 Feminist Theory.....	3 hours

Option for Minor in Separate Discipline **15-21 hours***
 *(Credit hours specified by minor program)

Total Degree Requirements **120 hours**
 Core Curriculum Areas A-E (42 hours)+ Lower Division Major Requirements (18 hours) + Major Requirements (60 hours)

Minor Program in Philosophy

The Philosophy minor will provide students with skills that will enhance their academic performance whatever their major course of study and whatever their career aim. The hallmark of philosophy is the attempt to think with rigor and clarity about difficult and enduring questions: Who am I? What can I know? How should I act? In coming to understand and think philosophically about such questions, students develop the ability to think more clearly and deeply about any question. So, the study of philosophy, in itself often abstract and theoretical, pays dividends of the most practical sort, enabling the student to do whatever s/he chooses to do, better. Moreover, the philosophy minor gives the student's academic record something distinctive, which is attractive to potential employers.

To fulfill a minor in Philosophy, students must complete a minimum of 18 semester hours of coursework with at least 9 hours of upper-division coursework. Students will choose from among 9 upper division courses and 3 lower division courses to complete the 18 hours required for the minor in Philosophy. Pre-requisites for the upper division courses will be CRIT 1101, ENGL 1101 & 1102, and either PHIL 2010, 2030, or 2040.

PHILOSOPHY MINOR PROGRAM REQUIREMENTS

Lower Division Requirements **9 hours**
 PHIL 2010 Introduction to World Philosophy
 3 hours || PHIL 2030 Introduction to Aesthetics | 3 hours |
| PHIL 2040 Ethics in Historical & Contemporary Perspective | 3 hours |

Upper Division Courses (Choose three from the following): **9 hours**
 PHIL 3200 Ancient Philosophy
 3 hours |

PHIL 3400 Medieval Philosophy	3 hours
PHIL 3600 Modern Philosophy	3 hours
PHIL 3800 Contemporary Philosophy	3 hours
PHIL 4200 Philosophy of World Religions	3 hours
PHIL 4400 Philosophy of Culture	3 hours
PHIL 4600 Logic & Philosophy	3 hours
PHIL 4800 Special Topics in Philosophy	3 hours
PHIL 4900 Directed Study in Philosophy	3 hours
Total Program Requirements	18 hours

The Department of Humanities offers two minors in world languages: French and Spanish. These minors will enhance listening, oral, writing, and reading, speaking, and cultural expertise of students in the target language. They will supplement students' degrees in other programs offered at the University and in graduate school programs, they will help prepare students to engage effectively with the world in varied ways, and they will enhance students' career opportunities.

Bachelor of Arts of French

The degree program in French is offered through an online collaborative of four University System of Georgia (USG) institutions: Armstrong State University, Clayton State University, Coastal Georgia State College, and Valdosta State University. The program is offered primarily at a distance via the university system's centrally supported course management system. Possible exceptions to fully online delivery would be face-to-face or hybrid classes offered by the consortium members or other USG institutions.

The purpose of the Bachelor of Arts in French is to produce graduates who are prepared to assume a variety of important roles in Georgia communities. The program provides a foundation of required major courses, which includes French conversation and composition, language, civilization, Francophone literature, and applied French courses for the professions. This approach allows students to develop areas of expertise that best meet the needs of their career paths, including the critical need for French-speaking professionals in business, industry, health care, law enforcement, and public service. The program provides a focus on oral communication in professional settings, with opportunities for development of specialized vocabulary, analysis of the language used in professional settings, research in professional areas, and hands-on experiences in the community or abroad. These opportunities prepare students with an understanding of cultural factors affecting communication.

BACHELOR OF ARTS IN FRENCH DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the French degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Language Competence 0-12 hours

Competence in French through the intermediate level (i.e. FREN 2002) is required, here, in Area C, or by competency assessment (e.g., CLEP). If not used in Areas A-E, these classes may include FREN 1001, FREN 1002, FREN 2001, and FREN 2002.

Elective Courses 6-18 hours
 Any 1000-2000 courses listed but not applied in Areas C or E.
All French majors must have a C or higher in all French classes.

Upper Division Major Requirements 33 hours
 FREN 2010 3 hours
 FREN 3001 or FREN 3002 3 hours
 FREN 3150 or 3160 3 hours
 FREN 3201 3 hours
 FREN 3250 or 3260 3 hours
 FREN 4001 and 4002 6 hours
 FREN 4991 3 hours
 FREN 3XXX/4XXX 6 hours
 ESOL 4010 3 hours

Upper Division French Electives 0-27 hours
 FREN 3300 3 hours
 FREN 3400 3 hours
 FREN 4210 3 hours
 FREN 4800 0-9 hours
 FREN 4950 3 hours
 FREN 4960 3 hours
 FREN 4980 3 hours

Upper Division Related Electives 0-24 Hours
 Up to 21 hours of 1000-2000 level, non-core curriculum coursework may be applied here. This area may be satisfied by course work towards a major or minor in a separate discipline, including a second language.

Total Degree Requirements 120 hours

Minor Program in French

FRENCH MINOR PROGRAM REQUIREMENTS

Lower Division Prerequisite 3 hours
 Completion of FREN 2002 with a C or better.

Upper Division Electives 12 hours
 Select from FREN 3001, FREN 3002, FREN 3150, FREN 3160, FREN 3201,
 FREN 3250, FREN 3260, FREN 3300, FREN 3400, FREN 4001, FREN 4002,
 FREN 4210, FREN 4800, FREN 4950, FREN 4960, FREN 4980.

Total Program Requirements 15 hours

Bachelor of Arts of Spanish

The degree program in French is offered through an online collaborative of four University System of Georgia (USG) institutions: Armstrong State University, Clayton State University, Coastal Georgia State College, and Valdosta State University. The program is offered primarily at a distance via the university system's centrally supported course management system. Possible exceptions to fully online delivery would be face-to-face or hybrid classes offered by the consortium members or both other USG institutions.

The purpose of the Bachelor of Arts in Spanish is to produce graduates who are prepared to assume a variety of important roles in Georgia communities. The program provides a foundation of required Major courses, which includes Spanish conversation and composition, language, civilization, Spanish and Latin American literature, and applied Spanish courses for the professions. This approach allows students to develop areas of expertise that best meet the needs of their career paths, including the critical need for Spanish-speaking professionals in business, industry, health care, law enforcement and public service. The program provides a focus on oral communication in professional settings, with opportunities for development of specialized vocabulary, analysis of the language used in professional settings, research in professional areas, and hands-on experiences in the community or abroad. These opportunities prepare students with an understanding of cultural factors affecting communication.

BACHELOR OF ARTS IN FRENCH DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Spanish degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Language Competence 0-12 hours

Competence in Spanish through the intermediate level (i.e., SPAN 2002) is required, here, in Area C, or by competency assessment (e.g., CLEP). If not used in Areas A-E, these classes may include SPAN 1001, SPAN 1002, SPAN 2001, SPAN 2002.

Elective Courses 6-18 hours

Any 1000-2000 courses listed but not applied in Areas C or E. *All Spanish majors must have a C or higher in all Spanish classes.*

Upper Division Major Requirements 36 hours

SPAN 3000 3 hours

SPAN 3010 3 hours

SPAN 3150 3 hours

SPAN 3160 3 hours

SPAN 3200 3 hours

SPAN 3250 or SPAN 3260 3 hours

SPAN 4010 3 hours

SPAN 4020 3 hours

SPAN 4900 3 hours

SPAN 3XXX/4XXX 6 hours

ESOL 4010 3 hours

Upper Division SPANISH Electives	0-24 hours
SPAN 3012	3 hours
SPAN 3014	3 hours
SPAN 4110	3 hours
SPAN 4220	0-9 hours
SPAN 4240	3 hours
SPAN 4250	3 hours
SPAN 4260	3 hours
SPAN 4270	3 hours
SPAN 4500	3 hours
SPAN 4501	3 hours
SPAN 4900	3-6 hours
SPAN 4950	3-6 hours
SPAN 4970	1-6 hours
SPAN 4980	1-6 hours

Upper Division Related Electives **0-24 Hours**
 Up to 21 hours of 1000-2000 level non-core curriculum coursework may be applied here. This area may be satisfied by course work towards a major or minor in a separate discipline, including a second language.

Total Degree Requirements **120 hours**

Minor Program in Spanish

Lower Division Prerequisite **3 hours**
 Completion of SPAN 2002 with a C or better.

Upper Division Electives..... **12 hours**
 Select from SPAN 3000, SPAN 3010, SPAN 3012, SPAN 3014, SPAN 3150,
 SPAN 3160, SPAN 3200, SPAN 3250, SPAN 3260, SPAN 4010, SPAN 4020,
 SPAN 4110, SPAN 4220, SPAN 4240, SPAN 4250, SPAN 4260, SPAN 4270,
 SPAN 4500, SPAN 4501, SPAN 4900, SPAN 4950.

Total Program Requirements **15 hours**

Department of Interdisciplinary Studies

ADMINISTRATIVE OFFICER

Jason Davis, *Department Chair*

FACULTY/ACADEMIC PROFESSIONAL

Christie H. Burton, *Bachelor of Applied Sciences*

Xueyu Cheng, *Bachelor of Applied Sciences*

Shannon M. Cochran, *Interdisciplinary Studies/English*

Thomas Garsombke, *Bachelor of Applied Sciences*

Vangela Humphries, *Interdisciplinary Studies/Advisor*

Bryan T. LaBrecque, *Bachelor of Applied Sciences*

Michael M. Lindsay, *Interdisciplinary Studies*

Marla R. Stewart, *Women's and Gender Studies and Sociology*

MISSION AND GOALS

The Department of Interdisciplinary Studies offers unique programs that allow students to construct a curriculum using their prior knowledge to propel them to reach their personal, professional and educational goals. Our multifaceted department has multiple degrees that allow students to complete their degrees traditionally or through distance learning to adequately prepare students from diverse populations and geographical areas to compete in a rapidly changing workforce. As we prepare students for their career goals, we seek to provide a curriculum that cultivates and sustains a viable relationship between the academy and the community.

The Department of Interdisciplinary Studies is responsible for the following programs and courses:

- Bachelor of Science (B.S.) & AA/AS degrees in Integrative Studies.
- Bachelor of Arts (B.A.) degree in Liberal Studies
- Minor in Women's and Gender Studies
- Minor in African American Studies
- Minor in Aviation Administration
- Minor in Homeland Security/Emergency Management
- Bachelor of Applied Science (B.A.S.) Administrative Management, Technology Management, and Homeland Security/Emergency Management
- Masters of Arts (M.A.) degree in Liberal Studies

Associate of Arts in Integrative Studies

The Associate of Arts in Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student’s career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. An Associate of Arts in Integrative Studies can also be designed to prepare students for Clayton State University’s Bachelor of Arts in Liberal Studies.

ASSOCIATE OF ARTS IN INTEGRATIVE STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
 All Core Curriculum requirements for the Liberal Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours
 Humanities 3 hours
 Any 1000- or 2000-level courses with the following prefixes: AFAM, ART, CMS, COMM, ENGL, FREN, HIST, MUSC, PHIL, SPAN, THEA, and WST.
 Social Sciences..... 3 hours
 Any 1000- or 2000-level courses with the following prefixes: AFAM, CRJU, ECON, EDUC, POLS, PSYC, SOCI, and WST.
 Area Major Courses 12 hours
 Courses from Area F of any major that have not been used to satisfy Core Curriculum category requirements.

Associate of Science in Integrative Studies

The Associate of Science in Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student’s career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. An Associate of Science in Integrative Studies can also be designed to prepare students for a Bachelor's degree in certain disciplines if Area F coursework follows the required courses for Area F of any major.

ASSOCIATE OF SCIENCE IN INTEGRATIVE STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
 All Core Curriculum requirements for the Integrative Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours
 Courses applied in this category cannot also satisfy Core Curriculum category requirements of Area A-E. Coursework varies depending on student’s academic areas of study. Students should consult with their advisor to design a plan of coursework.

Bachelor of Arts in Liberal Studies

The Bachelor of Arts in Liberal Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student's career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. A Bachelor of Arts in Liberal Studies can also be designed to prepare students for graduate school in Clayton State University's Master of Arts in Liberal Studies.

ADMISSION AND READMISSION REQUIREMENTS

Before beginning upper-division study in Liberal Studies, applicants must:

1. Have completed 45 semester credit hours;
2. Have completed ENGL 1101 and ENGL 1102 with a grade of A, B, C, or K.

BACHELOR OF ARTS IN LIBERAL STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Liberal Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Humanities 3 hours

Any 1000- or 2000-level courses with the following prefixes: AFAM, ART, CMS, COMM, ENGL, FREN, HIST, MUSC, PHIL, SPAN, THEA, and WST.

Social Sciences..... 3 hours

Any 1000- or 2000-level courses with the following prefixes: AFAM, CRJU, ECON, EDUC, POLS, PSYC, SOCI, and WST.

Area Major Courses 12 hours

Courses from Area F of any major that have not been used to satisfy other Core Curriculum category requirements.

No more than two grades of D in upper-division courses are allowed in the Liberal Studies major. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction. A grade of C or higher is required in all BALS courses.

Upper Division Required Courses 6 hours

BALS 3901, Liberal Studies Practicum/Internship 3-9 hours

Students may take up to 9 hours Internships (e.g. BALS 3901, BALS 3902, BALS 3903), but students may only register for one internship per semester.

Additional terms of BALS 3901 will be applied in the upper division.

BALS 4500 Liberal Studies Capstone 3 hours

(Students will complete this course during their senior year.)

Upper Division Area Major Courses 54 hours

The Bachelor of Arts in Liberal Studies requires students to complete a Clayton State minor program in Arts & Sciences (African American Studies, Art, Aviation Administration, Biology, Chemistry, Communication & Media Studies, Corporate Communication, Dance, Film, French, Education Specialties, English, History, Homeland Security, Legal Studies, Music, Philosophy,

Political Science, Psychology, Justice, Sociology, Spanish, Social and Community Justice, Theatre, Women’s and Gender Studies) Additional courses may be drawn from any field, but must be in the student’s advised program of study. If a student completes multiple minors, in order to obtain a BALS, the primary minor must be in the College of Arts and Sciences. Fulfilling the requirements for a minor enables students to claim a minor area of expertise as they move toward achieving career and academic goals. No more than 18 hours of 1000-2000 level coursework may be applied to this category.

Courses designed for the BAS degrees may not fulfill requirements: AVEL, AVMT, CAPL, CITZ, CNET, DSGN, ELEC, EMS, HDSK, MKMC, OFFC, PARA, SUPR, and TECH. Other courses which do not apply: CCSU, PHED, Learning Support courses, WLAB and courses designed specifically for other majors.

Total Degree Requirements 120 hours

Other Program-Specific Graduation Requirements

1. A minimum of 42 hours must be completed in upper-division courses.
2. All BALS courses must be taken in residence at Clayton State.
3. A grade of C or higher is required in all BALS courses.
4. Up to 9 hours of Cross-Registration in the Atlanta Regional Consortium for Higher Education, study abroad, or distance learning may be counted as in-residence if the courses are approved in advance as part of the student’s Liberal Studies program of study.

Bachelor of Science in Integrative Studies

The Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student’s career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. A Bachelor of Science in Integrative Studies can also be designed to prepare students for graduate school in certain disciplines and professions.

ADMISSION AND READMISSION REQUIREMENTS

Before beginning upper-division study in Integrative Studies, applicants must:

1. Have completed 45 semester credit hours;
2. Have completed ENGL 1101 and 1102 with a grade of A, B, C, or K.

BACHELOR OF SCIENCE IN INTEGRATIVE STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E) 42 hours

All Core Curriculum requirements for the Integrative Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Courses applied in this category cannot also satisfy Core Curriculum category requirements of Area A-E. Coursework varies depending on student’s academic areas of study.

Upper Division Required Courses 6 hours

INTE 3901, Integrative Studies Practicum/Internship	3 hours
INTE 4500 Integrative Studies Capstone	3 hours
(Students will complete this course during their senior year)	

Upper Division Area Major Courses 39 hours

Courses applied in this category will vary depending on student's academic area of study. No more than 18 hours of 1000-2000 level coursework may be applied to this category, including lower-level courses for applicable Minors.

No more than two grades of D are applied in this category. 1000 and/or 2000 level courses applied in this section are included in this restriction. A grade of C or higher is required in all INTE courses.

Students may take up to 9 hours of Internships (e.g. INTE 3901, INTE 3902, INTE 3903), but students may only register for one internship per semester. Additional terms of internship will be applied in this upper division section.

Concentration/Minor Courses 15 hours

The Bachelor of Science in Integrative Studies requires students to complete a concentration of five (5) upper division (3000-4000 level) courses in a single disciplinary area or specified concentration such as the following:

Cultural Studies – ART/AFAM/CMS/ENGL/FREN/HLTH/MUSC/PHIL/PSCY/SPAN/SOCI/WST

Fine Arts Performance – ARTS/DANC/MUSC/THEA

Health and Discovery – BIOL/CHEM/HLTH/HFMG/HSCI//PHYS

Helping Professional – COMM/EDUC/ENGL/HMSV/PSYC/SOCI

Organizational Enterprise – ENGL/COMM/CMS/JOUR/MGMT/MKTG

Social Justice and Corrections – CRJU/HIST/HSEM/POLS/PSYC/SOCI

Technology and Information Sciences – CSCI/HCMG/ITFN/MATH/TECH

Workforce Leadership – AVIA/BUSA/BLAW/FINA/HCMG/HSEM/MGMT/MKTG/TECH/SCML

Students may also obtain the Bachelor of Science in Integrative Studies degree by completing a Minor in discipline other than those housed in Arts and Sciences (e.g. HFMG/SCML). Minors applicable to Integrative Studies require 18 hours of coursework and the additional 3 credit hour course will apply in the Upper-Division Area Major Courses section.

Completing courses in a single disciplinary area, specified concentrations, or declaring a minor will allow students to claim a strong knowledge base in an area of their choice, while helping them move towards achievement of their academic and career goals.

Courses with the following prefixes will not apply towards the BS in Integrative Studies: AVEL, AVMT, CAPL, CITZ, CNET, DHYG, DSGN, ELEC, EMS, FSMD, HDSK, INET, MEDA, MKMC, OMED, PARA, SUPR, TECH*, TELE and WCOM.

*Upper-division OFFC and TECH courses will apply.

Other courses which do not apply: CCSU, PHED, Learning Support courses, WLAB and courses designed specifically for other majors (exceptions: approval of the Department Chair).

Total Degree Requirements 120 hours

Other Program-Specific Graduation Requirements

1. A minimum of 42 hours must be completed in upper-division courses.
2. All INTE courses must be taken in residence at Clayton State.
3. A grade of C or higher is required in all INTE courses.
4. Up to 9 hours of Cross-Registration in the Atlanta Regional Consortium for Higher Education, study abroad, or distance learning may be counted as in-residence if the courses are approved in advance as part of the student's Integrative Studies program of study.

Bachelor of Applied Science in Administrative Management

The Bachelor of Applied Science in Administrative Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of corporate, business and office environments. Like all B.A.S. programs, the Administrative Management major builds upon the technical education acquired through an associate degree in a career field. For the Administrative Management major, the associate degree or career courses should be in an office- or business-related field, such as office administration, secretarial studies, merchandising, paralegal studies, or business data processing. We offer the following concentrations in the Administrative Management major: Applied Criminal Justice, Organizational Leadership, and General Studies.

BACHELOR OF APPLIED SCIENCE IN ADMINISTRATIVE MANAGEMENT DEGREE PROGRAM REQUIREMENTS

BAS Program Requirements:

1. Student must have minimum overall GPA (as defined by Banner) of 2.0 at time of application
2. The student must satisfy one of the three career course requirements prior to being admitted to BAS program:
 - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited college or university with 38 transferrable technical or career credit hours
OR
 - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.
OR
 - c. Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore,

students may need to take additional courses to satisfy their core curriculum requirements.

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the BAS Administrative Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Career Courses 38 hours

Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

No grades of D in upper-division courses are allowed in the Administrative Management major. Grades of D are also prohibited in certain lower-division courses that are used for upper division course exemptions (see notes regarding TECH 3111 and TECH 3112). Upper-division courses are all courses other than those of Areas A through E of the core curriculum and Lower Division Career Courses. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements 40 hours

Organizational Leadership Concentration

Required in all concentrations 16 hours

ENGL 3900 Professional and Technical Writing
or COMM 3300 Interpersonal Communications..... 3 hours
TECH 3101 Supervision for the Workplace 3 hours
TECH 3104 Ethics for Administrative and Technology Managers..... 3 hours
TECH 3111 Applied Economics* 3 hours
TECH 4115 Global Technology 3 hours
TECH 4850 Capstone Seminar 1 hour

Organizational Leadership Concentration..... 15 hours

TECH 3112 Applied Accounting ** 3 hours
TECH 3115 Legal Issues for Administrative & Technology Managers 3 hours
TECH 3160 Technology Entrepreneurship 3 hours
TECH 4101 Human Resources for Administrative &
Technology Managers 3 hours
TECH 4111 Leadership for Administrative & Technology Managers 3 hours

Related Electives (select two courses) 6 hours

AVIA 3120 Fleet Planning & Scheduling 3 hours
AVIA 3130 Leadership in the Aviation Industry 3 hours
AVIA 3140 Aviation Safety..... 3 hours
AVIA 4120 Introduction to Airport Operations 3 hours
AVIA 4130 Aviation Labor Relations 3 hours
FINA 3100 Personal Financial Management 3 hours
HMSV 3010 Introduction to Health & Human Services..... 3 hours
HCMG 3101 Introduction to Health Systems Management..... 3 hours
HCMG 3112/3112L Introduction to Allied Health Administration 3 hours
HFMG 3110 Personal Health & Wellness 3 hours

MGMT 3101 Management Principles & Organizational Behavior	3 hours
MGMT 3520 Negotiation & Dispute Resolution in Business.....	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
TECH 3113 Survey of Statistical Methods in Technology	3 hours
TECH 4800 Special Topics.....	3 hours

Free Elective **3 hours**
Any upper division 3000- or 4000-level course.

Total Degree Requirements **120 hours**

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective.

**Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division related elective.

General Studies Option

Required in all concentrations **16 hours**

ENGL 3900 Professional and Technical Writing or COMM 3300 Interpersonal Communications.....	3 hours
TECH 3101 Supervision for the Workplace	3 hours
TECH 3104 Ethics for Administrative and Technology Managers.....	3 hours
TECH 3111 Applied Economics*	3 hours
TECH 4115 Global Technology.....	3 hours
TECH 4850 Capstone Seminar	1 hour

Upper Division Electives Requirements - (General Studies option) **21 hours**

Take seven 3000-4000 courses (21 hours) with one of the following prefixes: TECH, AVIA, HSEM, CRJU, MKTG, MGMT, FINA, HMSV, HFMG **Note: No more than 2 classes (6 hours) can come from any one prefix**

Free Elective (Any upper division (3000 or 4000) level course)..... **3 hours**

Total Degree Requirements **120 hours**

* Students with credit for ECON 2105 and 2106 may exempt this course and take an additional upper division elective. A grade of C or better is necessary in both courses.

Applied Criminal Justice Concentration

Required in all concentrations **16 hours**

ENGL 3900 Professional and Technical Writing or COMM 3300 Interpersonal Communications.....	3 hours
TECH 3101 Supervision for the Workplace	3 hours
TECH 3104 Ethics for Administrative and Technology Managers.....	3 hours
TECH 3111 Applied Economics*	3 hours
TECH 4115 Global Technology.....	3 hours
TECH 4850 Capstone Seminar	1 hour

Applied Criminal Justice Concentration	15 hours
CRJU 3100 Criminology	3 hours
CRJU 3300 Corrections	3 hours
CRJU 3410 Survey of Criminal Law and Procedures	3 hours
CRJU 3400 Courts in the U.S.....	3 hours
CRJU 3200 Law Enforcement	3 hours

Related Electives (Select two courses).....	6 hours
Any CRJU 3000-4000 level course (no duplication)	3 hours
Any HSEM 3000-4000 level course	3 hours
Any TECH 3000-4000 level course	3 hours
POLS 4424 Constitutional Law I.....	3 hours
POLS 4425 Constitutional Law II.....	3 hours

Free Elective (Any upper division (3000-4000) Level Course) 3 hours

Total for Graduation 120 hours

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective. A grade of C or higher is necessary in both courses.

Bachelor of Applied Science in Technology Management

The Bachelor of Applied Science in Technology Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of plant and corporate settings. Like all B.A.S. programs, the Technology Management major builds upon the technical education acquired through an associate degree in a career field. For the Technology Management major, the associate degree or career courses should be in aviation, computer networking, or business-related field. We offer the following concentrations in the Technology Management Major: Aviation Administration, Computer Networking, and Project Supervision.

**BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT DEGREE
PROGRAM REQUIREMENTS**

BAS Program Requirements:

1. Student must have minimum overall GPA (as defined by Banner) of 2.0 at time of application
2. The student must satisfy one of the three career course requirements prior to being admitted to BAS program:
 - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited college or university with 38 transferrable technical or career credit hours
OR
 - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student’s advisor will recommend appropriate courses.
OR
 - c. Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional technical or career courses, military credit and/or lower division academic credit. The student’s advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the BAS Technology Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Career Courses 38 hours

Program specific course are taken as part of the career associate degree at Clayton State University or another institution.

No grades of D in upper-division courses are allowed in the Technology Management major. Grades of D are also prohibited in certain lower-division courses that are used for upper-division course exemptions (see notes regarding TECH 3111 and TECH 3112). Upper-division courses

are all courses other than those of Areas A through E of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Choose one of the following concentrations:

Upper Division Major Requirements 40 hours

Project Supervision Concentration

Required in all concentrations 16 hours

ENGL 3900 Professional and Technical Writing
or COMM 3300 Interpersonal Communications 3 hours
TECH 3101 Principles of Management 3 hours
TECH 3104 Ethics for Administrative and Technology Managers 3 hours
TECH 3111 Applied Economics* 3 hours
TECH 4115 Global Technology 3 hours
TECH 4850 Capstone Seminar for Administrative & Technology Managers 1 hour

Project Supervision Courses 15 hours

TECH 3102 Quality Issues in Technology 3 hours
TECH 3112 Applied Accounting ** 3 hours
TECH 3113 Survey of Statistical Methods in Technology 3 hours
TECH 3115 Legal Issues for Administrative & Technology Managers 3 hours
TECH 4101 Human Resources for Administrative & Technology Managers 3 hours

Related Electives (select two courses) 6 hours

AVIA 3120 Fleet Planning & Scheduling 3 hours
AVIA 3130 Leadership in the Aviation Industry 3 hours
AVIA 3140 Aviation Safety 3 hours
AVIA 4120 Introduction to Airport Operations 3 hours
AVIA 4130 Aviation Labor Relations 3 hours
FINA 3100 Personal Financial Management 3 hours
HMSV 3010 Introduction to Health & Human Services 3 hours
HCMG 3101 Introduction to Health Systems Management 3 hours
HCMG 3112/3112L Introduction to Allied Health Administration 3 hours
HFMG 3110 Personal Health & Wellness 3 hours
MGMT 3101 Management Principles & Organizational Behavior 3 hours
MGMT 3520 Negotiation & Dispute Resolution in Business 3 hours
MKTG 3101 Principles of Marketing 3 hours
MKTG 3100 Personal Marketing 3 hours
TECH 3160 Technology Entrepreneurship 3 hours
TECH 3713 Work and Society 3 hours
TECH 4098 Internship 3 hours
TECH 4111 Leadership for Administrative and Technology Managers 3 hours
TECH 4800 Special Topics 3 hours
TECH 3713 Work and Society 3 hours

Free Elective 3 hours

Any upper division 3000- or 4000-level course.

Total Degree Requirements 120 hours

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective. A grade of C or better is necessary in both courses.

**Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division related elective. A grade of C or better is necessary in both courses.

Aviation Administration Concentration

Required in all concentrations	16 hours
ENGL 3900 Professional and Technical Writing	
or COMM 3300 Interpersonal Communications	3 hours
TECH 3101 Principles of Management	3 hours
TECH 3104 Ethics for Administrative and Technology Managers.....	3 hours
TECH 3111 Applied Economics*	3 hours
TECH 4115 Global Technology	3 hours
TECH 4850 Capstone Seminar for Administrative & Technology Managers	1 hour

Aviation Administration Concentration	18 hours
AVIA 3120 Fleet Planning & Scheduling	3 hours
AVIA 3130 Leadership in the Aviation Industry	3 hours
AVIA 4120 Introduction to Airport Operations	3 hours
AVIA 4130 Aviation Labor Relations	3 hours
TECH 3112 Applied Accounting**	3 hours
TECH 3115 Legal Issues for Administrative & Technology Managers.....	3 hours

Related Electives (Select one course from the list below)	3 hours
AVIA 3140 Aviation Safety.....	3 hours
FINA 3100 Personal Financial Management	3 hours
MGMT 3101 Management Principles & Organizational Behavior	3 hours
MGMT 3520 Negotiation & Dispute Resolution in Business.....	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
TECH 3113 Survey of Statistical Methods in Technology	3 hours
TECH 3160 Technology Entrepreneurship	3 hours
TECH 4098 Internship	3 hours
TECH 4101 Human Resources for Administrative & Technology Managers	3 hours
TECH4111 Leadership for Technology & Technology Managers	3 hours
TECH 4800 Special Topics.....	3 hours
TECH 3713 Work and Society.....	3 hours

Free elective (any 3000- or 4000-level course)

3 hours

Total Degree Requirements

120 hours

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective. A grade of C or better is necessary in both courses.

**Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division related elective. A grade of C or better is necessary in both courses.

Film Production Administration Concentration

Required in all concentrations	16 hours
ENGL 3900 Professional and Technical Writing or COMM 3300 Interpersonal Communications	3 hours
TECH 3101 Supervision for the workplace	3 hours
TECH 3104 Ethics for Administrative and Technology Managers	3 hours
TECH 3111 Applied Economics*	3 hours
TECH 4115 Global Technology	3 hours
TECH 4850 Capstone Seminar for Administrative & Technology Managers	1 hour

Film Production Administration Concentration***	18 hours
CMS 3410 Lighting for Motion Pictures	3 hours
CMS 3420 Audio Recording & Sound Design	3 hours
CMS 4410 Digital Video Production	3 hours
CMS 4450 Digital Post Production	3 hours
TECH 3115 Legal Issues for Administrative and Technology Managers	3 hours

*** Students will be required to take CMS 2100, CMS 2140, and CMS 2420 as prerequisites for many CMS classes.

Related Electives (select two courses)	6 hours
CMS 3310 Film History	3 hours
CMS 3400 Communication Law	3 hours
CMS 3820 Screenwriting	3 hours
CMS 4310 Film Analysis and Criticism	3 hours
CMS 4490 Modes of Video Production	3 hours
FINA 3100 Personal Financial Management	3 hours
MGMT 3101 Management Principles and Organizational Behavior	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3101 Principles of Marketing	3 hours
TECH 3112 Applied Accounting**	3 hours
TECH 3113 Survey of Statistical Methods in Technology	3 hours
TECH 3160 Technology Entrepreneurship	3 hours
TECH 4101 Human Resources for Administrative and Technology Managers	3 hours
TECH 4111 Leadership for Administrative and Technology Managers	3 hours
TECH 4800 Special Topics	3 hours
TECH 3713 Work and Society	3 hours

Free Elective	3 hours
Any upper division 3000-4000 level course.	

Total Degree Requirements	120 hours
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*Students with credit for Principles of Macroeconomics (ECON 2105) AND Principles of Microeconomics (ECON 2106) may REPLACE TECH 3111 with an ADDITIONAL UPPER DIVISION RELATED ELECTIVE. A grade of C or better is necessary in both courses.

**Students with credit for ACCT 2101 and ACCT 2102 or OFFC 2250 and OFFC 2251 may replace TECH 3112 with an additional upper division related elective. A grade of C or better is necessary in both courses.

Bachelor of Applied Science in Homeland Security/Emergency Management

The Bachelor of Applied Science in Homeland Security/Emergency Management degree programs provides career education and training for individuals seeking to pursue careers and graduate degrees in the areas of Homeland Security and Emergency Management. This program also will provide the training and knowledge necessary to prepare individuals for positions of leadership and management in this emerging field of national importance.

The U.S. Department of Homeland Security has identified the following Federal agencies with missions directly related to national security and readiness for emergencies. These include the following: The United States Coast Guard, Customs and Border Protection, the Federal Emergency Management Agency, the Federal Law Enforcement Training Center, U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, the Federal Protective Service, the United State Secret Service, the Transportation Security Administration, the Management Directorate, the Sciences and Technology Directorate, the National Protection and Programs Directorate and the Office of Intelligence and Analysis. In addition, many major national and international corporations have developed security and emergency management divisions and operations that offer extensive employment opportunities.

BACHELOR OF APPLIED SCIENCE IN ADMINISTRATIVE MANAGEMENT DEGREE PROGRAM REQUIREMENTS

BAS Program Requirements:

1. Student must have minimum overall GPA (as defined by Banner) of 2.0 at time of application
2. The student must satisfy one of the three career course requirements prior to being admitted to BAS program:
 - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited college or university with 38 transferrable technical or career credit hours
OR
 - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.
OR
 - c. Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the BAS Homeland Security/Emergency Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Career Courses 38 hours

Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

No grades of D in upper-division courses are allowed in the Homeland Security/Emergency Management major. Grades of D are also prohibited in certain lower-division courses that are used for upper division course exemptions (see notes regarding TECH 3111 and TECH 3112). Upper-division courses are all courses other than those of Areas A through E of the core curriculum and Lower Division Career Courses. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements 40 hours

Bachelor of Applied Science Foundation Courses 16 hours

ENGL 3900 Professional and Technical Writing or COMM 3300 Interpersonal Communications	3 hours
TECH 3101 Supervision for the Workplace	3 hours
TECH 3104 Ethics for Administrative and Technology Managers.....	3 hours
TECH 3111 Applied Economics*	3 hours
TECH 4115 Global Technology.....	3 hours
TECH 4850 Capstone Seminar in Administrative and Technology Managers.....	1 hour

Upper Division HSEM Foundation Requirements..... 18 hours

HSEM 3000 Homeland Security.....	3 hours
HSEM 3003 Emergency Management.....	3 hours
HSEM 3500 Counter Terrorism	3 hours
HSEM 4500 Disaster Planning and Response	3 hours
HSEM 4600 Intelligence and Analysis	3 hours
HSEM 4700 Legal Issues in Homeland Security	3 hours

Upper Division HSEM Foundation Requirements..... 18 hours

HSEM 3000 Homeland Security.....	3 hours
HSEM 3003 Emergency Management.....	3 hours
Any HSEM 3000-4000 level course (no duplication)	3 hours
Any HSEM 3000-4000 level course (no duplication)	3 hours
Any HSEM 3000-4000 level course (no duplication)	3 hours
Any HSEM 3000-4000 level course (no duplication)	3 hours

Upper Division Related Elective (select two courses) 6 hours

HIST 4250 World Religions or SOCI 3410 Sociology of Religion.....	3 hours
Any HSEM 3000-4000 level course	3 hours
Any AVIA 3000-4000 level course.....	3 hours
Any TECH 3000-4000 level course	3 hours
Any POLS 3000-4000 level course	3 hours

Total Degree Requirements..... 120 hours

* Students with credit for ECON 2105 and 2106 may exempt this course and take an additional upper division related elective. A grade of C or higher is necessary for both courses.

Minor in African American Studies

The African American (AFAM) Studies minor is an interdisciplinary program of coursework designed to expose students to the culture, literature, art, music, psychology, sociology, religion and the health issues of Africa and the African Diaspora.

The program, through a multidisciplinary approach, focuses on the experiences of the descendants of Africa. It encourages the global connection between Africa and America through the culture of African Americans. Through this interdisciplinary approach, students will enhance their communication skills, oral and written, and critical thinking skills.

To fulfill a minor in AFAM at CSU, students must complete 18 hours of AFAM coursework. There are 2 required courses for the AFAM minor, AFAM 2010 and HIST 3230 or POLS 4453, and students will take an additional 12 hours of AFAM courses drawn from the list below.

Required Courses for AFAM Minor	6 hours
AFAM 2010 Introduction to African American Studies	3 hours
HIST 3230 History of Sub Sahara Africa or POLS 4453 Politics of Africa	3 hours

Upper Division AFAM Electives	12 hours
AFAM 3100 Harlem Renaissance	3 hours
AFAM 3200 Black Arts Movement.....	3 hours
AFAM 3300 Black Popular Culture	3 hours
AFAM 3510/WST 3510 Black Feminist and Womanist Theory	3 hours
AFAM 4800 Special Topics	3 hours
CRJU 3110 Race and Crime	3 hours
ENGL 3410 African American Literature I	3 hours
ENGL 3420 African American Literature II	3 hours
ENGL 3510 Caribbean Literature	3 hours
HIST 3225 Caribbean History.....	3 hours
HIST 3240 History of the Middle East and North Africa.....	3 hours
HIST 4040 African American History to 1877	3 hours
HIST 4050 African American History since 1877	3 hours
POLS 3388 African American Politics	3 hours
POLS 4453 Politics of Africa	3 hours
PSYC 3170 Psychology of the African American Experience	3 hours
SOCI 3310 Race and Ethnicity.....	3 hours
THEA 4520 African American Theatre	3 hours

Total African American Studies Minor Requirements..... 18 hours

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the AFAM minor. Please note that all courses listed here are offered in rotation in their home departments.

Minor in Aviation Administration

The aviation administration minor will offer Clayton State University students - in other major degree programs - course options that introduce them to key topics within the aviation industry, from an administrative perspective. Topics include safety, security, scheduling, planning, operations and leadership. In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the CSU catalog. The major advisor is responsible for reviewing a student's progress in the minor. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Upper Division System-Specific Courses

AVIA 3120 Fleet Planning and Scheduling	3 hours
AVIA 3130 Leadership in the Aviation Industry.....	3 hours
AVIA 3140 Aviation Safety.....	3 hours
AVIA 4120 Intro to Airport Operations.....	3 hours
AVIA 4130 Aviation Labor Relations	3 hours
HSEM 3000 Homeland Security.....	3 hours

Total Program Requirements 18 hours

- All courses must be completed with a grade of C or better.
- Courses used to fulfill area A-E in core curriculum cannot be applied to the minor.

Minor in Homeland Security/Emergency Management

The Homeland Security/Emergency Management minor offers Clayton State University students who major in another field the opportunity to better understand and prepare for careers in a relevant and emerging field of community and national service. Also, the minor in HSEM provides the basic knowledge necessary to pursue graduate studies in this field. In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the online CSU catalog. The major advisor is responsible for reviewing a student's progress in the minor. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Required Courses for the HSEM Minor 6 hours

HSEM 3000 Introduction to Homeland Security	3 hours
HSEM 4700 Legal Issues in Homeland Security	3 hours

Upper Division Electives..... 12 hours

Select from: HSEM 3003, HSEM 3500, HSEM 4000, HSEM 4098, HSEM 4500, HSEM 4600, HSEM 4700, HSEM 4710

Total Program Requirements 18 hours

Minor in Women's and Gender Studies

Women's and Gender Studies (WST) at CSU integrates social science, science and humanistic approaches by using women's experience and feminist theory to analyze themes in the humanities, fine arts, social sciences, and natural sciences. WST further emphasizes the interdisciplinary study of women and gender, and an inclusive study of women that acknowledges differences such as race, class, sexuality, and national belonging. WST is designed to develop students' skills of critical thinking and reading, communication and analysis, writing and research, imagination and creative expression. WST promotes the study of intersections of gender and sexuality with race, ethnicity and nationality in comparative and global contexts. By considering a variety of controversial issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression. WST courses emphasize women's past and present roles in culture, society, politics, economy, family, leadership and the arts and sciences. They offer various theoretical approaches to topics such as the representation of gender, women and the state, psychology of women, gender and language and women in global issues.

To fulfill a minor in WST at CSU, students must complete 18 hours of WST coursework. There are 2 required courses for the WST minor, WST 2010 and WST 3500.

Required Courses for WST Minor	6 hours
WST 2010 Introduction to Women's and Gender Studies	3 hours
WST 3500 Feminist Theory	3 hours

Upper Division WST Electives..... **12 hours**

Choose **six**:

AFAM/WST 3510 Black Feminist/Womanist Theory	3 hours
WST/CMS 3020 Research and Methods	3 hours
ENGL 3300 Women and Literature	3 hours
WST 3300 Women and Sport.....	3 hours
POLS 3382 Women and Politics	3 hours
WST 3400 Global Studies: Gender, Culture and Globalization	3 hours
HLTH 3401 Contemporary Women's Health	3 hours
WST 3410 U.S. Women of Colors.....	3 hours
HLTH 3501 Aids Epidemic.....	3 hours
CMS 3810 Women and Popular Culture	3 hours
HIST 4003 Women in U.S. History	3 hours
WST 4010 Feminist Media Studies	3 hours
PSYC 4110 Psychology of Gender	3 hours
CMS 4320 Women and Film	3 hours
MGMT 4250 Women in Leadership	3 hours
WST 4800 Special Topics in Women's Studies	3 hours
ENGL 4810 Special Topics in Women and Literature	3 hours
CMS 4810 Women and the Arts.....	3 hours

Total WST Minor Requirements **18 hours**

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the WST minor. Please note that all courses listed here are offered in rotation in their home departments.

Department of Psychology

ADMINISTRATIVE OFFICER

Deborah F. Deckner-Davis, Department Chair

FACULTY

Eric M. Bridges, *Psychology*
 Pearl S. Chang, *Psychology*
 Mark Daddona, *Psychology*
 Catherine G. Deering, *Psychology*
 Erica J. Gannon, *Psychology*
 Brian M. Goldman, *Psychology*
 Christina M. Grange, *Psychology*
 Pinar Gurkas, *Psychology*
 Charlie L. Harris, *Psychology*
 Nichelle E. Jackson-Gause, *Psychology*
 Samuel J. Maddox, *Psychology*
 Stella Michael-Makri, *Psychology*
 Antoinette R. Miller, *Psychology*
 J. Celeste Walley-Jean, *Psychology*
 Eckart Werther, *Psychology*

MISSION AND GOALS

The Mission of the Department of Psychology is to provide an innovative blend of theory, research, and application that prepares students for immediate employment and graduate school. Excellence in instruction, preparation for working with diverse populations, and a focus on ethics are hallmarks of our programs.

Bachelor of Science in Psychology and Human Services

The Bachelor of Science (B.S.) degree program in Psychology and Human Services is firmly grounded in the discipline of psychology while also stressing realistic career opportunities in human services fields for graduates. The curriculum design allows students to explore an academic and experiential environment that prepares them for careers in diverse areas of the helping professions. The program also prepares students for graduate work in psychology, counseling, social work, and related fields.

BACHELOR OF SCIENCE IN PSYCHOLOGY AND HUMAN SERVICES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E) 42 hours. All Core Curriculum requirements for the Psychology degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Requirements (Area F) 18 hours
 Required Courses 12 hours
 PSYC 1101* Introduction to General Psychology 3 hours

PSYC 2110* Psychology Applied to Today's Workforce	3 hours
PSYC 2103* Introduction to Human Development	3 hours
Major Options	9 hours

Take three additional 1000/2000 level courses (Excludes PHED activity, 1000 level HFMG, TECH, and MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance). Courses in the following areas are encouraged: foreign language, sociology, anthropology, philosophy, statistics, and biological science. Please note that no more than 12 total hours in Area F may be PSYC courses. IF MATH 1231 is not completed in D2, F, or as a related elective, PSYC 2105 MUST be completed with a "C" or above as a psychology elective in either area F or as an upper division psychology elective. If students complete MATH 1231 to meet the Department of Psychology statistics requirement, it must be completed with a "C" or above.

No more than two grades of D in upper-division courses are allowed in the Psychology major. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements	24 hours
PSYC 3300 Applied Ethics in Helping Professions	3 hours
HMSV 3010 Introduction to Human Services	3 hours
PSYC 3100 Interpersonal Communication and Helping Skills	3 hours
PSYC 3180 Multi-cultural Psychology	3 hours
PSYC 3520 Theories of Personality	3 hours
PSYC 3130 Social Psychology	3 hours
PSYC 3350 Abnormal Psychology	3 hours
PSYC 3560* Research Methods in Psychology	3 hours

Upper Division Major Electives **18 hours**

Select from among:

HMSV 3230 Human Services in a Multicultural Context	3 hours
HMSV 3501 Organization and Administration of Human Service Agencies	3 hours
PSYC 2105** Statistics for Psychology	3 hours
PSYC 3140 Crisis Intervention	3 hours
PSYC 3150 Group Dynamics	3 hours
PSYC 3160**** Educational Psychology	3 hours
PSYC 3170 Psychology of the African American Experience	3 hours
PSYC 3210**** Abnormal Child Psychology	3 hours
PSYC 3510**** Psychological Testing and Measurement	3 hours
PSYC 3530 Health Psychology	3 hours
PSYC 3570 Human Sexuality	3 hours
PSYC 3580 Addictions	3 hours
PSYC 3590 Grief and Bereavement	3 hours
PSYC 3801*** Selected Topics in Psychology I	3 hours
PSYC 3802*** Selected Topics in Psychology II	3 hours
PSYC 4110**** The Psychology of Gender	3 hours
PSYC 4120**** Physiological Psychology	3 hours
PSYC 4130**** Introduction to Cognitive Psychology	3 hours
PSYC 4160 Death and Dying	3 hours
PSYC 4180**** Adulthood and Aging	3 hours
PSYC 4190**** Adolescent Psychology	3 hours
PSYC 4500 Senior Seminar and Internship	3 hours

PSYC 4540**** Introduction to Learning and Behavior.....	3 hours
PSYC 4550**** Introduction to Program Evaluation	3 hours
PSYC 4560**** Infancy.....	3 hours
PSYC 4590**** Directed Research	3 hours
PSYC 4801*** Selected Topics in Psychology III	3 hours
PSYC 4802*** Selected Topics in Psychology IV	3 hours
PSYC 4900 Directed Readings in Psychology	3 hours

* Must complete with a grade of "C" or above

**Must be selected if not taken in Area F or if MATH 1231 has not been taken in another area

***No more than 2 Selected Topics total may be taken in this area (i.e. you may not take 3801, 3802, 4801, AND 4802; you are limited to only two of these classes)

****Requires completion of PYSC 3560 with a grade of "C" or above as a prerequisite.

Related Electives (1000-4000 Level) 15 hours
 (Excludes PHED activity, 1000 level HFMG, TECH, and MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance). **Please note students may use only one PSYC course in this area.**

Internship Requirement 3 hours
 PSYC 4490 Internship/Practicum in Human Services/Psychology 3 hours

Required Capstone Experience 0 hours
 PSYC 4999

Total Degree Requirements 120 hours

Minor Program in Psychology

PSYCHOLOGY MINOR PROGRAM REQUIREMENTS

Lower Division Requirements 6 hours
 PSYC 1101* Introduction to General Psychology 3 hours
 PSYC 2103* Introduction to Human Development 3 hours

*Must be completed with a grade of "C" or above.

Note: if PSYC 1101 is taken as an Area E4 course, then PSYC 2110 will be substituted for PSYC 1101 in the Psychology Minor program.

Upper Division Requirements 6 hours
 PSYC 3130 Social Psychology 3 hours
 PSYC 3350 Abnormal Psychology 3 hours

Upper Division Electives 6 hours
 Select two from: PSYC 2105, PSYC 3100, PSYC 3180, PSYC 3520, PSYC 3560**, PSYC 3140, PSYC 3150, PSYC 3160***, PSYC 3170, PSYC 3120***, PSYC 3510, PSYC 3530, PSYC 3570, PSYC 3580, PSYC 3590, PSYC 3801, PSYC 3802, PSYC 4110***, PSYC 4120***, PSYC 4130***, PSYC 4160***, PSYC 4180***, PSYC 4190***, PSYC 4540***, PSYC 4550***, PSYC 4560***, PSYC 4590***, PSYC 4801, PSYC 4802, PSYC 4900

**Requires completion of either MATH 1231 or PSYC 2105 with a grade of "C" or above as a prerequisite.

***Requires completion of PYSC 3560 with a grade of "C" or above as a prerequisite.

Total Program Requirements 18 hours

Department of Social Sciences

ADMINISTRATIVE OFFICER

Lisa Holland-Davis, *Department Chair*

FACULTY

Andrea Allen, *Criminal Justice*

Augustine E. Ayuk, *Political Science*

Rodger Bates, *Sociology*

Elizabeth A. Bonomo, *Criminal Justice*

Matthew S. Cornick, *Legal Studies*

Joseph A. Corrado, *Political Science*

Kevin Demmitt, *Sociology*

Antoinette France-Harris, *Legal Studies*

Lisa D. Holland-Davis, *Sociology*

Taralyn Keese, *Sociology*

Emran W. Khan, *Criminal Justice*

Abigail F. Kolb, *Criminal Justice*

Joshua R. Meddaugh, *Political Science*

Lawrence K. Menter, *Political Science*

Nasser Momayezi, *Political Science*

Mara A. Mooney, *Legal Studies*

David Pena, *Political Science*

Sheryne M. Southard, *Legal Studies*

Karen Beasley Young, *Sociology*

MISSION AND GOALS

The Department of Social Sciences at Clayton State University is concerned with the application of social scientific theory, methodology, and research to the study of Criminal Justice, Legal Studies, Political Science, and Sociology. The mission of the Department is to educate future professionals so that they become capable of applying their social scientific knowledge and critical thinking skills to the solution of problems in their respective careers and future educational pursuits. The Department obliges to teach students the fundamentals of research in the Department's constituent disciplines and the importance of service to the community. The Department also seeks to encourage and support the individual scholarship of its faculty members, and the incorporation of this knowledge into Department curricula. Through the fulfillment of these responsibilities, the Department of Social Sciences at Clayton State University endeavors to prepare students for professional lives in academia, government, the non-profit community, and the private sector, as well as for intellectually enriched and socially fruitful lives.

The department is responsible for the following programs and courses:

- Associate of Applied Science (A.A.S) degree in Paralegal Studies
- One Year Certificate in Paralegal Studies
- Bachelor of Science (B.S.) degree in Criminal Justice
- Bachelor of Science (B.S.) degree in Legal Studies.
- Bachelor of Science (B.S.) degree in Political Science and Government Studies
- Bachelor of Science (B.S.) degree in Sociology

- Master of Science (M.S.) degree in Criminal Justice
- Service courses that support Interdisciplinary Studies and that may serve other programs as general electives.
- Core curriculum courses in Area E

Bachelor of Science in Criminal Justice

The mission of the Criminal Justice program is to capitalize on the diversity of the Clayton State student population and multidisciplinary training of faculty to provide students with a specialized understanding of the criminal justice system and criminal behavior. Curriculum and instruction are designed to advance knowledge, understanding, and skills relevant to the criminal justice discipline in order to prepare students for careers, advancement, or graduate studies in criminal justice, law, and other justice-related fields.

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the B.S. Criminal Justice degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Requirements (Area F) 6 hours

CRJU 1150 Introduction to Criminal Justice 3 hours

SOCI 1101 Introduction to Sociology 3 hours

Lower Division Electives (Area F)..... 12 hours

Select any 4 courses (12 credit hours) from lower division (1000-2000 level) electives from courses with the following prefixes: AFAM, CRJU, ECON, FOSC, HIST, HMSV, HSEM, MATH, MGMT, PARA, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, STAB, and WST.

UPPER DIVISION CRIMINAL JUSTICE PROGRAM

A total of 20 courses (60 credit hours) is required in the Upper Division.

No grades of D in upper division courses are allowed in the Criminal Justice major. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements 18 hours

Students must complete ALL of the following required courses:

CRJU 3100 Criminology 3 hours

CRJU 3200 Law Enforcement 3 hours

CRJU 3300 Corrections 3 hours

CRJU 3410 Criminal Law and Procedures 3 hours

CRJU/SOCI 4501 Research Methods 3 hours

CRJU 4901 Criminal Justice Internship I 3 hours

Upper Division Major Electives 18 hours

Select 6 courses (18 credit hours) from upper division (3000-4000 level) courses with a CRJU prefix.

Upper Division Major Related Electives 21 hours
 Select 7 courses (21 credit hours) from upper division (3000-4000 level) courses with the following prefixes: AFAM, CRJU, ECON, FOSC, HIST, HMSV, HSEM, LGST, MATH, MGMT, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, STAB, WST.

International Language Requirement: Students majoring in criminal justice are REQUIRED to demonstrate competence in Spanish through the Intermediate Level (SPAN 2001-3rd semester). Students who have not completed Area F (SPAN 1001), B2 (SPAN 1002), and C1 or C2 (SPAN 2001) must fulfill the requirement as part of their Upper Division Major Related Electives. Other foreign languages may be considered with the special permission of the Social Sciences Department Chair.

SPAN 1001 Elementary Spanish I..... 3 hours
 SPAN 1002 Elementary Spanish II 3 hours
 SPAN 2001 Intermediate Spanish I..... 3 hours

Free Elective 3 hours
 Excludes PHED activity courses; MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance.

Total Hours for Areas A – F 60 hours

Total Hours for Upper Division 60 hours

Total Degree Requirements..... 120 hours

Minor Program in Criminal Justice

The Criminal Justice minor will introduce students in other major degree programs to a) key components of the criminal justice system, b) the nature of the crime problem in the US, and c) the major theories about criminal behavior. In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the online CSU catalog. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

CRIMINAL JUSTICE MINOR PROGRAM REQUIREMENTS

Lower Division Foundations in Criminal Justice 3 hours
 CRJU 1150 Introduction to Criminal Justice 3 hours

Upper Division Theoretical Perspectives 3 hours
 CRJU 3100 Criminology 3 hours

Upper Division System-Specific Courses..... 6 hours
 Select at least **two** courses from:
 CRJU 3200 Law Enforcement 3 hours
 CRJU 3300 Corrections 3 hours
 CRJU 3400 Courts in the U.S..... 3 hours

CRJU 3410 Criminal Law and Procedures 3 hours

Upper Division Electives 6 hours

Select any **two** upper division (3000-4000 level) CRJU courses not previously applied to the minor

Total Program Requirements 18 hours

- All courses in the minor must be completed with a grade of C or better.
- At least two upper division (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor.
- Students with lower-division (1000 or 2000 level) CRJU transfer credit may apply up to 6 of these hours in the Upper Division Electives area provided they were completed with a grade of B or better and all other minor criteria are satisfied.

Bachelor of Science in Legal Studies

The purpose of the Legal Studies program is to prepare graduates for careers in the legal field and fields impacted by law and legal regulation. This program emphasizes substantive legal knowledge, excellent reading, writing, and critical thinking skills, technology and other practical skills, an understanding of government systems, and an appreciation of the myriad of ethics rules that govern the legal profession. Graduates will also acquire the specific law office skills necessary to perform delegated substantive legal work under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

Core Curriculum (Areas A-E)..... 42 hours

All Core Curriculum requirements for the B.S. Legal Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Required courses:

- PARA 1101 Introduction to Law & Ethics* 3 hours
- PARA 2203 Civil Litigation..... 3 hours
- PARA 2205 Legal Research & Writing..... 3 hours
- PARA 2209 Business Organizations 3 hours
- PARA 2211 Computers in the Law..... 3 hours
- PARA 2235 Law Office Skills 3 hours

* Students who do not achieve a grade of C or higher in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before taking any other PARA classes.

UPPER DIVISION LEGAL STUDIES PROGRAM

A total of 20 courses (60 credit hours) is required in the Upper Division.

No more than two grades of D in upper division courses are allowed in the Legal Studies major. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division, including all courses in this major labeled as lower division electives, are included in this restriction.

Lower Division Electives..... 12 hoursSelect **four** courses:

PARA 2207 Criminal Litigation	3 hours
PARA 2213 Real Estate Law.....	3 hours
PARA 2221 Bankruptcy/Debtor-Creditor Relations	3 hours
PARA 2223 Wills, Trusts & Probate Law	3 hours
PARA 2225 Family Law	3 hours
PARA 2227 Health Care Law	3 hours
PARA 2229 Intellectual Property Law	3 hours
PARA 2231 Administrative Law.....	3 hours
PARA 2233 Employment Law	3 hours

Upper Division Required Courses 21 hours

Required courses:

PARA/LGST 4020 Advanced Civil Litigation	3 hours
PARA/LGST 4030 Advanced Legal Research & Writing.....	3 hours
PARA/LGST 4098 Legal Studies Practicum	3 hours
PARA/LGST 4850 Legal Studies Capstone.....	3 hours
POLS 4425 Constitutional Law I: Institutional Powers and Constraints OR	
POLS 4426 Constitutional Law II: Civil Liberties and Equal Rights.....	3 hours

Choose **two** courses from the list below:

(Note: Any courses beyond 2 taken from the below list may be used as Upper Division Major Related Electives)

ENGL 3210 Advanced Grammar	3 hours
ENGL 3220 Argumentative Writing	3 hours
HSEM 4700 Legal Issues in Homeland Security & Emer. Mgmt.....	3 hours
TECH 3115 Legal Issues for Administrative Managers	3 hours
SOCI 4420 Law and Society	3 hours

Upper Division Major Related Electives..... 27 hours

Select 9 courses (27 credit hours) from upper division (3000-4000 level) courses with the following prefixes: AFAM, COMM, CRJU, ECON, ENGL, FREN, HIST, HSEM, LGST, MGMT 3101 or TECH 3101 (not both), other MGMT, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, STAB, TECH 3101 or MGMT 3101 (not both), other TECH, WST. Courses cannot be double-counted, so if a course is cross-coded, or if a course is used by a student to satisfy another area of the curriculum, the same course cannot be used as an elective.

Total Degree Requirements..... 120 hours**Residency Requirements for the B.A. in Legal Studies**

Students must take at least 10 classes (30 credit hours) at Clayton State in order to fulfill the residency requirements for the A.A.S. in Paralegal Studies. At least 7 of the 10 classes (21 credit hours) must be upper division.

Please also see Paralegal – A.A.S. and Paralegal Certificate

Minor Program in Pre-Law

A minor in Pre-Law will provide students from across disciplines the opportunity to enrich their intellectual pursuits through the study and application of law and its impact on society. Particular emphasis will be placed on legal principles and terminology, critical thinking and the development of legal research and writing skills. This minor will be an appropriate choice for students who are majoring in or planning to work in fields that are affected by legal regulation and who are interested in attending law school or pursuing graduate studies. These courses are not mandatory for law school admission and do not guarantee admission to or success in law school or other graduate programs. The American Bar Association maintains that there is no prescribed set of undergraduate courses that prepare students for law school.

Learning objectives of the Pre-Law Minor:

- To apply critical thinking and reasoning to the analysis of legal and societal issues
- To provide students with fundamental knowledge of legal principles and terminology
- To emphasize the development of students' legal research and writing abilities

To fulfill a minor in Pre-Law, students must complete a minimum of 18 semester hours of coursework with 12 hours of upper-division coursework. Students will complete 2 lower-division courses and 4 upper-division courses to complete the 18 hours required for the minor in Pre-Law. **A grade of "C" or higher is required in all courses in the minor.** Students must take at least 2 classes (6 credit hours) of upper division coursework at Clayton State in order to fulfill the residency requirements for the Minor in Pre-Law. Depending on a student's major, a student pursuing a minor in Pre-Law might exceed the total number of attempted hours that can be applied toward financial aid. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Lower Division Required Courses 6 hours

PARA 1101 – Intro. to Law & Ethics OR

CRJU 1150 – Intro. to Criminal Justice OR

POLS 2101 – Intro. to Political Science 3 hours

PARA 2205 – Legal Research & Writing..... 3 hours

Upper Division Required Courses 9 hours

LGST 4030 – Advanced Legal Research & Writing 3 hours

POLS 4425 – Const. Law I OR POLS 4426 – Const. Law II/Civil Liberties 3 hours

ENGL 3210 – Adv. Grammar OR

ENGL 3220 – Argumentative Writing OR

ENGL 3230 – Practical Grammar 3 hours

Upper Division Elective

(Choose 1 course from the following):..... 3 hours

CRJU 3410 – Survey of Criminal Law and Procedures 3 hours

Any 3000 or 4000 level POLS course 3 hours

SOCI 4420 – Law and Society 3 hours

TECH 3115 – Legal Issues for Administrative Managers 3 hours

Total Program Requirements 18 hours

**Certificate and Associate of Applied Science in
Paralegal Studies**

The purpose of the Paralegal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

The program consists of an associate degree (A.A.S.) and a certificate. The associate degree is designed mainly for students who have not attended college before or those who have a limited amount of previous college credit. The certificate is designed for students who already hold a degree (associate or bachelors) or who already have two years of college. All of the paralegal courses in the certificate program are included in the associate degree.

Students admitted to the paralegal certificate program must have earned at least 60 semester hours of college-level work from a regionally accredited college or university. The 60 hours must include at least 18 semester hours of general education credit.

CERTIFICATE IN PARALEGAL STUDIES PROGRAM REQUIREMENTS

Lower Division Requirements	24 hours
PARA 1101 Introduction to Law and Ethics*	3 hours
PARA 2203 Civil Litigation.....	3 hours
PARA 2205 Legal Research and Writing	3 hours
PARA 2207 Criminal Litigation	3 hours
PARA 2209 Business Organizations	3 hours
PARA 2211 Computers in the Law.....	3 hours
PARA 2213 Real Estate	3 hours
PARA 2225 Family Law	3 hours

*Students who do not achieve a grade of C or higher in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before taking any other PARA classes.

Select 2 courses from among:	6 hours
PARA 2221 Bankruptcy/Debtor-Creditor Relations	3 hours
PARA 2222 Occupational Internship	3 hours
PARA 2223 Wills, Trusts and Probate Law.....	3 hours
PARA 2227 Health Care Law	3 hours
PARA 2229 Intellectual Property Law	3 hours
PARA 2231 Administrative Law.....	3 hours
PARA 2233 Employment Law	3 hours
PARA 2235 Law Office Skills	3 hours

Total Program Requirements 30 hours

Residency Requirements for Certificate in Paralegal Studies

Students must take at least 5 PARA classes (15 credits) at Clayton State in order to fulfill the residency requirements for the Certificate in Paralegal Studies.

ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum	22 hours
ENGL 1101 English Composition I.....	3 hours
ENGL 1102 English Composition II.....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course.....	3 hours
CRIT 1101 Critical Thinking.....	3 hours
COMM 1001 Presentational Speaking.....	1 hour
One course from Area C of the Core Curriculum.....	3 hours
POLS 1101 American Government.....	3 hours
HIST 2111 Survey of U.S. History to 1877 or	
HIST 2112 Survey of U.S. History since Reconstruction.....	3 hours

Lower Division Major Requirements	27 hours
PARA 1101 Introduction to Law and Ethics*.....	3 hours
PARA 2203 Civil Litigation.....	3 hours
PARA 2205 Legal Research and Writing.....	3 hours
PARA 2207 Criminal Litigation.....	3 hours
PARA 2209 Business Organizations.....	3 hours
PARA 2211 Computers in the Law.....	3 hours
PARA 2213 Real Estate.....	3 hours
PARA 2225 Family Law.....	3 hours
PARA 2235 Law Office Skills.....	3 hours

*Students who do not achieve a grade of C or higher in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before taking any other PARA classes.

Select 4 courses from among:	12 hours
PARA 2221 Bankruptcy/Debtor-Creditor Relations.....	3 hours
PARA 2222 Occupational Internship.....	3 hours
PARA 2223 Wills, Trusts and Probate Law.....	3 hours
PARA 2227 Health Care Law.....	3 hours
PARA 2229 Intellectual Property Law.....	3 hours
PARA 2231 Administrative Law.....	3 hours
PARA 2233 Employment Law.....	3 hours

Total Degree Requirements..... **61 hours**

Residency Requirements for the A.A.S. in Paralegal Studies

Students must take at least 7 classes (21 credit hours) at Clayton State in order to fulfill the residency requirements for the A.A.S. in Paralegal Studies. At least 4 of the 7 classes (12 credit hours) must be PARA classes.

Bachelor of Science in Political Science and Government Studies

The Political Science and Government Studies program includes a core of courses essential for all public sector-related careers, plus a systematic study of political and governmental institutions

and behavior. It focuses on governmental services, political theory, American and international law, political parties and interest groups, public opinion, and research methods. This degree seeks to prepare students for careers, advancement, or graduate studies in government, politics, law, and other political science-related fields.

BACHELOR OF SCIENCE IN POLITICAL SCIENCE AND GOVERNMENT STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E) 42 hours

All Core Curriculum requirements for the B.S. Political Science degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Requirements (Area F) 6 hours

Prerequisites for all Political Science Area F courses will include POLS 1101.

HIST 2111 or 2112 Survey of U.S. History 3 hours
(History 2111 or 2112 not taken in Area E3 must be taken in Area F.)

POLS 2101 Introduction to Political Science..... 3 hours

Lower Division Electives (Area F) 12 hours

POLS 2401 Introduction to Global Issues (if not taken in E2) 3 hours

Select 3-4 courses (9-12 credit hours) of lower division (1000-2000 level) electives from courses with the following prefixes: AFAM, CRJU, ECON, FREN, HIST, MATH, PARA, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, WST.

UPPER DIVISION POLITICAL SCIENCE AND GOVERNMENT STUDIES PROGRAM

A total of 20 courses (60 credit hours) is required in the Upper Division.

No grades of D in upper division courses are allowed in the major. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000- level courses used in the upper division are included in this restriction.

Upper Division Major Requirements 9 hours

POLS 4500 Senior Capstone 3 hours

POLS 4490 Internship 3 hours

SOCI 4501 Research Methods..... 3 hours

Upper Division Major Electives (3000-4000 Level) 21 hours

Select 7 courses (21 credit hours) from upper division (3000-4000 level) POLS courses not used to meet other areas of the major

Upper Division Major Related Electives 27 hours

Select 9 courses (27 credit hours) from upper division (3000-4000 level) related electives with any of the following prefixes: AFAM, CRJU, ENGL, HIST, HSEM, HSMV, LGST, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, STAB, WST.

Free Elective 3 hours

Excludes PHED activity courses; MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance.

Total Degree Requirements..... 120 hours

Minor Program in Political Science

The Political Science minor offers students in other majors the opportunity to take course that prepare students for community service, public service, law school, and graduate school. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript. Residency requirements must also be satisfied to earn a minor. **A grade of “C” or higher is required in all courses in the minor.**

POLITICAL SCIENCE MINOR PROGRAM REQUIREMENTS

Lower Division Electives	6 hours
Students Must Select	
POLS 2101 Introduction to Political Science.....	3 hours
POLS 2401 Introduction to Global Issues	3 hours
Upper Division Electives	12-18 hours
Select 4-6 courses from POLS 3000 or 4000	
Total Program Requirements	18 hours

Bachelor of Science in Sociology

The Sociology program focuses on the study of our behavior as social beings and includes a basic core of courses essential for a wide variety of careers specific to and outside of sociology. In addition to providing students with a strong foundation in sociological thought, this curriculum prepares students with the innovation, critical thinking abilities, global understandings, and writing skills that employers in all fields consistently seek.

BACHELOR OF SCIENCE IN SOCIOLOGY DEGREE PROGRAM REQUIREMENTS**Core Curriculum (Areas A - E)..... 42 hours**

All Core Curriculum requirements for the B.S. Sociology degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

Required:

SOCI 1101 Introduction to Sociology 3 hours

SOCI 2293 Introduction to Marriage and Family..... 3 hours

SOCI 2420 Contemporary Social Problems..... 3 hours

Select 3 courses (9 credits hours) of lower division (1000-2000 level) electives from courses with the following prefixes: AFAM, CPTG 2201, CRJU, CSCI, ECON, FREN, HIST, MATH 1231, PHIL, POLS, PSYC, SOSC, SPAN, WST.

UPPER DIVISION SOCIOLOGY PROGRAM

A total of 20 courses (60 credit hours) is required in the Upper Division. *No grades of D in upper-division courses are allowed in the Sociology major. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.*

Required Upper Division Sociology Core 12 hours

SOCI 3010 Sociological Theory 3 hours

SOCI 3510 Social Statistics..... 3 hours

SOCI 4501 Research Methods..... 3 hours

SOCI 4901 Sociology Practicum 3 hours

UPPER DIVISION SOCIOLOGY PROGRAM

A total of 20 courses (60 credit hours) is required in the Upper Division.

Upper Division Sociology Electives 18 hours

Select 6 courses (18 credit hours) from upper division (3000-4000 level) SOCI courses not used to meet another major requirement.

Upper Division Major Related Electives..... 27 hours

Students may take an approved minor in another discipline and/or select from upper division (3000-4000 level) related electives with any of the following prefixes: AFAM, CRJU, HIST, HLTH 3110, HMSV, HSEM, LGST, PHIL, POLS, PSYC, SOCI, SOSC, SPAN (may include SPAN 2001 & SPAN 2002 if not taken in Area C), STAB & WST.

Lower Division Statistics Requirement: A lower or upper division statistics course in any discipline must be taken and passed with a grade of C or better prior to the required SOCI 3510 – Social Statistics. If MATH 1231 was not taken as part of Area D2 then it is the recommended option, but any college level statistics course will suffice.

Free Elective 3 hours

Excludes PHED activity courses; MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance.

Total Degree Requirements..... 120 hours

Minor Program in Sociology

SOCIOLOGY MINOR PROGRAM REQUIREMENTS

Lower Division Requirements 6 hours
 SOCI 1101* Introduction to Sociology..... 3 hours
 SOCI 2293 Introduction to Marriage & the Family OR SOCI 2420 Social Problems 3 hours

*Note: If SOCI 1101 is taken as an Area E4 course, then SOCI 2293 and SOCI 2420 must both be taken to fulfill the lower division requirements for the Sociology minor program.

Upper Division Required Course 3 hours
 SOCI 3010 Sociological Theory

Upper Division Electives..... 9 hours
 Select 3 courses (9 credit hours) from upper division (3000-4000 level) SOCI courses not used to meet another minor requirement.

Total Program Requirements 18 hours

- All courses in the minor must be completed with a grade of C or better.
- At least two upper division (3000-4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses used to fulfill area A-E in core curriculum cannot be applied to the minor.

Minor Program in Social Work

The Social Work minor offers students who major in another field the opportunity to explore the field of social work and to develop skills necessary to identify and respond to community needs. Students will work directly with a group within the community (government, non-profit, or resident) to develop skills that will benefit students seeking to enter advocacy roles in nonprofit organizations, work with local community groups, or work with a government agency. Also, the minor in Social Work provides the basic knowledge necessary to pursue graduate studies in this field and other fields related to the minor.

SOCIAL WORK MINOR PROGRAM REQUIREMENTS

Required Courses 12 hours
 SOSC 1101 Introduction to Social Work 3 hours
 SOSC 2101 Leadership in Organizations 3 hours
 HMSV 3010 Introduction to Human Services 3 hours
 SOSC 4901 Social Work Practicum 3 hours

Upper Division Electives 6 hours
 Select 3 classes from: ACCT 4210, COMM 4210, COMM 4510, CMS 4810, CRJU 3110, CRJU 3140, CRJU 3700, CRJU 3800, CRJU 4601, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3650, HLTH 3320, HLTH 3341, HLTH 3401, HLTH 3501, HIST 4003, HIST 4004, HIST 4040, HIST 4050, HMSV 3230, HMSV 3300, HMSV 3501,

HMSV 4201, MATH 3210, POLS 4310, POLS 4370, POLS 4421, POLS 4425, POLS 4426, PSYC 3100, PSYC 3170, PSYC 3180, PSYC 3300, PSYC 4110, SOCI 3310, SOCI 3320, SOCI 3450, SOCI 3650, SOCI 4420, SOSC 4800, SOSC 4900, WST 3400, WST 3410, WST 3500, WST 4010

Total Program Requirements 18 hours

- All courses in the minor must be completed with a grade of C or better.
- At least two upper division (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor.
- Students wishing to take an upper division elective class not on the list of approved electives must seek the approval of the Chair of the Social Sciences department.

Department of Teacher Education

ADMINISTRATIVE OFFICER

Dennis Attick, *Department Chair*

FACULTY

Erica K. Dotson
Charles J. Elfer
Beverly A. Garner
Mary Nix Hollowell
Mandy E. Lusk
Winifred C. Nweke
Rosette Riddle
Mari Ann Roberts

MISSION AND GOALS

The mission and goals of the Teacher Education Unit and Department are to prepare collaborative, competent, caring, committed, and culturally responsive educators who are reflective practitioners.

The primary goals are to develop teachers who:

- are knowledgeable about and committed to working with learners,
- understand curriculum and the organization of schools for teaching and learning,
- understand that teaching is inquiring,
- have content knowledge and are lifelong learners,
- value varying learning experiences and diversity, and determine and adjust teaching methods and strategies according to the needs of individual learners.

The Department of Teacher Education offers an undergraduate degree in Middle Grades Education and a Master of Arts in Teaching. The Department coordinates with other departments to prepare students for certification in the following areas: Secondary Education (Biology, English, History, and Mathematics), Music Education. The department also offers a Master of Education with a Major in Teacher Leadership. Graduate Program information can be found in the graduate catalog.

The Middle Grades Education program is designed to lead to certification in grades 4 thru 8 for teaching two concentrations among four areas: mathematics, science, social sciences and language arts. The teacher certification programs for teaching secondary (grades 6 thru 12) biology, English, history and mathematics are housed in the respective content departments. Refer to the Departments of English, Humanities, Mathematics, and Biology sections of this catalog for additional information. Faculty members from departments in the College of Arts and Sciences and the Department of Mathematics in the College of Informational and Mathematical Sciences teach the content subject courses and assist with field instruction. Education faculty members teach on-campus professional studies courses and some partnership field-based teachers collaborate with education faculty for providing field-based experiences and instruction.

The Music Education (P-12) program is designed to lead to certification for teaching music in grades P-12. The program's focus is three-prong: collaboration with the music program at Spivey Hall, field based instruction by practitioners within area schools as initially developed with the existing teacher education program, and provision of a technologically rich educational environment. Refer to the Department of Visual and Performing Arts section of this catalog for additional information.

The Master of Arts in Teaching degree is designed for individuals who seek certification to teach secondary education. Applicants should hold a bachelor's degree in biology, history, mathematics, English, or related areas, and/or have a provisional teaching certificate in these disciplines. These initial certification programs will prepare interested persons to receive a master's degree while also preparing them to become certified to teach in the fields of secondary biology, English, history, mathematics. Refer to the Graduate Catalog for additional information.

Accreditation

Clayton State University is accredited by the Southern Association of Colleges and Schools (SACSCOC). All education programs at Clayton State University have been approved by the Georgia Professional Standards Commission (GaPSC) and accredited by the Council for the Accreditation of Educator Preparation (CAEP), formerly known as NCATE.

CONCEPTUAL FRAMEWORK

The Clayton State University Teacher Education Unit has defined its theme through the Conceptual Framework. The Conceptual Framework promotes reflective practice, with an outline for preparing quality teachers who are competent, caring, committed, collaborative, and culturally responsive. These qualities are consistent with standards promoted by the Georgia Professional Standards Commission, Council for the Accreditation of Educator Preparation, and the Interstate New Teacher Assessment and Support Consortium.

ADMISSION POLICY – MIDDLE LEVEL PROGRAM

Students must meet the following criteria before being admitted to the Middle Grades program. More information about the application is available at general information sessions. Contact the Department of Teacher Education about the dates for these information sessions.

1. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Met with an Arts and Sciences Academic Advisor.
3. Completion of at least 45 semester hours of college credit. Grades of *A*, *B*, *C*, or *K* in all applicable Area A-F courses. Students are required to complete all courses in Areas A-F before admission to program.
4. Grades of *A*, *B*, *C*, or *K* in all applicable Areas A-F courses.
5. A cumulative Institutional Grade Point Average of 2.50 or higher based on all last attempted coursework
6. A cumulative Overall Grade Point Average of 2.50 or higher.
7. Successful completion of teacher education writing assessment with passing score
8. Grades of *A*, *B*, or *C* in EDUC 2110, EDUC 2120, and EDUC 2130
9. Attendance at a general information session sponsored by the Clayton State University Department of Teacher Education.

10. Passing scores or exemption on the GACE Program Admission Assessment.
11. Submission of a one-page essay on why the applicant wants to be a teacher.
12. Completion of the Georgia Ethics Exam.
13. Attendance at a personal interview conducted by the Department of Teacher Education.
14. Once conditionally admitted into the Middle Grades Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the Teacher Education Department to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. **IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH A DEGREE IN MIDDLE GRADES, YOU MUST BE ISSUED A PRE-SERVICE CERTIFICATE.** If application for a Pre-Service Certificate is denied, you must withdraw from our program

In order for a student to be eligible to begin and continue taking upper-division Teacher Education courses the following requirements must be met:

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Middle Grades Education Candidates who select a teaching concentration in mathematics, must earn a grade of "C" or better in MATH 1113 (pre-calculus) and MATH 1231 (statistics) before declaring mathematics as a teaching concentration. Passage of both MATH 1111 and MATH 1112 with a grade of "C" or better will be accepted as a substitute for MATH 1113.
3. Minimum competence in microcomputer applications as required by the Clayton State Notebook Computer Policy (refer to policy in this Clayton State University Catalog).
4. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. program. Teacher candidates must provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences.

APPLICATION PROCEDURES

1. Applicants who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)
2. The application deadline for Teacher Education programs is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)
3. All complete and eligible applications received by the published deadlines will be admitted in the program for the appropriate semester. Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.
4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next

admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.

5. Applicants may submit their applications for Fall Semester admission by or before the last Friday in May. Any applications received after the May deadline will be placed on a waiting list in the event a slot in the program becomes available. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the B.A. program will be assigned to an advisor in education for the junior and senior years.
6. A maximum of 21 semester hours of upper division transfer credit may be applied to the B.A. in middle level teacher education at Clayton State University. The following courses must be taken at Clayton State University: LART 3010, SCI 3110, HIST 3110, EDUC 3000, 3001, 3010, 3100, 3350, 4001, 4002, 4040, 4710, 4712, and 4720. The Department of Teacher Education will evaluate equivalencies for other courses in the Middle Grades Education program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

PROVISIONAL/CONDITIONAL ADMISSION POLICY

Provisional/Conditional admission may be granted to students with no more than three Areas A-F courses left to complete, students who have not successfully completed the Writing Assessment, and/or students who have not successfully completed the oral interview. Students granted provisional admission will have one academic year to complete all outstanding course requirements and one semester to complete all Writing Assessment and/or interview requirements.

READMISSION POLICY

Students who fail to maintain admission criteria after receiving written notification of program acceptance will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria and provide the following: an application for a Pre-Service Certificate (this includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check), evidence of liability insurance, and a signed acknowledgement of GaPSC Code of Ethics for Educators.

WRITING ASSESSMENT REQUIREMENTS

Teacher Education programs place high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored throughout the programs, and academic support is provided. As stipulated in the Application and Admission Eligibility Standards section, the writing of all Middle Grades Education program applicants is assessed using the Clayton State University English Department's First Year Writing Program Rubric. Candidates have two opportunities to take the assessment in an effort to score the prerequisite 80% (with no area score lower than a 2) for their senior practicum, either through the TEWA at the Clayton State University Testing Center or through their writing in LART 3010. The first opportunity to reach the prerequisite is during the mandatory TEWA completed at the Clayton State University

Testing Center prior to admission to the Middle Grades Program. Candidates' second opportunity to meet the TEWA requirement is through writing assignments in LART 3010 during the first semester of enrollment. If a candidate's writing profile in LART 3010 meets the required score, the candidate has fulfilled the writing requirement. Candidates who do not score 80% through either venue have the opportunity to seek assistance at Clayton State University's Writers' Studio before retaking the TEWA at the Testing Center.

ADMISSION POLICY FOR SECONDARY B.A. AND B.S. PROGRAMS

Students must meet the following criteria before being admitted to the certification program. More information about the application process is available at general information sessions held each semester. Students should contact their advisor for application materials and procedures.

- Admission to Clayton State University
- Completion of at least 45 semester hours of general education college credit
- Successful completion (minimum grade of C) in all required content discipline and education courses
- Minimum Overall Grade Point Average of 2.50 or higher
- Minimum Institutional Grade Point Average of 2.50 or higher
- Demonstrated writing proficiency or completion of English 1101 with grade of C or better
- Successful completion of EDUC 2110, 2120, and 2130 with grade of C or better
- Successful completion of the Entry Ethics Exam (#350)
- Attendance at a CSU Teacher Education information session or meeting with content program coordinator
- Passing scores on all sections (Reading, Writing, and Mathematics) of GACE Program Admission Assessment. Exemptions from GACE may be satisfied through one of the following:
 - SAT: minimum score 1,000 (Verbal/Critical Reading + Mathematics)
 - GRE: minimum score 1,030 (Verbal + Quantitative) or 297 if taken after August 1, 2011
 - ACT: minimum score 43 (English + Mathematics)
- A one-page essay explaining reason for wanting to be a secondary grades educator.
- *Once conditionally admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the Teacher Education Department to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH SECONDARY TEACHER CERTIFICATION, YOU MUST BE ISSUED A PRE-SERVICE CERTIFICATE. If application for a Pre-Service Certificate is denied, you must withdraw from our program.*

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education programs. In addition to these policies education students are required to maintain a cumulative Institutional Grade Point Average of 2.50 or higher based on all last attempted coursework and a cumulative Overall Grade Point Average of 2.50 or higher.

Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The Department Head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.

In order to be placed in the senior year internship, which begins at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates must have in place the following:

1. A cumulative Overall GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher based on all last attempted coursework.
3. Completion of each course in the program sequence with a grade of C or higher (or K).
4. An updated background check.
5. Renewal of liability insurance coverage.

Course overloads will not be permitted during enrollment in the full-time senior internship.

TEACHER CERTIFICATION

In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Georgia Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Fingerprinting and FBI background checks are required for professional employment in Georgia public schools. An applicant for certification in Georgia must comply with the ethical standards of the profession. Additional information and Georgia certification applications are available online at www.gapsc.com. The Department of Teacher Education will assist students in submitting proper documentation to the Georgia Professional Standards Commission.

GRADUATION REQUIREMENTS

1. Grades of A, B, C, or K in all courses used to meet program requirements and a minimum 2.50 Program GPA.
2. Submission of a complete teaching practice and performance assessment/ portfolio prepared in accordance with published guidelines to establish that the Unit Outcomes and Candidate Proficiencies have been met.
3. Participation in examinations, surveys, performance assessments, and any other required activities administered for purposes of program evaluation and program exit.

EDUCATION POLICIES AND PROCEDURES

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at <http://www.clayton.edu/teachered>.

HONOR SOCIETIES AND CLUBS

The Clayton State University Teacher Education Club, the Student Georgia Association of Educators (SGAE), the Student Professional Association of Georgia Educators (SPAGE), and the Association for Middle Level Education (AMLE) are among the honor societies, clubs, and service organizations designed to support and supplement the educational and professional development of students.

Bachelor of Arts in Middle Level Education

The B.A. in Middle Level Education was developed through a collaborative partnership of classroom teachers, education experts, and Clayton State University faculty. The Clayton State University teacher education programs are maintained in partnership with seven county school systems in the University’s primary service area—Clayton, DeKalb, Fayette, Fulton, Henry, Rockdale, and Spalding. All on-site education field experiences will be provided by these systems. The Teacher Education Advisory Council serves as an external advisory group for teacher education programs.

BACHELOR OF ARTS IN MIDDLE LEVEL EDUCATION DEGREE PROGRAM REQUIREMENTS

No grades of D in any courses are allowed in any courses of the Teacher Education degree.

Core Curriculum (Areas A - E)..... 42 hours
 All Core Curriculum requirements for the Middle Level Education degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours
 EDUC 2110 Investigating Critical & Contemporary Issues in Education..... 3 hours
 EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts. 3 hours
 EDUC 2130 Exploring Learning and Teaching 3 hours
 Courses appropriate to the teaching field (see below) 9 hours

Three courses, two in one concentration and one in the other, must be chosen to support the two concentration areas.

The following courses are recommended*:

Language Arts: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132;

Mathematics: MATH 1112 or MATH 1113 or MATH 1501 or MATH 2502 (**REQUIRED** if not used in other areas),MATH 2010 (**REQUIRED**-offered spring only), MATH 1231 (**REQUIRED** if not used in area D-2), MATH 1221, MATH 1241, or CSCI 1301

Natural Sciences: SCI 1901 (any topic not already taken), ASTR 1010, ASTR 1020/1020L, CHEM 1151/1151L, CHEM 1152/1152L, PHYS 1111/1111L, PHYS 1112/1112L (Lab hours in excess credit.)

Social Sciences: HIST 1111, HIST 1112, HIST 2111, HIST 2112, HIST 2750

*While the elective courses listed above in each content area are strongly recommended, other courses may be deemed appropriate with the approval of the Middle Level Coordinator/Department Chair, and the Content Area Specialist/ Content Department Chairman.

Upper Division Requirements	24 hours
EDUC 3000 Teacher Education Seminar I (Institutional Credit Only)	1 hour
EDUC 3001 Teacher Education Curriculum Seminar (Institutional Credit Only)	1 hour
EDUC 3100 Middle Level Teaching Methods and Materials	2 hours
EDUC 3010 Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner	3 hours
EDUC 3030 Exploring the Exceptional Learner	3 hours
EDUC 3040 ELL Principles and Strategies**	3 hours
EDUC 3350 Instructional Strategies for Individual and Interdisciplinary Teaching	3 hours
EDUC 4001 Teacher Education Seminar II (Institutional Credit Only)	1 hour
EDUC 4002 Teacher Education Seminar III (Institutional Credit Only)	1 hour
EDUC 4040 Classroom Assessment	3 hours
LART 3010 Literacy Across the Content Areas	3 hours

**EDUC 4050 or EDUC 4060 may be substituted for EDUC 3040

First and Second Teaching Field Requirements..... **24 hours**
All courses in both concentrations must be completed successfully.

Language Arts

ENGL 3100 Introduction to English Studies	3 hours
ENGL 3210 Advanced Grammar.....	3 hours
ENGL 4114 Adolescent Literature.....	3 hours
LART 3120 Language Arts: Skills and Concepts	3 hours

Mathematics

MATH 3020 Concepts of Algebra.....	3 hours
MATH 3030 Concepts of Geometry	3 hours
MATH 4010 Mathematical Problem Solving: Advanced Concepts.....	3 hours
MATH 4020 Concepts of Discrete Mathematics	3 hours

Science

SCI 3110 Physical Science I	2 hours
SCI 3110L Physical Science I Laboratory	1 hour
SCI 3120 Physical Science II	3 hours
SCI 3130 Integrated Science – Life Science.....	3 hours
SCI 3140 Physical Science III	3 hours

Social Sciences

HIST 3110 Georgia History and Government	3 hours
HIST 3800 World Historical Geography	3 hours
HIST 4250 History of World Religions.....	3 hours
HIST 4501 Skills/Methods Social Studies	3 hours

Internship Requirements

15 hours

The following courses must be taken in sequence during the same school calendar year:

EDUC 4710 Middle Level Internship I (Fall Semester)	3 hours
EDUC 4712 Middle Level Internship IIA (Spring Semester)	3 hours
EDUC 4720 Middle Level Internship II Grades 4-8 (Spring Semester)	9 hours

Total Degree Requirements..... **123 hours**
(4 of which are institutional only)

Other Program-Specific Graduation Requirements

1. Grades of *A*, *B*, *C*, or *K* in all courses used to meet program requirements and a minimum of 2.50 overall GPA must be maintained.
2. Participation in examinations, surveys, performance assessments, and any other required activities administered for purposes of program evaluation and program exit.

Education Specialties Minor

The Education Specialties Minor has been developed to include a variety of education courses available to students in all degree programs. The current offerings include education courses in technology, gifted, special education, and English as a second language.

Education majors may take the courses in order to add an endorsement in ESL, Reading, or Gifted Education or certification in Special Education. The Georgia Professional Standards Commission allows the issuance of endorsements to recognize additional expertise.

The minor will also be available to students in other degree programs as well. Students from diverse programs such as English, psychology, and sociology will benefit from the opportunity to take the classes.

The courses do not follow a sequence, so students may take the classes in any order. Any undergraduate student may choose this minor. Students will declare the minor through the Duck. If education students wish to take the classes for an endorsement or additional certification, they must complete an application, the Intent to Seek an Endorsement form and submit it to the Department of Teacher Education before they will be allowed to take upper division course work.

Course Requirements 15 hours

Required

EDUC 2130 Exploring Learning and Teaching 3 hours

Select 4 courses from the following:

EDUC 2110 Investigating Critical/Contemporary Issues 3 hours

EDUC 2120 Exploring Socio-Culture 3 hours

EDUC 3020 Instructional Technology for Teachers 3 hours

EDUC 3030 Exploring the Exceptional Learner 3 hours

EDUC 3032 Characteristics and Instructional Strategies for
Students with Exceptionalities 3 hours

EDUC 3033 Individual & Classroom Management for
Students with Exceptionalities 3 hours

EDUC 3034 Educational Evaluation of Exceptional Students 3 hours

EDUC 3040 Principles and Strategies for Teaching
English Language Learners 3 hours

EDUC 4050 Cultural Perspectives for Teachers of
English Language Learners 3 hours

EDUC 4060 Applied Linguistics for Teachers of English Language Learners.....	3 hours
EDUC 4701 Characteristics of Multicultural Gifted Learners.....	3 hours
EDUC 4800 Special Topics in Education.....	3 hours

Total Minor Program Requirements 15 hours

- **At least 3 upper level** (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- This minor does not, in itself, lead to certification. Students must be enrolled in an education program to obtain a teaching certificate.
- All courses must be completed with a grade of C or better.
- Courses used to fulfill area A-E in core curriculum cannot be applied to the minor.

Department of Visual and Performing Arts

ADMINISTRATIVE OFFICER

TBD, *Department Chair*

FACULTY

Brian S. Amsden, *Communication*

Richard Bell, *Instrumental Music, Music Education, Music Theory*

Virginia A. Bonner, *Film and Media Studies*

A. Randall Clark, *Journalism, Media Studies*

Michael C. Fuchs, *Choral Music, Conducting*

Jonathan M. Harris, *Film*

Christina T. Howell, *Vocal Music*

Kathleen M. Kelly, *Dance, Musical Theatre*

Mark May, *Communication*

Shandra McDonald, *Film*

Susan L. McFarlane-Alvarez, *Corporate Communication*

Michiko Otaki, *Piano*

Steven A. Spence, *Media Studies*

Shontelle Thrash, *Theatre and Communication*

Derrick Vanmeter, *Theatre*

Mark J. Watson, *Art History*

Alan C. Xie, *Art*

Kurt-Alexander N. Zeller, *Vocal Music, Opera*

Mission

Consistent with the mission statements of Clayton State University and its College of Arts and Sciences, the Department of Visual and Performing Arts serves the community through its excellence in teaching, research, and creative endeavors. The department's diverse programs are linked by their commitment to nurturing creativity and professional expertise. Working with a professionally active faculty, students learn, create, and develop skills in a supportive environment. Graduates of our programs are equipped to excel in advanced studies or professional careers.

The Department of Visual and Performing Arts strives to be an artistic and cultural resource for the region by presenting concerts, lectures, theatrical performances, and community education. The faculty is committed to the personal growth of their students by sharing their skills and knowledge and continuing their own professional development as artists, scholars, and educators.

The Department of Visual and Performing Arts offers the Bachelor of Arts degree with majors in Communication and Media Studies (*Media Production, Communication and Human Relations, and Media and Cultural Studies*); Film Production; and Performing Arts (Music, Music Education, and Theatre); and the Associate of Arts degree with a major in Film Production. The Department offers minors in Art, Communication and Media Studies, Corporate Communication, Dance, Film, Music, and Theatre.

Clayton State University is an accredited institutional member of the National Association of Schools of Music.

Bachelor of Arts in Communication and Media Studies

The Bachelor of Arts in Communication and Media Studies equips graduates with a solid theoretical and historical understanding of human communication, combined with practical skills in professional writing and speaking. Students in the CMS program may elect to focus their degree studies in Media Production, Communication and Human Relations, or Media and Cultural Studies.

Student organizations that are designed to support, augment, and supplement the educational and professional development of students in the CMS program include the *Bent Tree* (student newspaper), and CSU Radio and Television.

COMMUNICATION AND MEDIA STUDIES LEARNING OUTCOMES

Graduates of the B.A. program in Communication and Media Studies will demonstrate the following characteristics:

1. Communicate effectively using multiple channels of communication;
2. Conduct primary and secondary research on media products and communicative practices;
3. Critically analyze the aesthetic dimensions and layered meanings of past and present communication and media products;
4. Understand theoretical perspectives on communication, media and global culture;
5. Apply media aesthetics to the production of communication vehicles using appropriate technologies; and,
6. Demonstrate an understanding of ethical theories, professional standards and legal constraints in communication and media environments.

Communication and Media Studies Writing Assessment Requirement

CMS majors and minors are required to pass the CMS Writing Assessment in order to complete the degree. Students are strongly encouraged to take this assessment soon after passing ENGL 1102. A passing score is a prerequisite for several required CMS courses, so failure to pass the test in a timely manner may result in a delay in graduation. The test is administered at the campus Testing Center and may be repeated, but it is offered only one time per semester.

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Communication and Media Studies major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Major Requirements (Area F) 18 hours

CMS 2010 Introduction to Media Studies 3 hours

CMS 2100 Introduction to Film 3 hours

Spoken Communication and International Language 3-9 hours

Select from: COMM 1110, FREN 2001, FREN 2002, SPAN 2001, SPAN 2002

Media Production or Aesthetics 3-9 hours
Select from: ART 1104, CMS 2410, CMS 2420, PHIL 2040, THEA 1880

Major Area Core Requirements..... 24 hours
 CMS 3020 Research Methods 3 hours
 CMS 3101 Media and Culture 3 hours
 CMS 3200 History of Communication 3 hours
 COMM 3300 Interpersonal Communication 3 hours
 COMM 3210 Communication Theory 3 hours
 CMS 3710 Writing for Digital Media 3 hours
 CMS 3901 Internship 3 hours
 CMS 4500 Global Contexts in CMS 3 hours

CMS Electives Concentration Requirements 21 hours
 CMS students may satisfy their 21 hours of CMS Concentration Area Requirements by taking any 3000-4000 level class with a CMS or COMM or JOUR prefix (not designated to be used elsewhere in the upper division requirements), or ENGL 3800, ENGL 3900, ENGL 4011, MUSC 3102, MUSC 4102, THEA 3101, THEA 3800, THEA 4861. Students have the option of completing this requirement by completing 21 hours of courses listed in one of three concentrations: Media Production; Communication and Human Relations; and Media and Cultural Studies.

Media Production Concentration

(Students in this concentration must take CMS 2410 and CMS 2410 in the Lower Division Major Requirements.)

CMS 3400 Communication Law 3 hours
 CMS 3500 Writing and Editing for Mass Media 3 hours
 CMS 3560 Introduction to Public Relations 3 hours
 CMS 3720 New Media Design 3 hours
 CMS 3903 Advanced Media Production 3 hours
 CMS 3410 Lighting for Motion Pictures 3 hours
 CMS 3420 Audio Recording & Sound Design 3 hours
 CMS 4410 Digital Video Production 3 hours
 CMS 4450 Digital Video Post-production 3 hours
 CMS 4490 Modes of Video Production I 3 hours
 CMS 4491 Modes of Video Production II 3 hours
 CMS 4492 Modes of Video Production III 3 hours
 CMS 4560 Public Relations Principles and Practices 3 hours
 COMM 3460 Principles of Project Management 3 hours
 THEA 4861 Acting for the Camera 3 hours

Communication and Human Relations Concentration

COMM 3015 Research Design and Analysis 3 hours
 COMM 3100 Professional Communication 3 hours
 COMM 3310 Communication in Context I 3 hours
 COMM 3311 Communication in Context II 3 hours
 COMM 3312 Communication in Context III 3 hours
 COMM 3340 Persuasion 3 hours
 COMM 3330 Rhetorical Criticism 3 hours
 COMM 4100 Organizational Communication 3 hours
 COMM 4200 Nonverbal Communication 3 hours

COMM 4210 Interracial Communication.....	3 hours
COMM 4510 Intercultural Communication.....	3 hours
CMS 3400 Communication Law	3 hours
CMS 4580 Crisis and Change Communication	3 hours
CMS 4800 Special Topics I	3 hours
CMS 4801 Special Topics II.....	3 hours
CMS 4802 Special Topics III.....	3 hours
CMS 4820 Media, Rhetoric, and Social Movements I.....	3 hours
CMS 4821 Media, Rhetoric, and Social Movements II.....	3 hours
CMS 4822 Media, Rhetoric, and Social Movements III.....	3 hours
THEA 4861 Acting for the Camera	3 hours

Media and Cultural Studies Concentration

CMS 3110 Media Industries.....	3 hours
CMS 3310 Film History	3 hours
CMS 3340 National Cinemas I.....	3 hours
CMS 3341 National Cinemas II.....	3 hours
CMS 3342 National Cinemas III.....	3 hours
CMS 3810 Women and Popular Culture	3 hours
CMS 4310 Film Analysis and Criticism.....	3 hours
CMS 4320 Women and Film.....	3 hours
CMS 4330 Film Genres I	3 hours
CMS 4331 Film Genres II	3 hours
CMS 4332 Film Genres III	3 hours
CMS 4800 Special Topics I	3 hours
CMS 4801 Special Topics II.....	3 hours
CMS 4802 Special Topics III.....	3 hours
CMS 4810 Women and the Arts	3 hours
CMS 4820 Media, Rhetoric, and Social Movements I.....	3 hours
CMS 4821 Media, Rhetoric, and Social Movements II.....	3 hours
CMS 4822 Media, Rhetoric, and Social Movements III.....	3 hours
ENGL 4011 Literary Theory	3 hours
MUSC 3102 History of Popular Music	3 hours
MUSC 4102 Politics of Music and Culture.....	3 hours
THEA 3101 Theater, Cinema, and Society	3 hours

Minor/Guided Electives 15 hours

CMS majors are encouraged to use guided electives toward completion of a minor. Up to 9 guided electives may be used for courses with COMM, CMS, and/or JOUR prefixes. No more than 9 hours applied to this area can be 1000-/2000-level courses.

Total..... 120 hours

Other Program-Specific Graduation Requirements

1. Communication and Media Studies students must earn a grade of C or higher for all courses applied toward upper-division requirements. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

2. Foreign Language through the 2002 level is required for the B.A. in CMS. FREN/SPAN 1001 may be used in Guided Electives, and it is possible to use 1002/2001/2002-level language courses in the Core Curriculum and Lower Division Major Requirements.
3. COMM 1110 is a required course for the CMS major. Students receiving credit for COMM 1110 may not receive credit for COMM 1001 and COMM 1002.

Minor Program in Communication and Media Studies

The minor program in Communication and Media Studies focuses on broad-based and adaptable skills that can enrich the lives of graduates in many diverse fields. The ability to write and speak well, the ability to think critically about differing media and modes of communication, the ability to recognize quality in written, visual, and multimedia texts—these are fundamental skills for life within a culture increasingly defined by the movement of information.

Students wishing to declare a minor in CMS will complete the same application process required to become a CMS major. Before admittance to the minor program, students must complete four courses with a combined GPA of at least 2.5:

- ENGL 1102 Composition II
- CMS 2010 Introduction to Media Studies
- CMS 2100 Introduction to Film
- COMM 1110 Spoken Communication

In addition, applicants must successfully complete a writing assessment administered by the Testing Center and evaluated by the CMS core faculty. Once these requirements are met, students will be admitted to the CMS minor and will be able to enroll in all upper-division CMS classes.

Students who choose to apply either CMS 2100 or COMM 1110 toward their General Education core requirements must substitute another course to meet the 18-hour requirement for the CMS minor. As substitutes, students may use any 3000-level or higher course with a CMS or COMM prefix, except the internship classes CMS 3901, CMS 3902, or CMS 3903

COMMUNICATION AND MEDIA STUDIES MINOR PROGRAM REQUIREMENTS

Lower Division Requirements	9 hours
CMS 2010 Introduction to Media Studies	3 hours
CMS 2100 Introduction to Film	3 hours
COMM 1110 Spoken Communication	3 hours
Upper Division Electives	9 hours
Any 3000-level or higher course with a CMS or COMM or JOUR prefix, except the internship classes CMS 3901, CMS 3902, or CMS 3903.	
Total Program Requirements	18 hours

Minor Program in Corporate Communication

The Minor in Corporate Communication provides students with understanding of, and preparation for careers in Corporate Communication. This minor:

- Prepares students for entering the workforce or earning advanced degrees in professional areas such as public relations, marketing, advertising, organizational communication and production/design.
- Develops and strengthens students' critical thinking and writing skills for success in all further academic and professional endeavors

The minor focuses on the following Communication and Media Studies learning outcomes:

- Communicate effectively, using multiple channels of communication; and
- Apply media aesthetics to the production of communication vehicles using appropriate technologies.

CORPORATE COMMUNICATION MINOR PROGRAM REQUIREMENTS

Required Courses (select two of the following courses)..... 6 hours

CMS 2410 Digital Imaging.....	3 hours
CMS 3550 Introduction to Advertising.....	3 hours
CMS 3560 Introduction to Public Relations.....	3 hours

Upper Division Electives (select four of the following courses) 12 hours

CMS 3110 Media Industries	3 hours
CMS 3720 New Media Design	3 hours
CMS 4560 Public Relations Principles and Practices	3 hours
CMS 4580 Crisis and Change Communication.....	3 hours
CMS 4800 Selected Topics in Communication and Media Studies (with approved topic).....	3 hours
COMM 3460 Principles of Project Management	3 hours
COMM 4100 Organizational Communication.....	3 hours

Note: Students may apply up to two classes (6 hours) from the following list of courses to satisfy the 12-hour Upper Division Elective requirement in the

Corporate Communication Minor

BUSA 3700 Business Ethics / Corporate Social Responsibility	3 hours
COMM 3100 Professional Speaking	3 hours
COMM 3210 Communication Theory	3 hours
COMM 3300 Interpersonal Communication	3 hours
COMM 3440 Communication Technologies	3 hours
CMS 3500 Writing for Mass Media.....	3 hours
CMS 4610 Social Media	3 hours
ENGL 3650 Writing for Non-Profits	3 hours
ENGL 4900 Professional and Technical Writing	3 hours

Total Program Requirements 18 hours

Minor Program in Dance

The following are courses required in the Minor in Dance. Because of the course rotation and prerequisite requirements, consult with the Dance faculty when planning course scheduling.

Required Courses:

DANC2110 Ballet	2 hours
DANC 2120 Jazz I	2 hours
DANC 2130 Modern I	2 hours
DANC 3200 Dance Performance	1-2 hours
DANC 3600 Dance History	3 hours
DANC 4250 Choreography.....	3 hours

Students Must Also Complete:

One Level II Dance Technique Course (DANC 3110, 3120, 3130, or 3140).....	2 hours
Level 1000-/4000-level DANC electives.....	2-3 hours

Total Program Requirements 18 hours

Bachelor of Arts in Film Production

The Bachelor of Arts degree in Film Production emphasizes post-production to prepare students for careers in the professional film industry. While the program includes coursework relating to pre-production and production (so that students are introduced to these skills and understand the entire filmmaking process), the post-production focus of this program will help students attain the skills and knowledge necessary to excel in areas of film post-production, such as: storytelling, compositing, editing, special effects, motion graphics, and sound effects. Course options within the program offer students an opportunity to take courses outside of the film area, perhaps to pursue a minor program that might enhance job marketability.

FILM PRODUCTION LEARNING OUTCOMES

Graduates of the B.A. program in Film Production will demonstrate the following characteristics:

1. Understand critical and creative processes and aesthetic approaches involved in the pre-production, production and post-production phases of film making
2. Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design
3. Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability
4. Analyze and critique films representing a broad range of theoretical and historical perspectives

BACHELOR OF ARTS IN FILM PRODUCTION DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Film Production major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Core Requirements (Core Curriculum Area F)..... 18 hours

CMS 2100 Introduction to Film..... 3 hours

FILM 2700 History of Cinema..... 3 hours

Select six hours from:

CMS 2410 Digital Imaging..... 3 hours

CMS 2420 Introduction to Field Production 3 hours

OR

FILM 1520 Georgia Film Academy Course I 6 hours

Select two courses from:

ACCT 2101 Principles of Financial Accounting..... 3 hours

ART 1101 Drawing I 3 hours

ART 1104 2-D Design and Color Theory 3 hours

BLAW 2106 Legal Environment of Business 3 hours

CSCI 1301 Computer Science 3 hours

CPTG 1111 Introduction to Computing 3 hours

ECON 2106 Principles of Microeconomics 3 hours

FILM 2430 Storyboarding 3 hours

THEA 1880 Introduction to Acting 3 hours

THEA 2100 Stagecraft..... 3 hours

THEA 2900 Directing 3 hours

Required Upper-Division Courses..... 30 hours

CMS 3410 Lighting for Motion Pictures..... 3 hours

CMS 3420 Audio Recording 3 hours

CMS 3820 Screenwriting..... 3 hours

CMS 4310 Film Analysis and Criticism 3 hours

CMS 4410 Digital Video Production 3 hours

CMS 4450 Video Post-Production 3 hours

FILM 3155 Cinematography 3 hours

FILM 4460 Video Post-Production II 3 hours

FILM 4480 Digital Video Production II 3 hours

FILM 4901 Internship/Experiential Learning I 2 hours

FILM 4904 Portfolio Class 1 hour

Upper Division Electives 24 hours

(Select courses from the two groups below)

Group A: Media Production Electives 15 hours

CMS 3600 Introduction to Broadcasting..... 3 hours

CMS 3720 New Media Design 3 hours

CMS 4490 Modes of Video Production I 3 hours

CMS 4491 Modes of Video Production II 3 hours

CMS 4492 Modes of Video Production III 3 hours

FILM 3480 Producing 3 hours

FILM 3490 Directing..... 3 hours

FILM 3850 Motion Graphics	3 hours
FILM 4420 Visual Effects.....	3 hours
FILM 4430 Advanced Lighting.....	3 hours
FILM 4440 Advanced Visual Effects	3 hours
FILM 4902 Internship/Experiential Learning II	3 hours
FILM 4903 Seminar in Contemporary Film Making	3 hours

Group B: Media Criticism Electives..... 9 hours

CMS 3340 National Cinemas I	3 hours
CMS 3341 National Cinemas II	3 hours
CMS 3342 National Cinemas III	3 hours
CMS 4320 Women and Film	3 hours
CMS 4330 Film Genres I	3 hours
CMS 4331 Film Genres II	3 hours
CMS 4332 Film Genres III	3 hours
CMS 4340 Television Criticism.....	3 hours
FILM 3350 African American Cinema	3 hours
FILM 3360 Deconstructing Disney	3 hours
FILM 3700 Great Directors	3 hours
FILM 4800 Special Topics I	3 hours
FILM 4801 Special Topics II	3 hours
FILM 4802 Special Topics III	3 hours

Electives..... 6 hours

(Select courses at any level, with the exception of film production or film criticism. A minimum grade of C is required.)

Total..... 120 hours

Associate of Arts in Film Production

The Associate of Arts degree in Film Production provides an option in addition to the baccalaureate degree for completion of academic credentials in the field of film production, supporting the need for workforce development in Georgia’s burgeoning film industry.

The student learning outcomes for the Associate of Arts degree in Film Production are:

- to develop technical skills that are fundamental to on-set film production
- to acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards
- to demonstrate employment marketability in the film industry

ASSOCIATE OF ARTS IN FILM PRODUCTION DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Film Production major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Core Requirements (Core Curriculum Area F)..... 18 hours

CMS 2100 Introduction to Film.....	3 hours
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FILM 2700 History of Cinema.....	3 hours
Select six hours from:	
CMS 2410 Digital Imaging.....	3 hours
CMS 2420 Introduction to Field Production	3 hours
OR	
FILM 1520 Georgia Film Academy Course I	6 hours
Select two courses from:	
ACCT 2101 Principles of Financial Accounting.....	3 hours
ART 1101 Drawing I	3 hours
ART 1104 2-D Design and Color Theory	3 hours
BLAW 2106 Legal Environment of Business	3 hours
CSCI 1301 Computer Science	3 hours
CPTG 1111 Introduction to Computing	3 hours
ECON 2106 Principles of Microeconomics	3 hours
FILM 2430 Storyboarding	3 hours
THEA 1880 Introduction to Acting	3 hours
THEA 2100 Stagecraft.....	3 hours
THEA 2900 Directing	3 hours
Total.....	60 hours

Minor Program in Film

The Film Minor prepares students for entering the workforce or earning graduate degrees in professional areas such as film performance, film studies, and film production/design. It develops and strengthens students' production, performance, critical thinking, and writing skills for success in all further academic and professional endeavors.

FILM MINOR PROGRAM REQUIREMENTS

Lower Division Courses.....	6 hours
<u>Performance Track:</u>	
CMS 2100 - Introduction to Film	3 hours
THEA 1880 - Introduction to Acting	3 hours
<u>Studies Track:</u>	
CMS 2100 - Introduction to Film	3 hours
FILM 2700 - History of Cinema	3 hours
<u>Production Track:</u>	
CMS 2100 - Introduction to Film	3 hours
Select one:	
CMS 2410 - Digital Imaging	3 hours
OR CMS 2420 - Introduction to Field Production	3 hours
OR FILM 1520 - Georgia Film Academy 1	3 hours
Upper-Division Electives (select four of the following courses)	12 hours
CMS 3340, 3341, 3342 - National Cinemas	3 hours
CMS 3350 - African American Cinema	3 hours
CMS 3360 - Deconstructing Disney	3 hours

CMS 3410 - Lighting for Motion Pictures	3 hours
CMS 3420 - Audio Recording & Sound Design	3 hours
CMS 3720 - New Media Design	3 hours
CMS 3820 – Screenwriting	3 hours
CMS 4310 - Film Analysis and Criticism	3 hours
CMS 4320 - Women and Film	3 hours
CMS 4330, 4331, 4332 - Film Genres	3 hours
CMS 4410 - Digital Video Production	3 hours
CMS 4450 - Digital Video Post Production	3 hours
CMS 4490, 4491, 4492 - Modes of Video Production	3 hours
FILM 3155 – Cinematography	3 hours
FILM 3480 – Producing	3 hours
FILM 3490 Directing	3 hours
FILM 3700 - Great Directors	3 hours
FILM 3850 - Motion Graphics	3 hours
FILM 4420 - Visual Effects	3 hours
FILM 4430 - Advanced Lighting	3 hours
FILM 4440 - Advanced Visual Effects	3 hours
FILM 4460 - Video Post-Production II	3 hours
FILM 4480 - Video Production II	3 hours
FILM 4800, 4801, 4802 - Special Topics	3 hours
FILM 4903 - Seminar in Contemporary Filmmakin	3 hours

***Students who choose to apply CMS 2100 toward their General Education core requirements must substitute another of the 3-credit Upper-Division Electives to complete the 18-hour Film Minor.*

Total Program Requirements 18 hours

Bachelor of Arts in Performing Arts

The Bachelor of Arts in Performing Arts is a versatile degree in which students may major in Music, Music Education, and Theatre. This program allows students to study music or theatre in the context of a liberal arts curriculum—either by focusing their studies in a single performing arts discipline or by creating a multi-discipline program of study that supports broader performance interests—or to pursue professional studies leading to certification as a K-12 music educator.

The Clayton State Division of Music is an accredited institutional member of the National Association of Schools of Music. Its mission is to provide:

- Professional preparation for performers, educators, scholars, and creators
- Broad-based liberal arts education in music
- Service to the university and the public through performance and community engagement

The Clayton State Theatre program prepares students for careers in the professional Theatre community and furnishes them with the tools for creating new work, making a significant impact on Theatre in our state and region.

Program Outcomes – Bachelor of Arts in Performing Arts

1. Demonstrate competence in artistic performance and interpretation
2. Apply theoretical literacy and historical scholarship in performance in the student's major field of study
3. Utilize critical thinking and listening skills, communicate effectively (both orally and in writing) about the performing arts

Music Outcomes

1. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture
2. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression
3. Think, speak and write clearly and effectively about music
4. Develop teaching and coaching skills appropriate to the performance medium

Music Education Outcomes

1. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture
2. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression
3. Think, speak and write clearly and effectively about music
4. Develop teaching and coaching skills appropriate to the performance medium and in the context of the elementary and secondary classroom

Theatre Outcomes

1. Recognize and interpret subject matter and history of theatre: major works, issues, movements
2. Demonstrate competent oral and written communication skills in one or more of the following areas: acting, directing, playwriting, technical theatre
3. Assess and employ theatrical concepts in decision-making and critical aesthetic judgments
4. Recognize and demonstrate practical skills required in professional theatre settings

HONOR SOCIETIES AND CLUBS

Several honor societies, clubs, and service organizations are designed to support, augment, and supplement the educational and professional development of music and theatre students, including Mu Phi Epsilon (Coeducational Professional Music Fraternity), National Association for Music Education (NAfME Collegiate), and Fairly Odd Players (student organization in theatre).

ADMISSION

Students who wish to major in Performing Arts must successfully audition for members of the faculty in their major area (music or theatre). Information about music auditions is available from the office of the Department of Visual and Performing Arts and on the Department's webpage. In addition, students must pass a Sophomore Barrier before enrolling in certain 3000- or 4000-level music courses.

ADMISSION AND READMISSION REQUIREMENTS INTO THE MUSIC EDUCATION CERTIFICATION PROGRAM

Students must meet the following criteria before submitting their applications for admission into the teacher education certification program. Contact the Division of Music or the Department of Teacher Education for more information or an application.

1. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Completion of at least 45 semester hours of college credit (minimum requirement to submit application). Students are required to complete all Area F courses, MUSC 2900, and MUSC 2301.
3. Grades of A, B, C, or K in all applicable Areas A-F courses. Students must have a grade of C or better in ALL courses required for the degree.
4. A cumulative Institutional Grade Point Average of 2.50.
 - a. A Program Grade Point Average of 2.50 based upon all coursework last attempted in Areas A-F.
 - b. Successful completion of MUSC 2900 with a grade of C or better with documentation of 35 field experience hours.
 - c. Successful completion of MUSC 2301 with a grade of C or better.

In order for a student to be eligible to begin taking upper-division courses in teacher education, the following requirements must be met:

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Completion of *all Area F* courses and a minimum of 24 hours in Areas A-E of the Core Curriculum and MUSC 2900 and MUSC 2301 with grades of A, B, C, or K.
3. Maintenance of the 2.50 or better Program Grade Point Average as explained above and a 2.5 or better institutional Grade Point Average.
4. Submit a one-page essay on why you want to be a music teacher.
5. Successful completion of Sophomore Barrier – Music Education
6. Documentation of teaching observations (this is satisfied in EDUC 2110, 2120, or 2130 at CSU)
7. Completion of the GACE Basic Skills Assessment. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, and mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate as of July 1, 1997. The assessment is GACE Basic Skills Assessment, developed and administered by National Evaluations Systems, Inc. (NES). Contact the Department of Teacher Education for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)
8. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. or B.M. program.
9. A background check. (Conducted by Clayton State Public Safety. A \$10.00 processing fee is required and will be at the expense of the applicant.)

10. Provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences when required.

APPLICATION PROCEDURES (Music Education Certification Program)

1. Applicants who meet the criteria explained above should submit a teacher education certification application form and supporting documentation to the Clayton State University Director of Music Education or the Department of Teacher Education. (Application forms are available from the Division of Music Handbook and the Department of Teacher Education.)
2. The application deadline for Teacher Education programs is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)
3. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. (Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)
4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants may submit their applications for Fall Semester admission between April 1 and the last Friday in May. Any applications received after the May deadline will be placed on a waiting list in the event a slot in the programs becomes available. Applicants may submit their applications for Spring Semester admission between September 1 and the last Friday in October. Any applications received after the October deadline will be placed on a waiting list in the event a slot in the programs becomes available.
6. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education programs (except that for teacher education the standard is a 2.50 cumulative Program GPA on the last attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.

STUDENT TEACHING/SENIOR INTERNSHIP

In order to be placed in the student teaching/senior year internship, which begins during the first week or pre-planning week at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates must have in place the following:

1. A cumulative Program GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher.
3. Completion of each course in the program sequence with a grade of C or higher (or K).
4. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).
5. Passage of an updated background check.
6. Renewal of liability insurance coverage.

Course overloads will not be permitted during enrollment in the full-time student teaching/senior internship. The student may only be enrolled in student teaching/senior internship

TEACHER CERTIFICATION

In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Georgia Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Fingerprinting and FBI background checks are required for professional employment in Georgia public schools. An applicant for certification in Georgia must comply with the ethical standards of the profession. Additional information and Georgia certification applications are available online at www.gapsc.com. The Department of Teacher Education will assist students in submitting proper documentation to the Georgia Professional Standards Commission.

BACHELOR OF ARTS IN PERFORMING ARTS DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
All Core Curriculum requirements for the Performing Arts major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Major Core Requirements (Area F)..... 18 hours

Music or Music Education major:

MUSC 1011 (Music Theory I)	3 hours
MUSC 1012 (Music Theory II)	3 hours
MUSC 1111 (Aural Skills I)	1 hour
MUSC 1112 (Aural Skills II)	1 hour
MUSC 1710 (Major Ensemble; four semesters)	4 hours
MUSC 2111 (Aural Skills III)	1 hour
MUSC 2112 (Aural Skills IV)	1 hour
MUSC 2500 (Applied Music; four semesters)	4 hours

Theatre major:

THEA 1100 (Introduction to Theatre)	3 hours
THEA 1880 (Introduction to Acting)	3 hours
THEA 1890 (Theatre Laboratory) (6 semesters required)	0 hours
THEA 1990 (Play Development)	3 hours
THEA 2900 (Directing).....	3 hours

Select **two** from:

THEA 1700 (Intro. To Theatre Design)	3 hours
THEA 2100 (Stagecraft)	3 hours
THEA 2990 (Intermediate Play Dev.)	3 hours

Concentration Requirements 60 hours

Music:

Required Courses 24 hours

MUSC 0890 (Recital Attendance; 6 semesters)	0 hours
MUSC 2011 (Music Theory III)	3 hours
MUSC 2012 (Music Theory IV).....	3 hours
MUSC 2152 (Class Piano IV)	1 hour
MUSC 3220 (Intro. to Music Technology)	3 hours
MUSC 3614 (Music History Survey I).....	3 hours
MUSC 3615 (Music History Survey II).....	3 hours
MUSC 3820 (Improvisation)	1 hour
MUSC 4990 (Music Capstone).....	3 hours
Additional music courses/ensembles	4 hours
(select four from MUSC 3410, 3431, 3432, 3510, 3550, 3570)	

Performing Arts Electives..... 18 hours

(select from MUSC, DANC, THEA courses)

Guided Electives (non-MUSC)..... 18 hours

Total..... 120 hours

Music Education

Required Courses 60 hours

MUSC 0890 (Recital Attendance; 6 semesters)	0 hours
MUSC 2011 (Music Theory III)	3 hours
MUSC 2012 (Music Theory IV).....	3 hours
MUSC 2152 (Class Piano IV)	1 hour
MUSC 2900 (Intro. to Music Education and Technology)	2 hours
MUSC 3431 (Choral Conducting Techniques).....	1 hour
MUSC 3432 (Instrumental Conducting Techniques)	1 hour
MUSC 3410 (Major Ensemble; 3 semesters).....	3 hours
MUSC 3614 (Music History Survey I).....	3 hours
MUSC 3615 (Music History Survey II).....	3 hours
MUSC 3820 (Improvisation)	1 hour
MUSC 3890 (Junior Recital)	0 hours
MUSC 3910 (Elementary Music Methods)	3 hours
MUSC 4500 (Applied Music; 3 semesters)	3 hours
MUSC 4930 (Student Teaching)	12 hours
EDUC 2110 (Invest. Critical/Contem Issues)	3 hours
EDUC 2120 (Exploring Socio-Culture)	3 hours
EDUC 2130 (Exploring Learning and Teaching).....	3 hours
EDUC 3030 (Exploring-Exceptional Learner)	3 hours

Select one of the following emphasis areas: 9 hours

Instrumental Music Education

MUSC 1310 (Class Voice)	1 hour
MUSC 3450 (String Meth. and Mat.)	1 hour
MUSC 3451 (Brass Meth. and Mat.)	1 hour
MUSC 3452 (Perc. Meth. and Mat.)	1 hour
MUSC 3453 (Woodwind Meth./Mat.)	1 hour
MUSC 4922 (Instr. Meth./Mat. I)	2 hours
MUSC 4923 (Instr. Meth./Mat. II)	2 hours

Vocal Music Education

MUSC 1771 (Diction for Singers I)	1 hour
MUSC 2771 (Diction for Singers II)	1 hour
MUSC 4700 (Vocal Pedagogy)	3 hours
MUSC 4910 (Choral Meth./Literature)	2 hours
Select two from:	2 hours
MUSC 3450, 3451, 3452, 3453	

Total..... **120 hours**

Theatre

Required Courses **24 hours**

THEA 3901 (Theatre Internship/Practicum I)	3 hours
THEA 4500 (Capstone Project)	3 hours

Select **six** from:

THEA 3800 (Playwriting)	3 hours
THEA 3880 (Acting II)	3 hours
THEA 3902 (Theatre Internship/Practicum II)	3 hours
THEA 3903 (Theatre Internship/Practicum III)	3 hours
THEA 3991 (Advanced Play Development I)	3 hours
THEA 3992 (Advanced Play Development II)	3 hours
THEA 3993 (Advanced Play Development III)	3 hours
THEA 4101 (Theatre Concepts I)	3 hours
THEA 4111 (Theatre Concepts II)	3 hours
THEA 4112 (Theatre Concepts III)	3 hours
THEA 4102 (Lighting Design)	3 hours
THEA 4103 (Set Design)	3 hours
THEA 4104 (Costume Design)	3 hours
THEA 4511 (World Theatre)	3 hours
THEA 4800 (Special Topics I)	3 hours
THEA 4801 (Special Topics II)	3 hours
THEA 4802 (Special Topics III)	3 hours
THEA 4880 (Acting Styles)	3 hours

Performing Arts Electives 18 hours
(select from THEA, MUSC, DANC courses)

Guided Electives (non-THEA) 18 hours

Total..... 120 hours

Other Program-Specific Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. Students are encouraged, but not required, to use Electives to complete a minor program.
3. Students pursuing the major in Theatre may not apply more than 27 MUSC credit hours toward graduation.
4. No grades of D in upper-division courses are allowed in the Bachelor of Arts in Performing Arts degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. Additionally:
 - a. No grades of D are allowed for any MUSC, THEA, or DANC course at any level.
 - b. No grades of D are allowed for any course for students in the Music Education program.
5. Requirements specific to Music and Music Education:
 - a. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, and must attend performances and forums.
 - b. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division applied music courses.
 - c. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.
6. Requirements specific to the Theatre Concentration:
 - a. Theatre Laboratory is a requirement for students under the Theatre Concentration. Students must take six semesters of this course. Transfer students are required to take one semester of Theatre Laboratory for every 20 hours of coursework remaining.
 - b. Students who change their majors to a B.A. in Performing Arts with a Theatre Concentration are also required to take one semester of Theatre Laboratory for every 20 hours of coursework remaining.

Minor Program in Music

The following are courses required in the minor in music. Be sure to check for pre-requisite course requirements and co-requisite requirements.

Required Courses:	9 hours
MUSC 2011 Music Theory III	3 hours
MUSC 2111 Aural Skills III	1 hour
MUSC 1500 or 2400 Applied Music (4 semesters)	4 hours
MUSC 0890 Recital Attendance (4 semesters)	0 hours
MUSC 1151 Class Piano I	1 hour

*MUSC 2301 Introduction to World Music (3 hours)
**can be taken in area C2*

Choose one:	3 hours
MUSC 3614 Music History Survey I	3 hours
MUSC 3615 Music History Survey II	3 hours

Any Upper Division Music Courses 6 hours

(except: any pedagogy course or music technology)

Additional information:

Students wishing to minor in music must audition before the music faculty prior to being accepted into the program and registering for music courses.

Minor Program in Theatre

The following are courses required in the minor in theatre. Be sure to check for pre-requisite and co-requisite course requirements.

Required Courses:	9 hours
THEA 1100 Theatre Appreciation.....	3 hours
THEA 1880 Introduction to Acting	3 hours
THEA 2900 Directing	3 hours

Upper Division Courses **9 hours**
 Any three (3) three-hour 3000- or 4000-level THEA courses.

Total Program Requirements **18 hours**

Minor Program in Art

The Art minor enhances a student’s ability toward skills and conceptualization development. It promotes creative thinking to visual art that could be applied to many interdisciplinary fields. The Art minor would provide a venue for further skill/talent development.

The objective of the art minor is to provide students with an understanding of studio art and art history, embodied in the practice of art through the study of contemporary visual culture as well as with an appreciation of the formal language utilized by artists. Students will also become aware of the disciplinary methodology and conventions. Students will have the choice of two emphases: either studio art or art history.

The minor in art will benefit students majoring in any liberal arts discipline with a practical component, including studio art, digital imaging, video and film studies, art history, art criticism, and liberal studies. Students minoring in art will gain a sense of the overall studio art, digital art, and evolution of the history of art, as well as in-depth knowledge of visual art in different disciplines. Students should be sure to check for pre-requisite course requirements and co-requisite requirements.

ART MINOR PROGRAM REQUIREMENTS (Studio Art or Art History emphasis)

Three Lower Division Courses	9 hours
Required of Both Emphases:	
ART 1101 Drawing I	3 hours
ART 2302 Art of the Modern World	3 hours

For Studio Art Emphasis, Choose One from the Following:

ART 1102 Drawing II.....	3 hours
ART 1104 2-D Design/Color Theory	3 hours

ART 1301 3-D Design..... 3 hours

For Art History Emphasis, Choose One from the Following:

ART 2301 Art of the Pre-Modern World 3 hours

ART 2303 Introduction to Non-western Art 3 hours

Three Upper Division Courses 9 hours

Required for Studio Art Emphasis:

ART 3001 Oil Painting 3 hours

For Studio Art Emphasis, choose two from the following:

CMS 4410 Digital Video Production 3 hours

ART 4900 Independent Study of Studio Art 3 hours

ART 3101 The Visual Arts & Society..... 3 hours

ART 3401 American Art Visions 3 hours

ART 3310 Nineteenth and Twentieth Century Art..... 3 hours

HUMN 4800 Special Topics in the Humanities 3 hours

CMS 4310 Film Analysis and Criticism 3 hours

CMS 4320 Women and Film 3 hours

For Art History Emphasis; choose three from the following: 9 hours

ART 3101 The Visual Arts & Society..... 3 hours

ART 3401 American Art Visions 3 hours

ART 3310 Nineteenth and Twentieth Century Art..... 3 hours

HUMN 4800 Special Topics in the Humanities 3 hours

CMS 4310 Film Analysis and Criticism 3 hours

CMS 4320 Women and Film 3 hours

CMS/WST 4810 Women and the Arts..... 3 hours

Total Program Requirements 18 hours

COLLEGE OF BUSINESS



The College of Business at Clayton State University is accredited by AACSB International (The Association to Advance Collegiate Schools of Business) represents the highest standard of achievement for business schools worldwide. Founded in 1916 by seventeen of the nation's premier business schools, including Columbia University, Cornell University, Dartmouth College, and Harvard University, AACSB is the longest serving global accrediting body for business schools and is committed to quality and continuous improvement in management education.

To earn AACSB accreditation, a business school must undergo meticulous internal review, evaluation, and adjustment—a process that can take from three to seven years. During this period, schools develop and implement a plan intended to meet the 21 AACSB standards that require highly qualified faculty, as well as a commitment to continuous improvement, scholarly output, and keeping curricula responsive to the needs of business.

There are over 761 business schools from 52 countries and territories that have earned AACSB accreditation. Similarly, 183 institutions hold an additional specialized AACSB accreditation for their accounting programs. Clayton State is part of the elite group that makes up only about 5 percent of the world's business schools.

ADMINISTRATIVE OFFICERS

Jacob Chacko, *Dean*

Louis F. Jourdan, Jr. *Associate Dean*

Judith S. Ogden, *Assistant Dean and MBA Director*

FACULTY

The faculty in the College of Business are organized into four academic areas: Accounting and Business Law, Marketing and International Business, Management and Supply Chain Management, and Economics and Finance.

Accounting and Business Law

Khamis M. Bilbeisi
D. Micah Grant
Lawrence Menter
Adel M. Novin
Judith S. Ogden
Lou X. Orchard
Andrew Sbaraglia

Marketing and International Business

Jacob Chacko
George E. Nakos
Mario Norman
Alphonso Ogbuehi
James Smith
Anita Whiting

Management and Supply Chain Management

Ronald E. Dulaney
Craig A. Hill
Louis F. Jourdan, Jr.
Carin A. Lightner-Laws,
John Mascaritolo
Keith E. Miller
Kamran Moghaddam
Leon Prieto
Margaret Thompson

Economics and Finance

Nikki M. Finlay
Iryna Hayduk
Reza Kheirandish
Chen-Miao Lin
C. R. Narayanaswamy
Jesse A. Zinn

MISSION AND GOALS

The mission of the College of Business is to:

- **Prepare** a diverse student body for business and professional careers by providing a quality education.
- **Provide** a student-centered environment enriched by experience-based learning, active community service, and the use of technology to enhance student learning.
- **Support** faculty in applied and instructional research and service to the profession.

- **Serve** primarily the metropolitan area while staying connected to the global community.

Our goals are to:

- Produce students who can demonstrate the knowledge, skills, and attitudes required for success:
 - written and oral communication skills,
 - ethical and corporate social responsibility,
 - thinking skills,
 - interpersonal skills and appreciation of diversity,
 - knowledge of the business environment, and
 - use of technology in business.
- Provide a student-centered learning environment for traditional, non-traditional, full-time, and part-time students characterized by:
 - accessible faculty,
 - smaller classes taught by faculty members (not teaching assistants),
 - flexible delivery of course offerings (on-campus or hybrid),
 - personalized academic and career advisement, and active teaching methods.
- Recruit and retain a diverse and qualified faculty.
- Be responsive to the changing needs of the employers of our graduates.

Our Values are: Integrity, appreciation of diversity, accountability, collegiality, and excellence.

The BBA curriculum is designed to enable all graduates to meet the following learning outcomes that apply to all majors. In addition, each major within the BBA has additional field-specific learning outcomes that are listed with the appropriate curricula later in this section. BBA graduates will demonstrate:

- **Written and Oral Communication Skills:** Writing clearly, concisely, and correctly; designing and delivering persuasive oral presentations.
- **Ethical and Corporate Social Responsibility:** Assessing the ethical and social impact of decisions on the organization and its stakeholders.
- **Thinking Skills:** Thinking critically and analytically to evaluate organizational effectiveness, to make decisions, and to develop strategy.
- **Interpersonal Skills and Appreciation for Diversity:** Using interpersonal and cross-cultural knowledge and skills to lead and manage collaborative activities and to work effectively in teams that have a diverse membership.
- **Use of Technology in Business:** Using computers to analyze data and solve problems, to communicate, and to make effective presentations.
- **Understanding the Dynamics of the Global Economy:** Understanding how to adapt functions of the business to the global environment.
- **Knowledge of the Business Environment:** Knowing core business concepts; understanding how business disciplines integrate to compete successfully.

INSTRUCTIONAL ORGANIZATION

The College of Business offers one undergraduate degree: the Bachelor of Business Administration with 5 majors in the areas listed below:

Degree Program-Majors	Degree
Accounting	BBA
General Business.....	BBA
Management	BBA
Marketing	BBA
Supply Chain Management	BBA

The Center for Advising and Retention is responsible for assisting students with the development of an academic program, career plan, and academic success strategies. The office exists to provide advisement to ensure that students meet graduation requirements in a timely fashion and are informed of the program and services available to them at Clayton State (678) 466-4081.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, community activities, and service organizations designed to support, augment, and supplement the educational and professional development of Business students are the Accounting Club, Volunteer Income Tax Assistance – VITA, Financial Executives International, Financial Management Association, APICS, The Jonathan Howard Marketing Club, Society for the Advancement of Management, Society for Human Resources, and Beta Gamma Sigma.

ADMISSION REQUIREMENTS

Students intending to enroll in the BBA program must meet all University admission and academic requirements. Following acceptance by Clayton State University, students planning to enroll in a BBA major (Accounting, General Business, Management, Marketing, or Supply Chain Management) must select a specific major. If a student is uncertain of which BBA major they want to study, the General Business major should be selected. Students will be able to change their major from General Business to any of the other BBA majors at any time in the future.

COLLEGE-SPECIFIC ACADEMIC REQUIREMENTS

Students in a BBA major must meet all University admission, academic progression, and graduation requirements (see the Graduation Requirements section). In addition, the Bachelor of Business Administration (BBA) has the following program-specific requirements:

- 1. Writing Assessment.** All BBA students are required to pass the official College of Business writing assessment prior to enrollment in MGMT 4750. The official writing assessment is administered in MGMT 3120, Managerial Communication. Transfer students who are granted credit equivalent for MGMT 3120 must take the official writing assessment during the first term of Clayton State enrollment in which they take an upper division business course. (Transfer students must contact the College of Business for information about assessment procedures.)

Students who fail to pass the official College of Business writing assessment are *required* to enroll in WLAB 2999, Writing Laboratory II. Such students must enroll in WLAB 2999 for their next term of attendance and in each subsequent term until they have passed the official writing assessment by earning a grade of C or better in the course. Students who are required to take WLAB 2999 but neglect to do so are subject to having their registration in other courses cancelled.

- 2. Residency Requirements.** In addition to general Clayton State baccalaureate residency requirements, the BBA has the following additional restrictions:
 - a. At least 30 hours of business courses must be taken at Clayton State. Business courses are defined as any course with the following prefixes:
 - ACCT, BLAW, FINA, MGMT, MKTG, SCML, BUSA (except BUSA 3101)
 - b. ECON 2105, ECON 2106, and BUSA 3101 cannot be counted toward the residency requirement.
 - c. At least 21 of the 30 hours of business courses must be upper division.
 - d. Of the 21 upper division business hours that must be taken from Clayton State, the following *must* be included:
 - MGMT 4750, Strategic Management;
 - for Accounting majors, at least 12 hours of ACCT prefix numbered higher than ACCT 2102;
 - for Management majors, at least 12 hours of MGMT prefix numbered higher than MGMT 3101;
 - for Marketing majors, at least 12 hours of MKTG prefix numbered higher than MKTG 3101;
 - for General Business majors, at least 12 hours of business courses numbered higher than MGMT 3101 (not counting MGMT 4750).
 - for Supply Chain Management majors, at least 12 hours of business courses numbered higher than MGMT 3101.
- 3. Area F Grades.** Students must earn a grade of C or better in all Area F courses.
- 4. Upper Division Grades.** All upper division BBA courses (including transfer courses) applied toward graduation (except for non-business electives) must be completed with a grade of C or better (or K). (K grade is given for credit by examination, e.g., CLEP).
- 5. Transfer Credit.** The Office of the Registrar normally accepts equivalent or substitutable transfer courses toward graduation at Clayton State; however, the School reserves the right to determine whether credit earned at other institutions can be applied toward

graduation. Acceptance of transfer credit by the University does not guarantee that it will be applied toward BBA requirements. In general, credit for courses completed at other institutions must have been taken at the same level as the equivalent course at Clayton State University.

6. **Prerequisites.** Students should pay careful attention to course prerequisites in order to sequence courses appropriately in their programs of work. This is especially important at the sophomore-junior transition and as students near the end of their graduation requirements. All business prerequisites for College of Business courses require that a student earn a grade of C or better (or K) in the prerequisite business courses before the student may take a course requiring the prerequisite. *A student may be removed from any course for which he or she has not met the prerequisite.* College of Business Administrators have the authority to waive prerequisites for College of Business courses.
7. **Policy on credit by exam in business courses for BBA majors.** For the BBA, grades of K (credit by exam such as CLEP) will be accepted only for Macroeconomics (ECON 2105), Microeconomics (ECON 2106), Financial Accounting (ACCT 2101), Management Principles (MGMT 3101), and Principles of Marketing (MKTG 3101). Transfer students will be required to meet the same criteria as Clayton State students. (CLEP credit for other business courses may be allowed in non-BBA majors. Contact the appropriate college for details.)

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

All normal University policies on academic standing (probation, suspension, and dismissal) and course repeats apply to the College of Business. In addition, students may attempt a given College of Business course a maximum of only three (3) times. The third attempt of a course must be taken at Clayton State University. In other words, a student will not be allowed to attempt a course a fourth time. An attempt is defined as receiving W, WF, F, U, or D. (Excludes W\$ and WM). Transfer and transient attempts count in the maximum of attempts for purposes of this policy. (Students who have already had two or more tries in a course at CSU before this policy went into effect (Fall 2003) will be granted one more try.)

Bachelor of Business Administration in Accounting

Consistent with the mission of the College of Business, the mission of the Accounting Discipline is to prepare Accounting majors for professional careers in Accounting. In addition to the BBA learning outcomes, upon successful completion of the program, Accounting majors should be able to demonstrate:

1. Technical competence in the Discipline's functional areas of
 - a. Financial Accounting and Reporting
 - b. Managerial Cost Accounting
 - c. Income Taxation
 - d. Accounting Information Systems
 - e. Auditing and Assurance Services
2. Skills in application of accounting software and other business software for processing accounting information.
3. Knowledge of ethical concerns and recognition of other ongoing issues and practices in the accounting profession.

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Accounting degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

ACCT 2101 Principles of Financial Accounting.....	3 hours
ACCT 2102 Principles of Managerial Accounting	3 hours
BLAW 2106 Legal Environment of Business	3 hours
BUSA 1105 Introduction to Business	3 hours
CPTG 2201 Advanced Computer Application.....	3 hours
ECON 2105 Principles of Macroeconomics*	
ECON 2106 Principles of Microeconomics	3 hours

*ECON 2105 should be taken in area E4 or as a free elective.

Upper Division Business Core Requirements..... 21 hours

BUSA 3101 Business Statistics.....	3 hours
FINA 3101 Corporate Finance.....	3 hours
MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
MGMT 3102 Performance/Quality Management	3 hours
MGMT 3120 Managerial Communications.....	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
MKTG 3420 Global Business	3 hours

Required Accounting Major Courses 18 hours

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Taxation of Individuals.....	3 hours
ACCT 3351 Intermediate Financial Accounting I	3 hours
ACCT 3352 Intermediate Financial Accounting II	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours

Select six credit hours from the following Accounting Major Electives..... 6 hours

ACCT 4110 Advanced Managerial Cost Accounting	3 hours
ACCT 4210 Volunteer Income Tax Preparation Program	3 hours
ACCT 4250 Taxation of Business Entities	3 hours
ACCT 4352 Advanced Financial Accounting	3 hours
ACCT 4440 Governmental and Non-Profit Accounting.....	3 hours
ACCT 4470 Forensic Accounting	3 hours

Choose six credit hours from the following list: 6 hours

Students pursuing CPA certification in Georgia are encouraged to take all 6 credit hours with ACCT prefix. A course will not be credited twice. Accordingly, courses taken to satisfy the requirement in the preceding section may not be used again to satisfy this section.

ACCT 4110 Advanced Managerial Cost Accounting	3 hours
ACCT 4210 Volunteer Income Tax Preparation Program	3 hours
ACCT 4250 Taxation of Business Entities	3 hours
ACCT 4352 Advanced Financial Accounting	3 hours
ACCT 4440 Governmental and Non-Profit Accounting.....	3 hours
ACCT 4470 Forensic Accounting	3 hours
ACCT 4800 Selected Topics in Accounting	3 hours

ACCT 4850/4851/4852 Accounting Internship/Cooperative Education.....	3 hours
ACCT 4900/4901/4902 Independent Study/Directed Research & Readings	3 hours
BLAW 3370 Intermediate Business Law	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility	3 hours
BUSA 3800 Selected Topics in Business	3 hours
BUSA 4446 Managerial Economics	3 hours
BUSA 4850/4851/4852 Internship/Cooperative Education	3 hours
BUSA 4900/4901/4902 Directed Research and Readings	3 hours
ECON 4103 Monetary Economics	3 hours
ECON 4320 Economics and Innovation	3 hours
ECON 4501 International Economics	3 hours
ECON 4601 Entertainment and Sports Economics	3 hours
ECON 4644 Managerial Economics	3 hours
ECON 4800 Special Topics in Economics	3 hours
FINA 3100 Personal Financial Management	3 hours
FINA 4101 Investments	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
FINA 4800 Selected Topics in Finance	3 hours
MGMT 3520 Negotiation and Conflict Management.....	3 hours
MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4111 Leadership	3 hours
MGMT 4250 Women in Leadership	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4312 Social Innovation and Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Legal Issues in Human Resources	3 hours
MGMT 4601 Film and Entertainment Management	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850/4851/4852 Internship/Cooperative Education.....	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4104 Marketing Research and Analysis	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4200 Sports Marketing	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4310 Sales Management.....	3 hours
MKTG 4320 Business to Business Sales	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4710 Entertainment Marketing.....	3 hours
MKTG 4750 Marketing Management	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850/4851/4852 Internship/Cooperative Education	3 hours

SCML 3105 Introduction to Transportation and Logistics	3 hours
SCML 3106 Principles of Supply Chain Management	3 hours
SCML 3580 Operations and Warehouse Management	3 hours
SCML 4105 Global Sourcing in SCM	3 hours
SCML 4170 Financial Issues in SCM	3 hours
SCML 4260 Freight Management and Costing	3 hours
SCML 4750 Performance Measurement in SCM	3 hours

Students are encouraged to check the Georgia State Board of Accountancy (www.sos.state.ga.us/plb/accountancy/licensure.htm) for information regarding CPA requirements.

Business Capstone..... 3 hours
MGMT 4750 Strategic Management 3 hours

Non-Business Courses 6 hours

ECON 2105 must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Non-Business Electives MUST be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMG (Physical Education), MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, TECH, TELE, WCOM, WLAB.

Total Degree Requirements..... 120 hours

**Bachelor of Business Administration in
 General Business**

Consistent with the mission of the College of Business, the mission of the General Business Program is to provide a broad-based undergraduate curriculum that allows students to customize programs of study in specific business areas that meet specific career and educational needs. The program in general business provides students with a thorough exposure to the basic areas of business administration while permitting wide latitude in the selection of additional courses according to individual interests.

Upon successful completion of the program, the student should attain the following *learning outcomes*:

1. A broad-based general education, preparing students to contribute to their organization, community, and society by communicating effectively, thinking critically and conceptually, acting ethically, and valuing diversity.
2. Knowledge of political, social, legal and regulatory, environmental, ethical, global and technological issues pertaining to business administration.
3. Skills to apply knowledge gained to real-world settings.
4. Other outcomes based on the program of study pursued.

BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the General Business degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

ACCT 2101 Principles of Financial Accounting.....	3 hours
ACCT 2102 Principles of Managerial Accounting	3 hours
BLAW 2106 Legal Environment of Business	3 hours
BUSA 1105 Introduction to Business	3 hours
CPTG 2201 Advanced Computer Application.....	3 hours
ECON 2105 Principles of Macroeconomics* or ECON 2106 Principles of Microeconomics	3 hours
*ECON 2105 should be taken in area E4 or as a free elective.	

Upper Division Business Core Requirements..... 21 hours

BUSA 3101 Business Statistics.....	3 hours
FINA 3101 Corporate Finance.....	3 hours
MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
MGMT 3102 Performance/Quality Management	3 hours
MGMT 3120 Managerial Communications.....	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
MKTG 3420 Global Business	3 hours

General Business Major Options..... 30 hours

Select ten courses from among the following, to include at least one MGMT course, one MKTG course and one ACCT or FINA course:

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Taxation of Individuals	3 hours
ACCT 3351 Intermediate Financial Accounting I	3 hours
ACCT 3352 Intermediate Financial Accounting II	3 hours
ACCT 4110 Advanced Managerial Cost Accounting	3 hours
ACCT 4210 Volunteer Income Tax Preparation Program	3 hours
ACCT 4250 Taxation of Business Entities	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4352 Advanced Financial Accounting	3 hours
ACCT 4440 Governmental and Non-Profit Accounting.....	3 hours
ACCT 4470 Forensic Accounting	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours
ACCT 4800 Selected Topics in Accounting	3 hours
ACCT 4850/4851/4852 Accounting Internship/Cooperative Education.....	3 hours
ACCT 4900/4901/4902 Directed Research and Reading	3 hours
BLAW 3370 Intermediate Business Law	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility	3 hours
BUSA 3800 - Selected Topics in Business	3 hours
BUSA 4446 Managerial Economics	3 hours
BUSA 4850/4851/4852 Internship/Cooperative Education	3 hours
BUSA 4900/4901/4902 Directed Research and Readings	3 hours
ECON 4103 Monetary Economics	3 hours

ECON 4320 Economics and Innovation	3 hours
ECON 4501 International Economics	3 hours
ECON 4601 Entertainment and Sports Economics	3 hours
ECON 4644 Managerial Economics	3 hours
ECON 4800 Special Topics in Economics	3 hours
FINA 3100 Personal Financial Management	3 hours
FINA 4101 Investments	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
FINA 4800 Selected Topics in Finance	3 hours
MGMT 3520 Negotiation and Conflict Management	3 hours
MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4111 Leadership	3 hours
MGMT 4250 Women in Leadership	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4312 Social Innovation and Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Legal Issues in Human Resources	3 hours
MGMT 4601 Film and Entertainment Management	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850/4851/4852 Management Internship/Cooperative Education	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4104 Marketing Research and Analysis	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4200 Sports Marketing	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4310 Sales Management.....	3 hours
MKTG 4320 Business to Business Sales	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4710 Entertainment Marketing	3 hours
MKTG 4750 Marketing Management	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850/4851/4852 Marketing Internship/Cooperative Education	3 hours
SCML 3105 Introduction to Transportation and Logistics	3 hours
SCML 3106 Principles of Supply Chain Management	3 hours
SCML 3580 Operations and Warehouse Management	3 hours
SCML 4105 Global Sourcing in SCM	3 hours
SCML 4170 Financial Issues in SCM.....	3 hours
SCML 4260 Freight Management and Costing.....	3 hours
SCML 4750 Performance Measurement in SCM.....	3 hours

Business Capstone..... 3 hours

MGMT 4750 Strategic Management 3 hours

Non-Business Courses 6 hours

ECON 2105 must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Non-Business Electives MUST be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMTG (Physical Education), MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, TECH, TELE, WCOM, WLAB.

Total Degree Requirements..... 120 hours

Bachelor of Business Administration in Management

Consistent with the mission of the College of Business, the mission of the Management Program is to provide a broad-based undergraduate curriculum designed to prepare students for careers involving leadership and management.

Upon successful completion of the program, students should obtain the following learning outcomes:

1. A broad-based general education, preparing students to contribute to their organization, community, and society by communicating effectively, thinking critically and conceptually, acting ethically, and valuing diversity.
2. The basic knowledge, skills, and attitudes required for effective leadership and management, including establishing direction, motivating, planning, organizing, and controlling.
3. Opportunities for specialized instruction in selected areas such as Supply Chain Management, Finance, and Marketing.
4. Opportunities to apply skills in real-world settings through such activities as service learning projects, work study programs, and/or internships.

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Management Core Curriculum requirements are shown in the suggested degree program.

Lower Division Major Requirements (Area F) 18 hours

ACCT 2101 Principles of Financial Accounting..... 3 hours

ACCT 2102 Principles of Managerial Accounting 3 hours

BLAW 2106 Legal Environment of Business 3 hours

BUSA 1105 Introduction to Business 3 hours

CPTG 2201 Advanced Computer Application..... 3 hours

ECON 2105 Principles of Macroeconomics or

ECON 2106 Principles of Microeconomics* 3 hours

*ECON 2105 should be taken in area E4 or as a free elective.

Upper Division Business Core Requirements..... 21 hours

BUSA 3101 Business Statistics	3 hours
FINA 3101 Corporate Finance.....	3 hours
MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
MGMT 3102 Performance/Quality Management	3 hours
MGMT 3120 Managerial Communications.....	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
MKTG 3420 Global Business	3 hours

Required Management Major Courses..... 9 hours

MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4111 Leadership	3 hours

Management Electives 21 hours

At least nine credit hours must be from courses that have a MGMT prefix, and at least nine credit hours must be from courses that do not have a MGMT prefix.

Select from among:

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Taxation of Individuals	3 hours
ACCT 3351 Intermediate Financial Accounting I	3 hours
ACCT 3352 Intermediate Financial Accounting II	3 hours
ACCT 4110 Advanced Managerial Cost Accounting	3 hours
ACCT 4210 Volunteer Income Tax Preparation Program	3 hours
ACCT 4250 Taxation of Business Entities	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4352 Advanced Financial Accounting	3 hours
ACCT 4440 Governmental and Non-Profit Accounting.....	3 hours
ACCT 4470 Forensic Accounting	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours
ACCT 4800 Selected Topics in Accounting	3 hours
ACCT 4850/4851/4852 Accounting Internship/Cooperative Education.....	3 hours
ACCT 4900/4901/4902 Directed Research and Reading	3 hours
BLAW 3370 Intermediate Business Law	3 hours
BUSA 3700 Business Ethics and Corporate Responsibility	3 hours
BUSA 3800 Selected Topics in Business.....	3 hours
BUSA 4446 Managerial Economics	3 hours
BUSA 4850/4851/4852 Internship/Cooperative Education	3 hours
BUSA 4900/4901/4902 Directed Research and Readings	3 hours
ECON 4103 Monetary Economics	3 hours
ECON 4320 Economics and Innovation	3 hours
ECON 4501 International Economics	3 hours
ECON 4601 Entertainment and Sports Economics	3 hours
ECON 4644 Managerial Economics	3 hours
ECON 4800 Special Topics in Economics	3 hours
FINA 3100 Personal Financial Management	3 hours
FINA 4101 Investments	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
FINA 4800 Selected Topics in Business	3 hours

MGMT 3520 Negotiation and Conflict Management	3 hours
MGMT 4250 Women in Leadership	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Legal Issues in Human Resources	3 hours
MGMT 4601 Film and Entertainment Management	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850/4851/4852 Management Internship/Cooperative Education	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation Conflict Management.....	3 hours
MKTG 4104 Marketing Research and Analysis	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4200 Sports Marketing	3 hours
MKTG 4207 Professional Selling.....	3 hours
MGMT 4312 Social Innovation and Entrepreneurship.....	3 hours
MKTG 4310 Sales Management.....	3 hours
MKTG 4320 Business to Business Sales	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4710 Entertainment Marketing	3 hours
MKTG 4750 Marketing Management	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850/4851/4852 Marketing Internship/Cooperative Education	3 hours
SCML 3105 Introduction to Transportation and Logistics	3 hours
SCML 3106 Principles of Supply Chain Management.....	3 hours
SCML 3580 Operations and Warehouse Management	3 hours
SCML 4105 Global Sourcing in SCM	3 hours
SCML 4170 Financial Issues in SCM	3 hours
SCML 4260 Freight Management and Costing.....	3 hours
SCML 4750 Performance Measurement in SCM.....	3 hours

Business Capstone..... 3 hours

MGMT 4750 Strategic Management 3 hours

Non-Business Courses 6 hours

ECON 2105 must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Non-Business Electives MUST be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMG (Physical Education), MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, TECH, TELE, WCOM, WLAB.

Total Degree Requirements..... 120 hours

Bachelor of Business Administration in Management Entrepreneurship and Innovation Concentration

The entrepreneurship and innovation concentration offers Management majors the opportunity to develop unique and specific skills that offer excellent employment opportunities in the Atlanta Area and beyond.

ENTREPRENEURSHIP AND INNOVATION CONCENTRATION PROGRAM REQUIREMENTS

Required Courses	9 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4312 Social Innovation and Entrepreneurship	3 hours

Bachelor of Business Administration in Marketing

Consistent with the mission of the College of Business, the mission of the Marketing Program is to provide a broad based general and business education that prepares students for careers in marketing related fields. Upon successful completion of the program, students should obtain the following learning outcomes: A broad based general and business education that prepares students to contribute to their organization, community and society as a whole:

1. To provide students with a strong knowledge base, hands-on experience and create the mindset required for success in the dynamic field of marketing
2. To provide the student with the option of a specialized education in marketing
3. To provide students with a variety of skills required in the diverse field of marketing

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)	42 hours
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All Core Curriculum requirements for the Marketing degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F)	18 hours
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ACCT 2101 Principles of Financial Accounting.....	3 hours
ACCT 2102 Principles of Managerial Accounting	3 hours
BLAW 2106 Legal Environment of Business	3 hours
BUSA 1105 Introduction to Business	3 hours
CPTG 2201 Advanced Computer Application.....	3 hours
ECON 2105 Principles of Macroeconomics*	
ECON 2106 Principles of Microeconomics	3 hours

*ECON 2105 should be taken in area E4 or as a free elective.

Upper Division Business Core Requirements	21 hours
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BUSA 3101 Business Statistics.....	3 hours
FINA 3101 Corporate Finance.....	3 hours
MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
MGMT 3102 Performance/Quality Management	3 hours
MGMT 3120 Managerial Communications.....	3 hours
MKTG 3101 Principles of Marketing.....	3 hours

MKTG 3420 Global Business 3 hours

Required Marketing Major Courses 9 hours

MKTG 4104 Marketing Research and Analysis 3 hours

MKTG 4207 Professional Selling..... 3 hours

MKTG 4750 Marketing Management 3 hours

Marketing Electives 9 hours

At least nine credit hours (3 courses) MUST be from the following Marketing Courses:

MKTG 3302 Consumer Behavior 3 hours

MKTG 3312 Services Marketing..... 3 hours

MKTG 4106 Advertising and Promotion Strategies 3 hours

MKTG 4200 Sports Marketing 3 hours

MKTG 4310 Sales Management..... 3 hours

MKTG 4320 Business to Business Sales 3 hours

MKTG 4420 International Marketing 3 hours

MKTG 4510 Retailing 3 hours

MKTG 4710 Entertainment Marketing..... 3 hours

MKTG 4800 Special Topics in Marketing 3 hours

MKTG 4850/4851/4852 Internship 3 hours

Business Electives 12 hours

At least six hours (2 courses) must be a 3000-4000 level Business courses that do NOT have a MKTG prefix. A course will not be credited twice. Courses taken to satisfy the requirements above may not be used again to satisfy this section.

Select from among:

ACCT 3110 Managerial Cost Accounting..... 3 hours

ACCT 3250 Taxation of Individuals 3 hours

ACCT 3351 Intermediate Financial Accounting I 3 hours

ACCT 3352 Intermediate Financial Accounting II 3 hours

ACCT 4110 Advanced Managerial Cost Accounting 3 hours

ACCT 4210 Volunteer Income Tax Preparation Program 3 hours

ACCT 4250 Taxation of Business Entities 3 hours

ACCT 4330 Accounting Information Systems 3 hours

ACCT 4352 Advanced Financial Accounting 3 hours

ACCT 4440 Governmental and Non-Profit Accounting..... 3 hours

ACCT 4470 Forensic Accounting 3 hours

ACCT 4480 Auditing and Assurance Services..... 3 hours

ACCT 4800 Selected Topics in Accounting 3 hours

ACCT 4850/4851/4852 Accounting Internship/Cooperative Education..... 3 hours

ACCT 4900/4901/4902 Directed Research and Reading 3 hours

BLAW 3370 Intermediate Business Law 3 hours

BUSA 3700 Business Ethics and Corporate Social Responsibility 3 hours

BUSA 3800 Selected Topics in Business..... 3 hours

BUSA 4446 Managerial Economics 3 hours

BUSA 4850/4851/4852 Internship/Cooperative Education 3 hours

BUSA 4900/4901/4902 Directed Research and Readings 3 hours

ECON 4103 Monetary Economics 3 hours

ECON 4320 Economics and Innovation 3 hours

ECON 4501 International Economics..... 3 hours

ECON 4601 Entertainment and Sports Economics 3 hours

ECON 4644 Managerial Economics	3 hours
ECON 4800 Special Topics in Economics	3 hours
FINA 3100 Personal Financial Management	3 hours
FINA 4101 Investments	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
FINA 4800 Selected Topics in Business	3 hours
MGMT 3520 Negotiation and Conflict Management	3 hours
MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4111 Leadership	3 hours
MGMT 4250 Women in Leadership	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4312 Social Innovation and Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Relations Legal Issues in Human Resources	3 hours
MGMT 4601 Film and Entertainment Management	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850/4851/4852 Management Internship/Cooperative Education	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKGT 4200 Sports Marketing	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850/4851/4852 Marketing Internship/Cooperative Education	3 hours
SCML 3105 Introduction to Transportation and Logistics	3 hours
SCML 3106 Principles of Supply Chain Management	3 hours
SCML 3580 Operations and Warehouse Management	3 hours
SCML 4105 Global Sourcing in SCM	3 hours
SCML 4170 Financial Issues in SCM	3 hours
SCML 4260 Freight Management and Costing	3 hours
SCML 4750 Performance Measurement in SCM.....	3 hours

Business Capstone..... 3 hours
MGMT 4750 Strategic Management **3 hours**

Non-Business Courses **6 hours**

ECON 2105 must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Non-Business Electives MUST be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN,

ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMG (Physical Education), MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, TECH, TELE, WCOM, WLAB.

Total Degree Requirements..... 120 hours

Bachelor of Business Administration in Supply Chain Management

Consistent with the mission of the College of Business, the mission of the Supply Chain Management program is to provide a broad-based general business education that prepares students for careers in Supply Chain Management and related fields.

Upon successful completion of the program, students should obtain the following learning outcomes:

- A broad-based business education that prepares students to contribute to their organization, community and society as a whole
- To provide students with a strong knowledge base, hands-on experience and create the mindset required for success in the dynamic field of supply chain management
- To provide the student with the option of a specialized education in Supply chain management
- To provide students with practical, relevant, and important skills required in the diverse field of supply chain management

BACHELOR OF BUSINESS ADMINISTRATION IN SUPPLY CHAIN MANAGEMENT DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Supply Chain Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

ACCT 2101 Principles of Financial Accounting..... 3 hours
 ACCT 2102 Principles of Managerial Accounting 3 hours
 BLAW 2106 Legal Environment of Business 3 hours
 BUSA 1105 Introduction to Business 3 hours
 CPTG 2201 Advanced Computer Application..... 3 hours
 ECON 2105 Principles of Macroeconomics* OR
 ECON 2106 Principles of Microeconomics 3 hours

*ECON 2105 should be taken in area E4 or as a free elective.

Upper Division Business Core Requirements..... 21 hours

BUSA 3101 Business Statistics..... 3 hours
 FINA 3101 Corporate Finance..... 3 hours
 MGMT 3101 Management Principles and Organizational Behavior..... 3 hours
 MGMT 3102 Performance/Quality Management 3 hours
 MGMT 3120 Managerial Communications..... 3 hours
 MKTG 3101 Principles of Marketing..... 3 hours
 MKTG 3420 Global Business 3 hours

Required Supply Chain Management Major Courses 18 hours

SCML 3105 Introduction to Transportation and Logistics 3 hours

SCML 3106 Principles of Supply Chain Management	3 hours
SCML 3850 Operations and Warehouse Management	3 hours
SCML 4105 Global Sourcing in Supply Chain Management	3 hours
SCML 4170 Financial Issues in Supply Chain Management.....	3 hours
SCML 4750 Performance Measurement in Supply Chain Management.....	3 hours

Supply Chain Management Electives..... 12 hours

SCML 4260-Freight Management and Costing is recommended. Courses with a SCML, MGMT, or MKTG prefix, and BUSA 4850/4851/4852-Internship, are permitted. A MGMT or MKTG minor is possible

Select from among:

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Taxation of Individuals	3 hours
ACCT 3351 Intermediate Financial Accounting I	3 hours
ACCT 3352 Intermediate Financial Accounting II	3 hours
ACCT 4110 Advanced Managerial Cost Accounting	3 hours
ACCT 4210 Volunteer Income Tax Preparation Program	3 hours
ACCT 4250 Taxation of Business Entities	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4352 Advanced Financial Accounting	3 hours
ACCT 4440 Governmental and Non-Profit Accounting.....	3 hours
ACCT 4470 Forensic Accounting	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours
ACCT 4800 Selected Topics in Accounting	3 hours
ACCT 4850/4851/4852 Accounting Internship/Cooperative Education.....	3 hours
ACCT 4900/4901/4902 Directed Research and Reading	3 hours
BLAW 3370 Intermediate Business Law	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility	3 hours
BUSA 3800 Selected Topics in Business.....	3 hours
BUSA 4446 Managerial Economics	3 hours
BUSA 4850/4851/4852 Internship/Cooperative Education.....	3 hours
BUSA 4900/4901/4902 Directed Research and Readings	3 hours
ECON 4103 Monetary Economics	3 hours
ECON 4320 Economics and Innovation	3 hours
ECON 4501 International Economics	3 hours
ECON 4601 Entertainment and Sports Economics	3 hours
ECON 4644 Managerial Economics	3 hours
ECON 4800 Special Topics in Economics	3 hours
FINA 3100 Personal Financial Management	3 hours
FINA 4101 Investments	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
FINA 4800 Selected Topics in Finance	3 hours
MGMT 3520 Negotiation and Conflict Management.....	3 hours
MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4111 Leadership	3 hours
MGMT 4250 Women in Leadership	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours

MGMT 4311 Entrepreneurship	3 hours
MGMT 4312 Social Innovation and Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Relations Legal Issues in Human Resources	3 hours
MGMT 4601 Film and Entertainment Management	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850/4851/4852 Management Internship/Cooperative Education	3 hours
MKTG 3100 Personal Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4104 Marketing Research and Analysis	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4200 Sports Marketing	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4310 Sales Management.....	3 hours
MKTG 4320 Business to Business Sales	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4710 Entertainment Marketing.....	3 hours
MKTG 4750 Marketing Management	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850/4851/4852 Marketing Internship/Cooperative Education	3 hours
SCML 4260 Freight Management and Costing.....	3 hours

Business Capstone..... 3 hours
MGMT 4750 Strategic Management **3 hours**

Non-Business Courses **6 hours**

ECON 2105 must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Non-Business Electives MUST be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMG (Physical Education), MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, TECH, TELE, WCOM, WLAB.

Total Degree Requirements..... 120 hours

Minor in Business Economics

The minor in Business Economics is designed to serve both business and non-business majors. Students majoring in non-business fields can benefit by understanding basic economics concepts. An economics minor is a good option for law, political science, journalism, communications, education, finance, management, supply chain management, engineering, IT, and marketing, to name a few. A minor in economics prepares students to be a more informed citizens and better-prepared consumers.

ECONOMICS MINOR PROGRAM REQUIREMENTS	18 hours
Core Courses	6 hours
ECON 2105 Principles of Macroeconomics	3 hours
ECON 2106 Principles of Microeconomics	3 hours
Required Courses	9 hours
ECON 4103 Monetary Economics	3 hours
ECON 4501 International Economics.....	3 hours
ECON 4644 Managerial Economics.....	3 hours
Elective Courses (Take any one of the following courses)	3 hours
BUSA 3101 Business Statistics	3 hours
ECON 4320 Economics of Innovation	3 hours
ECON 4601 Entertainment & Sports Economics.....	3 hours
ECON 4800 Special Topics in Economics	3 hours
Any other 2000 level of Higher ECON course offered by the College of Business	

Minor in Entrepreneurship and Innovation

The entrepreneurship and innovation minor will offer students the opportunity to develop knowledge and unique skills that offer excellent employment opportunities in the Atlanta area and beyond. This minor is designed to serve both business and non-business majors.

ENTREPRENEURSHIP AND INNOVATION MINOR PROGRAM REQUIREMENTS

Required Courses	15 hours
MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
MKTG 3101 Principles of Marketing.....	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT4312 Social Innovation and Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours

Minor in Finance

The minor in Finance is offered to both Business and Non-Business majors. It is designed to introduce the students to a wide range of finance topics. Students can choose courses to satisfy their interests as well as acquire skills to enhance their job opportunities.

FINANCE MINOR PROGRAM REQUIREMENTS	15 hours
Required Courses	3 hours
FINA 3101 Corporate Finance.....	3 hours
Elective Courses (Take any four of the following courses).....	12 hours
ACCT 3351 Intermediate Financial Accounting	3 hours
FINA 3100 Personal Finance	3 hours
FINA 4101 Investment	3 hours
FINA 4102 Intermediate Finance.....	3 hours

FINA 4103 Money and Banking: Domestic and International	3 hours
FINA 4104 International Financial Management	3 hours
FINA 4105 Derivative Securities	3 hours

Minor in Marketing

The marketing minor will offer Clayton State University students the opportunity to focus on a specific area of business that offers excellent employment opportunity in the Atlanta area and beyond.

MARKETING MINOR PROGRAM REQUIREMENTS 18 hours

Required Courses 6 hours

ECON 2106 Principles of Microeconomics	3 hours
MKTG 3101 Principles of Marketing.....	3 hours

Elective Courses (Take any four of the following courses)..... 12 hours

MKTG 3420 Global Business	3 hours
MKTG 4104 Marketing Research and Analysis	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4750 Marketing Management	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4200 Sports Marketing.....	3 hours
MKTG 4420 International Marketing	3 hours
MKTG 4510 Retailing	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
SCML 3105 Introduction to Transportation and Logistics	3 hours

Minor in Professional Sales

The minor in Professional Sales meets the need for specialized sales training for students of all majors. The professional field of sales provides students with a variety of lucrative job opportunities. More than 10 percent of all jobs in the US are in sales and this number is expected to grow in the future. Research shows that sales is the most common profession not just for students majoring in Marketing, but for many students majoring in non-Business majors.

PROFESSIONAL SALES MINOR PROGRAM REQUIREMENTS 15 hours

Required Courses 15 hours

MKTG 3101 Principles of Marketing	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4310 Sales Management	3 hours

MKTG 4320 Business to Business Sales..... 3 hours

Minor in Film and Entertainment Management

The minor in Film and Entertainment Management is designed for aspiring mainstream film and entertainment industry managers, as well as those interested in the world of independent filmmaking. Students gain an understanding of industry business practices by taking foundation courses that include accounting, management, and marketing.

FILM AND ENTERTAINMENT MANAGEMENT MINOR REQUIREMENTS 18 hours

Required Courses 9 hours

ACCT 2102 Principles of Managerial Accounting or
 ACCT 3111 Applied Accounting* 3 hours
 MGMT 3101 Management Principles and Organizational Behavior..... 3 hours
 MKTG 3101 Principles of Marketing..... 3 hours

Elective Courses 9 hours

Select 1 of the following courses

FILM 1520 Georgia Film Academy Course 3 hours
 FILM 2430 Storyboarding 3 hours
 FILM 2700 History of Cinema..... 3 hours

Select 2 out of the following courses:

ECON 4601 Entertainment and Sports Economics 3 hours
 MGMT 4601 Film and Entertainment Management..... 3 hours
 MKTG 4710 Entertainment Marketing 3 hours

*Please note that ACCT 3111 is open only to non-business students pursuing the Film and Entertainment minor. Business students working on this minor should take ACCT 2102.

Minor in Business for Non-BBA Majors

BUSINESS MINOR PROGRAM REQUIREMENTS 18 hours

Required Courses 15 hours

ACCT 2101 Principles of Financial Accounting..... 3 hours
 ECON 2105 Principles of Macroeconomics 3 hours
 ECON 2106 Principles of Microeconomics 3 hours
 MKTG 3101 Principles of Marketing..... 3 hours
 MGMT 3101 Management Principles and Organizational Behavior..... 3 hours

Elective Courses (Take one 3000 or 4000 designated course) 3 hours

These are examples of courses that students can take. None of these courses require admission to the College of Business:

ECON 4103 Monetary Economics	3 hours
ECON 4320 Economics and Innovation	3 hours
ECON 4501 International Economics	3 hours
ECON 4601 Entertainment and Sports Economics	3 hours
ECON 4644 Managerial Economics	3 hours
FINA 4104 - International Financial Management	3 hours
FINA 4105 - Derivative Securities	3 hours
MGMT 3520 Negotiation and Conflict Management	3 hours
MGMT 4101 Human Resource Management	3 hours
MGMT 4102 Organizational Behavior	3 hours
MGMT 4311 Entrepreneurship	3 hours
MGMT 4320 Creativity and Management of Change	3 hours
MKTG 3302 Consumer Behavior	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Conflict Management	3 hours
MKTG 4106 Advertising and Promotion Strategy	3 hours
MKTG 4510 Retailing	3 hours
SCML 3105 Introduction to Transportation and Logistics	3 hours
SCML 3106 Principles of Supply Chain Management	3 hours

Minor in Supply Chain Management

The supply chain minor will give students the opportunity to focus on a specific area of business that offers excellent employment opportunities in the Atlanta area and beyond.

SUPPLY CHAIN MANAGEMENT PROGRAM REQUIREMENTS..... 18 hours

Required Courses 15 hours

MGMT 3101 Management Principles and Organizational Behavior.....	3 hours
Or HCMG 3101 Introduction to Health Systems Management	3 hours
SCML 3105 Intro-Transportation & Logistics	3 hours
SCML 3106 Principles-Supply Chain Management	3 hours
SCML 3580 Operations & Warehouse Management	3 hours
SCML 4105 Global Sourcing in Supply Chain Management.....	3 hours

Elective Courses (select one)..... 3 hours

MGMT 3102 Performance/Quality Management*	3 hours
MKTG 3420 Global Business	3 hours
SCML 4260 Freight Management and Costing.....	3 hours

* Prerequisites for MGMT 3102 are BUSA 3101 and MGMT 3101

Minor Requirements

Students are limited to two minors per degree program. Minor requirements must be completed within a student degree program to be documented on a student's transcript. A minimum of six semester hours of minor requirements must be complete at Clayton State University. Students pursuing two minors must have at least six hours that are not used in the other minor. The grade of a C or higher is required for all business minor courses. Students pursuing a minor in business must meet all necessary pre-requisites for business courses. Students pursuing a business minor

need to complete a Declaration/Change of Minor Form which can be found on the College of Business website <http://www.clayton.edu/business>. Students will also need to submit a minor supplement form by the appropriate deadline as part of the graduation application process.

COLLEGE OF HEALTH**ADMINISTRATIVE OFFICER**Lisa Wright Eichelberger, *Dean***INSTRUCTIONAL ORGANIZATION**

The College of Health is composed of several academic programs and offers the degrees listed below:

Department	Degree Program
Department of Dental Hygiene	Dental Hygiene (B.S.) Dental Hygiene (B.S.D.H.)
Department of Health Care Management	Health Care Management (B.S.) Health Sciences (B.S.) Health Administration (M.H.A.)
Health & Fitness Management Program	Health and Fitness Management (B.S.)
School of Nursing	Nursing - Basic Licensure (B.S.N.) Nursing - For Existing R.N.'s (B.S.N.) Nursing (M.S.N.)

Department of Dental Hygiene

ADMINISTRATIVE OFFICER

Susan Duley, *Department Chair*

FACULTY

W. Gail Barnes

Susan Duley

Joanna L. Harris-Woerlds

Ximena Zornosa

MISSION AND GOALS

The mission of the Department of Dental Hygiene is to provide career relevant education in the discipline of dental hygiene and to support the lifelong learning goals of individuals aspiring to careers in the dental field. The Department of Dental Hygiene offers the following options in baccalaureate degrees:

- Basic licensure track leading to a Bachelor of Science in Dental Hygiene (BSDH) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- RDH completion track leading to a Bachelor of Science in Dental Hygiene (RDH-BSDH) with a curriculum designed for the working Registered Dental Hygienist to expand their career opportunities.
- Both tracks have the option of Dual Bachelor Degrees in Dental Hygiene and Health Care Management.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the Student American Dental Hygienists' Association (SADHA) and Sigma Phi Alpha, the dental hygiene honor society.

PROGRAM OUTCOMES

1. Accreditation - Maintain full program accreditation from the American Dental Association Commission on Dental Accreditation necessary to comprehensively prepare competent individuals in the discipline.
2. Resources - Increase financial resources for all programs through departmental or school grant opportunities as well as through increasing extramural resources. Secure adequate number of faculty to meet ADA accreditation guidelines.
3. Distance Learning - Expand distance-learning opportunities within the BSDH program.
4. Experiential Learning - Expand experiential learning experiences in the community and the state.
5. Graduate Education - Participate with other College of Health units to provide graduate education for BSDH program graduates.
6. Utilize dental hygiene therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in dental hygiene to provide competent professional care and maximize healthy outcomes.
7. Demonstrate commitment to ongoing professional development as a life-long learner.
8. Apply selected theoretical frameworks to dental hygiene practice in diverse settings.

ACCREDITATION

The BSDH program has approval of the Georgia Board of Dentistry and is accredited by the Commission on Dental Accreditation (CODA). Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Dentistry
237 Coliseum Drive
Macon, Georgia 31217-3858
<http://sos.georgia.gov/plb/dentistry/>
478-207-2440

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
www.ada.org
312-440-4653

Bachelor of Science in Dental Hygiene

BASIC LICENSURE TRACK

Students with an interest in dental hygiene are admitted to Clayton State University as a Bachelor of Science in Health Sciences major with a concentration of pre-dental hygiene. Refer to the Bachelor of Health Sciences section of this Catalog for details. Separate application to this competitive admission program is required upon completion of 60 hours of lower division requirements. Students not admitted to this competitive admission program may continue with the Bachelor of Health Sciences degree in consultation with academic advisor to determine appropriate concentration and career path.

Admission

The basic licensure BSDH track is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet University admission requirements.

The BSDH program expands the clinically based outcomes, characteristic of associate level training, into a more broad-based foundation for future career growth. Graduates are qualified to seek employment as clinicians, office managers, public health hygienists, researchers, and marketers and have the opportunity to pursue graduate studies.

Dental Hygiene application is separate from University application and admission. Admission is competitive and space is limited. Students are admitted each fall semester into a full-time four semester program.

Minimum admission requirements include (details on the Department of Dental Hygiene website):

1. College grade point average (GPA) of 2.50 on 4.00 scale.

2. Completion of 45 semester hours of BSDH core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semesters hours at the time of enrollment in the dental hygiene program.
3. Successful completion of the legislative requirements.
4. Satisfactory completion of dental office observation, a critical thinking assessment, and attendance at a mandatory program information session.
5. Satisfactory evidence of overall health status including eye-exam consistent with the performance standards for dental hygiene.
6. Eligible for clearance on criminal background check and drug screening.

BASIC LICENSURE TRACK PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

- Area A2 – MATH1101 or MATH1111 recommended
- Area D1 – CHEM1151-1151L-1152-1152L or CHEM 1211-1211L or CHEM 1212-1212L required
- Area D2 – MATH1231 required
- Area E4 – PSYC1101 or SOCI1101 required

Lower Division Major Requirements (Area F) 18 hours

BIOL 1151 Human Anatomy and Physiology I.....	3 hours
BIOL 1151L Human Anatomy and Physiology I - Lab	1 hour
BIOL 1152 Human Anatomy and Physiology II.....	3 hours
BIOL 1152L Human Anatomy and Physiology II - Lab	1 hour
BIOL 2250 Microbiology	3 hours
BIOL 2250L Microbiology - Lab.....	1 hour
HSCI 2111 Introduction to the Health Care Environment	3 hours
*SOCI1101 or PSYC1101 required if not applied in Area E	3 hours

Major Requirements 54 hours

HLTH 3110 or NURS 3110 Interactive Communication	3 hours
HLTH 4330 Nutrition	3 hours
DHYG 3100 Introduction to the Dental Hygiene Profession	3 hours
DHYG 3100C Introduction to Clinical Dental Hygiene	2 hours
DHYG 3110L Dental Anatomy Laboratory	1 hour
DHYG 3120 Dental Radiology.....	2 hours
DHYG 3120L Dental Radiology Laboratory	1 hour
DHYG 3200 Transitional Dental Hygiene.....	2 hours
DHYG 3200C Transitional Clinical Dental Hygiene	3 hours
DHYG 3210 Integrative Dental Anatomy and Histology	2 hours
DHYG 3230 Dental Materials	2 hours
DHYG 3230L Dental Materials Laboratory.....	1 hour
DHYG 3240 Introduction to Periodontics	2 hours
DHYG 3382 Clinical Pharmacology	2 hours
DHYG 3382L Seminar in Dental Hygiene Pharmacology.....	1 hour
DHYG 4300 Advanced Dental Hygiene I	2 hours
DHYG 4300C Advanced Clinical Dental Hygiene I	4 hours
DHYG 4310 Dental Pathology.....	3 hours
DHYG 4320 Advanced Periodontics	3 hours

DHYG 4400 Advanced Dental Hygiene II	2 hours
DHYG 4400C Advanced Clinical Dental Hygiene II	4 hours
DHYG 4410 Community Dental Health	3 hours
DHYG 4420 Management/Marketing in Dental Environment	3 hours

Electives..... 6 hours

**Any two upper division courses except PHED or courses identified in the catalog as career or institutional credit courses. Recommended courses include DHYG 3300, 3000 or 4000 level HLTH, HSCI, HCMG, HFMG or appropriate upper division statistics course.

*NOTE: ADA Accreditation Standards requirements for chemistry (CHEM 1151-L and 1152-L or CHEM 1211-L and 1212-L), psychology (PSYC 1101) and sociology (SOCL 1101) must be completed prior to program admission.

**NOTE: Statistics course required for degree; must be satisfied prior to program admission; may be satisfied at lower or upper division level.

Academic Standards

Dental Hygiene students must maintain a semester grade point average (GPA) of 2.0 to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any dental hygiene course will be suspended from program progression. Students may apply for readmission the following year. Students who receive any two of the following: "D", "F", "WF", or "U" in any two dental hygiene courses may not continue in the program. Reference the Department of Dental Hygiene Program and Clinic Manual: Policies and Procedures.

RDH-BSDH Completion Track

Admission

The RDH-BSDH track is available for registered dental hygienists who are graduates of associate degree dental hygiene programs. Graduates are prepared for advanced practice, supervisory, administrative, managerial and marketing positions in the dental field. In addition to the clinical role, graduates may also work as educators and researchers.

Dental Hygiene application is separate from University application and admission. This distance learning program can be completed on a full-time or part-time basis.

Minimum admission requirements include (details on the Department of Dental Hygiene website):

1. Unrestricted current dental hygiene licensure in the United States or eligibility for licensure
2. College grade point average (GPA) of 2.50 on 4.00 scale.
3. Completion of 45 semester hours of BSDH core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semesters hours at the time of enrollment in the dental hygiene program.
4. Successful completion of the legislative requirements.
5. Successful completion of transition course DHYG3101-Professional Issues in Dental Hygiene.
6. Eligible for clearance on criminal background check and drug screening.

RDH-BSDH PROGRAM REQUIREMENTS**Core Curriculum (Areas A - E)..... 42 hours**

- Area A2 – MATH1101 or MATH1111 required
- Area D2 – MATH1231 required

Lower Division Major Requirements (Area F) 18 hours

Appropriate 1000/2000 level coursework (not applied in Core A-E) **Career Block 30 hours**
 Upon successful completion of DHYG 3101, RDHs will receive up to 30 semester hours of block credit.

Major Requirements 21 hours

DHYG 3101 Professional Development in Dental Hygiene 4 hours
 DHYG 4200 Research for Evidence-Based Practice 3 hours
 DHYG 4301 Educational Strategies and Internship 3 hours
 DHYG 4500 Contemporary Community Roles 2 hours
 DHYG 4900 Independent Study in Dental Hygiene 3 hours
 HLTH 3110 Interactive Communication 3 hours
 HLTH 3420 Health Education 3 hours

Electives..... 9 hours

*Any three upper division courses except PHED or courses identified in the catalog as career or institutional credit courses.

*NOTE: Statistics course required for degree; must be satisfied prior to program admission; may be satisfied at lower or upper division level.

Academic Standards

Dental Hygiene students must maintain a semester grade point average (GPA) of 2.0 ("C") to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any dental hygiene course may repeat that course one time only on a space available basis. Students who receive any two of the following: "D", "F", "WF", or "U" in any two dental hygiene courses may not continue in the program. Reference the Department of Dental Hygiene Program and Clinic Manual: Policies and Procedures.

Double Bachelor Degrees in Dental Hygiene and Health Care Management

Students who wish to enhance their employability by being qualified as both dental hygienists and health care managers may wish to pursue the dual degree option. Students may declare this double major upon acceptance and enrollment in the BSDH program. Students must meet the following requirements:

1. Complete all requirements for the BSDH.
2. Secure approval to declare this double major by a 3.0 or higher overall GPA verification.
3. Complete the following courses from Health Care Management Area F program prerequisites:
 - a. ACCT 2101 Principles of Financial Accounting
 - b. ECON 2105 Principles of Macroeconomics
 - c. HSCI 2111 Introduction to the Health Care Environment

- d. ITFN 1101 Foundations of Information Systems
- 4. Complete the following courses from Health Care Management program requirements:
 - a. HCMG 3101 Introduction to Health Systems Management
 - b. HCMG 3401 Applied HR Management for Health Care Delivery
 - c. HCMG 3501 Health Care Systems TQM
 - d. HCMG 3901 Marketing in Health Care
 - e. HCMG 4560 Health Care Finance
 - f. HSCI 3520 Legal Issues in Health Care
 - g. HCMG 4500 Health Care Policy or HCMG 4901 Applied Research

Grade of C or better required in all courses. Other appropriate courses may be determined by the Dean in order to equal a minimum of 30 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet BSDH requirements.

Health Care Management

ADMINISTRATIVE OFFICERS

Peter G. Fitzpatrick, *Department Chair*
Thomas F. McIlwain, *MHA Program Director*

FACULTY

Marcia K. Butler
Michael E. Dalmat
Peter G. Fitzpatrick
Ronald M. Fuqua
Deborah M. Gritzmacher
Thomas McIlwain
MeriBeth Stegall
M. Scott Stegall
Kendolyn Smith
Jocelyn L. Steward
Latrina Walden

MISSION AND GOALS

The mission of the Health Care Management is to prepare students, especially non-traditional minority students for entry and mid-level management positions in a variety of health service organizations. This mission of the Program is consistent with the University's mission of meeting the needs of the community. The community is typically identified as the Southern Crescent area that consists of South Fulton, South DeKalb, Clayton, Fayette and Henry Counties. These counties serve the general area of South Atlanta and the contiguous localities. Located within the Southern Crescent are a great number and variety of health care delivery systems that are growing and expanding as the population of this part of Georgia keeps increasing. The need to educate and provide managers for these institutions also is increasing and, thus serves as impetus for us to complete our mission.

Health Care Management offers one baccalaureate degree program:

- Bachelor of Science Degree with a major in Health Care Management with a curriculum that prepares students for a variety of entry and mid-level management positions in health services organizations.
- In addition, Health Care Management collaborates with the Departments of Nursing and Dental Hygiene in offering double major degree programs in Health Care Management and Nursing and Dental Hygiene respectively. These programs provide the curricula for students who wish to enhance their employability by being qualified as both nurses or dental hygienists and health care managers.

HONOR SOCIETY

The Upsilon Phi Delta (UPD) is a national honor society for students pursuing a career in health care management. The society's mission is to encourage, support, and recognize students for professional development, high academic achievement, and excellence in the field of health administration.

ACCREDITATION

The undergraduate program in Health Care Management is certified by The Association of University Program in Health Administration (AUPHA). Information regarding certification may be obtained from the following:

Association of University Programs in Health Administration
1730 M St. NW
Suite 407
Washington, DC 20036
Website: <http://www.aupha.org>

Bachelor of Science in Health Care Management

The Health Care Management program prepares students for a variety of entry and mid-level management positions in health services organizations, such as benefits offices, insurance companies, home health agencies, PPOs, HMOs, doctors' offices, group practices, hospices, hospitals, nursing homes, extended care facilities, ambulatory care centers, governmental health agencies, and other health care delivery organizations.

ADMISSION AND READMISSION REQUIREMENTS

Students intending to enroll in the Health Care Management program must meet all University admission and academic requirements. The following additional requirements also apply and must be met prior to enrollment in any business or health sciences courses numbered 3000 or above:

1. **Completion of Program Application Form.** Students must declare a Health Care Management major and complete a program application form. The application for program admission must be completed prior to enrollment in upper division program requirements. A minimum 2.00 institutional GPA is required prior to enrollment in any 3000-level course.
2. **Completion of Lower Division Requirements.**
 - a. Students may be admitted to the Health Care Management program and allowed to take selected 3000-level courses upon completion of at least 45 semester credit hours applicable to Areas A-F, including ENGL 1101, ENGL 1102, MATH 1101 or higher, ACCT 2101, and ECON 2105. (The selected courses are HSCI 3113 and HLTH 3420.)
 - b. Health Care Management students must complete all Area A-F requirements (with no grade lower than C in Area F) prior to enrollment in any 3000-level Health Sciences or Business courses other than those listed above.

A suspended student may apply for readmission to the Health Care Management Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to the appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Program-specific regulations for the Health Care Management program are as follows: Students must achieve a grade of C or better in all upper division course work including required courses and program electives. Students must repeat any required course in which a grade of C or better is not achieved. Any student who fails to meet this performance level will be placed on program probation. A student must earn a grade of C or better in all courses while on program probation. Failure to achieve this performance level will result in suspension from the program. Readmission following suspension must be approved by the Dean of the College of Health.

BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
All Health Care Management Core Curriculum requirements are shown in the suggested degree program.

Lower Division Major Requirements (Area F) 18 hours
ACCT 2101 Principles of Financial Accounting..... 3 hours
ACCT 2102 Principles of Managerial Accounting or
ECON 2106 Principles of Microeconomics 3 hours
ECON 2105 Principles of Macroeconomics I 3 hours
HSCI 2111 Introduction to the Health Care Environment 3 hours
ITFN 1101 Foundations of Information Technology..... 3 hours
HSCI 2201 Measurement Sciences or
MATH 1231 Introduction to Statistics 3 hours

Upper Division Major Requirements 39 hours
HSCI 3113 Health Communication for Managers 3 hours
HCMG 3101 Introduction to Health Systems Management..... 3 hours
HCMG 3320 Healthcare Economics 3 hours
HCMG 3340 Healthcare Information Technology 3 hours
HCMG 3401 Applied Human Resource Management in
Health Care Delivery..... 3 hours
HCMG 3501 Health Care Systems TQM 3 hours
HCMG 3701 Introduction to Epidemiology 3 hours
HCMG 3901 Marketing in Healthcare 3 hours
HCMG 4110 Administration of Managed Care..... 3 hours
HCMG 4401 Introduction to Primary/Long Term Care..... 3 hours
HCMG 4560 Health Care Finance..... 3 hours
HSCI 3520 Legal Issues in Health Care..... 3 hours
HSCI 3550 Ethical Issues in Health Care..... 3 hours

Upper Division Specialty Courses (choose 3)..... 9 hours
HCMG 3601 Introduction to Mental Health/Case Management 3 hours
HCMG 3801 Future Trends in Health Care..... 3 hours
HCMG 4180 Health in Corporate Setting 3 hours
HCMG 4201 Healthcare Consulting 3 hours
HCMG 4220 International Healthcare 3 hours
HCMG 4310 Public Health Administration 3 hours
HCMG 4565 Financial Management of Primary/Long-term Care..... 3 hours

HLTH 3012 Alternative and Complementary Approaches to Wellness: Therapies for Healthy Lifestyle	3 hours
HLTH 3320 Communications with Families	3 hours
HLTH 3341 Cultural Diversity	3 hours
HLTH 3401 Contemporary Women’s Health.....	3 hours
HLTH 3420 Health Education.....	3 hours
HLTH 3501 The AIDS Epidemic.....	3 hours
HLTH 4153 Gerontology.....	3 hours
MGMT 4311 Entrepreneurship.....	3 hours
MKTG 4207 Professional Selling.....	3 hours

Internship or Clinical Requirements..... 12 hours

HCMG 4500 Health Care Policy.....	3 hours
HCMG 4901 Applied Research	3 hours
HCMG 4970 Health Care Management Internship/Practicum.....	3 hours
HCMG 4999 Capstone in Health Care Management.....	3 hours

Total Degree Requirements..... 120 hours

Other Program-Specific Graduation Requirements

1. Grades of *D* will not count toward graduation for Area F or for any upper division requirements.
2. In order to receive the B.S. degree, a student must complete a minimum of 30 hours in residency at Clayton State. Of these, at least 24 hours must be upper division courses within the program, including the 12 -hour Research-Policy-Internship/Practicum-Capstone sequence, HCMG 4901-4500-4970-4999.
3. All courses in the Health Care Management core must be completed prior to enrollment in the Research-Policy-Internship/Practicum sequence, HCMG 4901-4500-4970.
4. Students must have a 2.00 institutional GPA to enroll in HCMG 4970. No exceptions are permitted.
5. Students must have declared major in Health Care Management to enroll in HCMG 4970. No exceptions permitted.

Health & Fitness Management Program

ADMINISTRATIVE OFFICERS

Melanie Poudevigne, *Director*

FACULTY

Thomas Andre

Hae Ryong Chung

Melanie Poudevigne

Bachelor of Science in Health and Fitness Management

The Health and Fitness Management major provides students with a solid foundation concerning the management and clinical sides of preventative health care. Students will be prepared for entry and mid-level management positions in organizations providing health and fitness services, such as within Commercial Fitness Centers, YMCA, Corporate Fitness/Wellness Centers, University Wellness/Adult Fitness Centers, Hospitals/Clinics with specialties in Cardiac and/or Pulmonary Rehabilitation, Municipal/City Recreation/Family Centers, Activity Centers for Older Adults, Community Centers and Worksite Health Promotion Programs. Graduates may also pursue employment as salespersons, administrators, and managers of all types of fitness/wellness facilities. Additional opportunities exist for those who aspire to become entrepreneurs in the field and pursue health and fitness coaching/consulting.

The main objectives of the proposed degree program are to:

- provide content/discipline foundation for careers in health and fitness management within corporate wellness centers, hospital-based fitness facilities, traditional health clubs, resorts, and others;
- enhance students' abilities to acquire and synthesize health and fitness information in a critical, scientific, and effective manner through detailed, intensive analysis and evaluation of texts and other research materials;
- provide students with relevant strategies of health promotion, illness/injury prevention, and illness/injury rehabilitation to maximize healthy outcomes of individuals, families and communities in a multicultural society;
- develop students' critical thinking and research skills to levels of excellence expected of bachelor's prepared health and fitness professionals;
- prepare students for national certification exams in the field of health and fitness; and
- enhance the preparation of students for graduate study (exercise physiology, exercise science, management, business administration, gerontology and other related fields).

The Health and Fitness Management major will include foundation courses such as anatomy and physiology I and II, survey of health and fitness professions, first aid and CPR, and introduction to management. This major will also provide students with a solid base in business and management principles by requiring courses in accounting, economics, marketing, finance, legal, ethical issues in health care, and applied human resource management. The program features courses specific to the health and fitness arena including, kinesiology, exercise physiology, sports psychology, personal health and wellness, prevention, care and rehabilitation of injuries, personal nutrition, principles of fitness across populations, substance use in fitness, exercise testing and

prescription. Finally, the program will involve capstone courses to ensure the students are able to synthesize all of their undergraduate coursework into meaningful application of their acquired knowledge, skills, and abilities. These courses include health and fitness management, a capstone course, and an internship.

Curriculum Overview

Freshman-Sophomore Years

Areas A - E: General Education Core Curriculum	42 hours
Area F: Lower Division Required Courses	18 hours

Junior-Senior Years

I. Program Core Requirements	30 hours
II: Upper Division Requirements	21 hours
III: Program Capstone Requirements	9 hours

Total Degree Requirements 120 hours

Freshman - Sophomore Years

Areas A - E: General Education Core Curriculum (42 hours)

All Core Curriculum requirements for Health and Fitness Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Required Courses (Area F)	18 hours
ACCT 2101 Principles of Financial Accounting	3 hours
BIOL 1151/L Human Anatomy and Physiology I	4 hours
BIOL 1152/L Human Anatomy and Physiology II	4 hours
ECON 2105 Principles of Macroeconomics	3 hours
HFMG 1101 Survey of Health and Fitness Professions	1 hour
HFMG 2110 First Aid and CPR	3 hours

Students are required to earn a grade of C or better in Area F and all upper-division courses in the Health and Fitness Management major. Upper-division courses are all courses other than those of areas A through F of the core curriculum. Courses at the 1000- or 2000-level used in the upper division are included in this restriction.

Junior - Senior Years

Program Core Requirements..... 30 hours

MGMT 3101	3 hours
HFMG 3101 Kinesiology.....	3 hours
HFMG 3102 Exercise Physiology.....	3 hours
HFMG 3110 Personal Health and Wellness	3 hours
HFMG 3121 Injury Prevention & Rehabilitation	3 hours
HFMG 3130 Principles of Fitness across Populations.....	3 hours
HFMG 3140 Exercise Testing and Prescription	3 hours
HSCI 3520 Legal Issues in Health Care.....	3 hours
MGMT 4101 Human Resources Management	3 hours

Choose one elective from the following	3 hours
MGMT 3520 Negotiation & Conflict Management	3 hours
MGMT 4102 Organizational Behavior	3 hours

Upper Division Requirements	21 hours
MKTG 3101 Principles of Marketing.....	3 hours
FINA 3100 Personal Financial Management	3 hours
HLTH 3341 Cultural Diversity in Health and Illness	3 hours
HFMG 3382 Substance Use in Health & Fitness	3 hours
HSCI 3550 Ethical Issues in Health Care.....	3 hours
HFMG 4060 Personal Nutrition for Health	3 hours

Choose one elective from the following:	3 hours
HFMG 4800 Selected Topics in Health & Fitness	3 hours
HFMG 4400 Exercise & Sport Psychology	3 hours
MGMT 4311 Entrepreneurship	3 hours
HFMG 3970 Practicum in Health & Fitness	3 hours

Program Capstones	9 hours
HFMG 4110 Health and Fitness Management.....	3 hours
HFMG 4970 Internship	3 hours
HFMG 4999 Capstone Course	3 hours

Minor in Health & Fitness Management

The Health & Fitness Management minor integrates science, exercise science and fitness management approaches to analyze themes in epidemiology, exercise physiology, natural sciences and the fitness industry. The Health & Fitness Management minor further emphasizes the interdisciplinary study of the mind and body. The courses emphasize the introduction to exercise science with an emphasis on public health, or exercise physiology, or the fitness industry/management. The Health & Fitness Management Minor offers information and tools for future health professionals who have an interest in or responsibility for increasing physical activity participation. It provides key reference documents, data and surveillance resources, information to assist the Clayton State students with program planning and evaluation, and ideas for physical activity promotion as well as enhancing creativity for entrepreneurs in the fitness industry. By considering a variety of health issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression.

Minor Requirements

Lower Division Program Requirements	8 hours
BIOL 1151 Human Anatomy & Physiology I	3 hours
BIOL 1151L Human Anatomy & Physiology I Lab	1 hour
BIOL 1152 Human Anatomy & Physiology II	3 hours
BIOL 1152L Human Anatomy & Physiology II Lab	1 hour
Upper Division Program Requirements	9 hours
(Nine upper division credit hours required, courses that were used to satisfy the Health Management Program requirements may not be used.)	
HFMG 3101 Kinesiology.....	3 hours
HFMG 3130 Principles of Fitness.....	3 hours

Select **one** course from the tracks below:

Exercise Science Track:

HFMG 3102 Physiology of Exercise..... 3 hours

Public Health Track:

HFMG 3110 Personal Health & Wellness 3 hours

Fitness Management Track:

HFMG 4110 Health & Fitness Management 3 hours

Total Health & Fitness Minor Requirements..... 17 hours

Bachelor of Science in Health Sciences

ADMINISTRATIVE OFFICER

Peter G. Fitzpatrick, *Department Chair of Health Care Management*

The Bachelor of Science in Health Sciences is an interdisciplinary degree program designed to provide students with a solid foundation for a career in community health or to pursue a professional graduate program. Students will gain board skills in research, healthcare delivery, health promotion, disease prevention and management, and ethical, legal, and cultural issues related to the health field. The program also provides students a pathway to become Certified Healthcare Education Specialists (CHES).

ADMISSION AND READMISSION REQUIREMENTS

Students intending to enroll in the Health Sciences program must meet all University admission and academic requirements.

Students with an interest in seeking dental hygiene or nursing admission should follow the designated prerequisites for those programs. Separate application to these competitive admission programs is required upon completion of 60 hours of lower division requirements. Students not admitted to these competitive admission programs may continue with the Health Science degree and are encouraged to consult with academic advisor to determine appropriate track and career path.

A suspended student may apply for readmission to the Health Sciences Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to the appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

BACHELOR OF SCIENCE IN HEALTH SCIENCES DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Health Sciences degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Requirements (Area F) 18 hours

BIOL 1151 Human Anatomy & Physiology I 3 hours

BIOL 1151L Human Anatomy & Physiology I Lab 1 hour

BIOL 1152 Human Anatomy & Physiology II 3 hours

BIOL 1152L Human Anatomy & Physiology II Lab 1 hour

HSCI 2111 Introduction to Health Care Environment 3 hours

Lower Division Elective Courses* 7 hours

* 1000 or 2000 level elective. MATH 1231 required if not satisfied in Area D2. PSYC 2103 recommended.

Upper Division Major Requirements	33 hours
HCMG 3101 Introduction to Health Systems Management	3 hours
HCMG 3701 Introduction to Epidemiology	3 hours
HCMG 4901 OR NURS/DHYG 4100/4200 Applied Research	3 hours
HFMG 3110 Personal Health and Wellness	3 hours
HLTH/HSCI/NURS 3110 Interactive Communication OR	
HSCI 3113 Health Communication for Manager	3 hours
HLTH 3341 Cultural Diversity in Health and Illness	3 hours
HLTH 3420 Health Education	3 hours
HLTH 4330 or HFMG 4060 Nutrition	3 hours
HSCI 4101 Consumer Health	3 hours
HMSV 3501 Organization and Administration of Human Services	3 hours
PSYC 3580 Addictions	3 hours

Related Electives **21 hours**
 Students may select from any 3000 or 4000 level course in DHYG, HCMG, HFMG, NURS, HSCI, and HLTH. Approved courses from PSYC and SOCI are listed below. Other electives must be approved by the Department Chair.

Approved Psychology Electives

PSYC 3100 Introduction to Therapeutic Intervention	3 hours
PSYC 3130 Social Psychology	3 hours
PSYC 3140 Crisis Intervention	3 hours
PSYC 3350 Abnormal Psychology	3 hours
PSYC 3530 Health Psychology	3 hours
PSYC 3570 Human Sexuality	3 hours
PSYC 4120 Physiological Psychology	3 hours
PSYC 4160 Death and Dying	3 hours
PSYC 4550 Introduction to Program Evaluation	3 hours
HMSV 3300 Community-Based Development	3 hours

Approved Sociology Electives

SOCI 3130 Drugs and Society	3 hours
SOCI 4153 Sociology of Aging	3 hours

Capstone	6 hours
HSCI 4900 Health Sciences Seminar	3 hours
HSCI 4970 Health Sciences Internship	3 hours

Total Degree Requirements **120 hours**

School of Nursing

ADMINISTRATIVE OFFICERS

Jean Mistretta, *Interim Director of Undergraduate Programs*

FACULTY

Jennie S. Bergen
Sue Ellen Bingham
Nancy Capponi
Debra J. Cody
Elicia Collins
Han N. Dong
Lisa W. Eichelberger
Victoria Foster
Susan Gronka
Emily Kilburg
Margaret McIlwain
Grace Nteff
Laura Phillips
Susan J. Sanner
Lisa Smiley
Colleen Walters

MISSION AND GOALS

Consistent with the mission statement of Clayton State University, the School of Nursing is committed to providing comprehensive nursing education to residents from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the School of Nursing:

- increasingly complex global context of contemporary life;
- promotion of community-based, experiential learning;
- continuous education for teaching, scholarship, and growth;
- promotion of health and human development of the global community in transition;
- providing high quality educational services for the development of competent, caring, and committed professional nurses;
- developing programs which incorporates innovative health care and educational technologies;
- maintaining standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development;
- promoting collaborative, interdisciplinary practices models.

It is the faculty's mission to use those resources which will promote lifelong learning and enhance the acquisition of skill in modern technology. Mastery of critical thinking skills, comprehensive care, theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and advanced technologies. The curriculum facilitates the transition of students into professional nursing roles in a multifaceted and multicultural health care environment.

HONOR SOCIETIES AND CLUBS

Honor societies, clubs, and service organizations are designed to support, augment, and supplement educational and professional development, and students are invited to participate in the Clayton State chapter of the Student Nurses Association (SNA). In addition, students exhibiting excellent grades, leadership ability, and high professional ethics may be invited to join the Sigma Theta Tau International Nursing Honor Society Xi Rho Chapter during their senior year.

PROGRAM OUTCOMES

Demonstrate human caring as a key philosophical basis for the practice of nursing.

1. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
2. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
3. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
4. Demonstrate competence in utilizing information technology resources to advance professional practice.
5. Collaborate with health care providers from other disciplines to improve client outcomes.
6. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
7. Demonstrate commitment to ongoing professional development as a life-long learner.
8. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings.

ACCREDITATION

The BSN program has approval of the Georgia Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE). Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217-3858
478-207-1640
www.sos.state.ga.us/pbl/m/

Commission on Collegiate Nursing Education
One Dupont Circle, NW
Washington, D.C. 20036-1120
www.aacn.nche.edu
202-887-6791

Bachelor of Science in Nursing

BASIC LICENSURE TRACK

Students with an interest in nursing are admitted to Clayton State University as a Bachelor of Science in Health Sciences major with a concentration of pre-nursing. Refer to the Bachelor of

Health Sciences section of this Catalog for details. Separate application to this competitive admission program is required upon completion of 60 hours of lower division requirements and transition course HLTH 3200 Pathophysiology. Students not admitted to this competitive admission program may continue with the Bachelor of Health Sciences degree in consultation with academic advisor to determine appropriate concentration and career path.

Admission

The basic licensure BSN track is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet University admission requirements. Graduates are prepared for initial licensure as a Registered Nurse.

Nursing application is separate from University application and admission. Admission is competitive and space is limited. Students are admitted each fall and spring semester into a full-time four semester program (excluding intervening summers).

Minimum admission requirements include (details on the School of Nursing website):

1. College grade point average (GPA) of 2.80 on 4.00 scale.
2. Completion of 45 semester hours of BSN core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semesters hours at the time of enrollment in nursing program.
3. Successful completion of the USG system legislative requirements.
4. Satisfactory completion of designated nursing program entrance exam.
5. Satisfactory evidence of overall health status consistent with the performance standards for nursing.
6. Eligible for clearance on criminal background check and drug screening.
7. Applicants participating in Clayton State University's Honors Program are guaranteed admission if they meet all program admission standards.
8. Applicants who have attended another nursing program are required to disclose on their application and submit a letter of good standing from the program administrator. Applicants who have been dismissed from another nursing program are ineligible for admission to the Clayton State program. Applicants who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

- Area D1 – CHEM1151-1151L or CHEM1211-1211L required*
 - Area D2 – MATH1231 required
- *Lab science sequence required for this Health Professions major

Additional Core Curriculum requirements for the Bachelor of Science in Nursing degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

BIOL 1151 Human Anatomy and Physiology I 3 hours

BIOL 1151L Human Anatomy and Physiology I - Lab 1 hour

BIOL 1152 Human Anatomy and Physiology II 3 hours

BIOL 1152L Human Anatomy and Physiology II - Lab 1 hour

BIOL 2250 Microbiology 3 hours

BIOL 2250L Microbiology - Lab	1 hour
PSYC 2103 Introduction to Human Development.....	3 hours
*Lower division elective	3 hours

Transition Course	3 hours
HLTH 3201 Pathophysiology	3 hours

Major Requirements	54 hours
NURS 3110 Interactive Communications.....	3 hours
NURS 3200 Health Assessment	3 hours
NURS 3301 Health Promotion.....	3 hours
NURS 3301L Health Promotion Practicum	1 hour
NURS 3383 Clinical Pharmacology.....	3 hours
NURS 3401 Health Illness Transitions I	3 hours
NURS 3401L Health Illness Transitions I Practicum.....	2 hours
NURS 3501 Psychosocial Transitions.....	3 hours
NURS 3501L Psychosocial Transitions Practicum	2 hours
NURS 3701 Health Illness Transitions II	3 hours
NURS 3701L Health Illness Transitions II Practicum.....	2 hours
NURS 4000 Developmental Transitions I.....	3 hours
NURS 4000L Developmental Transitions I Practicum	2 hours
NURS 4100 Nursing Research.....	3 hours
NURS 4201 Development Transitions II	3 hours
NURS 4201L Developmental Transitions II Practicum	2 hours
NURS 4401 Health Illness Transitions III	3 hours
NURS 4401L Health Illness Transitions III Practicum.....	3 hours
NURS 4500 Role Transitions	2 hours
NURS 4601 Organizational Transitions	4 hours
NURS 4601L Organizational Transitions Practicum	1 hour

Major Specific Elective.....	3 hours
Any NURS, HLTH, HCMG, HFMG, or HSCI 3000/4000 level course (or appropriate upper division statistics course)	

Academic Standards

Nursing students must maintain a semester grade point average (GPA) of 2.00 ("C") to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any nursing course may repeat that course one time only on a space available basis. Students who receive any two of the following: "D", "F", "WF", or "U" in any two nursing courses may not continue in the program. Reference BSN Student Handbook for details.

RN-BSN Completion Track**Admission**

The RN-BSN completion track is available for registered nurses with an associate degree or diploma in nursing who meet University admission requirements. Clayton State participates in the Georgia Statewide Articulation Model.

Nursing application is separate from University application and admission. The distance learning program can be completed on a full-time or part-time basis. Graduates are prepared to practice in diverse health care settings, including hospitals, homes, clinics, hospice, industry, and the community.

Minimum admission requirements include (details on the School of Nursing website):

1. Unrestricted current nursing licensure in the United States or eligibility for licensure
2. College grade point average (GPA) of 2.00 on 4.00 scale.
3. Completion of 45 semester hours of BSN core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semester hours at the time of enrollment in the nursing program.
4. Successful completion of the legislative requirements.
5. Eligible for clearance on criminal background check and drug screening.

RN – BSN COMPLETION TRACK PROGRAM REQUIREMENTS**Core Curriculum (Areas A - E)..... 42 hours**

- Area D1 – CHEM1151-1151L or CHEM1211-1211L*
 - Area D2 – MATH1231 required
- *Lab science sequence required for this Health Professions major.

Additional Core Curriculum requirements for the RN to BSN Completion Track are shown under the Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

- 1000/2000 level coursework (not applied in Core A-E)

Transition Course 3 hours

HLTH 3200 Pathophysiology for RN's..... 3 hours

Career Block 30 hours

Upon successful completion of NURS 3101, RNs will receive up to 30 semester hours of credit.

Major Requirements 23 hours

NURS 3101 Professional Issues 3 hours
 NURS 3110 Interactive Communication 3 hours
 NURS 3201 Health Assessment 2 hours
 NURS 3202 Health Assessment Lab for RNs 1 hour
 NURS 4200 Research for Evidence-Based Practice 3 hours
 NURS 4503 Clinical Practicum for RNs 3 hours
 NURS 4300 Nursing Leadership and Management for RNs 4 hours
 NURS 4400 Community and Population-Focused Nursing Practice RNs 4 hours

Major Specific Electives..... 4 hours

Choose one 1 hour elective course:

Any NURS, HLTH, HCMG, HFMG or HSCI 3000/4000 level course

Choose one 3 hour elective course:

Any NURS, HLTH, HCMG, HFMG or HSCI 3000/4000 level course (or appropriate upper division statistics course)

Academic Standards

Nursing students must maintain a semester grade point average (GPA) of 2.00 ("C") to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any nursing course may repeat that course one time only on a space available basis. Students who receive any two of the following: "D", "F", "WF", or "U" in any two nursing courses may not continue in the program. Reference BSN Student Handbook for details.

Double Bachelor Degrees in Nursing and Health Care Management

Students who wish to enhance their employability by being qualified as both nurses and health care managers may wish to pursue the dual degree option. Students may declare this double major upon acceptance and enrollment in the BSN program with a minimum GPA of 3.00.

Students must meet the following requirements:

1. Complete all requirements for the BSN.
2. Complete the following courses from Health Care Management Area F program prerequisites:
 - a. ACCT 2101 Principles of Financial Accounting
 - b. ECON 2105 Principles of Macroeconomics
 - c. HSCI 2111 Intro to Health Care Environment
 - d. ITFN 1101 Foundations of Information Systems
3. Complete the following courses from Health Care Management program requirements:
 - a. HCMG 3101 Introduction to Health Systems Management
 - b. HCMG 3401 Applied HR Management for Health Care Delivery
 - c. HCMG 3501 Health Care Systems TQM
 - d. HCMG 3901 Marketing in Health Care
 - e. HCMG 4560 Health Care Finance
 - f. HSCI 3520 Legal Issues in Health Care
 - g. HCMG 4500 Health Care Policy or HCMG 4901 Applied Research

Grade of C or better required in all courses.

Minor in Spanish

Students who wish to enhance their employability by becoming multilingual may wish to pursue the minor in Spanish. Students should declare this minor upon University acceptance as course progression is sequential. See the College of Arts and Sciences for curriculum details.

COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

ADMINISTRATIVE OFFICERS

Lila F. Roberts, *Dean*

VISION STATEMENT

The College of Information and Mathematical Sciences (CIMS) aspires to create a community of innovative thinkers who can facilitate the adaptation to rapidly changing conditions of our global society. From our strategic location in the Southern Crescent of metropolitan Atlanta, CIMS will become a significant entity in the state in the preparation of diverse and highly qualified professionals in the mathematical, computer and information sciences and in mathematics education.

MISSION AND GOALS

The mission of the College of Information and Mathematical Sciences (CIMS) is to provide a strong foundation in the core areas of Mathematics, Computer, and Information Sciences to meet the growing global need for professionals in these disciplines.

CIMS supports Clayton State University's strategic planning themes by:

1. positioning the college as an academic unit that prepares its students to achieve in a rapidly changing technological society;
2. providing educational opportunities and student-centered approaches to teaching and learning that support student success in the programs of study and undergraduate research for our majors, the quantitative areas within the general education courses, and service courses for other degree programs across campus;
3. continually improving and expanding the college's academic programs to integrate research-based best practices in teaching and learning in mathematics and computing disciplines and to attract more students to CSU to study in these fields;
4. seeking external funding sources to support the college's programs in teaching, research, and improvement of our technology infrastructure;
5. building and nurturing a sense of community among the college's faculty and students;
6. engaging in active outreach efforts with community partners in education and industry.

Code of Ethics*

This Code of Ethics represents the College of Information & Mathematical Sciences' commitment to promoting and practicing the highest professional and ethical standards:

Integrity: We value and practice responsible, accountable, ethical behavior in an atmosphere of honest, open, and respectful communication.

Innovation: We value and practice creative risk-taking and enthusiastic pursuit of new ideas.

Continuous Improvement: We value and practice continuous improvement of our instruction, advisement, research, academic programs, services, and processes through academic achievement, professional development, and assessment.

Unity of Purpose: We dedicate ourselves to integrating diversity among us by harnessing the wealth of ideas, cultures, and viewpoints toward a common goal.

* Adapted from ACM Code of Ethics and Professional Conduct and the Code of Ethics for Midstate College (<http://www.midstate.edu>).

INSTRUCTIONAL ORGANIZATION

The College of Information and Mathematical Sciences is composed of several academic programs and offers the degrees listed below:

- Master of Archival Studies
- Master of Arts in Teaching with a Concentration in Mathematics
- Bachelor of Science in Computer Science
- Bachelor of Science in Mathematics
- Bachelor of Information Technology
- Online Bachelor of Science in Information Technology (WebBSIT)
- Dual-degree Engineering Program with the Georgia Institute of Technology
- Associate of Applied Science in Information Technology
- Minors in Mathematics, Computer Science and Information Technology

The College offers minors in Computer Science, Information Technology, and Mathematics. In addition, the College provides coursework to support the Regents' Engineering Pathways Program (REPP), middle and secondary teacher education, and the Core Curriculum.

Computer Science & Information Technology

ADMINISTRATIVE OFFICER

Angkul Kongmunvattana, *Department Chair*

FACULTY

Shakil Akhtar

Larry D. Booth

Byron A. Jeff

Jillian Jones

Angkul Kongmunvattana

Ken D. Nguyen

Junfeng Qu

Muhammad A. Rahman

Ade Randall Thompson

MISSION AND GOALS

The Department of Computer Science & Information Technology offers the following degree and minor programs:

- Bachelor of Science in Computer Science (BSCS)
- Minor Program in Computer Science
- Associate of Applied Science in Information Technology (AASIT)
- Bachelor of Information Technology (BIT)
- Minor Program in Information Technology
- Online Bachelor of Science in Information Technology (Georgia WebBSIT Consortium)

The Computer Science program prepares students for careers that require computational thinking and problem solving skills, becoming ethical and contributing members of their communities.

Upon completion of the BSCS program, graduates will be able to:

1. Solve complex and significant problems with professional skill by formulating efficient and effective algorithmic solutions to a wide variety of sophisticated problems normally encountered in computing and in academe
2. Express algorithms clearly and correctly in a variety of programming languages
3. Apply core concepts in computer science
4. Apply professional and ethical standards to computing related disciplines

The Information Technology program prepares students to compete in the rapidly expanding job market, to contribute to the intellectual body of knowledge, and to engage with their communities.

Upon completion of the BIT program, graduates will be able to:

1. Use and apply current IT discipline-related concepts and practices
2. Identify and analyze problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate
3. Design and develop effective IT-based solutions and integrate them into user environment
4. Create and implement effective project plans

5. Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational needs
6. Analyze the impact of technology on individuals, organizations, and society
7. Collaborate in teams to accomplish common goals
8. Communicate effectively and efficiently
9. Recognize the qualities necessary to succeed in a professional environment

STUDENT ORGANIZATIONS

Student organizations supporting the educational and professional development of students are the Student Chapter of the Association for Computing Machinery (ACM) and the Organization for Women Interested in Science, Technology, Engineering, and Mathematics (Wi²STEM).

Associate of Applied of Science in Information Technology

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E)	23 hours
Area A1 ENGL 1101 English Composition I	3 hours
Area A1 ENGL 1102 English Composition II.....	3 hours
Area A2 Mathematics	3 hours
Area B1 CRIT 1101 Critical Thinking	3 hours
Area B2* Communication or Foreign Language	2 hours
Area D2 Science, Math, or Technology (non-science majors)	3 hours
Area E1 POLS 1101 American Government.....	3 hours
Area E3 American History	3 hours
 Lower Division Major Requirements (Area F)	 18 hours
ITFN 1101 Foundations of Information Technology.....	3 hours
ITFN 1201 Foundations of Database Design.....	3 hours
CSCI 1301** Computer Science I.....	3 hours
CSCI 1302** Computer Science II	3 hours
ITFN 2214 Web Application Development	3 hours
MATH 1231 Introductory Statistics; or MATH 1401 Introduction to Statistics (eCore); or MATH 2020 Introductory Discrete Mathematics; or MATH 2502 Calculus II; or	
WBIT 2300 Discrete Mathematics for IT	3 hours
 Lower Division Major Requirements (IT Foundations)	 9 hours
ITFN 1401 Foundations of Webmaster	3 hours
ITFN 1502 Foundations of Networking and Security	3 hours
ITFN 2512 Intermediate Networking and Security3 hours
 Free Electives	 10 hours
 Total Degree Requirements	 60 hours

* COMM 1001 & 1002 recommended for students who have not fulfilled Area B2 requirements.

** Programming options are CSCI 1301/1302 or ITFN 1303/2313 or WBIT 1310/2311.

Bachelor of Information Technology

BACHELOR OF INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E)..... 42 hours

All Core Curriculum requirements for the BIT degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

ITFN 1101 Foundations of Information Technology..... 3 hours

ITFN 1201 Foundations of Database Design..... 3 hours

CSCI 1301* Computer Science I..... 3 hours

CSCI 1302* Computer Science II..... 3 hours

ITFN 2214 Web Application Development..... 3 hours

MATH 1231 Introductory Statistics; or

MATH 1401 Introduction to Statistics (eCore); or

MATH 2020 Introductory Discrete Mathematics; or

MATH 2502 Calculus II; or

WBIT 2300 Discrete Mathematics for IT 3 hours

Lower Division Major Requirements (IT Foundations) 9 hours

ITFN 1401 Foundations of Webmaster 3 hours

ITFN 1502 Foundations of Networking and Security 3 hours

ITFN 2512 Intermediate Networking and Security 3 hours

Upper Division Major Requirements 27 hours

ITFN 3003 Professional Development and Ethics 3 hours

ITFN 3103 Human-Computer Interaction..... 3 hours

ITFN 3112 Systems Analysis and Design..... 3 hours

ITFN 3144 Informatics Project Management 3 hours

ITFN 3314 Testing & Quality Assurance in Software Development; or

ITFN 3316 Software Security, Testing, and Quality Assurance 3 hours

ITFN 3601 Operating Systems..... 3 hours

ITFN 4014 Internship Cooperative 3 hours

ITFN 4154 Informatics Integration..... 3 hours

ITFN 4433 Web Integration 3 hours

Upper Division Information Technology Electives 3 hours

Major Concentration..... 9 hours

Select one of the following Emphases:

Database Administration Emphasis

ITDB 4201 Advanced Database Modeling 3 hours

ITDB 4202 Database Applications 3 hours

ITDB 4203 Database Administration and Architecture 3 hours

Networking and Security Emphasis

ITNW 4501 Network Planning and Design	3 hours
ITNW 4502 Secure Networks and Communications Protocols	3 hours
ITMM 4423 Security for E-Commerce	3 hours

Informatics Emphasis

9 hours of upper division courses in a single discipline or in a recognized minor program at Clayton State. Students should use Free Electives to satisfy any prerequisites for upper division coursework in an Informatics Emphasis. See additional information below.

Free Electives** 12 hours

Total Degree Requirements 120 hours

* Programming options are CSCI 1301/1302 or ITFN 1303/2313 or WBIT 1310/2311.

** Students pursuing Informatics Emphasis should choose courses in the free electives to satisfy prerequisites of the required upper division courses from the selected area of emphasis.

Additional Information about Informatics Emphasis

BIT students are encouraged to apply information technology skills to solve real world problems by taking coursework in another discipline. The BIT program provides flexibility for students to complete a minor at Clayton State. An example for an informatics emphasis is Health Informatics. The coursework that constitutes the Health Informatics Emphasis are:

HCMG 3101 Intro Health Systems Management	3 hours
HCMG 3340 Healthcare Information Technology*	3 hours
HCMG 3501 Healthcare Systems Total Quality Management	3 hours

Students pursuing the Health Informatics Emphasis should take HSCI 2111 (Introduction to Health Care Environment) as their Free Electives.

Students should consult with academic advisor to explore other areas for Informatics Emphasis.

Other Program-Specific Graduation Requirements

Information Technology students must earn a grade of C or better (or K) in the following courses:

- All courses with IT in the prefix (e.g., ITDB, ITFN, ITNW, ITMM, and WBIT)
- ENGL 1101 & 1102; CRIT 1101
- All MATH courses counted toward AASIT or BIT.
- All upper division courses counted toward graduation.

Minor Program in Information Technology

INFORMATION TECHNOLOGY MINOR PROGRAM REQUIREMENTS

The minor program in Information Technology enhances the knowledge and skills of students aiming for careers in business, healthcare, and sciences, where the understanding of information technology and basic coding skills provide a benefit beyond the normal coursework in their major.

Required Courses	18 hours
ITFN 1101 Foundations of Information Technology.....	3 hours

CSCI 1301/ITFN 1303/WBIT 1310	3 hours
CSCI 1302/ITFN 2313/WBIT 2311	3 hours
ITFN 3112 Systems Analysis	3 hours
ITFN 3314 Testing & Quality Assurance in Software Development; or ITFN 3316 Software Security, Testing, and Quality Assurance	3 hours
ITFN 4700 Applied Research in Information Technology	3 hours

Total Program Requirements 18 hours

Other Program-Specific Graduation Requirements

Courses taken to satisfy core areas A through E cannot be used for satisfying the requirements for the Information Technology minor. All courses and prerequisites must be completed with a grade of 'C' or better (or K).

Bachelor of Science in Computer Science

BACHELOR OF SCIENCE IN COMPUTER SCIENCE DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E) 42 hours

All Core Curriculum requirements for the BSCS degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

CSCI 1100 Applied Computing	3 hours
CSCI 1301 Computer Science I	3 hours
CSCI 1302 Computer Science II	3 hours
CSCI 2302 Data Structures and Algorithms.....	3 hours
CSCI 2305 Computer Org. & Architecture	3 hours
MATH 2020 Discrete Mathematics.....	3 hours

Additional Lower Division Major Requirements 12 or 15 hours

Carry-over from MATH 1501 taken in Area A2 or D2	1 hour
MATH 1231 Introductory Statistics; or MATH 1401 Introduction to Statistics (eCore).....	3 hours
MATH 2140 Introductory Linear Algebra	3 hours
MATH 2502 Calculus II *	1 or 4 hours
PHYS 2211 and PHYS 2211L; or CHEM 1211 and CHEM 1211L; or BIOL 1107 and BIOL 1107L; or MATH 2503 Calculus III.....	4 hours

* One hour of carry-over if MATH 2502 was taken in Area D2, otherwise must take MATH 2502 to satisfy this requirement with 4 hours applied here

Upper Division Major Requirements 24 hours

CSCI 3300 Professional Development and Ethics	3 hours
CSCI 3305 Operating Systems	3 hours
CSCI 3306 Computer Networks & Security	3 hours
CSCI 3310 Database Design and Implementation	3 hours
CSCI 3320 Software Engineering Design	3 hours

CSCI 3333 Programming Languages	3 hours
CSCI 4333 Theory of Computation; or CSCI 4334 Algorithm Design	3 hours
CSCI 4320 Software Engineering Practicum; or CSCI 4360 Computer Science Research; or CSCI 4370 Internship in Computer Science	3 hours

Major Concentration **15 hours**

Select one of the following concentrations:

Big Data Concentration

CSCI 4307 Artificial Intelligence	3 hours
CSCI 4201 Advanced Topics in Databases	3 hours
CSCI 4202 Data and Visual Analytics	3 hours
CSCI 4308 Advanced Topics in Parallel and Distributed Computing	3 hours
MATH 3220 Applied Statistics; or MATH 4350 Graph Theory	3 hours

Cybersecurity Concentration

CSCI 4317 Operating Systems Security, Programming, and Administration; or ITFN 4601 Operating Systems Security, Programming, and Administration	3 hours
CSCI 3601 Software Security, Testing, and Quality Assurance; or ITFN 3316 Software Security, Testing, and Quality Assurance	3 hours
ITNW 4501 Network Planning and Design	3 hours
ITNW 4502 Secure Networks and Communications Protocols	3 hours
ITMM 4423 Security for E-Commerce	3 hours

Games Design and Programming Concentration

CSCI 3301 Game Design & Programming I.....	3 hours
CSCI 4301 Game Design & Programming II.....	3 hours
CSCI 4304 Computer Graphics.....	3 hours
CSCI 4307 Artificial Intelligence	3 hours
CSCI 4315 Human Computer Interaction; or CSCI 4601 Mobile Software Development.....	3 hours

General Computer Science Concentration

15 hours of upper-division CSCI courses.

Technical Writing **3 hours**

ENGL 3900 Technical Writing	3 hours
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Free Elective** **3 or 6 hours**

**If MATH 2502 was used for satisfying Area D2, then six credit hours remain as free electives

Total Degree Requirements..... **120 hours**

Other Program-Specific Graduation Requirements

Computer Science students must earn a grade of C or better (or K) in the following courses:

1. All courses with a prefix beginning with CSCI
2. ENGL 1101 & 1102; CRIT 1101

3. All MATH courses counted toward BSCS
4. All upper division courses counted toward graduation.

Minor Program in Computer Science

The minor program in Computer Science enhances the knowledge and skills of students aiming for careers in business, engineering, and sciences, where the understanding of computational and algorithmic thinking as well as problem solving and computer coding skills provide a benefit beyond the normal coursework in their major.

COMPUTER SCIENCE MINOR PROGRAM REQUIREMENTS

Required Lower-Division Courses..... **9 hours**
 CSCI 1301 Computer Science I 3 hours
 CSCI 1302 Computer Science II 3 hours
 CSCI 2302 Data Structures 3 hours

Elective Upper-Division Courses **9 hours**
 Students are required to complete 9 hours of upper-division CSCI courses. CSCI 4800 can count for a maximum of 3 hours.

Total Program Requirements **18 hours**

Other Program-Specific Graduation Requirements

Courses taken to satisfy core areas A through E cannot be used for satisfying the requirements for the Computer Science minor. All courses and prerequisites must be completed with a grade of 'C' or better (or K).

Online Bachelor of Science in Information Technology

The Online Bachelor of Science in Information Technology degree program (WebBSIT) is offered collaboratively by four University System of Georgia (USG) institutions: Clayton State University, Columbus State University, Georgia Southern University, and Georgia Southwestern University. The program is offered at a distance via USG's centrally supported course management system.

The WebBSIT program produces IT graduates with the knowledge, skills, and abilities to meet the needs of Georgia employers. IT graduates use computer software and hardware tools and applications to develop, support, and manage the technology infrastructure within organizations.

Graduates of the WebBSIT will be able to:

1. Use and apply current IT discipline-related concepts and practices.
2. Identify and analyze organizational and individual problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate.
3. Design and develop effective, IT-based solutions and integrate them into the user environment.
4. Create and implement effective project plans.
5. Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational needs.
6. Analyze the impact of technology on individuals, organizations, and society.
7. Collaborate in teams to accomplish common goals.

8. Communicate effectively and efficiently.
9. Recognize the qualities necessary to succeed in a professional environment.

These outcomes are in keeping with the emerging programs and curricular standards for IT education. They are also consistent with the goals and objectives of the traditional on-campus IT programs of the collaborating institutions.

Clayton State's participation in the Georgia WebBSIT Consortium provides access to an online IT program for individuals who need flexibility of an online learning, including veterans, military personnel, and other individuals, who wish to complete a degree in Information Technology.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the BSIT degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

MATH 1231 or MATH 1401 Introductory Statistics	3 hours
WBIT 1100 Introduction to Information Technology.....	3 hours
WBIT 1310* Programming and Problem Solving I.....	3 hours
WBIT 2000 The Enterprise and Information Technology.....	3 hours
WBIT 2300 Discrete Math for Information Technology	3 hours
WBIT 2311* Programming and Problem Solving II.....	3 hours

Upper Division Major Requirements 42 hours

WBIT 3010 Technical Communication	3 hours
WBIT 3110 Systems Analysis and Design.....	3 hours
WBIT 3111 Information Technology Project Management.....	3 hours
WBIT 3200 Database Design, Development and Deployment.....	3 hours
WBIT 3400 Introduction to Digital Media	3 hours
WBIT 3410 Web Application Development	3 hours
WBIT 3500 Architecture and Operating Systems	3 hours
WBIT 3510 Data Communications and Networking.....	3 hours
WBIT 3600 Introduction to E-Commerce	3 hours
WBIT 4020 Professional Practices and Ethics.....	3 hours
WBIT 4030 Senior Project	3 hours
WBIT 4112 Systems Acquisition, Integration and Implementation.....	3 hours
WBIT 4120 Human Computer Interaction	3 hours
WBIT 4520 Information Assurance & Security.....	3 hours

Major Concentration 9 hours

WBIT 4601 Customer Relationship Management.....	3 hours
WBIT 4602 IT Strategy, Design, & Development.....	3 hours
WBIT 4610 IT Policy and Law	3 hours

Free Electives 9 hours

Total Degree Requirements..... 120 hours

*Programming options are CSCI 1301/1302 or ITFN 1303/2313 or WBIT 1310/2311.

Department of Mathematics

DEPARTMENT HEAD

Chaogui Zhang, *Department Chair*

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MISSION AND GOALS

The mathematics program offers instruction in mathematics and computing and is responsible for the following programs and courses:

- Bachelor of Science Degree program in Mathematics.
- Bachelor of Science Degree program in Mathematics with Concentration in Secondary Education.
- Minor in Mathematics.
- Upper division service courses that support Computer Science, Information Technology and Teacher Education baccalaureate programs.
- Lower division courses that meet requirements in Areas A and D of the Core Curriculum and that may serve other programs in Area F or as general electives.

Bachelor of Science in Mathematics

The program of study for the B.S. in Mathematics is designed to prepare the graduate for a career in a field that employs professionals with mathematical and/or computer science competence. At the same time, it provides for the student to add courses that will prepare him/her to pursue a graduate degree in either mathematics or computer science.

BACHELOR OF SCIENCE IN MATHEMATICS DEGREE PROGRAM REQUIREMENTS**Core Curriculum (Areas A - E)..... 42 hours**

All Core Curriculum requirements for the B.S. in Mathematics degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18 hours

CSCI 1301 Computer Science I or CSCI 1371 Computing for Engineers..... 3 hours

MATH 1501 Calculus I..... 1 hour

MATH 2140 Introductory Linear Algebra..... 3 hours

MATH 2502 Calculus II ** 1 or 4 hours

** One hour of carry-over if MATH 2502 was taken in Area D2, otherwise must take 4 hours to satisfy this requirement

MATH 2503 Calculus III..... 4 hours

Elective 3 hours

Select a minimum number of hours for a total of 18 hours in Area F:

CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM 1212L, CSCI 1302, MATH 1231, MATH 2020, PHYS 2211 and PHYS 2211L, PHYS 2212 and PHYS 2212L

Additional Elective if total of 18 hours in Area F is not satisfied

CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM 1212L, CSCI 1302, MATH 1231, MATH 2020, PHYS 2211 and PHYS 2211L, PHYS 2212 and PHYS 2212L

Upper Division Major Requirements 15 hours

MATH 3005 Transition to Higher Mathematics 3 hours

MATH 3006 Communications in Mathematics 1 hour

MATH 3110 Survey of Algebra..... 3 hours

MATH 3303 Ordinary Differential Equations 3 hours

MATH 3520 Introduction to Analysis 3 hours

MATH 4988 Directed Undergraduate Research 2 hours

MATH 4989 Senior Capstone Project 0 hour

Upper Division Math Electives 12 hours

Select at least **three** courses from the list below:

MATH 3220 Applied Statistics 3 hours

MATH 4231 Modern Geometry 3 hours

MATH 4250 Elementary Number Theory 3 hours

MATH 4261 Introduction to Probability..... 3 hours

MATH 4303 Partial Differential Equations..... 3 hours

MATH 4320 Numerical Methods 3 hours

MATH 4350 Graph Theory 3 hours

MATH 4360 Combinatorics..... 3 hours

Select **one** additional course from the list above or

MATH 3003 Applied Mathematical Modeling or

MATH 4800 Special Topics in Mathematics 3 hours

Electives..... 33 hours

At least 12 hours must be 3000 or above to complete the graduation requirement for upper division credits. Courses that will not be counted toward the degree are MATH 1101, MATH 1111, MATH 1241, MATH 2010, MATH 3020, MATH 3030, MATH 4010 and MATH 4020.

Other Requirements: The student must also complete one of the following:

1. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L
2. An approved minor other than Mathematics.

Total Degree Requirements **120 hours**

For the B.S. in Mathematics, no course labeled MATH with a grade of D may be used for credit towards graduation. No more than one (1) D in any course may be used towards credit for graduation

Bachelor of Science in Mathematics (Concentration in Secondary Education)

The program of study for the B.S. in Mathematics with a Concentration in Secondary Education is designed to prepare the graduate for a career as a certified professional in teaching Mathematics at the secondary level.

BACHELOR OF SCIENCE IN MATHEMATICS (Sec. Ed.) DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E) **42 hours**

All Core Curriculum requirements for the B.S. in Mathematics with a Concentration in Secondary Education degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) **18 hours**

CSCI 1301 or 1371 Computer Science I/Computing for Engineers 3 hours

MATH 1501 Calculus I 1 hour

MATH 2140 Introductory Linear Algebra 3 hours

MATH 2502 Calculus II ** 1 or 4 hours

** One hour of carry-over if MATH 2502 was taken in Area D2, otherwise must take 4 hours to satisfy this requirement

MATH 2503 Calculus III 4 hours

MATH 1231 Introduction to Statistics 3 hours

MATH 2020 Intro to Discrete Mathematics (If MATH 2502 was taken in Area D2) 3 hours

Upper Division Major Requirements (Sec. Ed.) **26 hours**

MATH 3005 Transition to Higher Mathematics 3 hours

MATH 3006 Communications in Mathematics 1 hour

MATH 3110 Survey of Algebra 3 hours

MATH 3220 Applied Statistics 3 hours

MATH 3303 Ordinary Differential Equations 3 hours

MATH 3520 Introduction to Analysis 3 hours

MATH 4050 Methods of Teaching Secondary Mathematics 3 hours

MATH 4231 Modern Geometry 3 hours

MATH 4250 Elementary Number Theory 3 hours

MATH 4988 Directed Undergraduate Research 1 hour

MATH 4989 Senior Capstone Project 0 hour

Education related Electives	27 hours
EDUC 2110 Invest. Critical & Contemp. Issues in Ed.	3 hours
EDUC 2120 Expl. Socio-Cultural Persp. on Diversity in Ed. Context	3 hours
EDUC 2130 Expl. Teach. & Learning	3 hours
EDUC 3030 Exploring-Exceptional Learner	3 hours
EDUC 3200 Secondary School Curriculum & Assessment	3 hours
EDUC 3210 Classroom Management	3 hours
EDUC 4003 Secondary Level Seminar	1 hour
EDUC 4725 Secondary Practicum	2 hours
EDUC 4731 Content Supervision	3 hours
EDUC 4730 Secondary Education Internship	3 hours

Electives	7 hours
<ul style="list-style-type: none"> • Select at least 7 hours of electives. • MATH 2020 Discrete Mathematics must be taken if not satisfied in Area F • Courses that will not be counted toward the degree are MATH 1101, MATH 1111, MATH 1241, MATH 2010, MATH 3020, MATH 3030, MATH 4010, and MATH 4020. 	

Total Degree Requirements	120 hours
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For the B.S. in Mathematics (Concentration in Secondary Education), no course labeled MATH or EDUC with a grade of D may be used for credit towards graduation. No more than one (1) D in any course may be used towards credit for graduation.

EDUCATION POLICIES AND PROCEDURES

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at <http://www.clayton.edu/teachered>. Please see the Department of Teacher Education for admission, graduation, and certification requirements.

Minor Program in Mathematics

The objective of the minor is to more fully prepare students for careers in business, computer science and information technology, the science fields, the government, etc. that require a deeper appreciation and a more sophisticated understanding of mathematics than normally found in their major.

MATHEMATICS MINOR PROGRAM REQUIREMENTS

If MATH 1501 is taken in Area D	17 hours
MATH 1501 Calculus I	1 hour carry over from Area D
MATH 2140 Introduction to Linear Algebra	3 hours
MATH 2502 Calculus II	4 hours
Approved 3000 or above level courses labeled MATH.....	9 hours
If MATH 1501 is taken in Area A	17-18 hours
MATH 1501 Calculus I	1 hour carry over from Area A
MATH 2140 Introduction to Linear Algebra	3 hours
MATH 2502 Calculus II	1 hour carry over from Area D

Approved course in MATH or CSCI 3-4 hours
 Approved 3000 or above level courses labeled MATH..... 9 hours

Approved Courses for Minor

MATH 1231 Introduction to Statistics 3 hours
 MATH 2020 Introduction to Discrete Mathematics 3 hours
 MATH 2503 Calculus III 4 hours
 CSCI 1301 Computer Science I 3 hours
 CSCI 1302 Computer Science II 3 hours
 Any MATH course 3000 or above excluding MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010 and MATH 4050.

Total Program Requirements 17-18 hours

Pathways to Engineering

Clayton State University has developed multiple pathways for students to follow to help them earn a degree in engineering.

- Clayton State offers an Associate of Science Degree program from which a student may transfer into a Bachelor’s degree program.
- Clayton State University also offers a formal transfer program (REPP) in which students complete a 2 year program of study at Clayton State and then transfer to one of the 5 engineering schools in Georgia: Georgia Tech, Georgia Southern, University of Georgia, Kennesaw State University, or Mercer University to complete a Bachelor’s degree in an engineering field.
- Clayton State University offers multiple Dual Degree programs in which an undergraduate Clayton State student would earn a Bachelor of Science (B.S.) degree from Clayton State in Computer Science, Integrated Studies or Mathematics and a B.S. in Engineering from Georgia Tech in a typical five year period.

More information about each of these pathways is listed below. It is very important that students who are interested in earning an Engineering degree contact an Engineering Advisor right away.

Associate of Science, Integrative Studies (Pre-Engineering Concentration)

The pre-engineering program is a 60 semester hour program leading to an Associate of Science in Integrative Studies. The program provides completion of Areas A-E of the Core Curriculum and 18 credits of Lower Division Required Courses.

**ASSOCIATE OF SCIENCE IN INTEGRATIVE STUDIES (Pre-Engineering Concentration)
DEGREE PROGRAM REQUIREMENTS**

Core Curriculum (Areas A – E)	42 hours
Other Program Requirements (Area F)	18 hours
MATH 1501 Calculus I*	1* hours
MATH 2140 Introductory Linear Algebra.....	3 hours
MATH 2502 Calculus II*	1* hours
MATH 2503 Calculus III.....	4 hours
PHYS 2211 Principles of Physics I.....	3 hours
PHYS 2211L Principles of Physics Lab I.....	1 hours
PHYS 2212 Principles of Physics II.....	3 hours
PHYS 2212 Principles of Physics Lab II.....	1 hours
Elective Credit	1 hours

* Calculus I and II are 4 credit hour course taken in Areas A and D. One (1) credit hour for each is applied to Area F.

REPP—Regents' Engineering Pathways Program

The REPP program is a formal transfer program, in which a student, after successfully completing a two year program of study at CSU, transfers to Georgia Tech, Georgia Southern, Kennesaw, University of Georgia or Mercer to complete an engineering degree.

Requirements for Admission to the RETP:

- A combined SAT of 1090 (with a minimum of 560 SAT-M and 440 SAT-V) AND
- A high school GPA of at least 3.0 OR
- Have been admitted to an engineering program at Georgia Tech

Students who do not meet initial admission criteria may qualify for the RETP after the end of their freshman year by

- Completing CHEM 1211, PHYS 2211, MATH 1501 and MATH 2502 with grades of B or higher and
- Attaining a cumulative GPA of 3.0 or higher.

To transfer to an engineering school, students must:

- Complete the RETP requirements
- Meet the specified minimum cumulative GPA. GPA requirements vary by school. For Georgia Tech, a 3.3 cumulative GPA is required.
- Meet the specified minimum Math/Science GPA. GPA requirements vary by school. For Georgia Tech, a 3.3 cumulative GPA is required.
- Obtain the recommendation of the REPP Coordinator
- Be enrolled at CSU for at least two semesters immediately preceding matriculation to the engineering school (e.g., either Fall/Spring or Spring/Summer to start in the Fall).

REPP CURRICULUM

English Composition Requirements	6 hours
ENGL 1101 English Composition I	3 hours
ENGL 1102 English Composition II	3 hours
Mathematics Requirements	16 hours
MATH 1501 Calculus I	3 hours
MATH 2140 Linear Algebra	3 hours
MATH 2502 Calculus II	3 hours
MATH 2503 Calculus III	4 hours
MATH 3303 Ordinary Differential Equations	3 hours
Science Requirements	16 hours
PHYS 2211/2211L Principles of Physics I	4 hours
PHYS 2212/2212L Principles of Physics II	4 hours
CHEM 1211/1211L Principles of Chemistry I	4 hours
Choose ONE from the following**:	
CHEM 1212/1212L Principles of Chemistry II	4 hours
BIOL 1107/1107L Principles of Biology I	4 hours

***Your science choice will depend upon the area of engineering you wish to pursue. Check with your advisor for the appropriate course.*

Computer Science Requirement	3 hours
CSCI 1371 Computing for Engineers	3 hours
Additional Requirements	7 hours
CRIT 1101 Critical Thinking	3 hours
COMM 1001 Presentational Speaking	1 hour
PHYS 3454 Statics	3 hours
Total Credit Hours:	48

DUAL DEGREE OPTIONS

Through an agreement with Clayton State and the Georgia Institute of Technology, students may complete a specified three-year program of study at CSU, and then attend Georgia Institute of Technology for approximately two years. After completion of the engineering program at Georgia Institute of Technology, the student will receive two degrees:

- A Bachelor of Science from Clayton State in:
 - **Computer Science,**
 - **Mathematics,**
 - **Chemistry** or
 - **Integrative Studies**
- Bachelor of Science from Georgia Tech in Engineering (restricted to Chemical and Biomolecular Engineering for the Chemistry Dual Degree option).

In order to transfer to Georgia Tech, students must:

- Obtain an overall GPA of at least 3.3 (all attempts at all courses).
- Obtain a math/science GPA of at least 3.3 (all natural science courses and all Math 1501 and higher).
- Be enrolled at Clayton State for at least 2 semesters immediately preceding transfer to GT, i.e. Fall/Spring or Spring/Summer for a Fall GT enrollment

The Dual Degree Program requirements for **Computer Science + Engineering** at Clayton State include:

General Education Requirements (Areas A-E)	42 hours
Major Requirements (Area F)	18 hours
Required Lower Division Computer Science & Mathematics Courses.....	9-12 hours*
Required Upper Division Computer Science & Mathematics Courses.....	21 hours
Guided Electives	8 hours
Total Semester Hours taken at Clayton State	98 or 101 hours

The Dual-Degree Program requirements for **Mathematics + Engineering** at Clayton State include:

General Education Requirements (Areas A-E)	42 hours
Major Requirements (Area F)	18 hours
Required Upper-Division Mathematics Courses	13 hours
Elective Upper-Division Mathematics Courses	12 hours
Guided Electives	8 or 11 hours*

Total Semester Hours taken at Clayton State 93 or 96 hours

The Dual Degree Program requirements for **Integrative Studies + Engineering** at Clayton State include:

General Education Requirements (Areas A-E)	42 hours
Major Requirements (Area F)	18 hours
Additional Lower Division Requirements.....	5-8 hours*
Differential Equations Requirement.....	3 hours
Lower Division Math/Science/CSCI Electives**	0-16 hours
Upper Division Math/Science/CSCI Electives**	8-24 hours
Total Semester Hours taken at Clayton State	92 or 95 hours

*Credits vary based on Area A Math Course

**Must Total at least 24 hours

The remainder of the 120-hour program of study will consist of upper division engineering courses, which are included in the program of study for the engineering degree program at Georgia Tech. It is the responsibility of the student to ensure they take the correct science and mathematics sequence – as they differ throughout the engineering disciplines. Students are strongly encouraged to speak with an advisor before entering this program of study.

DUAL-DEGREE PROGRAM (COMPUTER SCIENCE+ENGINEERING) REQUIREMENTS*

***For students using MATH 1112 or MATH 1113 in Area A**

Core Curriculum (Areas A – E)..... 42 hours

MATH 1112 or MATH 1113 must be taken in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D. Economics (ECON 1101, 2015, or 2106) is required for the Georgia Tech degree and may be taken at Clayton State to satisfy Area E4

Major Program Requirements (Area F) 18 hours

MATH 1501 Calculus I (excess hour from Area D).....	1 hour
MATH 2502 Calculus II	4 hours
MATH 2503 Calculus III (excess hour from Required Lower-Division Mathematics Course).....	1 hour
MATH 2140 Linear Algebra	3 hours
MATH 1231 Introduction to Statistics	3 hours
MATH 2020 Discrete Mathematics.....	3 hours
CSCI 1301 Computer Science for Engineers.....	3 hours

Required Lower-Division Mathematics Course 3 hours

MATH 2503 Calculus III.....	3 hours
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Required Lower-Division Computer Science Courses 9 hours

CSCI 1302 Computer Science II	3 hours
CSCI 2302 Data Structures	3 hours
CSCI 2305 Computer Organization & Architecture.....	3 hours

Required Upper-Division

Computer Science/Mathematics Courses 21 hours

MATH 3303 Ordinary Differential Equations	3 hours
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CSCI 3305 Operating Systems	3 hours
CSCI 3306 Computer Networks & Security	3 hours
CSCI 3310 Database Design and Implementation	3 hours
CSCI 3320 Software Engineering Design	3 hours
CSCI 3333 Programming Languages	3 hours
CSCI 4333 (Algorithms) or CSCI 4334 (Theory of Comp.)	3 hours

Additional Guided Science Electives 8 hours

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech. You must complete 2 additional science courses from the list below.

PHYS 2211/2211L Principles of Physics I (with Lab)	4 hours
PHYS 2212/2212L Principles of Physics II (with Lab)	4 hours
CHEM 1211/1211L Principles of Chemistry I (with Lab).....	4 hours
CHEM 1212/1212L Principles of Chemistry II (with Lab).....	4 hours
BIOL 1107/1107L Principles of Biology I (with Lab).....	4 hours
Science Electives: CHEM, BIOL, or PHYS	4 hours

** Note: Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Environmental Engineering requires Biol 1107/1107L in addition to Chem 1211/1211L. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Total Semester Hours Taken at Clayton State 101 hours

DUAL-DEGREE PROGRAM (COMPUTER SCIENCE+ENGINEERING) REQUIREMENTS*

***For students using MATH 1501 in Area A**

Core Curriculum (Areas A – E)..... 42 hours

Note: MATH 1501 must be taken in Area A. Economics (ECON 1101, 2015, or 2106) is required for the Georgia Tech degree and may be taken at Clayton State to satisfy Area E4

Major Program Requirements (Area F) 18 hours

MATH 1501 Calculus I (excess hour from Area A)	1 hour
MATH 2502 Calculus II (excess hour from Area D)	1 hour
MATH 2503 Calculus III.....	4 hours
MATH 2140 Linear Algebra	3 hours
MATH 1231 Introduction to Statistics	3 hours
MATH 2020 Discrete Mathematics.....	3 hours
CSCI 1301 Computer Science for Engineers.....	3 hours

Required Lower-Division Computer Science Courses 9 hours

CSCI 1302 Computer Science II	3 hours
CSCI 2302 Data Structures	3 hours
CSCI 2305 Computer Organization & Architecture.....	3 hours

Required Upper-Division

Computer Science/Mathematics Courses 21 hours

MATH 3303 Ordinary Differential Equations	3 hours
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CSCI 3305 Operating Systems	3 hours
CSCI 3306 Computer Networks & Security	3 hours
CSCI 3310 Database Design and Implementation	3 hours
CSCI 3320 Software Engineering Design	3 hours
CSCI 3333 Programming Languages	3 hours
CSCI 4333 (Algorithms) or CSCI 4334 (Theory of Comp.)	3 hours

Additional Guided Science Electives 8 hours

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech. You must complete 2 additional science courses from the list below.

PHYS 2211/2211L Principles of Physics I (with Lab)	4 hours
PHYS 2212/2212L Principles of Physics II (with Lab)	4 hours
CHEM 1211/1211L Principles of Chemistry I (with Lab).....	4 hours
CHEM 1212/1212L Principles of Chemistry II (with Lab).....	4 hours
BIOL 1107/1107L Principles of Biology I (with Lab).....	4 hours
Science Electives: CHEM, BIOL, or PHYS	4 hours

** Note: Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Environmental Engineering requires Biol 1107/1107L in addition to Chem 1211/1211L. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Total Semester Hours Taken at Clayton State 98 hours

DUAL-DEGREE PROGRAM (MATHEMATICS+ENGINEERING) REQUIREMENTS*

***For students using MATH 1112 or MATH 1113 in Area A**

Core Curriculum – (Areas A – E)..... 42 hours

MATH 1112 or MATH 1113 must be taken in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D.

Major Program Requirements – (Area F) 18 hours

MATH 1501 (excess hour from Area D)	1 hours
MATH 2502 Calculus II	4 hours
MATH 2503 Calculus III	4 hours
MATH 2140 Linear Algebra	3 hours
CSCI 1371 Computer Science for Engineers.....	3 hours
CHEM 1211**, PHYS 2211**, MATH 1231, or MATH 2020	3 hours

** Biomedical Engineering (BME) and Chemical and Biomolecular Engineering (ChE) take at least one science

Required Upper-Division Mathematics Courses..... 13 hours

MATH 3005 Transitions to Higher Mathematics	3 hours
MATH 3006 Communication in Mathematics	1 hour
MATH 3110 Survey of Algebra.....	3 hours
MATH 3520 Introduction to Analysis	3 hours
MATH 3303 Ordinary Differential Equations	3 hours

Upper-Division Mathematics Elective (choose 3) 12 hours

Choose **three** of the following:

- MATH 3220 Applied Statistics 3 hours
- MATH 4303 Partial Differential Equations 3 hours
- MATH 4130 Applied Algebra 3 hours
- MATH 4250 Elementary Number Theory 3 hours
- MATH 4320 Numerical Methods 3 hours
- MATH 4231 Modern Geometry 3 hours
- MATH 4350 Graph Theory 3 hours
- MATH 4360 Combinatorics 3 hours

Choose **one** of the following:

- MATH 3003 Applied Mathematical Modeling 3 hours
- MATH 4800 Selected Topics in Mathematics 3 hours

One additional course from the Upper-Division Mathematics Electives above 3 hours

Guided Electives 11 hours

Choose **one** of the following if not taken in Area E:

- ECON 1101 Survey of Economics 3 hours
- ECON 2105 Principles of Macroeconomics 3 hours
- ECON 2106 Principles of Microeconomics 3 hours

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.

- PHYS 2211/2211L Principles of Physics I (with Lab) 1 or 4 hours
- PHYS 2212/2212L Principles of Physics II (with Lab) 1 or 4 hours
- CHEM 1211/1211L Principles of Chemistry I (with Lab) 1 or 4 hours
- CHEM 1212/1212L Principles of Chemistry II (with Lab) 1 or 4 hours
- BIOL 1107/1107L Principles of Biology I (with Lab) 1 or 4 hours
- Select from CHEM, BIOL, or PHYS 4 hours

Note: Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Environmental Engineering requires Biol 1107/1107L in addition to Chem 1211/1211L. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Remaining Guided Electives

Select from:

- MATH 1231 3 hours
- MATH 2020 3 hours
- MATH 3220 3 hours
- MATH 4231 3 hours
- MATH 4250 3 hours
- MATH 4350 3 hours
- MATH 4360 3 hours
- MATH 3003 3 hours
- MATH 4800 3 hours

Total Semester Hours Taken at Clayton State 96 hours

DUAL-DEGREE PROGRAM (MATHEMATICS+ENGINEERING) REQUIREMENTS****For students using MATH 1501 in Area A****Core Curriculum – (Areas A – E)..... 42 hours**

MATH 1501 must be taken in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D.

Major Program Requirements – (Area F) 18 hours

MATH 1501 (excess hour from Area A) 1 hours

MATH 2502 Calculus II (excess hour from Area D) 1 hours

MATH 2503 Calculus III..... 4 hours

MATH 2140 Linear Algebra 3 hours

CSCI 1371 Computer Science for Engineers..... 3 hours

Choose **two** of the following:

BIOL 1107

CHEM 1211

CHEM 1212

PHYS 2211

PHYS 2212

MATH 1231

MATH 2020 6 hours

Biomedical Engineering (BME) and Chemical and Biomolecular Engineering (ChE) take at least one science

Required Upper-Division Mathematics Courses..... 13 hours

MATH 3005 Transitions to Higher Mathematics 3 hours

MATH 3006 Communication in Mathematics 1 hour

MATH 3110 Survey of Algebra..... 3 hours

MATH 3520 Introduction to Analysis 3 hours

MATH 3303 Ordinary Differential Equations 3 hours

Upper-Division Mathematics Elective (choose 3) 12 hours

Choose **three** from the following:

MATH 3220 Applied Statistics 3 hours

MATH 4303 Partial Differential Equations..... 3 hours

MATH 4130 Applied Algebra 3 hours

MATH 4250 Elementary Number Theory 3 hours

MATH 4320 Numerical Methods 3 hours

MATH 4231 Modern Geometry 3 hours

MATH 4350 Graph Theory 3 hours

MATH 4360 Combinatorics..... 3 hours

Choose **one** from the following:

MATH 3003 Applied Mathematical Modeling 3 hours

MATH 4800 Selected Topics in Mathematics 3 hours

One additional course from the Upper-Division Mathematics Electives above..... 3 hours

Additional Requirements 8 hours

Choose **one** of the following if not taken in Area E:

ECON 1101 Survey of Economics 3 hours

ECON 2105 Principles of Macroeconomics	3 hours
ECON 2106 Principles of Microeconomics	3 hours

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.

PHYS 2211/2211L Principles of Physics I (with Lab)	1 or 4 hours
PHYS 2212/2212L Principles of Physics II (with Lab)	1 or 4 hours
CHEM 1211/1211L Principles of Chemistry I (with Lab).....	1 or 4 hours
CHEM 1212/1212L Principles of Chemistry II (with Lab).....	1 or 4 hours
Select from CHEM, BIOL, or PHYS	4 hours

Note: Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Environmental Engineering requires BIOL 1107/1107L in addition to CHEM 1211/1211L. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Remaining Guided Electives

Select from:

MATH 1231	3 hours
MATH 2020	3 hours
MATH 3220	3 hours
MATH 4231	3 hours
MATH 4250	3 hours
MATH 4350	3 hours
MATH 4360	3 hours
MATH 3003	3 hours
MATH 4800	3 hours
BIOL 1107/1107L.....	4 hours

Total Semester Hours Taken at Clayton State 93 hours

DUAL-DEGREE PROGRAM (INTEGRATIVE STUDIES+ENGINEERING) REQUIREMENTS*

***For students using MATH 1112 or MATH 1113 in Area A**

Core Curriculum – (Areas A – E)..... 42 hours

Must take either MATH 1112 or MATH 1113 in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D.

Major Program Requirements (Area F) 18 hours

MATH 1501 Calculus I (excess hour from area D)	1 hour
MATH 2502 Calculus II	4 hours
MATH 2503 Calculus III.....	4 hours
MATH 2140 Linear Algebra	3 hours
CSCI 1371 Computing for Engineers	3 hours

Choose **one of the following**:

CHEM 1211 Principles of Chemistry I	3 hours
CHEM 1212 Principles of Chemistry II	3 hours
PHYS 2211 Principles of Physics I.....	3 hours

PHYS 2212 Principles of Physics II.....	3 hours
BIOL 1107 Principles of Biology I.....	3 hours

Additional Lower Division Requirements 8 hoursChoose **one** of the following, if not satisfied in Area E:

ECON 1101 Survey of Economics	3 hours
ECON 2105 Principles of Macroeconomics	3 hours
ECON 2106 Principles of Microeconomics	3 hours

Science Requirements:..... 5 or 8 hours

Choose from:

PHYS 2211/2211L Principles of Physics I (with Lab)	1 or 4 hours
PHYS 2212/2212L Principles of Physics II (with Lab)	1 or 4 hours
CHEM 1211/1211L Principles of Chemistry I (with Lab).....	1 or 4 hours
CHEM 1212/1212L Principles of Chemistry II (with Lab).....	1 or 4 hours
BIOL 1107/1107L Principles of Biology I (with Lab).....	1 or 4 hours
Science Electives: CHEM, BIOL, or PHYS	4 hours

Note: The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech. Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Environmental Engineering requires BIOL 1107/1107L in addition to CHEM 1211/1211L. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Upper Division Mathematics Requirement 3 hours

MATH 3303 Ordinary Differential Equations 3 hours

Lower and Upper Division Electives* 24 hours

* Maximum of 16 lower division hours can be taken. Must total at least 24 hours.

Total Semester Hours Taken at Clayton State 95 hours**DUAL-DEGREE PROGRAM (INTEGRATIVE STUDIES+ENGINEERING) REQUIREMENTS******For students using MATH 1501 in Area A****Core Curriculum – (Areas A – E)..... 42 hours**

Must take MATH 1501 in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D.

Major Program Requirements (Area F) 18 hours

MATH 1501 Calculus I.....	1 hour
MATH 2502 Calculus II.....	1 hour
MATH 2503 Calculus III.....	4 hours
MATH 2140 Linear Algebra	3 hours
CSCI 1371 Computing for Engineers.....	3 hours

Choose **two** of the following courses:

CHEM 1211 Principles of Chemistry I	3 hours
CHEM 1212 Principles of Chemistry II	3 hours

PHYS 2211 Principles of Physics I.....	3 hours
PHYS 2212 Principles of Physics II.....	3 hours
BIOL 1107 Principles of Biology I.....	3 hours

Additional Lower Division Requirements 5 hours

Choose **one** of the following, if not satisfied in Area E:

ECON 1101 Survey of Economics	3 hours
ECON 2105 Principles of Macroeconomics	3 hours
ECON 2106 Principles of Microeconomics	3 hours

Science Requirements:..... 2 or 5 hours

Choose from:

PHYS 2211/2211L Principles of Physics I (with Lab)	1 or 4 hours
PHYS 2212/2212L Principles of Physics II (with Lab)	1 or 4 hours
CHEM 1211/1211L Principles of Chemistry I (with Lab).....	1 or 4 hours
CHEM 1212/1212L Principles of Chemistry II (with Lab).....	1 or 4 hours
BIOL 1107/1107L Principles of Biology I (with Lab).....	1 or 4 hours
Science Electives: CHEM, BIOL, or PHYS	4 hours

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen to satisfy the requirements of the particular engineering discipline at Georgia Tech.

Upper Division Mathematics Requirement 3 hours

MATH 3303 Ordinary Differential Equations	3 hours
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Lower and Upper Division Electives* 24 hours

* Maximum of 16 lower division hours can be taken. Must total at least 24 hours.

Total Semester Hours Taken at Clayton State 92 hours

SCHOOL OF GRADUATE STUDIES

Administrative Officers

Robert A. Vaughan, Jr., Dean

Mission

At Clayton State University, the mission of graduate education is to stimulate, encourage and support efforts that build national distinction and that are characterized by innovations and by increasing contribution to the social, cultural, economic, health and technological development needs of Georgia and the nation. The University is committed to excellence, innovation and collaboration in research and in the preparation of professionals for the highest levels of practice.

Goals for Graduate Education

- To ensure that all graduate students are educated by faculty who are at the forefront of teaching and research in their disciplines.
- To prepare students for leadership in a global society.
- To prepare students to communicate and apply knowledge in ways useful to society.
- To educate students to venture beyond existing boundaries of knowledge.
- To offer programs which are sensitive and responsive to the cultural diversity of the state and of the nation.
- To ensure that institutions will cooperate at all levels to ensure the quality of graduate education.
- To identify pre-college and undergraduate students with high academic potential and encourage them to pursue graduate study.

Role of the Graduate School at Clayton State University

- Articulate a vision of excellence.
- Provide for quality control in graduate education.
- Maintain equitable standards across disciplines.
- Define what graduate education is and is not.
- Bring an institution-wide perspective to post-baccalaureate education.
- Provide an interdisciplinary perspective.
- Enhance the intellectual community of scholars among graduate students and faculty.
- Serve as an advocate for graduate education.
- Emphasize the importance of adequately training future college and university teachers.
- Develop ways for graduate education to contribute to and enhance undergraduate education.
- Support graduate student services.
- Serve as an advocate for issues and constituencies critical to the success of graduate programs.

Graduate Degree Programs

The School of Graduate Studies offers twelve graduate degree programs.

Degree Program	Degree
Master of Archival Studies	MAS
Masters of Arts in Liberal Studies	MALS
Concentrations in: English, History, Liberal Arts, Mathematics, Philosophy, and Public Administration	
Master of Arts in Teaching Biology.....	MAT
Master of Arts in Teaching English.....	MAT
Master of Arts in Teaching History	MAT
Master of Arts in Teaching Mathematics	MAT
Master of Business Administration	MBA
Concentrations in Accounting, International Business, and Supply Chain Management	
Master of Health Administration	MHA
Master of Science in Clinical/Counseling Psychology	MS
Master of Science in Criminal Justice	MS
Master of Science in Nursing.....	MSN
Concentrations in: Family Nurse Practitioner	

Post-Master's Certificates	Advising College
Family Nurse Practitioner (Post-M.S.N.)	Health
Human Resource Leadership (Post-M.B.A.)	Business
International Business (Post-M.B.A.)	Business
Sports & Entertainment Management (Post-M.B.A.)	Business
Supply Chain Management (Post-M.B.A.)	Business

COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT 2101 - Principles of Financial Accounting (3-0-3)

Introduction to the concepts, principles, and procedures pertaining to the preparation, analysis, and interpretation of income statement, retained earnings statement, balance sheet, and cash flow statements for service and merchandising companies with introduction to the measurement of inventory, receivables, liabilities, long-term assets, and stockholders' equity. Prerequisite(s): MATH 1101 (D) or MATH 1111 (D) or higher based upon Math placement scores.

ACCT 2102 - Principles of Managerial Accounting (3-0-3)

Introductions to the concepts, techniques, and procedures pertaining to the preparation, analysis, and interpretation of accounting information for use by managers for planning, control, and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement relevant cost for non-routine decisions, and analysis of financial statements. Prerequisite(s): ACCT 2101 (C), MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ACCT 3110 - Managerial Cost Accounting (3-0-3)

Cost accounting principles and techniques applied to job order and process types of industry, planning and control of the elements of production costs, and preparation of internal cost reports for management in manufacturing and other environments. Continues standard costing concepts and variance analysis applied in the principles of managerial accounting course, ACCT 2102. Use of cost information for business policy implementation and management purposes is stressed, as well as current cost topics. Prerequisite(s): ACCT 2102 (C) and admission to the College of Business.

ACCT 3111 - Applied Accounting (3-0-3)

This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into film & entertainment managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is designed for non-business majors and will not be open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward a minor in film & entertainment. Prerequisite: admission to film & entertainment minor.

ACCT 3250 -Taxation of Individuals (3-0-3)

Analysis of basic concepts of federal taxation of individuals, including income, exclusions, deductions, credits, passive losses, and property transactions. Prerequisite(s): ACCT 2101 (C) or ACCT 2102 (C) and admission to the College of Business.

ACCT 3351 - Intermediate Financial Accounting I (3-0-3)

An in-depth analysis of recording, reporting, and disclosure issues for external analysis in the contemporary firm. Accounting theory and current professional standards are stressed. Content emphasis on asset creation, impairment, allocation, and disposal with corresponding income determination. Prerequisite(s): ACCT 2101 (C) and admission to the College of Business.

ACCT 3352 - Intermediate Financial Accounting II (3-0-3)

A continuation of ACCT 3351 with emphasis on the measurement, recording and reporting of debt and equity and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency are stressed. Prerequisite(s): ACCT 3351 (C).

ACCT 4110 - Advanced Managerial Cost Accounting (3-0-3)

A continuation of ACCT 3110 (Managerial Cost Accounting) with emphasis on the advanced and emerging issues pertaining to the nature, objectives and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making. Prerequisite(s): ACCT 3110 (C).

ACCT 4210 - Volunteer Income Tax Preparation Program (3-0-3)

Students will be involved in all aspects of tax planning and preparation, and in program administration. Students will also participate in presentations in conjunction with Earned Income Tax Credit Day, and will prepare a memorandum dealing with a tax preparer ethical issue. Prerequisite(s) ACCT 3250 (C)

ACCT 4250 - Taxation of Business Entities (3-0-3)

Primary emphasis is on C and S corporations and partnerships. Basic analysis of planning and compliance of most forms of corporate and partnership organization, operations, mergers, and dissolutions. Business planning is also considered. Prerequisite(s): ACCT 3250 (C).

ACCT 4330 - Accounting Information Systems (3-0-3)

Introduction to the operation and development of accounting information systems, e-business applications, and internal controls, Financial and managerial accounting concepts and procedures are extended into business information systems. Tracking accounting cycles by mapping with logical data flows and related diagrams and hands-on experience with computers is emphasized. Prerequisite(s): ACCT 3351 (C), ACCT 3110 (C) and ability to use Excel and Access software

ACCT 4352 - Advanced Financial Accounting (3-0-3)

A continuation of ACCT 4352 with emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combinations and divestiture. Special purpose and variable interest entities and their related reporting and disclosure impact are stressed. Selected topics in international accounting are introduced. Practice applications with integrated financial, managerial, and income tax accounting cases may be included. Prerequisite(s): ACCT 3352 (C).

ACCT 4440 - Governmental and Non-Profit Accounting (3-0-3)

This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental non-profit organizations such as hospitals and universities. Accounting information systems concepts and auditing of these organizations are also included. Prerequisite(s): ACCT 3351 (C).

ACCT 4480 - Auditing and Assurance Services (3-0-3)

A study of the theory and practice of auditing and assurance services. Topics include the accounting profession, ethics, errors, irregularities, illegal acts and related liability, accounting and review standards, and auditing standards and procedures. Students experience workpaper development, test work, and report letter drafting. Risk and cycles, internal control, technology applications, and sampling approaches are emphasized to achieve desired objectives and

enhance the quality of external communications required in the contemporary practice environment. Prerequisite(s): ACCT 3250 (C), ACCT 3352 (C), ACCT 4330 (C).

ACCT 4800 - Selected Topics in Accounting (3-0-3)

A detailed examination of selected topics in the profession of Accounting. May be repeated when topics vary. Prerequisite(s): Admission to the College of Business and permission of instructor.

ACCT 4850 - Accounting Internship/Cooperative Education (Variable Credit)

Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit. Prerequisite(s): Admission to the College of Business.

ACCT 4900 - Independent Study/Directed Research and Readings (Variable Credit)

Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean. Prerequisite(s): Admission to the College of Business and permission of instructor.

African American Studies (AFAM)

AFAM 2010 - Introduction to African American Studies (3-0-3)

This course introduces the field of African American Studies through an interdisciplinary lens. It incorporates social sciences, historical studies, literary studies, religious studies, and the arts, both music and visual art, to examine the multifaceted experiences of African Americans. Thus, it explores and contextualizes the experiences of African Americans as part of the larger African Diaspora.

AFAM 3100 - Harlem Renaissance (3-0-3)

This course will explore the lives and impact of literary figures, performers, and visual artists during the prominent 1920s movement. It will also review related themes and events, such as economic, political, and social oppression, racial tensions, New York City nightlife, and the Great Migration. Prerequisite: AFAM 2010.

AFAM 3200 – Black Arts Movement (3-0-3)

This course is an introduction to the Black Arts Movement of the 1960s and 1970s, a racially-specific artistic period created by African-American artists, writers, and musicians who were committed to creating politically and socially conscious art. The course contextualizes the movement by examining the revolutionary movements from which the Black Arts Movement sprang, and fostered, during this important era in American history. The contributions of intellectual thinkers and artists such as Malcolm X, Amiri Baraka, Maya Angelou, and Nikki Giovanni will be examined. The course also examines how the Black Arts Movement influences contemporary intellectual thinkers and artists by asking what role, if any, does the 'political' play in artistic creation? Prerequisite: AFAM 2010

AFAM 3300 – Black Popular Culture

This course is an introduction to, and exploration of, Black visual and representative culture in the United States. It incorporates written, audio, and visual texts in an effort to examine the ways that visual and narrative cultures are interrelated to the lived experiences of Black communities in the

United States and Americans in general. A focus will be on the complexity of the reception of these productions and the various ways that Black communities engage in cultural expression.

AFAM 3510 – Black Feminist Theory and Womanist Theory (3-0-3)

This course examines the development of scholarship in Black Feminist and Womanist Theories as Black women confronted racism and sexism. By examining Black Feminist and Womanist writings and intellectual thought, such as that of Anna Julia Cooper, bell hooks, Barbara Smith, and Patricia Hill Collins, just to name a few, the class will focus on the evolution of the theories. The tenants of Black Feminism and Womanism will be enumerated, along with the scholars in the field. Prerequisites: AFAM-2010 Or CMS-2010 Or CMS-2100 Or SOSC-2501 Or WST-2500

AFAM 4800 – Special Topics in AFAM (3-0-3)

Topics will focus on African American Studies. Prerequisite: ENGL 1102

Art (ART)

ART 1101 - Drawing I (3-0-3)

As the first course in drawing, drawing I provides a systematic study in the basic concepts skills in drawing, through traditional approaches to contemporary visual languages. By working from direct observation, students will demonstrate through in-class exercises and formal assignments an understanding of the basic skills and concepts.

ART 1102 - Drawing II (3-0-3)

A continuing study of the planar relationships between objects, with anatomy and improvement of drawing skills being the primary focus. The emphasis will be on wet drawing media. Prerequisite: ART 1101

ART 1104 - 2-D Design/Color Theory (3-0-3)

This course develops students' understanding of the various organizations in designing for the 2-D surface. Basic elements of design, such as line, shape, value, texture, color contrast and color composition, as well as principles of design, such as unity and variety, balance, repetition, rhythm, movement and emphasis.

ART 1301 - 3-D Design (3-0-3)

This course is dedicated to the study of design in the three dimensions—space and volume. Students work with a variety of media to learn how to manipulate, construct and analyze 3-D forms and space. Prerequisite: ART 1101 (C).

ART 2001 - Painting Studio I (3-0-3)

This course is an introduction to painting and focuses on basic skill in oil, watercolor, and acrylic. Students learn various painting techniques and study color theory and design as they apply to painting. Prerequisite(s): ART 1101.

ART 2301 - Art of the Pre-Modern World (3-0-3)

A survey of world art from prehistoric times through approximately 1600, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

ART 2302 - Art of the Modern World (3-0-3)

A Survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

ART 2303 – Art of the Non-Western World (3-0-3)

A survey of early non-western art, including African, Asian, Islamic, Mesoamerican and Andean, Native American, and Oceanic art, viewed in historical perspective.

ART 3001 – Oil Painting (3-0-3)

This course explores various visual ideas of oil painting based on students' research of the history of painting from the eighteenth century to the present day. The class examines both traditional and contemporary applications of painting. Through systematic learning techniques and research of classical and contemporary painting, students develop an understanding of formal concerns as well as representational and non-representational oil painting skills. Prerequisite: ART 1101 (C)

ART 3101 - The Visual Arts & Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3310 – 19th- and 20th-Century Art (3-0-3)

A survey of western art throughout the nineteenth and twentieth centuries, viewed through a historical perspective. Prerequisites: ENGL 1102 (C).

ART 3401 - American Art Visions (3-0-3)

A Survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 4900 – Independent Study: Studio Art

This course explores the use of traditional and nontraditional materials, installations, and new technologies for creative production and expression. Emphasis is placed on the using of cross-media, such as traditional painting, sculpture, and digital media. Prerequisites: ART 1101 (C); one of: ART 1104, 1301, 2001 (C).

Astronomy (ASTR)

ASTR 1010 – Solar System Astronomy (3-0-3)

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system. This course is equivalent to SCI 1901A. A student may not receive credit for both ASTR 1010 and SCI 1901A. Prerequisite(s): Exemption or exit from Math 0099 and completion of area A math, which can be taken concurrently.

ASTR 1020 – Stellar and Galactic Astronomy (3-0-3)

The study of the Sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe. Prerequisite(s): ASTR 1010; Corequisite(s): ASTR 1020L.

ASTR 1020L - Astronomy Laboratory (0-2-1)

A series of laboratories designed to measure the physical properties of planets, stars, and galaxies. Corequisite(s): ASTR 1020.

ASTR 3010 – Topics in Astrophysics (3-0-3)

A survey of the methods and results of modern astrophysics for students with a calculus background. Topics are selected from orbital mechanics, gas processes, radiative transfer, spectral analysis, stellar structure and evolution, stellar instabilities, binary star systems, the interstellar medium, stellar remnants, galactic structure and evolution, and cosmology. Prerequisites: PHYS 2211 (C) and MATH 2502 (C).

Aviation (AVIA)

AVIA 3120 - Fleet Planning and Scheduling (3-0-3)

This course provides a survey of the processes of airline fleet planning and scheduling with a focus on understanding the overall impact of sound fleet planning techniques and the complexity of airline scheduling as it pertains to administrative decisions. (formerly TECH 3120).

AVIA 3130 - Leadership in the Aviation Industry (3-0-3)

This course provides a survey of the traditional functions of aviation administration with a primary focus on air transportation regulators, airline certification, management and organization, forecasting methods, marketing, scheduling, fleet planning, labor relations, financing and international aviation. (Formerly TECH 3130)

AVIA 3140 – Aviation Safety (3-0-3)

This course discusses and analyzes problems and issues of aviation safety including aircraft accidents, their cause, effect and the development of safety programs and procedures. The course will expose the students to pertinent terms and study individual cases where both successful and unsuccessful steps were taken.

AVIA 4120 - Introduction to Airport Operations (3-0-3)

Introduction to airport operations with a broad focus on the history and growth in aviation systems and facilities operation. (Formerly TECH 4120)

AVIA 4130 - Aviation Labor Relations (3-0-3)

Students are introduced to some of the many policies and procedures connected with Aviation Labor Relations with emphasis on the air transport labor laws in the United States as well as the impact of government intervention (legislation). Additional topics addressed will include introduction to transportation policy, collective bargaining genesis, major collective bargaining legislation, organized labor (Union) policies and procedures, negotiating union agreements, and grievances and their procedures. (Formerly TECH 4130)

Liberal Studies (BALS)

BALS 3901 – Liberal Studies Internship (3-0-3)

This course is the principal: "experiential learning" component of the Liberal Studies program. The internship/practicum will be undertaken in the junior/senior year, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Requires program approval. Course is repeatable up to 3 times. Prerequisite(s): Junior or Senior standing.

BALS 4500 – Liberal Studies Capstone (3-0-3)

This course will be a capstone experience normally taken in the last term of the senior year and will assess the quality of the degree program. Students will work on case problems appropriate to their academic and career plans by preparing written and oral reports on their proposed solutions. This course will provide the opportunity to bring previous coursework in constructing the desired academic plan, such as the theory and practice of each student's area of emphasis. Prerequisite(s): CRIT 1101 (C or better). Senior standing.

Biology (BIOL)

BIOL 1107 - Principles of Biology I (3-0-3)

A study of the principles of biology for science majors covering the scientific method, introductory evolution, basic chemistry as it applies to life, carbon, macromolecules, energy and metabolism, cell structure and function, membranes and transport, cellular respiration, photosynthesis, Mendelian genetics, mitosis and meiosis, and gene expression. This course can be taken before or after BIOL 1108. Prerequisite(s): Exemption or exit from Math 0099, math foundations and math support courses, completion of area A math (can be taken concurrently); completion of CHEM 1211 and CHEM 1211L with a grade of C or higher; Corequisite(s): BIOL 1107L with a grade of C or higher.

BIOL 1107L - Principles of Biology Laboratory I (0-3-1)

This course is the principles of biology lab for science majors accompanying BIOL 1107. It covers the scientific method, enzymes, protein structure, microscopes and cells, diffusion and osmosis, cellular respiration and fermentation, photosynthesis, mitosis and meiosis, Mendelian genetics, introductory molecular biology, and gene expression. Corequisite(s): BIOL 1107 with a grade of C or higher.

BIOL 1108 - Principles of Biology II (3-0-3)

A study of the principles of biology for science majors covering the scientific method, evolution, natural selection, population genetics, ecology, and the characteristics of life. This course can be taken before or after BIOL 1107. Prerequisite(s): Exemption or exit from Math 0099 and completion of area A math (can be taken concurrently). Corequisite(s): BIOL 1108L with a grade of C or higher.

BIOL 1108L - Principles of Biology Laboratory II (0-3-1)

This course is the principles of biology lab for science majors accompanying BIOL 1108. It covers the scientific method, experimental design, model organisms, and vertebrate anatomy. Corequisite(s): BIOL 1108 with a grade of C or higher.

BIOL 1111 - Introductory Biology I (3-0-3)

The biology sequence covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ system physiology as well as Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution. Prerequisite(s): Exemption or exit from Math 0099, math foundations and math support courses, completion of area A math (can be taken concurrently).

BIOL 1111L - Introductory Biology Laboratory (0-2-1)

Laboratory accompanying BIOL 1111.

Corequisite(s): BIOL 1111.

BIOL 1112 - Introductory Biology II (3-0-3)

Continuation of Introductory Biology I.

Prerequisite(s): BIOL 1111 and BIOL 1111L (can be taken concurrently)

BIOL 1151 - Human Anatomy and Physiology I (3-0-3)

A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D. Prerequisite(s): CHEM 1511 with a grade of C or higher, or CHEM 1211 with a grade of C or higher, or BIOL 1111 with a grade of C or higher, or BIOL 1107 with a grade of C or higher; Corequisite(s): BIOL 1151L.

BIOL 1151L - Human Anatomy and Physiology Laboratory I (0-2-1)

Laboratory accompanying BIOL 1151.

Corequisite(s): BIOL 1151.

BIOL 1152 - Human Anatomy and Physiology II (3-0-3)

A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity. Prerequisite(s): BIOL 1151 with a grade of C or higher and BIOL 1151L; Corequisite(s): BIOL 1152L.

BIOL 1152L - Human Anatomy and Physiology Laboratory II (0-2-1)

Laboratory accompanying BIOL 1152.

Prerequisite(s): BIOL 1151 and BIOL 1151L

Corequisite(s): BIOL 1152.

BIOL 2250 - Microbiology for the Health Sciences (3-0-3)

A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic micro-organisms. This course is useful to students enrolled in programs in the health sciences. Prerequisite(s): BIOL 1151 with a grade of C or higher and BIOL 1151L; Corequisite(s): BIOL 2250L.

BIOL 2250L - Microbiology for the Health Sciences Laboratory (0-3-1)

Laboratory accompanying BIOL 2250.

Corequisite(s): BIOL 2250.

BIOL 2500 - Introductory Plant Biology (2-0-2)

Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3200 – Cell and Molecular Biology (3-0-3)

This course explores the basic unit of life. Students will examine the cell from both structural and functional viewpoints. The fundamentals of cellular chemistry, life cycles, and regulations will be discussed. Seminal experiments in cell biology will be examined, and current studies in primary research journals will be addressed. Students will gain an understanding of how contemporary methods in molecular biology are being used to study cells. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, CHEM 2412/2412L, can be taken concurrently.

BIOL 3201 - Genetics (3-0-3)

A study of Mendelian principles, molecular genetics and population genetics. The cellular and molecular mechanisms of inheritance, gene expression and influences on evolution are included. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3210 - Off-Campus Internship I (3-0-3)

Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, and consent of the head of the department of Biology.

BIOL 3211 - Off-Campus Internship II (3-0-3)

Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, and consent of the head of the department of Biology.

BIOL 3220-On-Campus Internship I (3-0-3)

This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher and consent of the head of the department of Biology.

BIOL 3221-On-Campus Internship II (3-0-3)

This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.

Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher and consent of the head of the department of Biology.

BIOL 3230 – Introductory Research I (3-0-3)

This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher and consent of the head of the department of Biology.

BIOL 3231 – Introductory Research II (3-0-3)

This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher and consent of the head of the department of Biology.

BIOL 3250 - Introductory Microbiology (3-0-3)

Single celled organisms have always been the most populous form of life. This course explores the complex lives of these simple organisms. Students will examine biochemical, genetic and pathological aspects of microbiology. Industrial, ecological, and cultural aspects of human microbiology will be addressed. Prerequisites: B BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, and CHEM 2412/2412L (can be taken concurrently); Corequisite(s): BIOL 3250L.

BIOL 3250L - Introductory Microbiology Lab (0-3-1)

Laboratory experiences which address topics including, sterile technique, microscopy, identification of microorganisms, microbial metabolism, and microbial genetics. Corequisite(s): BIOL 3250.

BIOL 3300 - Vertebrate Natural History (3-0-3)

The behavior, ecology, and evolution of vertebrate animals. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3320 - Invertebrate Zoology (3-0-3)

Invertebrate Zoology includes the study of the different phyla of invertebrates; their anatomy and physiology and evolutionary relationships. Invertebrate behavior and their interactions within different ecosystems will be examined. Prerequisites: BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3340 - Entomology (3-0-3)

This course will cover insect taxonomy, morphology, and physiology with a focus on those insects most commonly found in our environment. It will also explore how insect morphology and physiological systems function in producing and shaping such insect behavior as navigation, reproduction, feeding, oviposition, defense, learning, and sociality. Prerequisite: BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3375 - Animal Behavior (3-0-3)

This course will focus on observations of animal behaviors and introductory analysis of their adaptive value and evolution. This course will also include a comparative study of mechanisms, ontogeny, function, and evolution of behavior in its ecological and social contexts.

Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3380 - Evolution and Population Biology (3-0-3)

Principles of evolutionary biology including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The applications of evolutionary biology to areas such as conservation biology, medicine, and agriculture are discussed. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3500 - Ecology (3-0-3)

The environment is made of both living and non-living components. This course examines the relationships between these various components in the biosphere. Students will learn how complex natural cycles and chains can be perturbed by small disturbances, and conversely, how life adapts to these changes. Prerequisite(s): BIOL 1107 with a grade of C or higher or BIOL 1111 with a grade of C or higher, BIOL 1107L with a grade of C or higher or BIOL 1111L with a grade of C or higher, BIOL 1108 with a grade of C or higher or BIOL 1112 with a grade of C or higher; MATH 1231.

BIOL 3500L - Ecology Laboratory (0-3-1)

Laboratory to accompany BIOL 3500, Ecology.

Prerequisite(s): BIOL 3500 (can be taken concurrently).

BIOL 3550 – Tropical Ecology (3-0-3)

This study abroad course covers major tropical ecotypes and encompasses the ecology of terrestrial, aquatic, and marine tropical organisms. Emphasis will be on coral reef ecosystems, including taxonomy and identification of common invertebrates and vertebrates found in the Caribbean basin. Issues pertaining to coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3570 – Rainforest Ecology (3-0-3)

This program is designed primarily for biology majors to expose them to field work in the biological sciences. The program will utilize Costa Rica as a base for the field portion of the course. Students will have the opportunity to work with researchers on various projects concerning tropical rain forest ecology, conservation, and sustainable agriculture. In addition, students will travel to various sites around the country encompassing the typical ecological zones of Costa Rica, including additional field work opportunities, excursions into the rainforests, as well as lectures

from experts. The trip will be supplemented by pre-trip lectures and exams, as well as student projects to be completed upon returning from Costa Rica. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 3650 - Comparative Vertebrate Anatomy (3-0-3)

An experiment-based study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy and phylogeny. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher; Corequisite(s): BIOL 3650L.

BIOL 3650L - Comparative Vertebrate Anatomy Laboratory (0-3-1)

Laboratory accompanying BIOL 3650.
Corequisite(s): BIOL 3650.

BIOL 3720 - Plant Taxonomy (2-2-3)

Plant Taxonomy will explore the relationships between major plant families, the naming and classification of plants, plant identification procedures, and the relevance of plant taxonomy to other fields of science. The plants of Georgia will be a focus of this course. Prerequisite: BIOL 2500

BIOL 3740 – Economic Botany (3-0-3)

Economic Botany explores the intimate relationship between plants and our lives. Topics that will be covered in this course include our use of plants as medicines, food, beverages, and textiles. We will also explore our use of plants in ornamental gardening and forensics. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 4100 - Animal Physiology (3-0-3)

This course will examine animal physiology from four different perspectives. It will examine the mechanism that underlies different functions, the evolutionary origins of particular functions, how different animals perform similar functions, and how the environment an animal lives in impacts how they carry out particular functions. This course will explore physiology in a wide range of both invertebrate and vertebrate animals with a focus on food and energy, integrating systems, muscular systems, oxygen and carbon dioxide physiology, and water and salt physiology. The course will include modules that will explore in depth animal models that integrate physiology presented in the course. Prerequisite(s): BIOL 3650 and BIOL 3650L.

BIOL 4100L - Animal Physiology Laboratory (0-3-1)

This laboratory course is complementary to the Animal Physiology lecture course, and allows students to perform lab exercises that reinforce basic and fundamental principles of physiology that are discussed in lecture. Course modules will include exercises that examine cell physiology, muscle physiology, cardiovascular physiology, respiratory system, and nervous system. Prerequisite(s) or Corequisite(s): BIOL 4100

BIOL 4120 - Neurobiology (3-0-3)

This class is an in-depth discussion of the biology of the nervous system. Topics include neuronal structure and function, communication at the synapse (electrical and action potentials), membrane receptors and intra- and intercellular signaling systems, gene regulation, gross organization of the brain and spinal cord, the processing of sensory information and development of the nervous system. Prerequisite: BIOL 3200.

BIOL 4160 - Endocrinology (3-0-3)

Endocrinology is the study of hormones and their pervasive effects on physiology. This course will cover the major endocrine systems, and the effects of different hormones on cellular and organismal levels of physiology. This course includes lectures, classroom discussion of research papers, and student participation. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

BIOL 4202L - Biotechnology Laboratory (0-6-3)

An experiment-based course in which students use DNA technology to explore topics such as DNA fingerprinting, cloning, DNA amplification, genetic therapies, sex determination, inheritance and paternity, and human genetic disease. Prerequisite(s): BIOL 3250/3250L (can be taken concurrently), MATH 1231 and BIOL 3201.

BIOL 4230 - Biology Research Practicum I (3-0-3)

This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, CHEM 2412/2412L, MATH 1231 with a grade of C or higher, and consent of the head of the department of Biology.

BIOL 4231 - Biology Research Practicum II (3-0-3)

This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, CHEM 2412/2412L, MATH 1231 with a grade of C or higher, and consent of the head of the department of Biology.

BIOL 4232 - Biology Research Practicum III (3-0-3)

This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, CHEM 2412/2412L, MATH 1231 with a grade of C or higher, and consent of the head of the department of Biology.

BIOL 4325 - Parasitology (3-0-3)

A study of the basic principles of parasitism and the morphology, taxonomy, and life cycles of important parasites of humans and other vertebrates. Prerequisites: BIOL 3650 and BIOL 3650L

BIOL 4330 - Developmental Biology (3-0-3)

This class will study cell differentiation and development using the tools of molecular genetics and cell biology. Some selected topics to be investigated are gametogenesis, fertilization, cell and tissue interactions and normal embryonic development. Prerequisite: BIOL 3200.

BIOL 4420 - Histology (3-0-3)

This course will cover the microscopic structure of mammalian tissues and organs. Students will be taught how to recognize, using a light microscope, various tissues and organs. Emphasis will be placed on the relationship between the structure and functions of various tissues. The first part of the course will introduce basic histological procedures. This will include tissue and slide preparation. This is a junior or senior level intensive microanatomy course. Prerequisite: BIOL 4100.

BIOL 4450 - Immunology (3-0-3)

This course will include a comprehensive overview of the immune system and its functions within the context of cell to cell interaction and communication. Prerequisites: BIOL 3200 with a minimum US grade of D.

BIOL 4460 - Virology (3-0-3)

This course will focus on animal viruses and will discuss basic concepts in virology including viral taxonomy, structure, entry/exit, replication, quantitation, genetics, pathogenesis, and virus-host interaction. This course will use a textbook and the primary literature as course materials. Prerequisite(s): BIOL 3200 and BIOL 3201.

BIOL 4500 - Biology Seminar I (0-2-1)

Experts from industry, government, and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by reading research papers. This course gives students the opportunity to meet with and question experts in the field. Quizzes and projects are based on seminar topics. Career preparation is also covered in this course. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, and MATH 1231.

BIOL 4501 - Biology Seminar II (0-2-1)

Experts from industry, government, and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by reading research papers. This course gives students the opportunity to meet with and question experts in the field. Quizzes and projects are based on seminar topics. Career preparation is also covered in this course. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, and MATH 1231.

BIOL 4600 - Medical Microbiology (3-0-3)

This course will cover the principles of microbial virulence. It will include the identification of virulence factors, genetic regulation of virulence, and the complex interactions between bacterial, viral and fungal pathogens and their hosts. Prerequisite(s): BIOL 1107 with a grade of C or higher, and BIOL 1107L with a grade of C or higher, BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher, CHEM 2412/2412L, MATH 1231 with a grade of C or higher.

BIOL 4620 - Applied and Environmental Microbiology (3-0-3)

This course is designed to expose students to the importance of microorganisms in industrial processes and in the environment. The course will also focus on the applications of

microorganisms to solve environmental problems and public health aspects of environmental microbiology. Prerequisites: BIOL 3250 and BIOL 3250L; Co-requisite: BIOL 4620L

BIOL 4620L - Applied and Environmental Microbiology Laboratory (0-3-1)

Laboratory exercises focus on microbial growth, interactions between microorganism, microbial community analysis, impacts of environmental factors on microbial communities and use in industrial applications such as food production and sewage treatment. Prerequisites: BIOL 3250 and BIOL 3250L; Co-requisite: BIOL 4620

BIOL 4630 - Mycology (3-0-3)

The focus of this course is the taxonomy, structure, and function of the members of the Kingdom Fungi. Prerequisites: BIOL3250 and BIOL3250L

BIOL 4700 – Special Topics in Biology (Variable)

Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisites: Vary with the course.

BIOL 4701 – Special Topics in Biology (Variable)

Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisites: Vary with the course.

BIOL 4702 – Special Topics in Biology (Variable)

Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisites: Vary with the course.

BIOL 4703 – Special Topics in Biology (Variable)

Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisites: Vary with the course.

BIOL 4900 – Biocomputing (3-0-3)

The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. This course is considered a capstone course for the biology degree program. A student may not receive credit for both BIOL 4900 and CHEM 4900. Prerequisites: BIOL 3250/L (which can be taken concurrently), BIOL 3201 and MATH 1231.

BIOL 4920 - Aquatic Ecology (2-2-3)

Relationships between organisms and their environment within freshwater streams, rivers, ponds, lakes, and wetlands. Prerequisites: BIOL 2500 and BIOL 3500

BIOL 4930 - Environmental Toxicology (3-0-3)

This course will establish the scientific principles underlying the toxic actions of various substances and will introduce the various challenges within the field of toxicology. The chemical nature of injurious substances, their uptake and metabolism by non-target organisms, and their

mode of toxic action will be studied in addition to the methods used in safety evaluations and risk assessment. Prerequisites: BIOL 3200

BIOL 4999A - Senior Evaluation (0-0-0)

The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend three class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will take a two-hour standardized subject test in biology to assess their knowledge in biology. Students will also participate in an individually scheduled senior exit interview. Prerequisites: Graduating senior, BIOL 3200, BIOL 3250, BIOL 3250L, BIOL 3380, BIOL 3500, BIOL 3500L, BIOL 3650, BIOL 3650L, BIOL 4100, BIOL 3201, CHEM 4202, Departmental Approval.

BIOL 4999B - Senior Evaluation (0-0-0)

The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend two class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will also participate in an individually scheduled senior exit interview. Prerequisite: Graduating senior, Departmental Approval.

Business Law (BLAW)

BLAW 2106 - Legal Environment of Business (3-0-3)

An introduction to the legal, regulatory, political, social, ethical, culture, environmental, and technological issues which form the context for business. The course will include an overview of the impact of demographic diversity on organizations. Prerequisites: Exempt or exit Learning Support.

BLAW 3370 - Intermediate Business Law (3-0-3)

A study of legal aspects of contracts, sales contracts, negotiable instruments agency, partnerships, corporations, and property for the purpose of expanding the student's understanding of the legal rights and liabilities in the ordinary course of business. Prerequisite(s): BLAW 2106 (C), or BUSA 2106 (C).

Business (BUSA)

BUSA 1105 – Introduction to Business (3-0-3)

This course assists students to understand the relationships of the various business disciplines. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, and business careers. In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.

BUSA 3101 - Business Statistics (3-0-3)

Application of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression. Computer software used in this course. Prerequisite(s): Admission to the College of Business, Sophomore Standing, MATH 1231 (C).

BUSA 3700 - Business Ethics and Corporate Social Responsibility (3-0-3)

This case study course requires students to analyze a variety of complex business situations and to form and justify plausible decision alternatives that reflect ethical concepts, concern for multiple stakeholder groups, and a range of decision-making criteria, processes, and outcomes. Prerequisite(s): Course must be taken in the student's junior or senior year.

BUSA 3800 - Selected Topics in Business (3-0-3)

An examination of selected topics pertinent to the field of business. May be repeated when topics vary.

BUSA 4850 - Internship/Cooperative Education (Variable Credit)

Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit. Prerequisite(s): Admission to the College of Business.

BUSA 4900 - Independent Study/Directed Research and Readings (Variable Credit)

Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean. Prerequisite(s): Admission to the College of Business.

Chemistry (CHEM)

CHEM 1151 - Survey of Chemistry I (3-0-3)

First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (this course is also open to non-science majors). Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Prerequisite(s): Exemption or exit from MATH 0999; Corequisite(s): CHEM 1151L.

CHEM 1151L - Survey of Chemistry Laboratory I (0-2-1)

Laboratory accompanying CHEM 1151.
Corequisite(s): CHEM 1151.

CHEM 1152 - Survey of Chemistry II (3-0-3)

Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (This course is also open to non-science majors). Prerequisite(s): CHEM 1151 and 1151L; Corequisite(s) for selected Health Science majors only: CHEM 1152L.

CHEM 1152L - Survey of Chemistry Laboratory II (0-2-1)

Laboratory accompanying CHEM 1152 for selected Health Science majors only.
Corequisite(s): CHEM 1152.

CHEM 1211 - Principles of Chemistry I (3-0-3)

First course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. High School Chemistry is required for this course. Students who have not taken Chemistry in High School, and who desire to take CHEM 1211, must first take and pass CHEM 1151 and CHEM 1151L. Pre-requisites: MATH 1112A with a minimum US grade of D (can be taken concurrently), or MATH 1113 with a minimum US grade of D (can be taken concurrently), or MATH 1501 with a minimum US grade of D (can be taken concurrently); Co-requisites: CHEM 1211L

CHEM 1211L - Principles of Chemistry Laboratory I (0-3-1)

Laboratory accompanying CHEM 1211.

Corequisite(s): CHEM 1211.

CHEM 1212 - Principles of Chemistry II (3-0-3)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Prerequisite(s): CHEM 1211 with a grade of C or higher and CHEM 1211L with a grade of C or higher; Corequisite(s): CHEM 1212L.

CHEM 1212L - Principles of Chemistry Laboratory II (0-3-1)

Laboratory accompanying CHEM 1212.

Corequisite(s): CHEM 1212.

CHEM 2411 - Organic Chemistry I (3-0-3)

A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms. Prerequisite(s): CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher; Corequisite(s): CHEM 2411L.

CHEM 2411L - Organic Chemistry Laboratory I (0-3-1)

Laboratory accompanying CHEM 2411.

Corequisite(s): CHEM 2411.

CHEM 2412 - Organic Chemistry II (3-0-3)

A continuation of Chemistry 2411 which focuses on functional groups and their reactions. Prerequisite(s): CHEM 2411 with a grade of C or higher and CHEM 2411L with a grade of C or higher; Corequisite(s): CHEM 2412L.

CHEM 2412L - Organic Chemistry Laboratory II (0-3-1)

Laboratory accompanying CHEM 2412.

Corequisite(s): CHEM 2412.

CHEM 2500 – Sophomore Chemistry Seminar (2-0-2)

An introduction to the chemical literature and research. Opportunities and procedures (including laboratory safety) for participation in research with Clayton State University faculty will be presented. Resources and methods for searching the chemical literature will be discussed. Written and oral communication and technology-enhanced presentation skills will be emphasized. Prerequisite(s): CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher.

CHEM 3202—Introductory Biochemistry (3-0-3)

An introduction to the chemistry of biological systems. Topics include proteins, enzymes, carbohydrates, lipids and metabolism pathways. A student may not receive credit for both CHEM 3202 and CHEM 4202. Prerequisite(s): CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher.

CHEM 3210, CHEM 3211 - Off-Campus Internship (3-0-3)

Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship. Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L with a C or higher and consent of the head of the department of Chemistry and Physics.

CHEM 3220, CHEM 3221 – On-Campus Internship (3-0-3)

This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor. Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

CHEM 3230, CHEM 3231, CHEM 3232 – Introductory Research (3-0-3)

This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and a poster presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

CHEM 3400 – Survey of Physical Chemistry I (3-0-3)

A study of elementary physical chemistry introducing general concepts such as atomic structure, chemical bonding, spectroscopy, thermodynamics (ideal and real gases, chemical equilibria), and chemical kinetics (rates of reactions and transport properties of materials). This is a non-calculus based physical chemistry course. Prerequisite(s): CHEM 1212 with a grade of C or higher, CHEM 1212L with a grade of C or higher, and PHYS 1112 with a grade of C or higher.

CHEM 3411 - Physical Chemistry I: Thermodynamics and Kinetics (3-0-3)

A study of physical chemistry including topics in thermodynamics (ideal and real gases, chemical equilibria), chemical kinetics (rates of reactions, transport properties of materials) and liquid and solid state theory. Prerequisite(s): CHEM 1212 with a grade of C or higher, CHEM 1212L with a grade of C or higher, PHYS 2212 with a grade of C or higher, and MATH 2502 with a grade of C or higher.

CHEM 3411L – Physical Chemistry Laboratory (0-4-2)

Laboratory methods in physical chemistry.

Prerequisite(s): CHEM 3411 with a C or higher (can be taken concurrently) and CHEM 3412 with a C or higher (can be taken concurrently)

CHEM 3412 - Physical Chemistry II: Quantum Mechanics (3-0-3)

A study of the principles of quantum mechanics and its applications. Solutions of Schrödinger equation for simple systems, perturbation theory, one-electron atom, spin and relativistic effects, multi-electron atoms, chemical bonding and spectroscopy will be discussed. Prerequisite(s): CHEM 1212 with a grade of C or higher, CHEM 1212L with a grade of C or higher, PHYS 2212 with a grade of C or higher, and MATH 2502 with a grade of C or higher.

CHEM 3811 – Analytical Chemistry (3-0-3)

The study of classical quantitative determination methods, including volumetric and gravimetric analyses, equilibrium calculations, acid-base chemistry, and electrochemistry. Prerequisite(s): CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher.

CHEM 4110 - Environmental Chemistry (3-0-3)

A study of the chemistry of our environment. Topics typically include air and water pollution, pharmaceuticals, plastics, bioenergetics, thermodynamics of life, and nuclear power. Prerequisite(s): CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher.

CHEM 4201 – Advanced Organic Chemistry (3-0-3)

A mechanistic study of the important classes of organic reactions will be presented. Topics include rearrangements, cycloadditions, carbocations, carbanions, free radicals, carbenes, and nitrenes. An introduction to molecular orbital theory and stereoelectronic effects will be provided. Prerequisite(s): CHEM 2412 with a grade of C or higher.

CHEM 4202 – Biochemistry I (3-0-3)

A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways. Prerequisite: CHEM 2412 with a grade of C or higher and 2412L with a grade of C or higher.

CHEM 4202L – Biochemistry Laboratory (0-6-3)

An introduction to modern biochemical laboratory techniques. Experiments may include methods for protein, nucleic acid, carbohydrate, and lipid isolation and characterization, enzyme kinetics, spectroscopy, chromatography, and electrophoresis. Prerequisite(s): CHEM 2412 with a grade of C or higher, CHEM 2412L with a grade of C or higher, and CHEM 4202 with a grade of C or higher (can be taken concurrently).

CHEM 4203 – Biochemistry II (3-0-3)

A continuation of Biochemistry I. An extended study of metabolic pathways involving carbohydrates, lipids, amino acids, and nucleotides. Nucleic acids and hormonal regulation will also be addressed. Prerequisite: CHEM 4202 with a grade of C or higher.

CHEM 4204 - Forensic Chemistry (3-0-3)

The study of the chemistry, and laboratory techniques used in forensic chemistry. Topics typically include the legal aspects of physical evidence collection and analysis, statistical analysis of data, drug analysis, forensic toxicology, explosives and arson residue analysis, glass analysis, fiber and paper analysis, paint and ink analysis, and gunpowder residue analysis. Various laboratory instruments and procedures will also be covered including mass spectrometry, infrared spectroscopy, UV-VIS spectroscopy, Raman spectroscopy, atomic absorption, immunoassay, chromatography, microspectrophotometry, and microscopy (light, polarized light, comparison, stereoscopic, scanning electron). Prerequisite(s): CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher.

CHEM 4205 - Medicinal Chemistry (3-0-3)

A study of medicinal chemistry and the underlying principles of organic chemistry. Topics will include drug delivery, anesthetics, structure/function relationships, receptor theory, neurotransmitters, synthesis of various tranquilizer classes, synthesis of antidepressants, enzyme inhibition, antibiotics, and non-steroidal anti-inflammatory drugs (NSAIDs.) Prerequisite(s): CHEM 2412 with a grade of C or higher.

CHEM 4206 – Polymer Chemistry (3-0-3)

An overview of the function, synthesis, properties, and characterization of polymers. Topics include structure determination, formation and degradation reactions, molecular weight determination, physical states and transitions, mechanical properties, and spectroscopic characterization techniques. Prerequisite(s): CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher.

CHEM 4230, CHEM 4231, CHEM 4232 - Chemistry Research Practicum (3-0-3)

Research experience for students in Chemistry. Practicum assignments must be approved by the student's major advisor and the Chemistry faculty. Course may be repeated for credit. Prerequisite: CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

CHEM 4301 - Inorganic Chemistry (3-0-3)

A study of inorganic chemistry. Topics typically include atomic structure, ionic bonding, lattice energy, valence bond theory, molecular orbital theory, coordination chemistry, nomenclature, reaction mechanisms, and an introduction to group theory. Prerequisite(s): CHEM 3411 with a grade of C or higher and CHEM 3412 with a grade of C or higher.

CHEM 4302 – Solid State Chemistry (3-0-3)

An advanced topics chemistry course dealing with materials and bonding in the solid state. The relationship between electronic structure and crystal structure is developed. Attention is given to characterization of atomic and molecular arrangements in crystalline and amorphous solids, metals, ceramics, semiconductors, and polymers. Prerequisite(s): CHEM 3411 with a grade of C or higher and CHEM 3412 with a grade of C or higher.

CHEM 4401L - Advanced Laboratory I: Organic Synthesis (0-4-2)

A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on the synthesis, purification, and characterization of organic molecules using a variety of advanced techniques. Prerequisite(s): CHEM 2412 with a grade of C or higher, CHEM 2412L with a grade of C or higher, and CHEM 4201 (can be taken concurrently).

CHEM 4402L - Advanced Laboratory I: Biochemistry (0-4-2)

A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on the isolation and characterization of biological molecules using a variety of advanced techniques. Prerequisite(s): CHEM 4202 with a grade of C or higher and CHEM 4202L with a grade of C or higher or BIOL 3250L with a grade of C or higher.

CHEM 4403L - Advanced Laboratory I: Inorganic Synthesis (0-4-2)

A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on the synthesis, purification, and characterization of inorganic compounds and complexes using a variety of advanced techniques. Prerequisite(s): CHEM 2412 with a grade of C or higher, CHEM 2412L with a grade of C or higher, and CHEM 4301 (can be taken concurrently).

CHEM 4411 – Biophysical Chemistry (3-0-3)

The study of thermodynamics, transport phenomena, and spectroscopic methods as they relate to biological systems. Prerequisite(s): CHEM 3411 with a grade of C or higher, CHEM 3412 with a grade of C or higher, and CHEM 4202 with a grade of C or higher.

CHEM 4412 – Computational Chemistry (3-0-3)

An advanced topics chemistry course designed to introduce the field of computational chemistry methods. Quantum mechanical and molecular mechanics methods will be studied. Students will take part in hands-on learning through the use of computational chemistry software. Prerequisite(s): CHEM 3411 with a grade of C or higher and CHEM 3412 with a grade of C or higher.

CHEM 4500 – Senior Chemistry Seminar (2-0-1)

Experts from industry, government, and academia discuss current topics in chemistry and related fields. Students enrolled in the seminar prepare for the talks by conducting electronic literature searches, reviewing the relevant literature, and submitting questions for the speakers. This course gives students the opportunity to meet with and question experts in the field. Examinations and projects are based on seminar topics. Prerequisite(s): CHEM 2412 with a grade of C or higher, CHEM 2412L with a grade of C or higher, and CHEM 2500 with a grade of C or higher.

CHEM 4700 – Special Topics in Chemistry (V-V-{1-3})

Selected advanced topics of current interest in chemistry. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisite(s): CHEM 1212 with a grade of C or higher and consent of the head of the department of Natural Sciences.

CHEM 4811 – Instrumental Analysis (3-0-3)

Theoretical principles and used of modern instrumental methods including spectroscopy, electroanalysis, and chromatographic separations. Prerequisite(s): CHEM 2412 with a grade of C or higher, CHEM 2412L with a grade of C or higher, and CHEM 3811 with a grade of C or higher.

CHEM 4811L – Instrumental Analytical Chemistry Laboratory (0-4-2)

An introduction to quantitative, qualitative and modern instrumental techniques in the analytical laboratory. Prerequisite(s): CHEM 4811 (may be taken concurrently).

CHEM 4812 – Spectroscopy (3-0-3)

Applied spectroscopy theory and application of 1D-NMR, 2D-NMR, mass spectrometry, and infrared spectroscopy in the determination of organic structures. Prerequisite(s): CHEM 2412 with a grade of C or higher and CHEM 2412L with a grade of C or higher.

CHEM 4900 – Biocomputing (3-0-3)

The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. This course is considered a capstone course for the biology degree program. A student may not receive credit for both BIOL 4900 and CHEM 4900. Prerequisites: BIOL 3250, BIOL 3250L, BIOL 3201, and MATH 1231.

CHEM 4999A – Senior Evaluation (0-0-0)

The purposes of this class are to assess the chemistry degree program and to assist students in seeking employment or further schooling. Students are required to attend three class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the chemistry degree program. Students will take a standardized subject test in chemistry to assess their content knowledge. Students will also participate in an individually scheduled senior exit interview. Prerequisite(s): CHEM 3411, CHEM 3412, CHEM 4202, CHEM 4811 (may be taken concurrently), and approval of the department.

CHEM 4999B – Senior Evaluation (0-0-0)

The purposes of this class are to assess the chemistry degree program and to assist students in seeking employment or further schooling. Students are required to attend two class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the chemistry degree program. Students will also participate in an individually scheduled senior exit interview. Prerequisite(s): CHEM 3411, CHEM 3412, CHEM 4202, CHEM 4811 (may be taken concurrently), and approval of the department.

Communication and Media Studies (CMS)

CMS 2010 - Introduction to Media Studies (3-0-3)

The course offers an overview of the cultural, social, political, and economic impact of mediated communication. Topics include the nature and function of media, core media institutions, and media in transition. Students will analyze media critically, including the contemporary mediascape, and develop a historical perspective on major media forms.

CMS 2100 - Introduction to Film (3-0-3)

A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and mise-en-scène. The course also locates contemporary filmmaking within historical and international contexts. Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.

CMS 2410 – Digital Imaging I (3-0-3)

Introduction to camera-based digital imaging and editing. Students learn basic composition and lighting techniques and process photographs for print, television, and Internet distribution.

CMS 2420 – Introduction to Field Production (3-0-3)

An introduction to the production and distribution of networked digital media. Readings and assignments teach the basic concepts employed in production/distribution as well as hands-on skills using hardware and software. Students are required to provide a digital audio/video recording device (e.g. smart phone or camcorder) that meets the specifications of the CMS program. Prerequisite(s): ENGL 1102.

CMS 3020 - Research Methods (3-0-3)

This course provides CMS majors with the necessary skills to conduct independent, primary, interdisciplinary research in Media Studies and Cultural Studies. Students learn a variety of humanistic and social-scientific methodologies, which may include some or all of the following: in-depth interviewing, focus groups, archival research, content analysis, semiotics and textual analysis. Students choose an appropriate media topic to study through a variety of research modes and methods over the length of the semester. Prerequisites ENGL 1102 (C), CMS 2010, (C), CMS 2100 (C), COMM 1110 (C). Passing score on the CMS Writing Assessment Test.

CMS 3101 - Media and Culture (3-0-3)

An introduction to humanities-based approaches to the study of media and culture. Theories of textual and visual signification are introduced, including the contributions of discursive contexts and audience expectations. The class considers questions of text, quality, and cultural identity, particularly as applied to contemporary and emerging technologies. Open to students who have been admitted to the Communication and Media Studies (CMS) minor or BA programs. Prerequisite(s): CMS 2010, (C), CMS 2100 (C), COMM 1110 (C), ENGL1102 (C), passing score on the CMS Writing Assessment.

CMS 3110 – Media Industries (3-0-3)

Study of film, broadcast, print, and Internet industries, explaining how these industries work in the corporate world. Prerequisite: CMS 2010 (with a minimum grade of C)

CMS 3200 - History of Communication (3-0-3)

A chronological survey of major types and media of human communication, from pre-history through the present day, focusing upon the interrelationships between communication media and their larger social and cultural contexts. The history of communication leading to English-language media is the main focus, but comparisons and contrasts with other world communication systems will also be explored. Prerequisite(s): CMS 2100 (C), CMS 2010, (C), COMM 1110 (C), ENGL1102 (C). Recommended: Completion of Areas C and E.3.

CMS 3310 - Film History (3-2-3)

A study of both artistic and technological developments in American and international cinema, with emphasis on significant film movements and filmmakers. Key films will be examined in depth. Attendance is required for weekly out-of-class screenings. Prerequisites ENGL 1102 (C), CMS 2100 (C).

CMS 3340, 3341, 3342 - National Cinemas I, II, III (3-0-3)

This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.). Prerequisites: ENGL 1102 (C); CMS 2100 (C).

CMS 3400 – Communication Law (3-0-3)

This course is designed to give students an understanding of pertinent constitutional, statutory, common, equity and regulatory laws as they relate to mass media, and to provide students with a basic understanding of how existing laws control the operation of mass media. Students will be encouraged to express their views about these laws and their impact on communication within our society. Prerequisite(s): ENGL 1102 (C)

CMS 3410 – Lighting for Motion Pictures (3-0-3)

This studio course introduces the aesthetic conventions and technical skills of motion-picture lighting, including instruments, equipment, and techniques used for in-studio and on-location settings. Students will learn the process behind production lighting and demonstrate the ability to achieve a professional-quality video image. Prerequisite(s): CMS 2410 (C) or CMS 2420 (C), or FILM 1520 (C)

CMS 3420 – Audio Recording and Sound Design (3-0-3)

This studio course introduces the aesthetic conventions and technical skills of recorded sound. Assignments include field recording for audio media (e.g. radio and podcasting) and video, along with post-production sound design for moving images, including the preparation of dialog, sound effects, and music tracks. Prerequisite(s): CMS 2100 (C).

CMS 3500 - Writing and Editing for Mass Media (3-0-3)

A course in writing and editing for mass audiences, including print, broadcast, and Internet journalism. Emphasis on news gathering, public affairs reporting, and practical applications of journalistic techniques and genres. Prerequisite(s): CMS 2010, (C), CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

CMS 3550 – Introduction to Advertising (3-0-3)

This course provides students with a comprehensive introduction to advertising as an industry, its history, evolution and cultural impacts. Students will study theories of advertising, the advertising agency and the roles and responsibilities of its personnel. Students will also learn production techniques and the relationships among the advertising agency, the client, and the media. Prerequisite: CMS 2010 (with a minimum grade of C)

CMS 3560 – Introduction to Public Relations (3-0-3)

This course provides students with a detailed introduction to public relations, including its historical origins, and its distinctions from advertising. Students will study theories of the public and public relations theory, while learning the many roles of the public relations practitioner and of the public relations agency. Through case studies students will examine the legal and ethical concerns of P.R., while studying the press release, newsletter, and personal appearances. Prerequisite: ENGL 1102 (with a minimum grade of C)

CMS 3600 Introduction to Broadcasting (3-0-3)

This course provides students with an understanding of the operations and functions of radio and television broadcasting in both America and in other countries. Students will learn how broadcasting and the electronic media operate including programming, production and distribution, networks, local stations, advertising and promotion, audience ratings and new technologies. Pre-requisites: ENGL 1102 (C), CMS 2010 (C)

CMS 3710 - Writing for Digital Media: Theory and Practice (3-0-3)

An advanced writing course that examines dispersed computer networks as new media forms. The course surveys the aesthetic, historical, and theoretical contexts that shape communication

using digital media. It also offers hands-on experience in the development of hypertext and multimedia documents. Prerequisites ENGL 1102 (C).

CMS 3720 - New Media Design (3-0-3)

A studio course that focuses on aesthetic and communicative applications of graphic, streaming, and interactive digital media. Class projects will result in a portfolio of work integrating sound, typography, photo illustration, and moving images. Prerequisite(s): CMS 2100 (C); [ENGL 3901 (C) or CMS 3710 (C)].

CMS 3810 - Women and Popular Culture (3-0-3)

This course explores how women are represented in American popular culture, and how popular culture shapes our common sense notions regarding women, men, and our gender-specific roles in society. We will consider what types of images we see and hear in various forms of popular culture, including Hollywood movies, fashion magazines, television, advertising, music and popular health. We will then question how we learn to respond to and interpret these messages. Throughout our course we will study how pop cultural texts work to create meanings and how we can become critical consumers of those messages. Prerequisite(s): CMS 2100 (C); ENGL 1102 (C).

CMS 3820 – Screenwriting (3-0-3)

In this course, students will study the mechanics of screenwriting. The course explores dramatic structure including film language, story, and character development. Students will analyze and apply various techniques in writing for the screen. Prerequisites: ENGL 1102, CMS 2100

CMS 3901, 3911, 3921 - Internship/Practicum in Communication and Media Studies I, II, III (0-10-3)

This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment - either on- or off-campus, as appropriate - related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. Prerequisite: CMS majors only, CMS 3101 (C); COMM 3100 or 3300 (C)

CMS 3902 - Internship: Teaching and Instruction (0-10-3)

This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in teaching, training, and/or tutoring related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit. Prerequisite: CMS majors only and CMS program permission.

CMS 3903 - Advanced Media Production (0-10-3)

This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in advanced media production related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit. Prerequisite: CMS majors only and CMS program permission.

CMS 4310 - Film Analysis and Criticism (3-2-3)

This course continues the humanities-based approach to cinema begun in CMS 2100, now in a writing-intensive format. Through weekly writing assignments, students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and *mise-en-scène*. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings. Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

CMS 4320 - Women and Film (3-2-3)

This course explores the role of women in cinema as on-screen representations, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality. Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

CMS 4330 , 4331, 4332 - Film Genres I, II, III (3-0-3)

An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them. Attendance is required for weekly out-of-class screenings. Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

CMS 4340 – Television Criticism (3-0-3)

This course teaches students to analyze television programming using such methods as genre criticism, ideological criticism, auteurist criticism, semiotics and cultural studies and instructs them in the important elements of television production, including narrative structure, cinematography, editing, sound and acting. Pre-requisites: ENGL 1102 (C), CMS 2100 (C)

CMS 4410 - Digital Video Production (3-0-3)

An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours. Prerequisite(s): CMS 2100 (C) and [CMS 2420 (C) or FILM 1520 (C)]

CMS 4450 - Digital Video Post-Production (3-0-3)

Through lectures, demonstrations, and hands-on exercises, students master the basic terminology, principles, and skills of digital post production, with an emphasis on nonlinear video editing. Fundamentals of visual storytelling—including continuity, pacing, and dramatic structure—are emphasized. Prerequisite(s): CMS 2100 (C) and [CMS 2410 (C) or CMS 2420 (C) or FILM 1520]

CMS 4490, 4491, 4492 – Modes of Video Production I, II, III (3-0-3)

This studio course in digital video production investigates modes of digital production, including fiction, documentary, experimental, personal narrative, web video, and interactive media, teaching fundamental terms and concepts while providing students with hands-on hardware and software skills. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours. Prerequisite(s): CMS 2100; CMS major

CMS 4500 - Global Contexts in Communication and Media Studies (3-0-3)

This course focuses on the roles played by media in processes of cultural and economic globalization. Prerequisites: CMS 3101 (C), and [CMS 3020 (C), or COMM 3015 (C)].

CMS 4560 - Public Relations Principles and Practices (3-0-3)

A study of public relations theories and practices with emphasis on the various ways in which public relations and promotional messages are delivered to various audiences. Prerequisites: CMS 3500 (C)

CMS 4580 – Crisis & Change Communication (3-0-3)

Introduction to crisis and change communication and application, covering crisis communication theory, management approaches during corporate changes, and the influence of culture on crisis and change communication. Prerequisite: CMS 2010 (with a minimum grade of C)

CMS 4610 – Social Media (3-0-3)

This course focuses on emerging definitions, theories, and practices of social media. It surveys different platforms and investigates contemporary uses of social media by individuals and institutions. In addition, it includes hands-on experience and production techniques using selected platforms. Prerequisites: ENGL 1102 (C), CMS 2010 (C)

CMS 4800, 4801, 4802 - Selected Topics in Communication and Media Studies I, II, III (3-0-3)

Seminar in Communication and Media Studies topics.
Prerequisites: Junior-level status

CMS 4810 - Women and the Arts (3-0-3)

In this course, we will explore the role of women as artists, spectators, and representations in the visual, literary, and performing arts. Our primary category of analysis in Women & the Arts is gender, the socially constructed and historically variable understanding of what it means to be a woman or man, but we will further consider how this category interacts with race, class, and sexuality in the arts. Likewise, a central idea in our class is that knowledge and images conveyed through artistic texts are not neutral; rather, the arts socialize and discipline us even as they entertain and enlighten us. Prerequisites: ENGL 1102 (C) and [ART 2302 or CMS 2100 (C), or PHIL 2040 (C), or THEA 1100 (C), or WST 2500 (C)];

CMS 4820, 4821, 4822 – Media, Rhetoric, and Social Movements I, II, III (3-0-3)

Considers the roles played by media and rhetoric in shaping the nature, development and impact of one or more social movements. Examines how communication and media have facilitated or hindered protest and reform in the United States and the world. Rotating topics. Prerequisites: COMM 1110 (C), CMS 2100 (C)

CMS 4900 - Directed Research in Communication and Media Studies (3-0-3)

Independent study in Communication and Media Studies (credit varies)
Prerequisites: Junior-level status and CMS program permission.

Communication (COMM)

COMM 1001 - Presentational Speaking (1-0-1)

A course of instruction in the essentials of effective informative public speaking. The goal of the course is to help students develop credibility as speakers by gaining basic competence in the preparation and delivery of spoken reports or other informative presentations. (Not open to students enrolled in or with credit for COMM 1110.)

COMM 1002 - Presentation Applications (1-0-1)

A course providing instruction and practice in the use of a variety of audio-visual media, including electronic media, often employed to enhance speaking presentations in a variety of situations. (Not open to students enrolled in or with credit for COMM 1110.) Prerequisite(s): COMM 1001.

COMM 1110 - Spoken Communication (Public Speaking) (3-0-3)

A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the Clayton State Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and inter-personal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations. (Not open to students with credit for COMM 1001 and COMM 1002 without permission of the Department of Visual and Performing Arts.)

COMM 3015 - Research Design in Human Communication (3-0-3)

Survey of contemporary quantitative and qualitative methods used in the study of speech communication. Introduces students to the scientific method in areas of communication studies such as intrapersonal, interpersonal, public, small group, organizational, and nonverbal communication. Provides an introduction to interpretive methods such as participant-observation, symbolic interactionism, and ethnomethodology. Includes the analysis and evaluation of examples of communication research found in the speech communication literature. Prerequisite(s): ENGL 1102 (C); COMM 1110 (C); CMS 2100 (C), passing score on the CMS Writing Assessment.

COMM 3100 - Professional Communication (3-0-3)

A study and application of principles of effective communication skills in a variety of business and other professional settings within multicultural and/or international contexts. Includes effective verbal, nonverbal, and persuasive strategies; listening competence; and group dynamics. This course is open to students from all majors. Prerequisite(s): COMM 1110 (C); ENGL 1102 (C).

COMM 3210 – Communication Theory (3-0-3)

Study of major theories of interpersonal, group and mass communication, including the hypodermic effect, group leader theory, social categories theory, and diffusion theory. Prerequisite(s): COMM 1110 (C) and CMS 2010 (C)

COMM 3300 - Interpersonal Communication (3-0-3)

This course is designed to help students develop effective interpersonal communication skills. Students can expect to learn the theories and concepts of interpersonal communication, and then apply them to “real world” situations. It is expected that students will develop proficiencies in dyadic interactions and their analysis. In other words, students should be able to evaluate and moderate their own behavior, and assess the skills of others. In this way, students develop skills and a critical mindset that can be applied when they venture into the workplace. Recommended completion of Area C and E.3. Prerequisite(s): ENGL 1102.

COMM 3310, 3311, 3312 – Communication in Context I, II, III (3-0-3)

Provides an intensive investigation of communication as it occurs within specific contexts. Topics include computer-mediated communication, courtroom rhetoric, family communication, health communication, instructional communication, organizational interviewing, political rhetoric, small group communication, and the rhetoric of social movements. Prerequisite(s): COMM 1110 and junior standing

COMM 3330 – Rhetorical Criticism (3-0-3)

This course is designed to examine the theories, methods, and applications of rhetoric and rhetorical theory. This course will give students an introduction to the thinkers and movements in rhetorical history and examine rhetorical studies most significant to popular culture. This course includes the study of various rhetorical perspectives including Neo-Aristotelian, Narrative, Dramatistic, Feminist, Marxist and Media Effects perspectives. Prerequisite(s): ENGL 1102 and COMM 1110

COMM 3340 – Persuasion (3-0-3)

This course is designed to examine the theories, methods, applications and implications of persuasive communication. It includes the study of psychological and sociological aspects of persuasive communication by considering principles used in interpersonal, political, commercial and media contexts. Prerequisite(s): ENGL 1102, COMM 1110, and CRIT 1101

COMM 3440 – Communication Technologies (3-0-3)

Study of design, development, and operation of technical systems used by business and industry to transmit and store information, for long-distance communication, and for asynchronous information exchange. Prerequisite: CMS 2010 (with a minimum grade of C)

COMM 3460 – Principles of Project Management (3-0-3)

This course introduces students interested in corporate communication to the process of developing a media package, concept generation for campaigns, following a production project from start to finish. Overview of audience and situation analyses, objectives, strategies, tactics, budgets, measurement. Consideration of corporate communication strategy from concept through production to evaluation.

COMM 4100 - Organizational Communication (3-0-3)

Organizational Communication introduces students to theories of management and communication. Students apply their knowledge of theory to real-world phenomena utilizing a case-study approach. This combination of theory and application develops knowledge and skills necessary for success in corporate communication environments. Prerequisite(s): COMM 1110 (C) and ENGL 1102; junior standing

COMM 4200 – Nonverbal Communication (3-0-3)

This course explores nonverbal communication in theory and practice with emphasis on the types of nonverbal behaviors that communicate meaning and the functions those behaviors serve. Prerequisite(s): ENGL 1102 (C) and COMM 1110 (C), junior standing

COMM 4210 – Interracial Communication (3-0-3)

This course explores cross racial, interracial, and intraracial communication in theory and practice, with emphasis on cultivating the communication tools necessary to successfully navigate through human interaction where race and ethnicity are concerned. Prerequisite(s): ENGL 1102 and COMM 1110, junior standing

COMM 4510 - Intercultural Communication (3-0-3)

Intercultural Communication is a course dedicated to theories and practices of communicating across cultures. The students will learn how other cultures deal with conflict, context, and communication. Prerequisite(s): COMM 1110(C).

Computing (CPTG)

CPTG 1010 - Computing with Spreadsheets (0-2-1)

This course is an introduction to computing and computer programming using spreadsheets. The course emphasizes the use of the computer as a tool for analysis and problem solving. Included are methods for organizing and interpreting information in various formats. Prerequisite(s): MATH 1101 or higher.

CPTG 1111 - Introduction to Computing (1-2-2)

This course is an introduction to concepts of computer programming. A programming language (such as Visual BASIC) will be used to design and implement algorithms to solve problems. Prerequisite(s): MATH 1101 or higher.

CPTG 2201 - Advanced Computer Applications (3-0-3)

This course provides detailed coverage of common computer software applications used in business and industry. It assumes that the student is conversant with basic computer skills and builds on that base. Emphasis is on the application of advanced features of electronic spreadsheets, word-processing and presentation graphics; the fundamentals of database systems; use of the Internet for research. Prerequisite(s): Math 1101 or higher with a grade of C or higher.

Critical Thinking (CRIT)

CRIT 1101 - Critical Thinking (3-0-3)

A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

Criminal Justice (CRJU)

CRJU 1150 - Introduction to Criminal Justice (3-0-3)

An overview of the criminal justice system, its history, philosophical background, constitutional limitations, and the processes for achieving its goals. Also included are contemporary trends in the system on the local and national levels.

CRJU 3100 - Criminology (3-0-3)

A study of the nature and scope of crime and delinquency with an emphasis on criminological theories and research. The course will introduce students to sociological, psychological, biological, and economic explanations for criminal behavior and will allow students to use basic

research methods to test theories and measure the incidence of crime in the United States and in other countries. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3105 – Criminological Theory (3-0-3)

This course will offer an advanced study and critical appraisal of various theories of crime causation, including an examination of biological, psychological, economic and sociological perspectives on the etiology of crime. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3110 - Race and Crime (3-0-3)

This course examines how the issues of crime and justice are played out in the context of a diverse society. The course will consider three major issues: 1) how the law affects and has affected different groups in American society; 2) the differential involvement in crime and the criminal justice system across groups; and 3) the differential responses of the justice system to various groups. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3120 - Crime as Entertainment (3-0-3)

This course explores the depiction of crime and the criminal justice system in media with a specific emphasis on “old” entertainment media, and a primary emphasis on film and television. Particular focus will be placed on the entertainment media’s role in shaping the general public’s ideas of crime and justice. Issues of race, class, and gender will also be explored in the context of entertainment media and crime. Prerequisite(s): CRJU 1150 or SOCI 1101 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3140 - Gender and Crime (3-0-3)

This course explores the intersection between gender and crime by focusing on the experiences of women as crime victims, criminal offenders, and criminal justice professionals, experiences which are very often interrelated. Topics include gender inequality, social and cultural constructions of gender, women's sexualization and objectification, masculinities, gender differences in offending, and several specific crime issues such as rape, domestic violence, and sexual harassment. The course encourages ideas and suggestions that can be put in place to end gender based inequality and crime, and to promote social justice. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3200 - Law Enforcement (3-0-3)

A study of the philosophy and history of law enforcement at the federal, state, county, and city levels. Also included is an introduction to contemporary police organizations and methods of operation. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3210 - Criminal Investigations (3-0-3)

A study of the organization and functions of investigative agencies and basic considerations in the investigation of crime. Topics covered include: the collection and preservation of physical evidence, elements of legal proof in the submission of evidence, sources of information, interview and interrogation techniques, uses of forensic sciences, and case and trial preparation. Prerequisite(s): CRJU 1150 or (FOSC 1101 or SCI 1901F) or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3230 - Criminal Justice Administration (3-0-3)

This course examines the theories of motivation, leadership, and organization in the police context. Police administrative and management functions are studied emphasizing personnel

management and organizational change. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3240 - Community Policing (3-0-3)

This course examines the relationship between law enforcement agents and the community they serve. Topics include regular and meaningful police involvement in the community, quality of life conditions, problem solving and coordination with community service organizations, and policing in a culturally diverse society. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3250 - Police Accountability (3-0-3)

This course offers an overview of the policing profession with particular attention given to police accountability and professionalism. Specifically, this course will examine strategies used to promote ethical police behaviors and a principled police department culture. This class will also focus on common mechanisms and procedures used to limit and address police misconduct. Finally, the class will analyze potential ramifications of police deviance. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3280 - Death Investigations (3-0-3)

This course focuses on the common investigative procedures and techniques used by various personnel and agencies that conduct death-scene investigations. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3300 - Corrections (3-0-3)

A study of the history, structure, and functions of corrections, and the legal and philosophical basis for the punishment of criminal offenders. Study will include the role of corrections as one of the three major components of the criminal justice system. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3330 - Community Corrections (3-0-3)

This course explores the relationship between the correctional system, prisons, and the community. It examines the community-based alternatives to incarceration, including but not limited to probation and parole. It examines the historical development of major correctional programs based in the community, and explores the current vision of community corrections. Concepts and problems in administration, organization, investigation, and supervision are discussed. Selection and discharge processes will be examined. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3340 - Correctional Counseling (3-0-3)

This course offers a study of correctional offender counseling and treatment. Particular attention will be given to the history corrections, the organizational structure of the correctional system, and the primary functions of the correctional system. This class will also examine the legal and philosophical basis for the case-management of convicted criminal offenders in the US criminal justice network. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3400 - Courts in the United States (3-0-3)

This course offers a general understanding of the processes and functions of criminal court systems in the United States. The following topics will be examined: the historical development of criminal courts; different types of law; characteristics of federal and state courts; functions and responsibilities of prosecutors, defense attorneys, and judges; the criminal trial process; plea

bargaining; sentencing options and decisions; and characteristics of appellate courts. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3410 - Survey of Criminal Law and Procedures (3-0-3)

An overview of criminal law and of the fundamental elements of criminal procedures including methods and rules of police investigation and arrest, adjudication, sentencing, and appellate review by higher courts. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3500 - Typologies of Crime (3-0-3)

This course examines the nature and extent of three broad types of crimes: violent, property, and public order. Within each of these categories, we explore the major offenses committed (homicide, assault, robbery, carjacking, burglary, shoplifting, prostitution, and drug dealing) and variation in their commission. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3600 - Juvenile Justice (3-0-3)

This course provides students with an in-depth view of the juvenile justice system in the United States focusing on crime patterns, police-juvenile relations, juvenile courts, and correctional practices. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3700 - Victimology (3-0-3)

This course offers a multidisciplinary overview of criminal victimization including the legal and philosophical issues regarding victimization, social science research into victimization, theories of victimization, the role of victims in the criminal justice and legal systems and the social and psychological impacts of victimization. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 3800 - Restorative Community Justice (3-0-3)

This course offers a critical examination of the historical and philosophical roots, the principles, and practices of an alternative model of justice, which contrary to its retributive counterpart encompasses active participation of all key stakeholders (victims, offenders, and the community) in the process of healing the multiple harms caused by predatory crime; a model of justice broadly known as Restorative Community Justice. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4150 - Crime Prevention (3-0-3)

This course is designed to introduce students to the topic of crime prevention. Specifically, students will examine theories of crime prevention and focus on crime prevention strategies employed by various agencies to help reduce crime opportunities and the chances of victimization. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4200 - Criminal Justice Ethics (3-0-3)

This course examines the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, policy and management issues. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4410 - Comparative Criminal Justice (3-0-3)

This course examines the criminal justice systems of six model nations. Topics include the discussion of legal families, political order, democracy, rule of law, crime control model, due

process model and organizational systems theory of foreign criminal justice systems. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4425 - Capital Punishment (3-0-3)

This course examines a range of issues concerning the death penalty as it is currently practiced in the United States. Topics include constitutional challenges to the death penalty, the role of judges, prosecutors and defense attorneys in implementing the death penalty, the process of jury selection and deliberation in capital cases as well the many arguments for and against the death penalty. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4500 - Sex Offenders (3-0-3)

This course provides an overview of theoretical, treatment, and legal issues related to sex offenders and sexual deviance. Topics covered in this course include: Theoretical/explanatory models of sexual offending; typologies of sexual offenders; risk assessment; clinical treatment and management of sexual offenders; current sex offender legislation. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4550 - White Collar Crime (3-0-3)

This course provides a general overview of the topic of white collar crime with a focus on the following topics: definitional dilemmas; occupational and corporate white collar crime; victims of white collar crime; the financial, social, human impact of white collar crime; theoretical explanations; and the regulation and punishments of white collar crime offenders. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4601 - Urban Ethnography (3-0-3)

This course introduces students to the various theoretical and practical issues associated with qualitative field research/ethnographic work in Criminal Justice and other Social Sciences. It also explores how field research may enhance our understanding of significant social behaviors and interactions. Prerequisite(s): CRJU 1150 or SOCI 1101 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4700 - Writing and Research in Criminal Justice (3-0-3)

This course provides an overview of the research writing process in subject areas central to the field of criminal justice. Students will learn the general format of academic research papers with particular attention given to generating ideas, critically thinking and reading, drafting and revising, research, documentation, and grammar processes. Students will also be required to make an oral and written presentation of their independent research. Prerequisite: CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4800 - Selected Topics in Criminal Justice (3-0-3)

An exploration of contemporary topics and issues in the field of criminal justice. This course may be repeated for credit (for a total of 18 credit hours) when the topic varies. Prerequisite(s): CRJU 1150 or (PARA 1101 and PARA 2207) or TECH 3101

CRJU 4900 - Directed Study I (3-0-3)

Directed study in criminal justice may be arranged in consultation with a faculty member and approved by the department chair. Prerequisite(s): Junior or Senior standing and approval of instructor.

CRJU 4901 - Criminal Justice Internship I (0-V-3)

A structured off-site experience in a supervised setting combined with scholarly research on a topic related to the internship experience. Prerequisite(s): Junior or Senior standing and approval of instructor.

CRJU 4902 - Criminal Justice Internship II (0-V-3)

A structured off-site experience in a supervised setting combined with scholarly research on a topic related to the internship experience. Prerequisite(s): Junior or Senior standing and approval of instructor.

CRJU 4903 - Directed Study II (3-0-3)

A continuation of directed study in criminal justice may be arranged in consultation with a faculty member and approved by the department chair. Prerequisite(s): Junior or Senior standing and approval of instructor.

Computer Science (CSCI)

CSCI 1100 - Applied Computing (2-2-3)

This course covers applied topics in computing which will serve as tools for presentations, web development, and knowledge of basic operating systems. Topics include using PowerPoint, understanding and using email, remote file transfer and remote login using Secure Shell, building Websites using tools such as XHTML & Java Scripting, Windows basics, and Linux basics. Prerequisite(s): MATH 1101 or higher with a grade of D or higher.

CSCI 1300 - Computational Thinking and Coding (3-0-3)

The course introduces students to the concepts and practices of computational thinking, coding, and software development process using contemporary computer programming language. Credit hours from this course cannot be applied toward a degree in computer science or information technology. Prerequisite: ENGL 1101 or higher (can be taken concurrently) AND MATH 1101 or higher (can be taken concurrently)

CSCI 1301 - Computer Science I (3-0-3)

The course includes an overview of computers and programming: problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one-and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). A high level programming language will be used. Prerequisite(s): MATH 1101 or higher with a grade of C or higher.

CSCI 1302 - Computer Science II (3-0-3)

The course covers abstract data types (ADTs); arrays (multi-dimensional), records; strings, and sets; binary files; searching and sorting; recursion; pointers and collections; software engineering concepts; A high level programming language will be used. Prerequisite(s): CSCI 1301 or CSCI 1371 or ITFN 1303 or WBIT 1310, with a grade of C or higher.

CSCI 1371 - Computing for Engineers (3-0-3)

This course is designed to expose students to computer science concepts within the context of engineering disciplines, and includes the general principles of programmatic and data abstraction,

testing, debugging and problem solving. The course addresses variables and data types, logical expressions, arrays, strings, file I/O, conditional statements, repetition and recursion, functions and procedures, scoping issues, plotting in two and three dimensions, manipulating media, data structures, and sorting/searching algorithms. A high-level language will be used. Prerequisite(s): MATH 1112 OR MATH 1113 OR MATH 1501, with a grade of C or higher.

CSCI 2302 - Data Structures and Algorithms (3-0-3)

This course is a systematic study of the main data structures of computer science: arrays, stacks, queues, linked lists, trees, graphs, hash tables. Implementation and analysis of the algorithms and programming techniques for searching, sorting, inserting into, and deleting from these structures; efficiency considerations. Prerequisite(s): CSCI 1302 with a grade of C or higher and MATH 2020 with a grade of C or higher.

CSCI 2305- Computer Organization and Architecture (3-0-3)

This course is a study of the organization and architecture of computer systems, beginning with the standard von Neumann model to more recent architectural concepts. Topics include digital logic, data representation, assembly language, multiprocessor systems, and contemporary architectures. Prerequisite(s): CSCI 1302 with a grade of C or higher and MATH 2020 with a grade of C or higher..

CSCI 3300 – Professional Development and Ethics (3-0-3)

This course focuses on the knowledge and skills students need to succeed in their careers and function competently in the workplace. Students will study theories and practices related to social, ethical and professional issues facing computing and computing professionals. Students will apply professional codes of ethics to case studies by investigating current issues. Students will also begin construction of a digital portfolio representing skills acquired and projects completed. Prerequisite(s): CSCI 2302 with a grade of C or higher and Junior or Senior standing.

CSCI 3301 - Game Design & Programming I (3-0-3)

This course covers modern computer game design and programming techniques including real-time event-driven and multimedia programming techniques. Prerequisite(s): MATH 2140 with a grade of C or higher (may be taken concurrently) and CSCI 2302 with a grade of C or higher.

CSCI 3305 - Operating Systems (3-0-3)

This course is a conceptual and hands-on study of operating systems; operating system design and theory including process/processor, memory, file, I/O and networking management; evaluation of system requirements. Prerequisite(s): CSCI 2302 and CSCI 2305, with a grade of C or higher.

CSCI 3306 – Computer Networks and Security I (3-0-3)

This course covers Network systems including transmission media, packet transmission, circuit / packet switching technology, LAN technology and network topology, TCP/IP, internetworking; Network applications and security issues are investigated. An overview of LANs, WANs, data communication, and routing methods will be provided using software simulation tools. Prerequisite(s): CSCI 2302 and CSCI 2305, with a grade of C or higher.

CSCI 3310 – Databases Design & Implementation (3-0-3)

This course covers database modeling drawing distinctions between data modeling, process modeling, and implementation. Topics include Entity-Relationship Modeling, Relational Database Modeling to include Relational Algebra and Normalization and Object Modeling and Object

Databases. Implementation topics include SQL, PL/SQL, and database access using Web interfaces. Prerequisite(s): CSCI 2302 with a grade of C or higher.

CSCI 3320 - Software Engineering Design (3-0-3)

This course covers analysis of system requirements, software systems design techniques, software processes, software life-cycle models, software economics, configuration management, user interfaces, software testing, and software maintenance. Students gain experience in the team approach to medium-scale system development. Ethical issues related to software design are discussed. Prerequisite(s): CSCI 3306 and CSCI 3310, with a grade of C or higher.

CSCI 3333 - Programming Languages (3-0-3)

This course covers the concepts of syntax and semantics of grammars and languages. It includes the study and comparison of the organization and major constructs of various programming language paradigms, with in-depth study of several specific languages. Language Implementation and compiler/interpreter-related issues are addressed. Prerequisite(s): CSCI 2302 with a grade of C or higher.

CSCI 3601 - Software Security, Testing and Quality Assurance (3-0-3)

This course covers software security analysis and quality assurance, emphasizing testing methodologies. Topics include: code analysis, static and dynamic analysis techniques, sandboxing, test strategies, test planning, functionality testing, stability testing, and debugging techniques. Prerequisite: (CSCI 1302 OR WBIT 2311 OR ITFN 2313 OR ITFN 2314 with a grade of C or higher) AND (ITFN 3112 OR CSCI 3320 with a grade of C or higher).

CSCI 4201 - Advanced Topics in Databases (3-0-3)

The course covers advanced topics in databases such as data mining, data warehousing, parallel and distributed databases, Web and Cloud databases, NoSQL databases, and graph databases. Prerequisite: CSCI 3310 with a grade of C or higher.

CSCI 4202 - Data and Visual Analytics (3-0-3)

The course introduces students to a broad range of concepts, techniques, and tools for analyzing and visualizing data at scale, emphasizing on combining computation and visualization to perform effective analysis. Both theory and applications will be covered including several practical case studies. Prerequisite: CSCI 3310 with a grade of C or higher.

CSCI 4301 - Game Design & Programming II (3-0-3)

This course covers advanced techniques in game programming, including graphics game engines, motion generation, and issues in multi-user interaction. Prerequisite(s): MATH 2502 with a grade of C or higher (may be taken concurrently) and CSCI 3301 with a grade of C or higher.

CSCI 4304 – Computer Graphics (3-0-3)

This course is an introduction to computer graphics and graphics systems, including: graphics hardware, 2D rendering, 2D and 3D transformations, animation, illumination, and modeling. Additional topics include user interface and interactive inputs. Prerequisite(s): MATH 2502 with a grade of C or higher (may be taken concurrently) and CSCI 3301 with a grade of C or higher.

CSCI 4305 – Unix (Linux) Systems Programming & Administration

This course covers UNIX (Linux) and C/C++ standards, file I/O, file access and attributes, directories, the standard I/O library, systems administration files, the process environment, process control, process relationships, signals, terminal I/O, daemon processes, inter-process

communication, and pseudo terminals. Also included are relevant topics in Unix (Linux) system administration. Prerequisite(s): CSCI 3305 with a grade of C or higher.

CSCI 4306 – Computer Networks and Security II (3-0-3)

This course covers the design and implementation of protocols and the vulnerabilities and risk associated with these implementations. Other topics include Cryptographic techniques and algorithms. Design and implementation of network routing protocols and security architecture will be done using software simulation tools. Prerequisite(s): CSCI 3306 with a grade of C or higher.

CSCI 4307 - Artificial Intelligence (3-0-3)

This course is an introduction to artificial intelligence and machine learning. Topics include intelligent system design methodologies, search and problem solving, supervised and reinforced learning. Prerequisite(s): MATH 2502 and CSCI 2302, with a grade of C or higher.

CSCI 4308 - Advanced Topics in Parallel and Distributed Computing (3-0-3)

The course introduces students to contemporary parallel and distributed computing platforms, such as the Cloud, Automata Processors, and GPGPU. The topics include both concepts on computational models and programming skills required for harvesting computational powers. Prerequisite: CSCI 3305 AND CSCI 3306 with a grade of C or higher.

CSCI 4310 – Advanced Issues in Databases (3-0-3)

This course is an advanced in-depth study of indexing, security, query processing, transactions; introduction to data warehousing; parallel and distributed databases. Prerequisite(s): CSCI 3310 with a grade of C or higher.

CSCI 4314 Multimedia Production and Development (3-0-3)

This course covers the acquisition, development and production of media elements such as graphics, animation, audio, video, virtual space and simulations. Students will integrate content with functional design criteria and organize the major and minor components of a multimedia production project. *Cross-listed with ITMM 4404* Prerequisite(s): CSCI 3301 with a grade of C or higher.

CSCI 4315 - Human Computer Interface (3-0-3)

This course covers design and interfacing of computer input and output systems. Standard (mouse, keyboard, joystick, etc.) and new (head trackers, music controllers, gloves, etc.) input devices. Output mediums will include graphics, music, and 3-D sound. Hands-on laboratories and independent projects will be required. Prerequisite(s): CSCI 3320 with a grade of C or higher.

CSCI 4316 – Cluster and Grid Computing (3-0-3)

This course covers the concepts of cluster and grid computing. Topics include communication, application, and management of technologies that make cluster and Grid computing possible. Prerequisite(s): CSCI 3305 with a grade of C or higher.

CSCI 4317 - Operating System Security, Programming, and Administration (3-0-3)

This course covers computer operating systems, such as UNIX and Linux, systems programming, systems administration, and operating systems hardening. Prerequisite: (CSCI 3305 OR ITFN 3601 with a grade of C or higher) AND (CSCI 3306 OR ITFN 2512 with a grade of C or higher).

CSCI 4320 - Software Engineering Practicum (3-0-3)

This course covers software development methods for large-scale software systems, management of software development projects, and software engineering standards. Students

are expected to complete a large-scale software project. This course is considered the capstone course. Ethical issues related to software development are discussed. Prerequisite(s): CSCI 3300 and CSCI 3320, with a grade of C or higher.

CSCI 4333 - Theory of Computation (3-0-3)

This course is a study of the main areas of theoretical computer science and their hierarchical interconnections. Basic results relating to formal models of computation are studied, with emphasis on grammars and languages, finite automata, Turing machines, and computational complexity. Prerequisite(s): CSCI 3333 with a grade of C or higher.

CSCI 4334 - Algorithm Design and Analysis (3-0-3)

This course covers analysis of the complexity of algorithms, including sorting, searching, and graph algorithms; use and implementation of graphs. Prerequisite(s): CSCI 3333 with a grade of C or higher.

CSCI 4360 – Computer Science Research (3-0-3)

This course is designed for students who want to carry out special research and investigations in CS at the senior level. Topic and method of procedure must have approval of the supervising faculty member. Prerequisite(s): CSCI 3320 with a grade of C or higher

CSCI 4370 - Internship in Computer Science (3-0-3)

Students will work under supervision with industry to apply knowledge aligned to program outcomes in computer science. A minimum of 200 work hours is required and course deliverables will be aligned with the student experience. The internship project must be approved prior to the beginning of the internship. Prerequisite(s): CSCI 3300 with a grade of C or higher (may not be taken currently) and department approval.

CSCI 4601 - Mobile Software Development (3-0-3)

This course introduces students to mobile computing and mobile application development. The course presents an overview of various mobile computing applications, technologies, and wireless communication. Additional topics include mobile application frameworks and development environments; mobile security; and mobile user interface, user experience and application development guidelines. Students will be expected to learn at least one mobile application development framework and use it to implement course assignments. Prerequisite: CSCI 3306 with a grade of C or higher.

CSCI 4800 - Special Topics in Computer Science (Variable credit)

This course is designed to cover current topics of interest in Computer Science. Prerequisite(s): permission of instructor and Department Chair.

University Foundation (CSU)

CSU 1000 - First Year Student Seminar (1-0-1)

This seminar is an integrated experience which is designed to enhance learning while exploring a thematic topic. Through the thematic topic students will refine academic goals, gain a greater sense of awareness of specific programs of study, explore potential career paths, and create intentional learners. Students will become aware of the multiple support services and will participate in a community engagement event.

CSU 1022 - University Foundations (2-0-2)

University Foundations helps new students make a successful transition to Clayton State University and prepares them to meet the challenges of higher level learning and the demands of their chosen field. The course connects students and faculty who share a common interest by building a community of learners committed to achieving excellence. University Foundations refines academic goals, encourages a greater sense of personal responsibility, creates intentional learners, and provides the information and support that students need to earn a college degree. This discussion-based seminar helps students to learn how to improve their basic skills in areas such as written communication, oral communication and critical thinking. (Institutional credit only; counts in GPA)

CSU 2500 - Essentials of Peer Tutoring (1-2-2)

A training program and practicum in one-on-one tutoring of students taking remedial and college-level courses. Readings, workshops, video instruction, and systematic supervision will address goal-setting, active listening, study skills, effective communication, and critical thinking, with the goal of helping tutored students become independent learners. Course follows guidelines set by the International Tutor Certification Program established by the College Reading and Learning Association. Enrollment is contingent on recommendation of faculty member and approval of referring department. Students must have at least an A or B average in the subject they wish to tutor.

Dance (DANC)

DANC 2110 – Ballet I (0-3-2)

Teaches the fundamentals of ballet technique and vocabulary through basic barre exercises, center work, and floor combinations.

DANC 2120 – Jazz I (0-3-2)

An introduction to the basic movements, style, and vocabulary of American Jazz dance through a warm-up regimen, floor exercises, and combinations. Pre-requisite: DANC 2110

DANC 2130 – Modern I (0-3-2)

An introduction to the basic movement concepts and vocabulary of contemporary modern dance.

DANC 2140 – Tap I (0-3-2)

An introduction to the fundamental movements of tap dance, incorporating form, style, and technique.

DANC 3110 – Ballet II (0-3-2)

Continued study of classical ballet technique and vocabulary through barre exercises, center work, and floor combinations. Pre-requisite: DANC 2110 (C)

DANC 3120 – Jazz II (0-3-2)

Continued study of the movements, style, and vocabulary of American Jazz dance through a warm-up regimen, floor exercises, and combinations. Pre-requisite: DANC 2120 (C)

DANC 3130 – Modern II (0-3-2)

Continued exploration of the movement concepts and vocabulary of contemporary modern dance. Pre-requisite: DANC 2130 (C)

DANC 3140 – Tap II (0-3-2)

Continued study of the form, style, and technique of tap dance. Pre-requisite: DANC 2140 (C)

DANC 3200 – Dance Performance (0-3-1)

Student performance in a dance concert, providing ensemble and performance experience. May be repeated for credit. Pre-requisite: Permission of instructor

DANC 3250 – Dance for the Stage I (2-2-3)

Practice and principles of fundamentals and stylistic characteristics common to ballet, jazz, and modern dance and their application to staged musical productions. For music majors.

DANC 3251 – Dance for the Stage II (2-2-3)

Continued practice and principles of dance styles and their application to staged musical productions, with an emphasis on modern styles. For music majors Pre-requisite: DANC 3250

DANC 3600 – Dance History (3-0-3)

A survey of the roots, styles, and artists of dance from prehistory through the 20th century, including a practical study of various historical dance movements. Pre-requisite: one of the following: DANC 2110, DANC 2120, DANC 2130, DANC 2140

DANC 4250 – Choreography (1-2-3)

Theory and practice of dance composition through physical discovery, musicality, storytelling, and the use of choreographic tools. Pre-requisite: One of the following, with a minimum grade of C: DANC 3110, 3120, 3130, or 3140.

DANC 4800 – Special Topics in Dance (3-0-2/3)

A seminar in Dance topics. May be repeated for credit when topics vary. Varying Credit.

Dental Hygiene (DHYG)

DHYG 3100 - Introduction to the Dental Hygiene Profession (3-0-3)

Introduction to the dental hygiene profession is a prelude to the profession of dental hygiene, which includes such topics as health history, medical disease, and vital signs. The introduction to clinical practice focuses on techniques for sterilization/disinfection procedures, patient/operator positioning, oral prophylaxis procedures including the removal of hard and soft deposits, patient education, and treatment planning. Prerequisite(s): B.S.D.H. Admission; Corequisite(s): DHYG 3100C.

DHYG 3101 – Professional Development in Dental Hygiene (3-2-4)

An exploration of current informatics and instructional technology, legal and ethical issues, interdisciplinary practice, emerging employment opportunities for the dental hygienist and an introduction to evidence-based decision making is provided. The directed field experiences will focus on treatment of the patient with advanced periodontal disease, practice management and marketing in the dental environment. Prerequisite(s): Licensed or licensure eligible dental

hygienists who hold an associate degree in dental hygiene. Other restrictions: Transition course prior to entry into RDH-BSDH Degree Completion Program

DHYG 3100C - Introduction to Clinical Dental Hygiene (0-6-2)

Using the knowledge obtained in the DHYG 3100 course, this clinical course will introduce students to the Instruments, procedures and materials used in the practice of dental hygiene. Clinical practice on student partners will emphasize the comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control. Prerequisite(s): B.S.D.H. Admission; Corequisite(s): DHYG 3100.

DHYG 3110L - Dental Anatomy Laboratory (0-2-1)

This course provides a laboratory study of hard tissues of the head and oral cavity with emphasis on applications to dental hygiene practice. This course includes a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting. Prerequisite(s): B.S.D.H. Admission.

DHYG 3120 - Dental Radiology (2-0-2)

This course is the comprehensive study of the principles of ionizing radiation and application of radiographic theory in dental hygiene practice. Radiation safety for operator and patient is emphasized. A radiation safety examination must be successfully completed in order to receive a grade for this course. Prerequisite(s): B.S.D.H. Admission; Corequisite(s): DHYG 3120L

DHYG 3120L - Dental Radiology Laboratory (0-2-1)

The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins followed by clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation safety for operator and patient safety is emphasized. Corequisite(s): DHYG 3120.

DHYG 3200 - Transitional Dental Hygiene (2-0-2)

This course is a continuation of DHYG 3100. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, the care and maintenance of dental instruments, equipment, supplies and dental records. Methods and materials used in individual patient education for a variety of life styles, clients with special needs and bodily dysfunctions will be presented. Through individual activities the student will continue the development and/or refinement of skills in communication. Clinical lectures are designed to enhance student's clinical practice of dental hygiene through discussion of experiences encountered in clinic. Prerequisite(s): DHYG 3100; Corequisite(s): DHYG 3200C.

DHYG 3200C - Transitional Clinical Dental Hygiene (0-8-3)

Clinical practice is utilized in this course to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning. Assessment is provided through daily clinical evaluations and process/product competencies. The student will demonstrate critical thinking with the interpretation of accumulated information concerning the treatment of individual patients. Students will begin using a computer for recall and appointment system in this course as well as for charting and treatment planning procedures. This course provides clinical application of the dental hygiene program-solving model. During clinical practice, students will gain experience in patient management, appointment planning, assessment planning, implementation and evaluation for dental hygiene care. Prerequisite(s): DHYG 3100C; Corequisite(s): DHYG 3200.

DHYG 3210 - Integrative Dental Anatomy and Histology (2-0-2)

The course provides a developmental and anatomical study of the soft tissues of the head, neck and oral cavity as well as a study of embryonic growth and development of these structures, tissue histology, soft tissue anatomy and the relationship of these structures to the body's major organ systems. Emphasis is given throughout to those areas of particular interest to the dental hygienist. Prerequisite: BSDH Admission; Corequisite: DHYG 3110L

DHYG 3230 - Dental Materials (2-0-2)

Students are introduced to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory. Emphasis is placed on why particular materials and techniques are used rather than to stress only specific techniques of manipulating the materials. Prerequisite(s): B.S.D.H. Admission.

DHYG 3230L - Dental Materials Laboratory (0-2-1)

Selected dental materials are manipulated to enhance the student's application of the principles of dental materials science. Emphasis is placed on why particular materials and techniques are used, and on how dental materials can be safely handled. The primary goal of the course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Corequisite(s): DHYG 3230.

DHYG 3240 - Introduction to Periodontics (2-0-2)

This course reviews and emphasizes departures from normal periodontal architecture and etiologies associate with these abnormalities. Detailed exploration of the current American Academy of Periodontology classification system for periodontal diseases and conditions prepares dental hygienists to assess various oral health and disease presentations. Prerequisite(s): B.S.D.H. Admission.

DHYG 3300A/B - Clinical Dental Hygiene (0-8-3)

This course focuses on enhancing clinical skills and practice in performance of oral examination, dental prophylaxis and non-surgical periodontal therapy, adjunctive services, radiographic technique, and dental health instruction. During clinical practice, students will gain experience involving patient and time management and the dental process of care through patient assessment, treatment planning, implementation and evaluation. Applying didactic dental knowledge, students will further develop critical thinking skills to individualized patient treatment. Prerequisite(s): DHYG 3200C or candidate for dental hygiene licensure.

DHYG 3382 - Clinical Pharmacology (2-0-2)

This course presents an overview of the categories of pharmacological agents used in primary, secondary, and tertiary prevention to promote optimal wellness for patients whose resistance or natural defenses are at risk or have been compromised.

DHYG 3382L - Seminar in Dental Hygiene Pharmacology (0-2-1)

The seminar will examine the use of pharmaceutical agents in the dental office. Students will identify important considerations in the health maintenance and management of patients with special emphasis on commonly prescribed oral health products. Prerequisite(s) or Corequisite(s): HSCI 3382 - Clinical Pharmacology

DHYG 4200 – Research for Evidence-Based Practice (DHYG/NURS 4500-90)

An introduction to the research process and the skills required to interpret, evaluate, and integrate knowledge generated from research as a foundation for evidence-based practice. Human subject's rights and ethical aspects of research are discussed. Scientific investigation is studied as a method of evaluating and improving professional practice. Prerequisite(s): Statistics or the equivalent. Other Restriction: RDH-BSDH Program

DHYG 4300 - Advanced Dental Hygiene I (2-0-2)

A continuation of DHYG 3200. Didactic lectures discuss various patient medical and physical conditions, including conditions the student will encounter during clinical practice requiring modification to the dental hygiene process of care. This course introduces research principles and implements using a journal article abstract and research poster. Prerequisite(s): DHYG 3200; Corequisite(s): DHYG 4300C.

DHYG 4300C - Advanced Clinical Dental Hygiene I (0-12-4)

Clinical experiences emphasize improving skills and practice in performance of oral examination, dental prophylaxis and non-surgical periodontal therapy, adjunctive services, radiographic technique, and dental health instruction. During clinical practice, students will gain experience involving patient and time management and the dental hygiene process of care through patient assessment, treatment planning, implementation and evaluation. Applying didactic dental knowledge, students will further develop critical thinking skills to individualized patient treatment. A periodontal case study and advanced clinical procedures introduced in DHYG 4320 are applied in this course. Participation in externships enriches clinical experiences. Prerequisite(s): DHYG 3200C or candidate for dental hygiene licensure; Corequisite(s): DHYG 4300

DHYG 4301 - Educational Strategies and Internship (2-3-3)

The principles of clinical and didactic educational strategies will be introduced. Development of objectives, course content, presentation methods and evaluation of content related to dental hygiene students will be expected for course completion. The internship includes didactic and clinical/laboratory instruction for dental hygiene students. Prerequisite(s): R.D.H. licensure in Georgia. Other Restrictions: RDH-BSDH Completion Program

DHYG 4310 - Dental Pathology (3-0-3)

The student is introduced to the principles of general pathology, oral pathology and oral medicine related to the etiology, progression, recognition and treatment of numerous pathological conditions. Course content focuses on pathology of oral structures, oral manifestations of systemic diseases, and pathologic identification of infectious diseases. Emphasis is placed on the importance of early recognition by the dental hygienist of abnormal oral conditions. Prerequisite(s): B.S.D.H. Admission.

DHYG 4320 - Advanced Periodontics (3-0-3)

A continuation of DHYG 3240. Principles involving risk assessment, non-surgical treatment planning, implementation, and evaluation for the periodontally-involved patient are examined. Course content presents advanced treatment modalities, such as local and systemic delivery systems, root planing, gingival curettage, care of dental implants. Epidemiology, use of the PSR system, and surgical periodontal treatment are introduced. Enhancing didactic learning, students will select an active periodontally-involved patient in DHYG 4300C to complete a case study. The case study will exemplify the dental hygiene process of care through assessment, implementation, treatment, evaluation and maintenance/prevention of future disease.

Prerequisite(s): B.S.D.H. Admission or candidate for dental hygiene licensure; Corequisite(s): DHYG 4300C.

DHYG 4400 - Advanced Dental Hygiene II (2-0-2)

A continuation of DHYG 4300. Course content focuses on legal and ethical aspects and principles of the dental care system along with laws and rules governing dental and dental hygiene practice. Advanced dental hygiene practitioner models and career alternatives are presented for discussion. This course introduces various aspects of employment, such as interviewing, letter and résumé creation, workplace laws, managing finances, and maintaining body health. Prerequisite(s): DHYG 4300; Corequisite(s): DHYG 4400C.

DHYG 4400C - Advanced Clinical Dental Hygiene II (0-12-4)

Clinical experiences center on improving proficiency and increasing efficiency in all areas of applied dental hygiene, dental radiography, and treatment planning for total dental hygiene care. Participation in externships enriches clinical experiences. Prerequisite(s): DHYG 4300C; Corequisite(s): DHYG 4400.

DHYG 4410 - Community Dental Health (2-3-3)

The study of dental health as a community problem with emphasis on theory and practice of dental public health and preventive dentistry, and the role of the dental hygienist in promoting dental health on community, state, and national levels. The practice of dental health as a community problem will be emphasized. Students will be required to teach dental health in a variety of settings. Local, state, national and/or international opportunities may be made available to the student in order to fulfill the requirements of this course. Prerequisite(s): B.S.D.H. Admission.

DHYG 4420 - Management/Marketing in the Dental Environment (3-0-3)

The principles and practice of dental administration, including the concepts of patient, office and dental team management will be presented for discussion. An analytical approach to planning, controlling and ordering the inventory/supplies system for a dental office will be conducted as well as a study of related financial management concepts. Strategies are also discussed on the marketing and promoting of dental services and dental products to dental professionals and the general public. Prerequisite(s): B.S.D.H. Admission or R.D.H. licensure in Georgia.

DHYG 4500 – Contemporary Community Roles (2-0-2)

This course provides students with the opportunity to explore the roles and responsibilities of the dental hygiene change agent in the public health arena in order to communicate effectively with groups from culturally diverse populations. Students will discuss the current status of oral health care delivery systems for pediatric and geriatric patients, strategies for creating dental hygiene employment opportunities within public health settings and facilitate access to comprehensive oral health services in a variety of settings. Prerequisite(s): Licensed dental hygienists who hold an associate degree in dental hygiene, DHYG 3101. Other Restrictions: RDH-BSDH Completion Program.

DHYG 4900 - Independent Study in Dental Hygiene (variable (3-0-3) to (0-9-3))

This capstone course will allow the student to select an area of interest to further enhance their knowledge, experience and options. Career goals will be enhanced through an individually selected project. This course should be taken at Clayton State University during the last semester of enrollment in the program. Prerequisite(s): R.D.H. Licensure in Georgia.

Economics (ECON)

ECON 1101 - Survey of Economics (3-0-3)

A survey course for non-business majors. Topics include factors which determine economic behavior, marginal productivity analysis, graphic models, national income analysis, and the importance of the globalization. Particular emphasis is given to the study of fiscal and monetary policies, and their impact on industry and on world trade. This course may not be taken for credit if a student has earned credit in ECON 2105 or ECON 2106 or their equivalents. Prerequisite(s): MATH 1101 (C) or MATH 1111 (C), or higher based upon Math placement scores.

ECON 2105 - Principles of Macroeconomics (3-0-3)

An introductory survey of macroeconomics principles; the scope and method of economics, basic supply and demand theory, money and prices, national income analysis, and economic stabilization. Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ECON 2106 - Principles of Microeconomics (3-0-3)

Application of microeconomics principles to economic problems; the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade. Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ECON 4103 - Monetary Economics (3-0-3)

An intermediate survey of monetary economics. Major topics include central banking, the essential characteristics of money, foreign exchange, inflation, interest rates, unemployment, and the macroeconomic effects of monetary policy. Prerequisite(s): ECON 2105 (C)

ECON 4320 - Economics and Innovation (3-0-3)

A survey of the economics of innovation. Major topics include the diffusion of innovations, intellectual property, public policies that affect innovation, the various channels through which innovation occurs, and the consequences of innovation. Prerequisite(s): ECON 2105 (C) and ECON 2106 (C)

ECON 4501 - International Economics (3-0-3)

This course will use economic and analytical tools to explore a wide variety of issues in the global economy. The Flow and the Components of International Trade and the international flow of capital will be examined. Prerequisite(s): ECON 2105 (C) or ECON 2106 (C) or ACCT 3111 (C).

ECON 4601 - Entertainment and Sports Economics (3-0-3)

Economic and analytical tools are used to explore a wide variety of issues for the sports and entertainment industry. This course covers topics in the entertainment industry. This includes a discussion of the economics of various forms of media including movies, cable, and music. Then the economic issues of casinos and amusement parks will be examined. After reviewing these subjects we move to study both professional and collegiate sports events and characteristics. These include concepts such as monopoly and monopsony market structures, labor market topics including free agency and salary caps. We address the public policy debate on stadium financing. Prerequisite(s): ECON 2105 (C) and ECON 2106 (C)

ECON 4644 - Managerial Economics (3-0-3)

Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty. Students taking this course are expected to have had a good understanding of Principles of Microeconomics. Prerequisite(s): ECON 2105 (C) and ECON 2106 (C)

ECON 4800 – Selected Topics in Economics (3-0-3)

A detailed examination of selected topics in Economics. Prerequisite(s): ECON 2105 (C) or ECON 2106 (C)

Education (EDUC)

EDUC 2110 - Investigating Critical and Contemporary Issues in Education (3-0-3)

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the contemporary contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts (3-0-3)

Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 2130 - Exploring Learning and Teaching (3-0-3)

Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all pupils in a variety of educational setting and contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 3000 – Middle Level Education Seminar I (1-0-1)

Junior year seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (videotaping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation. Institutional Credit only. Prerequisite: Admission to the teacher education program. Corequisite: EDUC 3010 and 3100.

EDUC 3001 - Teacher Education Curriculum Seminar (1-0-1)

Junior year seminar to meet specific requirements as related to EDUC 3350 field-based course. This seminar will address topics of discussion in preparation for and follow-up from field-based

lectures and observations made in middle school buildings. It is required of all middle level education students, and must be taken with EDUC 3350 – Instructional Strategies for Young Adolescents. Pre-requisites: EDUC 3000 with a minimum grade of C, EDUC 3010 with a minimum grade of C. Corequisite: EDUC 3350

EDUC 3010 – Study of Young Adolescent Learners (3-0-3)

This site-based course is an exploration into the cognitive, social, affective, and physical aspects of the middle level learner. Varied teaching techniques will be used and discussed, with a particular emphasis on verifying concepts learned in class through experiences with middle level learners in individual and group settings. Taught on-site at middle schools. Required of all middle level teacher education majors. Prerequisite: Admission to teacher education program. Corequisites: EDUC 3000 and 3100

EDUC 3020 - Instructional Technology for Teachers (2-2-3)

A basic instructional technology course for teaching how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. This course is required of all middle level teacher education majors.

EDUC 3030 - Exploring the Exceptional Learner (2-2-3)

A survey of the basic characteristics and educational needs of children and youth who require special or exceptional education services in school. The course covers techniques that help the classroom teacher identify and refer students who may need special services. This course will assist pre-/in-service teachers apply their knowledge of each exceptionality by adapting their teaching techniques to meet the needs of special students. Emphasis will focus on recognizing attributes of emotional, intellectual, physical and social aspects of exceptional learners. School-site and/or special needs agency observations are required. (This course is designed to meet the requirements of Georgia House Bill 671).

EDUC 3032 - Characteristics and Instructional Strategies for Students with Exceptionalities (3-0-3)

This course prepares Special Education General Curriculum Endorsement candidates to become effective teachers of students with exceptionalities at the elementary, middle, and secondary level. Students will explore the methods and texts vital to a working with students with various exceptionalities. Students will also develop teaching materials appropriate for use in special education classrooms.

EDUC 3033 - Individual & Classroom Management for Students with Exceptionalities (3-0-3)

This course prepares teacher candidates to become effective classroom managers of students with exceptionalities at the elementary, middle, and secondary level. Students will explore management strategies for use in exceptional classroom settings. A review of current texts and management strategies will be explored and students will also develop management plans appropriate for use in special education classrooms.

EDUC 3034 - Educational Evaluation of Exceptional Students (3-0-3)

This course prepares teacher candidates to become evaluators of the educational needs of student students with exceptionalities at the elementary, middle, and secondary level. Students will explore the evaluative methods and techniques used to evaluate the needs of students so as to provide exceptional students with the best possible education experience. Developing an understanding of current testing instruments and evaluative tools will be a key component of this course.

EDUC 3035 - Curriculum & Instruction for Teaching Students with Mild Disabilities (3-0-3)

A study of characteristics, nature, and features of students with mild disabilities. Emphasis will be on selecting, designing, and adapting curriculum and instruction for students with mild disabilities ensuring fullest participation in regular classroom setting.

EDUC 3036 - Introduction to Materials and Methods in Reading Instruction (3-0-3)

Intended for students who do not have a background in education or who are not majoring in language and literacy education. This course introduces students to classroom approaches to reading instruction. Foci include examination of how children learn to read and analysis of specific strategies and materials used to teach reading to students with exceptionalities.

EDUC 3037 - Practicum: Special Education General Curriculum: Consultative (3-0-3)

The practicum is designed to provide the opportunity for students to demonstrate instructional management (e.g., IEPs, grouping, scheduling), classroom instruction (e.g., assessment, planning, management, instruction, evaluation), and program management (e.g., referrals, inclusion, collaboration) skills that have been learned in the program. It is during this practicum that students confirm that they have mastered those skills needed to independently teach students with and without disabilities. The final practicum involves a minimum of 7 hours a day for 12 consecutive weeks during one semester in a public school setting.

EDUC3040 – English Language Learners Principles and Strategies (3-0-3)

The focus of this course is to share a variety of instructional strategies that support English Language Learners. This course provides educators with knowledge of key principles and methodologies that undergird and support English language acquisition. Topics include first and second language acquisition models, variables affecting limited English proficient learners, learning strategy research, and instructional strategies for developing English proficiency.

EDUC 3100 – Middle Level Teaching Methods (3-0-3)

This course is designed to provide middle level teacher education majors with planning, instructional and management strategies necessary for exemplary instruction in the classroom. Attention will be given to those teaching strategies that might be used for interdisciplinary instruction as well as instruction in the four content areas. The course will focus on key concepts of best practices, a continuum of assessment strategies, and classroom management strategies. A pedagogy lab will be integrated within the course period to allow for application of new knowledge and skills. This course is required for all students majoring in middle level education. Prerequisite(s): Admission to the teacher education program; Corequisites: EDUC 3000 and EDUC 3010

EDUC 3200 - Secondary School Curriculum and Assessment (3-1-3)

This course is designed to offer a critical examination of standards and other influences on the modern secondary education curriculum. The course will provide an overview of the theories and application of developing the secondary school curriculum and instructional strategies, current trends, problems and challenges posed to the curriculum. Additionally, the course will study the rise of the assessment movement, its importance, and its use in the classroom. Candidates will explore teaching, learning and assessment strategies along with using instructional technologies, materials and resources for appropriate learning. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course. Prerequisite(s): EDUC 2110, EDUC 2120 and EDUC 2130

EDUC 3210 - Classroom Methods and Management (3-1-3)

This course is designed to examine theories of discipline and motivation. It will focus on principles of classroom management and organization, building relationships and rapport, and considering alternative behavior management plans. In addition, candidates will learn teaching methods such as the use of time, space, and materials for instruction as management techniques. Topics will address how knowledge of general teaching methods and classroom management may improve teacher quality and student outcomes, including closing the achievement gap. Candidates will learn general methods for teaching English Language Learners (ELL), and differentiation of instruction for diverse learners. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course. Prerequisite(s): EDUC 2110, EDUC 2120 and EDUC 2130.

EDUC 3350 - Instructional Strategies for Young Adolescents (3-0-3)

This site-based course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the young adolescent student. Instruction will focus on the organizational structure of the middle school, role of support personnel, instructional strategies, motivation and discipline, effective elements of instruction, and evaluation. Students will work with the development of thematic units which utilize current curricular models and instructional strategies to support an academic team approach to teaching the middle level learner. Taught on site at middle schools. Required of all middle level teacher education majors. Pre-requisites: EDUC 3010 with a minimum grade of C, EDUC 3000 with a minimum grade of C, EDUC 3100 with a minimum grade of C; Corequisite: EDUC 3001.

EDUC 4001 - Middle Level Learner Technology Seminar (1-0-1)

This senior seminar is a basic technology course for teaching how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. The course will also integrate dialog from the interns' field experiences to assist in understanding best practices for teaching middle level learners. This seminar is required for all middle level teacher education majors. Pre-requisites: EDUC 3010 with a minimum grade of C, EDUC 3000 with a minimum grade of C, EDCU 3001 with a minimum grade of C, EDUC 3100 with a minimum grade of C, EDUC 3350 with a minimum grade of C; Corequisite: EDUC 4710.

EDUC 4002 - Middle Level Teacher Education Seminar (1-0-1)

Opportunities are provided to prepare students for their entry into the teaching field. This course is the senior seminar for the Spring Semester portion of a full academic year internship (August-May). In this course candidates will complete their Internship Portfolio as a part of their graduation requirement. This course may also address topics dealing with methods, materials, and skills appropriate for teaching all learners. Pre-requisites: EDUC 4001 with a minimum grade of C, EDUC 4710 with a minimum grade of C; Corequisite: EDUC 4712, EDUC 4720.

EDUC 4040 – Classroom Assessment (3-0-3)

Classroom Assessment is an introductory course in Test, Measurement and Evaluation that is designed to help teacher candidates understand and appreciate the role, purposes, types and methods of tests and other assessments in the teaching-learning process. The course emphasizes “beginning with the end in mind” or backward design, the analysis and use of results and multiple measures from reliable and valid differentiated assessment to enhance student learning in a diverse classroom. Prerequisite(s): Admission to the teacher education program.

EDUC 4050 Cultural Perspectives for Teachers of English Language Learners (3-0-3)

This course focuses on cultural patterns of thought, communication and behavior, paying particular attention to the interests and needs of teachers who teach English Language Learners. The course will give students insight into how intercultural communication factors affect the success and performance of students in K-12 settings by investigating and evaluating the relationships between the culture, behavior and communication of students, teachers, administrators, parents and community groups.

EDUC 4060 - Applied Linguistics for Teachers of English Language Learners (3-0-3)

This course provides an introduction to language as a system, with a particular focus on teaching English as a second language to students in public schools, Grades Pre K-12. Among the topics addressed are: first and second language acquisition processes; English phonology, morphology, syntax, and discourse; implications for teaching English language learners the four language skills – listening, speaking, reading, and writing; and implications for teaching content-specific language (math, science, social studies).

EDUC 4070--Theory, Research, and Pedagogy in the Study of Reading (3-0-3)

This course examines theories of language development and acquisition of reading and writing as well as the methodologies and materials used in reading programs. Students analyze strategies, materials, and organizational designs for teaching reading to all students including those representing diverse cultural and linguistic communities.

EDUC 4071--Integrating Language, Literacy, and Technology Across Content Areas (3-0-3)

In this course students examine literacy instructional strategies and materials in the content area classroom including technical reading and writing, prior knowledge, research-based strategies, supplemental texts, methods of grouping, concept development, comprehension, vocabulary, and study strategies. Students understand how to communicate, integrate and apply language and literacy, and technology strategies and skills within the content areas. Special emphasis is placed upon teaching struggling readers and or diverse learners.

EDUC 4072--Literacy Assessment and Classroom Instruction (3-0-3)

This course involves advanced study of the planning and managing of classroom literacy events based on formal and informal assessment information, and an understanding of the literacy needs of all grade-level learners across the developmental continuum. Candidates examine ways of recording, analyzing, and using assessment information in daily classroom instruction.

EDUC 4701 - Characteristics of Multicultural Gifted Learners (3-0-3)

This is course one of a four course Gifted-in-Field Endorsement Program. This course is an introduction to the characteristics, development and needs of the gifted learner. Here, candidates will explore, the unique academic, cultural, social, and emotional challenges that gifted students and their teachers face; and, theories, research, and practice concerned with recognizing and developing the gifts and talents of children from diverse cultural backgrounds. The course requirements include presentations on special gifted populations. Also included is a history of gifted education. Students will be required to partake in field experiences.

EDUC 4710 - Middle Level Internship I (1-0-1)

This course is the Fall Semester portion of the academic year long internship that introduces interns to the middle school, its support services and school community agencies. Students must participate in preplanning and the first week of classes. They maintain weekly contact (minimum of nine hours) with their assigned school. The mentor teachers and interns implement a co-teaching model that allows the interns to observe, practice, assess, and reflect best teaching

practices. Interns focus attention on the diversity of pupils, special needs of learners, and individual learning styles as well as how learning is influenced. Admission to the teacher education program is required. Pre-requisites: EDUC 3010 with a minimum grade of C, EDUC 3000 with a minimum grade of C, EDUC 3001 with a minimum grade of C, EDUC 3100 with a minimum grade of C, EDUC 3350 with a minimum grade of C; Corequisite: EDUC 4001

EDUC 4712 - Middle Level Internship II-A (Grades 4-8): Arts and Sciences Observation Component (0-9-3)

This course is part of the Spring Semester portion of a full academic year internship (mid-August to mid-May). Internship II is a full-time teaching assignment in grades 4-8 in the student's major (mathematics, science, social students, and/or language arts). Arts and Sciences content-area faculty observe and assess this component of the internship. Pre-requisites: EDUC 4710 with a minimum grade of C and, EDUC 4001 with a minimum grade of C; Corequisite: EDUC 4002, EDUC 4720.

EDUC 4720 - Middle Level Internship II (1-0-1)

This Spring Semester course is a continuation of the yearlong Middle Level Internship. The internship is a full-time (in-field, content specific), sixteen-week, directed classroom experience (grades 4 - 8). It is a period of guided teaching during which the intern teacher, under the direction of a mentor teacher, takes increasing responsibility for learners and engages in many of the activities, that constitute the range of a teacher's assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom. Interns will observe teachers and pupils in elementary and high schools when appropriate. Additionally, interns must attend an on-campus seminar (one afternoon per week) taught by CSU faculty members and/or resource persons. Admission to the teacher education program required. Senior standing. Prerequisite(s): EDUC 4001 with a minimum grade of C AND, EDUC 4710 with a minimum grade of C; Corequisite(s): EDUC 4002, EDUC 4712.

EDUC 4725 -Secondary Practicum (0-12-2)

This course is the practicum portion of the clinical experience in secondary education required during fall semester. The practicum teaching experience is a two-day in field, 15-week, directed classroom experience (grades 6-12). Admission to a secondary education program and senior standing are required. Candidates must have proof of liability insurance to participate in the course. Prerequisites: EDUC 3210 (C)

EDUC 4730 - Secondary Level Internship (0-36-3)

This course is a clinical experience in secondary education, during spring semester. Student teaching is a full-time (content-specific, in-field), 15-week, directed classroom experience (grades 6-12). Student teachers, under the direction of a mentor teacher, take increasing responsibility for learners and engage in many of the activities that constitute the range of a teacher's assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom, utilizing technology, managing classrooms, understanding assessment, and familiarizing oneself with the school, its resources, and surrounding community. Additionally, interns must attend an on-campus seminar one afternoon per week taught by CSU faculty members and/or resource persons. Admission to a bachelor's program in biology, history, English, or mathematics with emphasis in secondary education and senior standing are required. Candidates must have proof of liability insurance to participate in the course. Prerequisite(s): EDUC 3030, EDUC 3200 & EDUC 3210; Absolute Co-requisite(s): EDUC 4003.

EDUC 4731—Secondary Internship II (0-36-3)

This course is the content specific portion of the clinical experience in secondary education required during spring semester. Student teaching is a full-time (content-specific, in-field), 15-week, directed classroom experience (grades 6-12). Admission to a secondary education program and senior standing are required. Candidates must have proof of liability insurance to participate in the course. Prerequisite: EDUC 4725; Corequisites: EDUC 4730 and 4003

EDUC 4800 Special Topics in Education (3-0-3)

This course will involve a detailed examination of selected topics in the field of education. The course may be repeated when new topics are addressed.

English (ENGL)

ENGL 0999 – English Skills (3-0-3)

See Learning Support for course Listing

ENGL 1101 - English Composition I (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. [Notes: (1) Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course. (2) A grade of C or better (or K) is required in ENGL 1101 prior to enrollment in ENGL 1102. Grades of D in ENGL 1101 will not count toward graduation in any degree program.

ENGL 1102 - English Composition II (3-0-3)

A literature based composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research skills. A C or better is required to pass this course. Prerequisite(s): ENGL 1101(C).

ENGL 2111 - World Literature I - Pre-Modern (3-0-3)

A survey of important works of world literature from ancient times through the mid-seventeenth century viewed in both historical and contemporary perspectives. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102 (C).

ENGL 2112 - World Literature II - Modern (3-0-3)

A survey of important works of world literature from the mid-seventeenth century to the present viewed in both historical and contemporary perspectives. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102 (C).

ENGL 2121 –British Literature I (3-0-3)

A survey of important works of British Literature from the Old English period through the neoclassical age. This includes English literature from its roots in Anglo-Saxon through its development in Great Britain and its global development outside the United States through approximately 1800. Prerequisite(s): ENGL 1102 (C).

ENGL 2122 -British Literature II (3-0-3)

A survey of important works of British Literature from the Romantic Era to the present. This includes the global development of English literature outside the United States from approximately 1800 to the present. Prerequisite(s): ENGL 1102 (C).

ENGL 2131 - American Literature I (3-0-3)

Major works of American Literature from the late 16th century through the mid-19th century, including those outside the traditional canon. Prerequisite(s): ENGL 1102 (C).

ENGL 2132 - American Literature II (3-0-3)

Major works of American Literature from the mid-19th century to the present, including those outside the traditional canon. Prerequisite(s): ENGL 1102 (C).

ENGL 2200 - Literary London (3-0-3)

A genre, author, and topic-based survey of British literature taught in the context of study abroad in London, England, this course features a survey of cultural experiences based in British literary history, including but not limited to museums visits, tours of historic sites, and attendance at theater performances. Required readings will incorporate poetry, prose, and drama and may be drawn from the Anglo-Saxon period to the present, including Old English works in translation, Middle English works in the original, and a broad selection of works in modern English. Reading lists will vary from year to year. Meets area C1 requirement. Enrollment with permission of instructor and grade of C or higher in ENGL 1102. Offered in Maymester. Major reading and writing assignments will be completed in the United States and submitted before travel begins. Three credit hours. Prerequisites: ENGL 1102 (C).

ENGL 3100 - Introduction to Literary Studies (3-0-3)

The skills and knowledge necessary for successful pursuit of a degree in English: close reading, critical writing, acquaintance with current theoretical issues, familiarity with bibliographic and electronic resources, and career opportunities. Required of all English majors. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3110 – Introduction to Writing Studies (3-0-3)

Introduction to Writing Studies includes an overview of writing across historical periods and cultures, terminology and methods used by writers, and skills in academic, professional, and creative writing. The course will also introduce theories of composing processes, rhetorical and audience analyses, and key characteristics of writing genre. It serves as an introduction to the array of writing courses offered in the department outside of the traditional literature courses. Required of all English majors with writing and literature concentrations. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3140 - Introduction to Visual Rhetoric (3-0-3)

Visual Rhetoric is defined as the art of using images to inform, argue, or persuade. Effective visual rhetoric always anticipates the question: "What are you looking at?" The use of visual imagery in advertising, art, and other texts can be subtle, direct, or provocative. In most cases, however, we are unaware of how powerful images are and how significantly they impact our understanding of the world. This course will introduce students to the theory and practice of visual rhetoric in a variety of contexts. As part of their coursework, students will analyze, discuss, and write about the role of images in popular culture and they will learn to employ images effectively in print-based and electronic texts. Prerequisite(s): ENGL 1102 (C).

ENGL 3200 - History of the English Language (3-0-3)

An introductory survey of the history of the English language, from pre-Anglo-Saxon times, through Old, Middle, and early Modern English, and into English as a contemporary global language. Attention to historical changes in sound, structure, syntax, and social contexts. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3210 - Advanced Grammar (3-0-3)

A course surveying the history, theory, structure, and teaching and learning practices in English grammar. Also includes an overview of modern grammars, including structural and transformational, and research of grammar instruction. The course is required of all language arts majors and minors in the Clayton State Teacher Education program, but is open to students from other majors. Corequisite(s): ENGL 1102 (C).

ENGL 3212 - Advanced Composition (3-0-3)

Exploration of more advanced forms and concepts in the development of writing for academic audiences. Emphasizes the various conventions of discourse situations, invention, revision, editorial skills, and document design for individual writing and for the teaching of writing. Also includes a study of grammatical structures that promote syntactic growth and diversity of style. Prerequisite(s): ENGL 1102 (C).

ENGL 3220 – Argumentative Writing (3-0-3)

A course in the methods of developing academic, professional, and civic written arguments; the course includes the application of classical and contemporary rhetorical theories of argument, the analysis of various arguments, and multiple revisions of papers. Prerequisite(s): ENGL 1102 (C).

ENGL3230 - Practical Grammar (3-0-3)

This course teaches the structure of English grammar and the options students have when presenting their ideas in formal and informal writing. The course will provide a brief survey of the most common non-standard dialects of American English with the purpose of comparing standard and non-standard dialects. The goal of the course is to highlight the many options students have in writing. When students know how English works, they will become more proficient speakers and writers. Prerequisite(s): ENGL 1102 (C).

ENGL 3300 - Women and Literature (3-0-3)

Texts by women and/or works that treat issues of gender and sexuality. Primary texts are supplemented by additional readings designed to enhance students' abilities to think and write critically about women writers and motifs of gender and sexuality. May be repeated when topics vary. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3410 - African American Literature I (3-0-3)

A course focusing on the major movements, issues, or themes in the study of African American Literature from 1750-1877. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3420 - African American Literature II (3-0-3)

A course focusing on the major movements, issues, or themes in the study of African American Literature from 1877-present. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3501 - Multicultural Literature (3-0-3)

Primary focus on texts by members of one or more traditionally marginalized cultural groups within the United States and with attention to historical and theoretical aspects. Topics may vary from semester to semester. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3510 – Caribbean Literature (3-0-3)

A course focusing on the major movements, issues, or themes in the study of Caribbean Literature. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3600 - Careers in Writing (3-0-3)

An introduction to issues and practices relevant to careers in professional writing with an emphasis on understanding contexts, genres, and technologies and producing documents for a variety of professional writing communities and workplaces. Prerequisite(s): ENGL 1102 (C).

ENGL 3620 - Postcolonial Literature (3-0-3)

An introduction to postcolonial literatures in English. The course may include literature from Africa, the Caribbean, and Asia. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3650 - Writing for Non-Profits (3-0-3)

This writing course will be balanced with theory and be influenced by a strong service learning component. Small groups of students, under the guidance of the instructor, will work directly with a local or regional nonprofit organization, using their writing skills and rhetorical strategies to address a real need in the community. Prerequisite(s): ENGL 1102 (C).

ENGL 3700 - Response to Writing (3-0-3)

An introduction to one-on-one writing instruction, classroom based writing consultancy, and the theories that guide these practices. Students will write many kinds of documents, including essays about tutoring and consulting, and they will have applied what they have learned in peer review situations. Prerequisite(s): ENGL 1102 (C).

ENGL 3750 Digital and Multimedia Writing (3-0-3)

Introduces students to basic design principles and tools for writing in digital media. Considers how the Internet lets different kinds of communities create meeting spaces and the role that digital writing plays in constructing those spaces. Prerequisite(s): ENGL 1102 (C).

ENGL 3800 - Introduction to Creative Writing (3-0-3)

Introductory study in imaginative writing emphasizing both selected readings in poetry, fiction, and creative nonfiction and student writing in these genres. Prerequisite(s): ENGL 1101 (B) and ENGL 1102 (B).

ENGL 3900 - Professional and Technical Writing (3-0-3)

An advanced study and application of principles for effective professional and technical writing. Topics to include audience and context analysis, ethical communication, and writing for international readers. Students put these concepts into practice by writing and designing several professional and technical documents for both specialist and non-specialist readers. While open to students from all majors, the course includes entry assessment of writing skills for the baccalaureate degree program in Communication and Media Studies. Required to earn at least

a C in the course, based on the program-entry-level assessments of writing skills built into the class. Prerequisite(s): ENGL 1102 (C).

ENGL 3910 - Professional Editing (3-0-3)

This course focuses on editing documents from a variety of genres and authors. The course includes proofreading, copyediting, formatting, and recognizing and correcting grammar, punctuation, and mechanics in written documents. Prerequisite(s): ENGL 1102 (C).

ENGL 4000 - English Internship (3-0-3)

This course is the principal experiential learning opportunity for the English major, and is normally taken no earlier than the junior year. The environment will be appropriate for an English major, either on or off campus, and should be related to the student's career interests. Prerequisite(s): ENGL 3100 (C).

ENGL 4011 - Critical Theory (3-0-3)

A study of different theoretical approaches to the interpretation of texts and other cultural objects. These theories are then applied to selected works drawn from literature, the mass media, and the fine arts. Prerequisite(s): ENGL 3100 (C).

ENGL 4020 – Methods of Teaching Literature (3-0-3)

This course prepares English Education majors in the theory and practice of teaching literature in secondary schools. The class will emphasize planning, selecting and evaluating instructional materials for grades six through twelve. Students will develop lessons and units to become effective teachers of writing at the secondary level. Significant field experiences will include educational interactions with students. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4030 – Methods of Teaching Writing (3-0-3)

This course prepares English Education majors in the theory and practice of teaching writing in the secondary schools. The class will emphasize planning, selecting, and evaluating instructional materials for grades six through twelve. Students will develop lessons and units to become effective teachers of writing at the secondary level. Significant field experiences will include educational interactions with students. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4015 Cultural Rhetorics (3-0-3)

Course exploring historical and contemporary iterations and implications of diverse rhetorical traditions across a variety of socio-cultural contexts. Identifies and explores rhetorical traditions steeped in various cultural identities, including gender, race, and class. Prerequisite(s): ENGL 1102 (C).

ENGL 4100 - American Colonial and Federal Literature (3-0-3)

Major works of American literature from 1588 to 1820, including captivity narratives and writings that explore the early development of America as a nation. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4110 - American Romanticism (3-0-3)

Major works of American literature from 1820-1860, including Emerson and Thoreau, as well as writers outside the traditional canon. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4114 - Adolescent Literature (3-0-3)

A thematic study of literature for adolescent and young adult audiences. This study will analyze a broad representation of materials, including those which focus on a variety of ethnic groups, cultural experiences, and historical periods. This course is required for all middle level teacher education students with a major concentration in language arts. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4120 - American Realism & Naturalism (3-0-3)

Major works of American literature from 1860 to 1914 including Twain as well as writers outside the traditional canon. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4130 - Southern Literature (3-0-3)

Major works of Southern American literature from the Romantic period to postmodern writings, including Faulkner and writings outside the traditional canon. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4140 - Modern American Literature (3-0-3)

American poetry, prose, drama, and nonfiction from 1900 to the present. Topics vary from semester to semester. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4150 - Contemporary American Literature (3-0-3)

A survey of contemporary American Literature during the period of 1945 to the present. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4200 - Medieval Literature (3-0-3)

Major works of literature from Old and Middle English, including Chaucer, medieval plays, and examples of other early British literary traditions. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4210 - Renaissance Literature (3-0-3)

Major works of British poetry, prose, and drama from the late 15th century through the mid-16th century, including Shakespeare and Milton. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4215- Shakespeare (3-0-3)

A survey of Shakespeare's dramatic works with primary emphasis on the major comedies and tragedies and some attention to the histories, problem plays, and romances. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4221 – Seventeenth Century Literature (3-0-3)

A course focusing on the major movements, issues, or themes in the study of Seventeenth Century Literature in Britain. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4222 - Eighteenth Century Literature (3-0-3)

A course focusing on the major movements, issues or themes in the study of Eighteenth Century Literature in Britain, 1689-1783. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4241 - Romantic Literature (3-0-3)

A course focusing on the major movements, themes, and issues in the study of literature in Britain written between 1780 and 1830. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4242 - Victorian Literature (3-0-3)

A survey of British literature written during the period extending from 1830 through 1900, with emphasis on traditional Victorian poets and prose writers and on rediscovered authors. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4250 - Modern British Literature (3-0-3)

Major works of British poetry, prose, and drama from 1900 to the present. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4300 - Advanced Poetry Writing (3-0-3)

Advanced instruction in poetry. Prerequisite(s): ENGL 3800 (C).

ENGL 4315 – Advanced Fiction Writing (3-0-3)

A workshop-intensive instruction in fiction writing. Students will study the fiction writing craft and technique and produce their own short fiction. Prerequisite(s): ENGL 3800 (C).

ENGL 4320 - Advanced Creative Nonfiction Writing (3-0-3)

A practical study of the techniques and craft of writing the creative nonfiction essay, article, or interview. Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (C).

ENGL 4610 - Modern Poetry (3-0-3)

Selected poetry from the latter 19th century through the present, including works written in English and in English translation from other world poetic traditions. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4630 - The Short Story (3-0-3)

A selective survey of the short story in English from its origins to the present day. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4700 - Senior Thesis (3-0-3)

The preparation of an extended research paper/project based on original work or on work previously completed for another English course. Original projects may be tied to an internship experience directed through the Office of Experiential Learning. The project is supervised by a member of the full-time faculty. Prerequisites: ENGL 3100 (C) and ENGL 4011 (C).

ENGL 4800, 4801, 4802, 4803 - Selected Topics in English (3-0-3)

Selected topics in English language-based literary study. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4810 - Topics in Women and Literature (3-0-3)

Advanced study of topics in women and literature, along with applicable feminist theories. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4820 - Studies in Drama (3-0-3)

This course focuses on drama covering a variety of time periods, issues, and cultures. Video viewings, guest speakers, and attendance at live performances may supplement lectures and class discussion. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4900 - Directed Research (3-0-3)

Individual study, reading, or other research project(s) under the supervision of a faculty director. May be taken two times for a total of six hours. Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4950 – Senior Capstone (3-0-3)

Admission by permission only: students must have completed a minimum of 40 hours in their major before enrolling. This course presents a current critical, pedagogical, creative, or rhetorical issue in English studies; students complete relevant projects in their concentrations. The course will include close readings, informed research, understanding of professional resources, and advanced undergraduate mastery in writing. This course is the capstone course of the English major, a requirement for graduation for all English majors with literary studies and writing concentrations. Students with Secondary English Education concentrations fulfill this requirement through their certification program. Prerequisite(s): ENGL 1102, ENGL 3100, ENGL 3110, and ENGL 4011 (C)

Experiential Learning (EXLA, EXLI, EXLP)

EXLA 2950/2970/2980 - Alternating Cooperative Education (0-V-0)

Student participates in full-time work experience related to his or her field of study one semester and enrolls as a full-time student during alternating semester. Minimum of two semesters of work experience. A student maintains full-time status during the semesters of employment.

EXLI 2970/2980 - Internship (0-V-0)

A one semester, non-credit work or volunteer experience related to the student's field of study. The number of work hours is determined by the student's individual academic needs and the agency's needs. This course number is not used if student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXLP 2950/2970/2980 - Parallel Cooperative Education (0-V-0)

A guided, multi-semester work plan directly related to the student's field of study. Student must work a minimum of fifteen hours per week while continuing course work. A student maintains full-

time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

Film (FILM)

FILM 1520 – Georgia Film Academy Course I (3-3-6)

This course is the first of a two-course program that will provide an introduction to the skills used in on-set film production, including all forms of narrative media that utilize film-industry standard organizational structure, professional equipment and on-set procedures. In addition to the use of topical lectures, PowerPoint presentations, videos and hand-outs, the course will include demonstrations of equipment and set operations as well as hands-on learning experiences. Students will learn: film production organizational structure, job descriptions and duties in various film craft areas, names, uses and protocols related to various pieces of professional on-set film equipment. Students will also learn, through lecture and exercises, how the various film craft relate to one-another on a working set, as well as how and why they all must operate in sync. In addition, students will learn skills related to networking and self-marketing.

FILM 2430 – Storyboarding (3-0-3)

Students will explore concepts of visual storytelling using a variety of tools including storyboarding and animatics. Students will develop knowledge of and approaches to designing pre-visualization materials that reflect the design, mood, action, and dialogue of a film or video project and which will tell the story most effectively. Prerequisite(s): ENGL 1102 (C); CMS 2100; and [CMS 2420 (C) or FILM 1520 (C)]

FILM 2520 – Georgia Film Academy Course II (0-0-6)

This course is the second of a two-course program designed specifically to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standard organizational structure, professional equipment and on-set procedures. The skills and knowledge gained in FILM 2510 will form a foundation for students to be able to perform at an entry-level on working productions. This course will focus on professional-level productions, on which students will have roles in on-set and pre-production crafts. Because of the compressed and sometimes unusual scheduling nature of film production, students must have flexibility in their own schedules to be able to work on these projects. The course will be structured similar to a seminar or practicum. Prerequisite: FILM 1520 (C)

FILM 2700 – History of Cinema (3-0-3)

This course introduces students to the evolution of motion pictures as an art form from the silent era to the present. It critically surveys historically important cinematic traditions across narrative, documentary, and/or experimental forms.

FILM 2800, 2801, 2802 – Lower Level Special Topics (3-0-3)

This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic. Prerequisites: [CMS 2410 (C) and CMS 2420 (C)] or FILM 1520 (C)

FILM 3155 – Cinematography (3-0-3)

This intensive hands-on course introduces students to the artistic and technical operation of video cameras and related equipment used for motion picture production. Camera movement, composition, focus, exposure, file formats, in-camera image modifications, application of post-production techniques in shaping the digital negative, and other elements of high-resolution image acquisition and processing are covered in this project-based course. Students will also learn the role of the Director of Photography and related positions on a film crew. Prerequisite(s): CMS 2100 and [CMS 2410 and CMS 2420, or FILM 1520], all with a minimum grade of C

FILM 3350 – Africa-American Cinema (3-0-3)

This course studies the rich and diverse history of African American Cinema from the silent era to the present day. The course's primary texts of study are Independent films directed by African American filmmakers, occasionally considered in dialog with selected Hollywood representations of African Americans. The course particularly emphasizes Black Film Aesthetics as a politics of representation and counter-representation—the ways in which film is used as a medium of protest, resistance, and cultural affirmation. Prerequisite: CMS 2100 (C)

FILM 3360 – Deconstructing Disney (3-0-3)

This course studies how Disney films reflect and skew the traditional fairy tales on which they are based, in order to further discern how Disney constructs its ideologies and promotes particular identities. Disney created these films within particular historical and cultural contexts; as such, the course considers how their creative circumstances from the 1930s right up to the present day yielded their particular intersections of race, gender, class, sexuality, ability, capitalism, and nation. Additionally, the course considers how audiences can interpret these popular cultural texts in ways not necessarily designed or even forethought by Disney. Prerequisite: CMS 2100 (C)

FILM 3480 – Producing (3-0-3)

The course will explore the role of the film producer with focus on both the creative and organizational techniques of producing. Students will explore and put into practice the detailed preparation that precedes a film or television shoot and will learn the proper pre-production techniques to ensure a successful project. Prerequisite(s): CMS 2100; and [CMS 2420 (C) or FILM 1520 (C)]

FILM 3490 – Directing (3-0-3)

This is a hands-on course in directing, and theoretical class based on lectures, readings, and presentations. Students will learn the role of a director and execute basic directing techniques. They will learn visual storytelling, shot design, and how to cast and direct actors. Prerequisites: CMS 2100 (C); ENGL 1102 (C), [CMS 2420 (C) or FILM 1520 (C)]

FILM 3520 – On-Set Internship

This course will allow students to gain experience working on the set of a feature film or television program. Prerequisite: FILM 1520 (C)

FILM 3700 Great Directors (3-0-3)

This revolving topics course analyzes and discusses historically important films by great international directors. It considers the role of the director in the creation of excellent films: personal "auteurist" styles, cinematic strategies, and typical themes. May be repeated when topics vary up to four times without departmental approval. Prerequisite(s): CMS 2100; FILM 2700

FILM 3850 – Motion Graphics (3-0-3)

This course focuses on the basic principles and practices of motion graphics, including design and composition, storyboarding and planning, compositing, and sequencing. Students will be introduced to current software and concepts used in the production of motion pictures, television, and networked media. Students should expect to spend additional time in the lab outside of the scheduled class time. Prerequisite(s): CMS 4450

FILM 4420 – Visual Effects (3-0-3)

Students will learn to use a variety of approaches including the proper design, setup, and execution of in-camera effects as well as green screen and compositing workflows to achieve seamless, narrative-driven, visual effects sequences. Students will learn to analyze footage and to modify their 2D and 3D elements using industry-standard software to create vivid, realistic, and seamlessly integrated final projects. Prerequisite(s): CMS 4450

FILM 4430 – Advanced Lighting (3-0-3)

This course focuses on mastery of advanced elements of narrative motion picture lighting. The course covers the visual and emotional qualities of light, how to apply different approaches and employ a variety of equipment and tools in lighting for character, commercial/corporate, and narrative scenes. The course examines and provides students on-set experience in the role of the lighting director, gaffer, and other crew positions. Prerequisite(s): CMS 3410; FILM 3155

FILM 4440 – Advanced Visual Effects (3-0-3)

Students design and create multiple effects-based projects based on advanced compositing and visual effects techniques. Topics include 3D modeling, digital mattes, pre-visualization tools for seamless preview and production of effects on-set, and integration of effects as elements of the production and post-production environments. Prerequisite(s): FILM 4420

FILM 4460 – Video Post-Production II (3-0-3)

In this advanced class, students will study the narrative-specific use of color grading, compositing, motion tracking, titles and graphics as well as other industry-standard methods for professionally finishing a film or video project. Digital mattes, painting, 3D modeling and other visual effects tools and techniques will also be touched upon and used by students to enhance narrative film and video. Prerequisite(s): CMS 4450

FILM 4480 – Video Production II (3-0-3)

This advanced course in video production gives students experience with advanced visual storytelling, directing, lighting and sound. Students will develop, produce, and direct short narrative projects while working in three other crew positions on student films. Students will learn on-set etiquette, the role of the Assistant Director, Director of Photography, Director, and Assistant Camera. Prerequisite(s): CMS 4410

FILM 4800, 4801, 4802 - Special Topics I, II, III (3-0-3)

This rotating topics course focuses on either contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a media criticism topic. Prerequisite(s): Junior Status; CMS or FILM major; CMS 2100 (C)

FILM 4901 Internship/Experiential Learning I (0-10-2)

This course will allow students to earn credit for participating in film and media industry activities. Students may volunteer for film/media conferences or events, attend speakers and special presentations, work on-set for film/media productions, and/or take part in other faculty-approved

activities. A minimum number of hours will be required for each credit hour and the work must be documented. Prerequisite(s): CMS 4410 (C); FILM 3155 (C)

FILM 4902 Internship/Experiential Learning II (0-10-3)

This course will allow students to earn credit for participating in film and media industry activities. Students may volunteer for film/media conferences or events, attend speakers and special presentations, work on-set for film/media productions, and/or take part in other faculty-approved activities. A minimum number of hours will be required for each credit hour and the work must be documented. Prerequisite(s): CMS 4410; FILM 3155

FILM 4903 Seminar in Contemporary Filmmaking (3-0-3)

This advanced seminar will bring a rotating selection of film and media industry professionals to campus for master-class style workshops with seminar participants. Visiting professionals will also give public lectures highlighting best-practices and career advice for students and the wider film community. Prerequisite(s): FILM 3155

FILM 4904 Portfolio Class (1-0-1)

This course will provide students the opportunity to shape their best film and video work into a cohesive and career-ready portfolio. Students will meet with faculty as needed for input and direction and will publish the portfolio of their work online after a review by faculty and industry professionals. Prerequisite(s): CMS 4410; CMS 4450

Finance (FINA)

FINA 3100 - Personal Financial Management (3-0-3)

This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans, and retirement planning. It is also open to all majors. Prerequisite(s): Junior Standing.

FINA 3101 - Corporate Finance (3-0-3)

An introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds, and capital structure strategies of the non-financial corporation. Prerequisite(s): MATH 1101 (D) or MATH 1111 (D) or higher based upon Math placement scores.

FINA 4101 - Investments (3-0-3)

The principles of investment in stocks, bonds and other markets, including the study of portfolio management. Prerequisite(s): FINA 3101 (C).

FINA 4102 - Intermediate Finance (3-0-3)

This is a continuation of FINA 3101. A study of long-term financing and capital structure decisions, and short term financial planning and working capital management. Additional topics include cost of capital, capital budgeting, mergers and acquisitions and international finance. Prerequisite(s): FINA 3101 (C).

FINA 4103 - Money and Banking: Domestic and International (3-0-3)

An introductory study of the types and functions of money and financial intermediaries, money creation and control, monetary and fiscal policy, international finance, and the effects of these upon domestic incomes, employment, prices, and interest rates. Prerequisite(s): FINA 3101 (C).

FINA 4104 - International Financial Mgmt (3-0-3)

This course is an introduction to the concepts and skills needed for financial management in an international setting. Topics covered are investments, financing, and working capital decisions. Prerequisite(s): FINA 3101 (C).

FINA 4105 - Derivative Securities (3-0-3)

This course intends to provide students with a basic understanding of the derivative securities, the pricing of financial derivatives, and their use in financial risk management. The course will discuss the valuation of forward/futures contracts, options and swaps, trading strategies, Greeks, and Value at Risk (VaR). Additionally, the course will cover how to use derivatives to manage various types of risks, such as interest rate, exchange rate, and commodity risks. Prerequisite(s): FINA 3101 (C).

FINA 4800 - Selected topics in Finance (3-0-3)

This course will involve a detailed examination of selected topics in finance. The course may be repeated when new topics are addressed. Prerequisite(s): FINA 3101 (C).

Forensic Science (FOSC)

FOSC 1101—Survey of Forensic Science (3-0-3)

Topics will include various scientific principles and techniques used in solving crimes. Case studies will be presented. Prerequisites: MATH 1101 or MATH 1111 (or placement into a math course higher than MATH 1111).

FOSC 3100 – Crime Scene Investigation (3-0-3)

This course will provide students with contemporary techniques utilized in the science of crime scene investigation. Prerequisites; CRJU 1150 and FOSC 1101

FOSC 3101— Laboratory Techniques in Forensic Science (1-3-3)

The course will cover content related to various laboratory methods used to analyze and evaluate evidence in civil and criminal cases. The course contains one hour of lecture and three laboratory hours per week. Laboratory techniques covered will vary with the instructor. Prerequisites: [BIOL 1107/L and BIOL 1108/L] or [CHEM 1211/L and CHEM 1212/L] and MATH 1231 (or applicable statistics course) and FOSC 1101.

FOSC 4500 Senior Research in Forensic Science (3-0-3)

This course is designed to expose students to the most advanced information available in the field of Criminal Justice and Forensic Science. Through a combination of lectures from forensic experts representing various law enforcement, crime laboratories and investigative agencies and an individualized senior research project, students will have the opportunity to research a subject within forensic science and will be taught how to utilize this information during their coming professional careers. Prerequisites: CRJU 1150 or FOSC 1101 or SCI 1901 F and permission from Department Chair.

FOSC 4700 – Selected Topics in Advanced Investigation (3-0-3)

This course will provide students with an in-depth examination of selected topics in forensic science. The topic will rotate every semester. Topics may include sex crimes, drugs of abuse, blood distribution and splatter, forensic analysis of DNA, biological evidence and serology. Prerequisites: FOSC 1101 and Junior or Senior standing or permission from Department Chair

French (FREN)

FREN 1001 - Elementary French I (3-0-3)

Introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Humanities.

FREN 1002 - Elementary French II (3-0-3)

Continued listening, speaking, reading, and writing French with further study of the culture of French speaking regions. Open to native speakers of French only by permission of the Department Humanities. Prerequisite(s): FREN 1001 or two years of high school French. Prerequisites: (FREN-1001 (D) Or FREN-111 (D))

FREN 2001 - Intermediate French I (3-0-3)

Grammar review and continued development of the student's reading, conversation and composition skills, with readings from Francophone literary sources. Open to native speakers of French only by permission of the Department of Humanities. Prerequisites: (FREN-1002 (D) Or FREN-1999 (D))

FREN 2002 - Intermediate French II (3-0-3)

Grammar review and continued development of the student's reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of French only by permission of the Department of Humanities. Prerequisites: (FREN-2001 (D) Or FREN-211 (D))

FREN 2010 - Intermediate Conversation (3-0-3)

A study of conversational techniques, integrating grammatical structures and appropriate vocabulary. Emphasis is given to practicing spoken French and to using audio programs to increase listening comprehension. Attention is also given to pronunciation and phonetics. Course conducted in French. Open to native speakers of French only by permission of the Department of Humanities. Prerequisites: (FREN-2002 (C) Or FREN-212 (C))

FREN 3000 - French Grammar & Composition (3-0-3)

A thorough review and expansion of the main grammatical concepts, rules and applications studied in FREN 1001, 1002, 2001, and 2002 courses. A practical application of grammar study through translations (English to French), formal/informal writing, listening and speaking, and refinement of self-editing skills. Prerequisites: FREN-2002 (C)

FREN 3001 - French Conversation (3-0-3)

A study of conversational techniques, integrating grammatical structures and appropriate vocabulary. Emphasis is given to practicing spoken French and to using audio programs to

increase listening comprehension. Attention is also given to pronunciations and phonetics. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3002 - French Composition (3-0-3)

A thorough review and expansion of the main grammatical concepts, rules and applications studied in FREN 1001, 1002, 2001, and 2002 courses. A practical application of grammar study through translations (English to French), formal/informal writing, listening and speaking, and refinement of self-editing skills. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3101 - French Conversation (3-0-3)

This course will refine and develop students' oral and comprehension skills. Acquiring a more precise vocabulary ranging from the colloquial to the most refined of discourses, students will be able to recognize and use words and expressions in the proper register for a variety of situations. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3110 - French Culture & Civilization (3-0-3)

This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3120 - French Culture & Civilization II (3-0-3)

This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3150 - French Culture & Civilization (3-0-3)

A survey of the historical, sociological, philosophical, literary, and artistic developments of France and neighboring French-speaking European countries up to modern times. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3160 - Francophone Culture & Civilization (3-0-3)

A survey of the historical, sociological, philosophical, literary, and artistic developments of the Francophone world. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3201 - Approaches to Literature (3-0-3)

The development of students' reading and writing skills along with knowledge of the major literary genres and literary thought. Texts are from traditional and contemporary sources (selections of prose, poetry, and theater). Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3250 - Survey of French Literature (3-0-3)

Selected major literary works, authors, and literary movements of France from the Middle Ages to the present. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3260 - Survey of Francophone Lit (3-0-3)

Selected major literary works, authors, and literary movements of the Francophone world. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3300 - French Phonetics and Phonology (3-0-3)

Study of phonetic principles and their applications. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3400 - Culture, Business, Society (3-0-3)

A study of culture as it relates to business practices in the French speaking world. A variety of authentic media sources will be used. Emphasis will be put on listening comprehension and translation as well as on business correspondence. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 3999 - Study-Abroad

An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad. Prerequisites: FREN-2002 (C)

FREN 4001 - Advanced French Conversation (3-0-3)

An advanced study of spoken and written French, with emphasis on oral and written communication strategies, including the interpersonal and presentational modes, for communication in Francophone contexts. Attention is given to the grammatical structure of language. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4002 - Advanced French Composition (3-0-3)

An advanced study of grammar, syntax, and vocabulary with refinement of writing skills through composition. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4030 - Intro to French Literature (3-0-3)

This course will introduce students to selected, thematic readings of French and Francophone texts in their social, historical, and linguistic context, with an emphasis in teaching students to read critically and develop their analytical writing ability. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4200 - The Francophone World (3-0-3)

Within a framework concerning the historical and conceptual aspects of "la Francophonie," students will study the cultures and literatures of countries or regions where French is used either as an official language or is the language of a significant segment of the population. In the second part of the semester, the course will concentrate on one specific area (for instance, the Caribbean, or West Africa, or Quebec, etc., on a rotating basis). Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4210 - Business French (3-0-3)

An introduction to the economic and business practices of contemporary France and the Francophone world. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4800 - Special Topics in French (3-0-3)

This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. May be repeated for credit when topic varies. Conducted in French. Prerequisites: FREN-2002

FREN 4950 - Directed Study (3-0-3)

Special topics in French and Francophone language, literature, civilization, or culture. May be repeated up to a maximum of 9 hours if topics are different. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4960 - Study Abroad (3-0-3)

An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad. Consult the Instructor regarding arrangements, requirements, and credit. May be repeated for a maximum of 9 hours, if topics are different. Prerequisites: FREN-2002 (C)

FREN 4980 - Community Practicum/Internship (3-0-3)

A practical application of students' skills in French. Students will either tutor students enrolled in public or private schools or complete a research project that requires extensive use of all language skills. This course may be repeated for up to 9 credit hours. Course is elective and will be graded S/U. Prerequisites: FREN-2002 (C)

FREN 4991 - Senior Seminar (3-0-3)

An all-inclusive communication skills course. This course focuses on the four basic skills: reading, writing, listening and speaking. Conducted in French. Prerequisites: FREN-2002 (C)

FREN 4999 - Study-Abroad

An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad. Prerequisites: FREN-2002 (C)

Health Care Management (HCMG)

HCMG 3101 - Introduction to Health Systems Management (3-0-3)

This course is designed to introduce the student to the application of principles of management to health systems organizations. Field-based experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings. Prerequisites: HSCI 2111 (C)

HCMG 3320 - Healthcare Economics (3-0-3)

This course provides students with an overview of the economic influences and underpinnings of the health care delivery system. It looks at the importance of economics in health decisions, both demand and supply-side factors, and how public influences the economics of healthcare. Prerequisites: HSCI-2111 (C), MATH-1231 (C), ECON-2105 (C), and HSCI-3110 (C) Or HSCI-3113 (C)

HCMG 3340 - Healthcare Information Technology (3-0-3)

This course is designed to provide a broad understanding needed by healthcare managers of the critical role information technologies and systems play in healthcare organizations. The focus is on the understanding of technologies including hardware, applications, the Internet, E-Health, Planning, project management and the future of information technology in healthcare management will also be mastered. Prerequisites: HCMG-3101 (C), ITFN-1101 (C), MATH-1231 (C)

HCMG 3401 - Applied Human Resource Management in Health Care Delivery (3-0-3)

This course provides students with the basic skills and applications of human resource management in the health care delivery field. Students will study the basics of recruitment, selection, training, retention, motivation, and conflict resolution. Legal and ethical issues in health care as well as timely topics and problems in today's health care environment will be focused. Prerequisites: HSCI-2111 (C)

HCMG 3501 - Health Care Systems TQM (3-0-3)

This course is designed to apply principles of total quality management to health care organizations. Prerequisites: HCMG-3101 (C), MATH-1231 (C)

HCMG 3601 - Introduction to Mental Health/Case Management (3-0-3)

This course will provide students with the opportunity to examine the current mental health system including historical perspectives, medical advances, and populations in need of mental health services and/or case management. A model for mental health care management is introduced. Prerequisites: Junior standing, HCMG-3101 (C)

HCMG 3701 - Introduction to Epidemiology (3-0-3)

This course provides the beginning public health or health care professional with an introduction to the science of Epidemiology. The course will explore the use of Epidemiology in general health care as well as in public health. It will focus on the development of Epidemiology, concepts and elements of infectious and chronic disease, measure and study design for epidemiological research. Students will gain knowledge about developing preventative programs and addressing ongoing health concerns overall using epidemiological data. All students taking this course should have a proficiency in PowerPoint, Microsoft Word, and access to e-mail for communication purposes during the course. Other skills needed are research, ability to work in a group setting, decision making skills, writing and presentation skills. Prerequisites: MATH-1231 (C), HSCI-2111 (C), HCMG-3101 (C), and HSCI-3110 (C) Or HLTH-3110 (C) Or NURS-3110 (C) Or HSCI-3113 (C)

HCMG 3801 - Future Trends in Health Care (3-0-3)

This course provides a forum for the exploration of trends in society and the work place as they relate to health care costs, access, and delivery of services. Students will discuss past, present and possible future health care delivery systems based on current practices. Prerequisites: HCMG-3101 (C)

HCMG 3901 - Marketing in Health Care (3-0-3)

This course is designed to give the HCMG student an over- view of basic marketing principles and then apply them to the health care field. Analysis of the diversity of the health care consumer's definition of care is highlighted along with the need to distinguish between individual patient versus corporate America as a customer. Prerequisites: Junior Standing, HSCI-2111 (C), HCMG-3501 (C), HCMG-3701 (C), and HLTH-3110 (C) Or HSCI-3110 (C) Or NURS-3110 (C) Or HSCI-3113 (C)

HCMG 4110 - Administration of Managed Care (3-0-3)

Advanced study of methods of designing, changing, managing and evaluating managed care organizations. Prerequisites: HCMG-3101 (C)

HCMG 4180 - Health in Corporate Setting (3-0-3)

This course explores the issues of health and safety in the workplace. Emphasis is placed on prevention of work-related disease or illness and promotion of wellness. Concepts related to

employee assessment and retention, environmental health hazards, prevention of occupational disease, wellness programs, insurance issues, ergonomics and government standards are presented. Pre-requisite: Junior Standing, HCMG-3101 (C)

HCMG 4220 - International Health Systems (3-0-3)

This course is designed to investigate the basic principles and fundamentals of international health care systems including, but not limited to Canada, Great Britain, Germany, and Japan. Emphasis will be placed on historical, social, political, and structural factors, differences in financing and delivery mechanisms, expenditures, providers, types of services, comparisons with United States impact of technology, research and quality assessment. Additionally, issues of cost, utilization and access will be examined in light of current market conditions, future trends, and health care policy in each country. Prerequisites: Junior standing.

HCMG 4310 - Public Health Administration (3-0-3)

This course provides the student with an introduction to public health administration, an understanding of how public health programs are initiated and administered at the federal and state levels. The objectives of the course will be achieved through lecture, guest speakers, student projects, Internet, and final exams. Prerequisites: HSCI-3110 (C) Or HSCI-3113 (C), and HCMG-3340 (C), HCMG-3501 (C), HCMG-3701 (C), HCMG-4401 (C)

HCMG 4401 - Introduction to Primary/Long Term Care (3-0-3)

This course is designed to help the health care management student appreciate the difference in the scope of services provided in ambulatory/primary care sites as compared to the types of health care services often available in long-term care entities. Prerequisites: HCMG-3101 (C), HCMG-3401 (C), HCMG-3501 (C), HCMG-3701 (C), and HSCI-3110 (C) Or HSCI-3113 (C)

HCMG 4500 - Health Care Policy (3-0-3)

This is a senior level required course for all health care management students. The course will consist of in-depth study of four major health care policy areas of the U.S. healthcare system. Prerequisites: Senior standing, HCMG-3101 (C), HCMG-3320 (C), HCMG-4560 (C), HCMG-3501 (C), HCMG-3701 (C)

HCMG 4560 - Health Care Finance (3-0-3)

Provides opportunity to examine factors affecting the financing of health care. Current systems of financing health care are discussed. Budgetary concepts, financial management, cost accounting and management under rate control and competition presented and analyzed. Differences between goods and service industries are analyzed. Prerequisites: ACCT-2101 (C), HSCI-2111 (C), MATH-1231 (C), and HSCI-3110 (C) Or HSCI-3113 (C)

HCMG 4901 - Applied Research (2-3-3)

Applied Research provides the novice researcher with skills in identifying appropriate research studies, understanding the development of a research proposal and the basic concepts of research in the health care setting. Prerequisites: Senior standing. Prerequisites: MATH-1231 (C), HCMG-3101 (C), HCMG-3701 (C)

HCMG 4970 - Health Care Management Internship/Practicum (0-15-3)

Individually designed learning program involving field experiences in a health care setting. Program of study and student supervision must be approved by the Dean/Program Director. Practice hours may vary according to student experience in field. Corequisites: HCMG 4999. Prerequisites: Senior Standing, BS-Health Care Management, HCMG-4110 (C) (can be taken

concurrently), HCMG-4401 (C) (can be taken concurrently), HCMG-4500 (C), HCMG-4901 (C), HSCI-3520 (C) (can be taken concurrently)

HCMG 4999 - Capstone in Health Care Management (3-0-3)

This is the capstone course for the Health Care Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course must be taken the last semester before graduation. Registration requires departmental approval. Corequisites: HCMG 4970. Prerequisites: Senior Standing, BS-Health Care Management,

Health Fitness Management (HFMG)

HFMG 1001 - Aerobics (0-2-1)

This course is designed to increase the knowledge, understanding, and values of aerobic activity. This course is composed of a nonstop series of routines, which emphasize continuous, vigorous movements. Also included will be flexibility and body toning exercises performed to music. The class will include a variety of aerobic styles.

HFMG 1003 - Introduction to Basketball (0-2-1)

This course will concentrate on beginning basketball skills development including, shooting, passing, dribbling, rebounding, and defending; court play will be included. Additionally, basketball history, rules and etiquette will be covered. Students must purchase a whistle for use during officiating sessions and furnish appropriate attire, including smooth-soled, non-marking athletic shoes.

HFMG 1006 - Fit For Life: Jogging (0-2-1)

This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily running for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a running program to enhance aerobic fitness.

HFMG 1009 - Beginning Golf & Tennis (0-2-1)

The course is structured for the beginning golf and tennis student. Golf will introduce skills for the short game to include pitching, chipping, putting, rules, scoring, and etiquette. Course play will be included. Clubs will be provided if necessary. The tennis portion of the course will emphasize the forehand, backhand, serve, rules, scoring, and etiquette. Students furnish appropriate attire and smooth-soled tennis shoes. Students must provide a tennis racquets. Additional fees may be required.

HFMG 1010 - Fit For Life: Walking (0-2-1)

This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily walking for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a walking program to enhance aerobic fitness.

HFMG 1011 - Free Weight Training for Fitness (0-2-1)

This course is structured for the beginning free weight lifting student. It is designed to increase the knowledge, understanding, and values of properly performed free weight training exercises. A variety of exercises will be performed with the emphasis on technique and safety. Students furnish appropriate attire and properly soled athletic shoes.

HFMG 1013 - Beginning Volleyball & Badminton (0-2-1)

Beginning volleyball will concentrate on skill development of the pass and the serve, dynamics of the game, general rules and physical preparation. Beginning badminton will include the basic shots, service, footwork, singles and doubles strategy, and rules of the game.

HFMG 1050 - Fit For Life: Physical Conditioning (0-2-2)

Supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. It is recommended that the student obtain a physical examination from a licensed medical professional and have his or her medical history reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. (Not recommended to students with previous credit for any quarter system PHED 202 class.)

HFMG 1101 - Survey of Health and Fitness Professions (1-0-1)

An introduction to professional career opportunities available in the fields of health and fitness.

HFMG 2001 - Introduction to Master Fitness Trainer (3-0-3)

This course is a contemporary study of U.S. Military health, physical fitness, and weight control programs, publications, policies, and research applications all designed to: (1) prepare military warriors for combat operations within various environmental conditions, (2) promote and practice healthy lifestyles during peacetime, and (3) administer wellness assessments in accordance with (IAW) branch-specific regulations, field manuals, and software.

HFMG 2110 - First Aid and CPR (2-2-3)

This course is designed to teach the student basic first aid and emergency management procedures and skills for a variety of injuries and sudden illnesses. The course contains both a lecture and practical component. Certification in first aid and CPR will be awarded upon the satisfactory completion of the written and practical course requirements.

HFMG 3101 - Kinesiology (2-2-3)

A study of human movement. Topics will include but are not limited to structural anatomy, biomechanics and qualitative movement analysis. The biomechanical etiology of various injuries will be studied. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 3102 - Physiology of Exercise (3-0-3)

A study of the physiological responses of the human body to exercise. Topics will include but are not limited to the neuromuscular, cardiovascular, respiratory, metabolic, hormonal, and thermal responses and adaptations to exercise. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 3110 - Personal Health and Wellness (3-0-3)

An introduction to a variety of topics concerning health and wellness. Topics will include but are not limited to wellness and lifestyle management, basic principles of physical fitness, nutrition,

weight management, stress management, sexually transmitted diseases, substance use and abuse and chronic diseases.

HFMG 3121 – Injury Prevention and Rehabilitation (2-2-3)

This course is designed to provide a fundamental understanding of the most common musculoskeletal injuries of the spine and extremities. Broad-based methods of rehabilitation for these regions will also be taught. The course contains both a lecture and lab component. Prerequisites: BIOL 1151 and BIOL 1151L

HFMG 3130 - Principles of Fitness (across populations) (2-2-3)

A study of the role of physical activity on health and the design of conditioning programs across populations from the very young to the elderly; from the able bodied to the physically challenged. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 3140 - Exercise Testing & Prescription (2-2-3)

A variety of health & fitness assessment principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 3382 - Substance Use in Health Fitness (3-0-3)

This course will provide students with the background to determine the safety and efficacy of nutritional supplements and ergogenic aids. This course will also provide students with an understanding of the most commonly used nutritional supplements and ergogenic aids. This course will also examine the physiological mechanisms, as well as the risks and benefits, of these substances. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 3970 – Practicum in Health & Fitness (0-15-3)

This practicum course enables HFMG students to expand their clinical expertise for a total of 225 hours during the semester and broaden their exposure to the roles of fitness specialists. Prerequisite(s): Junior or senior standing

HFMG 4060 Personal Nutrition for Health (3-0-3)

The goal of this course is to promote healthful eating and physical activity by using information from the MyPlate USDA program, Dietary Guidelines for Americans and food labels. Students will learn how to identify, purchase, and prepare healthful foods. Course information presents a wide variety of topics including cultural diversity, the obesity epidemic, food technology and safety of our food supply. Prerequisites: BIOL 1152 and BIOL 1152L.

HFMG 4110 - Health and Fitness Management (3-0-3)

The study of the management and operation of programs and facilities in the health and fitness field. The topics will include but are not limited to the organization, planning, design, equipment, and staff of health fitness facilities. Management theories and operational models for health fitness programs will also be covered. Prerequisite: MGMT 3101 or permission of instructor.

HFMG 4400 – Exercise & Sport Psychology (3-0-3)

The goal of this course is to discuss professional and ethical issues relevant to the practice of sport psychology. Students will study different methods to understand and evaluate psychological aspects of sport performance. Students will learn how to enhance exercise and health behavior change as well as how to increase motivation. Knowledge of different counseling approaches and the effects of exercise on anxiety, eating disorder, self-esteem and psychophysiology will be

studied. Referrals to a medical/mental allied health professional will be discussed. Prerequisite(s): PSYC 2101, PSYC 2103, or HFMG 3101

HFMG 4800 – Selected topics in Health & Fitness (3-0-3)

A detailed examination of selected topics and research pertinent to the field of Health & Fitness Management. Topics and instructor will vary. Prerequisites: BIOL 1151 and BIOL 1151L

HFMG 4970 - Health and Fitness Management Internship/Practicum (0-15-3)

Individually designed learning program involving field experiences in a fitness or health/wellness-type setting. Program of study and student supervision must be approved by the Program Coordinator. Prerequisite(s): senior status.

HFMG 4999 - Capstone Course (3-0-3)

This is the capstone course for the Health and Fitness Management Program. The course will synthesize and summarize the materials of the Program coursework and the internship. Discussions will also be conducted on the state of the field today and projections for the future. Prerequisite(s): Senior status.

History (HIST)

HIST 1111 - Survey of pre- Modern World History (3-0-3)

A survey of world history from the earliest civilizations to the voyages of discovery of the sixteenth century. Social, intellectual, and political history will be emphasized.

HIST 1112 - Survey of Modern World History (3-0-3)

A survey of world history from the early sixteenth century to the present, emphasizing social, intellectual, and political topics.

HIST 2111 - Survey of United States History to 1877 (3-0-3)

The history of the U. S. and the lands that would become the U. S. from the colonial period through Reconstruction. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

HIST 2112 - Survey of United States History since Reconstruction (3-0-3)

A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century.

HIST 2500 Historical Methods (3-0-3)

An introduction to the historian's craft and the research techniques and philosophies used in the writing of history. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 2750 - Critical Trends and Issues in Recent World History (3-0-3)

An examination of the global significance of critical political, social, cultural, economic, and international trends and issues since World War II. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3001 - Historiography (3-0-3)

This course will examine the perspectives of significant historical schools and analyze the contributions made by major historians throughout history. Prerequisite(s): HIST 2500.

HIST 3010 - Introduction to Public History (3-0-3)

An introduction to the various facets of public history including archives. This course will emphasize the importance of the preservation and use of historical documents, artifacts, and sites. The examination of public history will include reference to organizations, museums, historical sites, advocacy groups, and public policy development. Non history majors including students considering majoring in history are encouraged to take this course. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3110 - Georgia History and Government (3-1-3)

Georgia History and Government provides students with the basic analytical and conceptual skills for studying history and government on the state and local level. The course examines the social, political, and institutional history of Georgia to prepare students to analyze similar developments on the local, regional, and national level. Required for all middle level and secondary teacher education students and for all history majors. Fall course is reserved for all middle level teacher education students with social studies majors and course offered Spring is for history majors and other students. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3120 - The Establishment of the U. S., 1607 - 1800 (3-0-3)

Cultural, social, economic, and political development of Anglo-America through the War for Independence, the formation of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800." Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3125 - The Age of Jefferson and Jackson (3-0-3)

The history of the U.S. from the Early Republic through 1845. Major themes include territorial expansion, the market revolution, the rise of social reform movements, constitutional developments, the first and second party systems, and the growth of sectional tensions. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3130 - Sectionalism and the Civil War (3-0-3)

The origins and course of the American Civil War. Emphasis on the political, economic, social, and cultural background to the war, its military aspects, its impact on American society. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3132 – The Reconstruction Era, 1863-1877 (3-0-3)

The abolition of slavery, the political and economic remaking of the South, and the ways the most turbulent and controversial periods in American history have been remembered and refought by later generations. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3135 - The U.S. in the Gilded Age and Progressive Era, 1877-1917 (3-0-3)

This course provides students with a deepened understanding of the emergence of the United States as a modern, industrial nation with an increasingly important role in world affairs. It will explore the political, social, economic, and technological changes associated with this process. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3140 - Themes of Twentieth Century United States History (3-0-3)

A study of domestic developments in the United States during the Twentieth Century with emphasis on major cultural, social, economic, and political reform movements. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3150 - War and Diplomacy 1898 - Present (3-0-3)

An historical overview of the programs, policies, key events, important figures, and enduring lessons of U.S. interactions with other nations and their peoples, from America's rise to the status of Great Power before World War II to its global pre-eminence thereafter. Topics include colonialism, American involvement in World War I, interwar diplomacy, conflicts leading to World War II and the Cold War, Korea, Vietnam, and Gulf Wars. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3210 - The Twentieth Century World (3-0-3)

An examination of the political, social, and cultural developments of the twentieth century, with emphasis on the era of the world wars and the Cold War, and the end of colonialism. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3215 - Latin American-U.S. Relations (3-0-3)

A study of political, cultural, economic interaction between the United States and the many and diverse countries of Latin America since 1823. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3221 - Colonial Latin America (3-0-3)

The history of Latin America, from the development of Pre-Columbian civilizations to the nineteenth century. Topics include Pre-Columbian America, the European conquest of the sixteenth century and the Spanish and Portuguese colonial experience. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3223 – Modern Latin America – (3-0-3)

The history of Latin America, from independence to the present. Topics include the wars for independence, nation-building in the nineteenth century, economic development, U.S. involvement, revolutionary movements in the twentieth century and the progress of democracy. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3225 - Caribbean History - (3-0-3)

Survey of the history of the Caribbean, from pre-Columbian cultures to the present. The course will emphasize slavery and emancipation, the rise of nationalist movements, independence, and the post-colonial states. In addition, this course will link the shared experiences of the Caribbean with the American South. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3227 – History of Mexico (3-0-3)

A survey of Mexican history from the Pre-Columbian civilizations to the modern period. Key topics include the Spanish conquest, colonial society, the Independence movement, nation-building in the 19th century, the U.S.-Mexican War, the Mexican Revolution and contemporary challenges. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3230 - History of Sub Sahara Africa (3-0-3)

The history of Africa south of the Sahara from the first century C.E. to the present, with emphasis on the rise of empires in west and southern Africa, the influence of Islam, the impact of European

imperialism, and the independence movements of the twentieth century. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3240 - History of the Middle East and North Africa (3-0-3)

The history of the region from the end of the Roman empire to the present, with emphasis on the rise of Islam, the rise and decline of the Islamic empires, the era of European control, and the twentieth century independence movements. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3245 - History through Film (3-0-3)

This course introduces students to critical issues in history and representation, utilizing film to analyze central historical issues. The specific thematic content is variable. Course may be repeated for up to 9 credits. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3250 – Pre-Modern East Asian History (3-0-3)

From the Shang Dynasty to Ming Dynasty in China, the Yamato Clan rule to Tokugawa Shogunate in Japan, and Gojoseon Kingdom to Chōson Dynasty in Korea. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3255 – Modern East Asian History (3-0-3)

From the Qing Dynasty to present in China, the Meiji Restoration to present in Japan, and in Korea, from the Tonghak Rebellion of 1894-1895 to the present. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3260 – Pre-Modern South Asian History (3-0-3)

The history of India from the Harappan Civilization to the Mughal Dynasty. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3265 - Modern South Asian History (3-0-3)

This course will examine the major political, social, and cultural traditions of South Asia from the establishment of the British Raj to the present. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3270 - Pre-Modern Russian History (3-0-3)

A survey, from the mythic founding Kievan Rus in A.D. 862 to Catherine the Great. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3275 – Modern Russian History (3-0-3)

From Tsar Alexander I to the present. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3330 - Business & Economic History (3-0-3)

An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business government relationships. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3401- Introduction to Archival Theory and Practice (3-0-3)

This course will introduce the student to the fundamentals of archival work. This will involve such functions as arrangement and description of manuscripts and non-documentary materials, assistance to patrons, creation and updating of finding aids, care and preservation of materials, security, privacy, legal responsibilities, and professional ethics. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3410 - Introduction to Electronic Records (3-0-3)

This course will introduce the student to the storage and retrieval of electronic records. This includes records originally in electronic form as well as items (manuscripts, photographs, motion pictures, audio recordings, etc.) originally created on paper or other media and then converted to electronic form (digitalized.) The course will also involve the use of electronic methods that facilitate the use of traditional records (e.g., indices, finding aids, web presentation). Prerequisite(s): HIST 3401 (C).

HIST 3420 - Family History and Genealogical Resources (3-0-3)

This course is an introduction to the use of family history to illustrate broader historical currents and a survey of the resources and methods of genealogy. Students will research actual genealogy or family history. Non history majors interested in family history are encouraged to take this course. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3450 - U.S. Military History (3-0-3)

A study of the American military art from the earliest days of frontier offensives to present-day global concerns. Focuses on the creation of American military institutions, the genesis of policy-making and maintenance of civilian control over that process, the inter-relationship between foreign and military policy, the conduct of war, and the influence of American society upon the armed forces as social institutions. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3601 - Methods for Teaching History (3-0-3)

This course will focus on several topics and themes which are of great importance to practicing and aspiring teachers, including recent debates about the teaching of American, European, and World history, creative active learning opportunities based on primary sources, the utility of lecturing, methods of historical inquiry, teaching writing while teaching history, the use of primary and secondary sources in the classroom, curriculum development and aligning with state standards, the use of technology in teaching and in student research, the benefits of incorporating local history into unit plans, and assignment design and evaluation. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 3700 - U.S. Historical Geography (3-0-3)

Study of the interplay between and among natural factors of climate, soils, vegetation, and landforms, and human factors of settlement, economic activity, transportation, warfare, technology, and cultural traits. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 3800 - World Historical Geography (3-0-3)

Provides students with a comprehensive spatial global view and with the basic analytical and conceptual skills required to study the diverse regions of the world, while focusing on the instructional theme of human/environment interaction, especially how geographical factors helped to shape history. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 3901 - Archival Internship I (0-V-3)

The student will acquire hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The internship placement and duties must be approved by

the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration. Prerequisite(s): HIST 3401 (C).

HIST 4003 - Women's History (3-0-3)

The role of women in the social, economic, and political development of the United States. The role of women in the social, cultural, economic, and political development of the United States. Contributions of women and the historical significance of their attitudes in the liberal reform eras in American history. Special attention paid to the effects of race, class, and region on women's experiences. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4004 - Environmental History (3-0-3)

Changing attitudes about nature and wilderness, political decisions, supervisory institutions, and environmental problems which accompanied utilization of the earth's natural resources. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4010 - U.S. Intellectual History (3-0-3)

This course teaches the basics of American thought, as reflected in literature, politics, religion, science, and laws. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4020 - History of the Old South (3-0-3)

This course primarily explores the origins of southern society and culture, the growth of southern distinctiveness, and the ultimate attempt to create a separate though short-lived southern nation. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4030 – History of the New South (3-0-3)

Analysis of the change and continuity in the American South from the end of the Civil War through the present. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4040 – African American History to 1877

This course examines the history of the African American experience by tracing the origins of major West African empires and their relationship with Europe, and by examining the lives, labors, and culture of black people both enslaved and free in colonial and antebellum America. The course concludes with the Civil War and Reconstruction.

HIST 4050 – African American History since 1877

This course examines the history of the African American experience since the end of Reconstruction in 1877. Students will be introduced to the legacy of black protest and the development of black cultural and social institutions in the Nadir and the twentieth century. Issues such as community development, uplift ideology, black nationalism, the Civil Rights Movement, gender issues, Black Power ideology, and contemporary topics will be debated and discussed.

HIST 4110 – Ancient Greece and Rome (3-0-3)

The history of the Hellenes, from the Minoan civilization through Alexander's legacy, and the development of ancient Rome from its origins in Italy, through the rise as an Empire embracing the entire Mediterranean World and Western Europe, to Christianity and the foundation of Constantinople. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4115 - History of the Middle Ages (3-0-3)

Medieval European civilization as it emerged, from the declining Roman Empire through its apogee in the 13th century. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4120 – Renaissance and Reformation (3-0-3)

The history of Europe from 1300 to the Peace of Westphalia (1648) with special emphasis given to the rise of new philosophies, new political systems, new religions, and the impact of European contact with Asia, Africa, and the Americas. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4130 - Absolutism and Revolution (3-0-3)

The history of Europe from the mid-17th century through the Napoleonic Era. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4200 - Nineteenth Century European History, 1815 to 1914

The rise of modern Europe, the spread of liberalism, nationalism, and democratic forces; the industrial revolution and the resulting imperialistic and democratic rivalries among the great powers. Prerequisite: Any 1000 or 2000 level HIST course.

HIST 4250 - History of World Religions (3-0-3)

Investigates the common themes of all religions: the origins, development, and present status of the major world religions including Hinduism, Buddhism, Judaism, Chinese Confucianism and Taoism, Christianity, and Islam. Provides students with a framework for understanding the various world views to be found in today's increasingly connected world. Required for all middle level and secondary teacher education students with a major concentration in social studies or history. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4350 - Modern World Intellectual History (3-0-3)

An introduction to the global history of ideas, from the mid-eighteenth century to the present. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4401 - Readings in Archival Studies (3-0-3)

The course will provide students with core knowledge in specialized archival topics through selected readings and research. Students will concentrate in four of the following subject areas: administration, appraisal and acquisition, arrangement and description, electronic records, preservation and conservation, records and information management, reference and access, and the history and nature of the archival profession. Prerequisite(s): HIST 3401.

HIST 4440 - Historical Exhibitions and Public Programming (3-0-3)

A survey of the methods and purposes of interpreting history to the general public through museums, displays, exhibitions, pamphlets, documentaries, web sites, and all methods other than traditional historical publishing mediums (i.e. books and articles). Emphasis will be placed on interpretation of items of material culture. Prerequisites(s): HIST 3010 (C).

HIST 4450 - Introduction to Historic Preservation (3-0-3)

An introduction to the purposes and methods of identifying, documenting, interpreting, and preserving historically significant structures, buildings, sites, and objects with emphasis on the United States. The course will include a survey of such historic preservation issues as economic development, tourism, architectural history, historical archeology, and community revitalization. It is recommended, but not required, that students take HIST 3010 prior to HIST 4450. Non history majors interesting in economic and community development, tourism, or other aspects of historic

preservation are encouraged to take this course. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4501 – Skills/Methods Social Studies (3-0-3)

Introduces pre-service teacher candidates to the foundations, skills, and methods for teaching social studies (including history) at the Middle Grades level (grades 6-8). Requires study and design of learning experiences that incorporate the knowledge, skills, and attitudes appropriate for the contemporary classroom. An elective option for History students in the Secondary Education program.

HIST 4800 - Selected Topics in History (3-0-3)

This course will present significant topics in history not covered by other courses in the curriculum. May be repeated when topic varies. Prerequisite(s): Any 1000 or 2000 level HIST course.

HIST 4850 - Senior Thesis in History (3-0-3)

This course is open only to history majors in their senior year (i.e. 90+ hours in the program). Students will complete a project requiring historical research, analysis, interpretation and presentation. Prerequisite(s): HIST 2500 (C) and HIST 3001 (C)

**HIST 4900 - Independent Study in History with Directed Research and Readings.
(variable credit)**

Special study arranged in consultation with a faculty member and approved by the department head. May be repeated for a maximum of six semester hours. Prerequisite(s): Junior standing.

HIST 4901 - History Internship (3-0-3)

An approved historical field experience and carried out by the students in an appropriate institution, agency, or business. Requires the approval of the Department Chair, history experiential learning coordinator, the Office of Career Services, and the placement site. Prerequisite(s): Senior standing.

HIST 4902 - Archival Internship II (0-V-3)

The student will acquire additional hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. Requires the approval of the Department chair, history experiential learning coordinator, the Office of Career Services, and the placement site. Prerequisite(s): HIST 4901 (B).

HIST 4903 - History Practicum (0-V-2)

The practicum will constitute an independent (individual or small group) project in historical methodology, research, and/or analysis. The student will prepare and submit a significant historical paper and/or project. Requires the approval of the department chair. Prerequisite(s): Senior standing.

Health (HLTH)

HLTH 3012 - Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle (3-0-3)

This course will provide the participants with an in-depth understanding of the practice, theories, and interventions used in various alternative healthcare therapies. Some of the topics that will be discussed will be the use of herbal therapies, nutritional therapies, aromatherapy, massage and bodywork therapy, acupuncture, chiropractic and spinal manipulation, spiritual, mind body therapies, and homeopathy. The participants will be able to make an informed decision when deciding to use an alternative form of health care.

HLTH 3110 - Interactive Communication (3-0-3)

This course focuses on ways to improve interpersonal skills in personal and professional settings. Students learn a specific set of communication techniques, identify their strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes relationship development, assertiveness, giving and taking criticism, group dynamics, crisis intervention, conflict resolution and problem solving. (Same as NURS 3110.) Prerequisite(s): Junior standing.

HLTH 3200 - Pathophysiology for RN's (3-0-3)

This course is designed to introduce the RN Completion student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: Cellular level of response, fluid and electrolytes, acid-base balance, and immune response. The second part of the course focuses on the application of basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry. Prerequisite(s): R.N. Licensure.

HLTH 3201 - Pathophysiology (3-0-3)

This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: cellular level of response, fluid and electrolytes, acid-base balance, and immune response. The second part of the course focuses on the application of the basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry.

Prerequisite(s): BIOL 1151, BIOL 1151L (CHEM 1151, CHEM 1151L or CHEM 1211, CHEM 1211L.); Prerequisite or corequisite(s): BIOL 1152, BIOL 1152L

HLTH 3320/COMM3320 - Communications with Families (3-0-3)

This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, and private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events. Prerequisite(s): Junior Standing

HLTH 3341 - Cultural Diversity in Health and Illness (3-0-3)

Introduces cross-cultural health assessment and interventions, which increase the cultural sensitivity of health care providers. The diversity of health/illness belief systems and behaviors cross-culturally is presented as well as biological variations and patterns of adaptation to specific environments. Several international health system models are analyzed. Cultural diversity within the United States is emphasized. Prerequisite(s): Junior Standing.

HLTH 3401 - Contemporary Women's Health (3-0-3)

The promotion and maintenance of women's health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary women's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system. Prerequisite(s): Junior Standing.

HLTH 3420 - Health Education (3-0-3)

Focuses on the concept of health education in meeting the learning needs of health care providers and health care consumers in various settings. Emphasis will be placed on the process of program development, implementation, and evaluation. Principles of teaching/learning and instructional strategies will be explored. Opportunities to practice teaching strategies will be provided. Prerequisite(s): Junior Standing.

HLTH 3501 - The AIDS Epidemic (3-0-3)

This survey course is designed to provide an overview of the AIDS epidemic, including specific at-risk populations, changes in the patterns of occurrence, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention. Prerequisite(s): Junior Standing.

HLTH 4153 - Gerontology (3-0-3)

Presents a holistic approach to the study of the elderly and their environments. A positive perspective about the aging process is a goal of the course. Research and theory components from a variety of disciplines are included to promote caring for the elderly in a variety of settings, primarily community-based. Client advocacy for the elderly is stressed. Prerequisite(s): Junior standing or permission of the instructor.

HLTH 4330 - Nutrition (3-0-3)

This course introduces the student to the fundamental concepts of nutrition, the nutrients, and how the body uses the nutrients. This course includes a study of the impact of nutritional choices on various populations and age groups of individuals and an individualized dietary analysis. Prerequisite(s): Junior standing or permission of instructor.

HLTH 4900 – Special Topic for Nursing (3-0-3)

This course focuses on the exploration of various health care topics and issues in the field of nursing. It may be repeated for credit when topic varies. In order to be on the cutting edge of nursing, many innovative and creative topics will be offered to students to expand their nursing knowledge in various arenas. Prerequisite(s): Junior standing or permission.

HLTH 4996 - Introduction to Health Care Informatics (3-0-3)

This course provides an overview of the use of information and computer science in the delivery of health care [or nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education, and administration of health care facilities.

Human Services (HMSV)

HMSV 3010 - Introduction to Human Services (3-0-3)

An analysis of the social needs addressed by human service agencies and an overview of the historical background, development, purposes, career patterns, ethics, and organization of such agencies with emphasis on the not-for-profit sector. It is recommended but not required that PSYC 2103 be taken before HMSV 3010. Prerequisite(s): PSYC 1101 with a grade of "C" or above or SOCI 1101.

HMSV 3230 - Human Services in Multicultural Context (3-0-3)

Exploration of how cultural diversity within the U.S. and around the world influences the structure and delivery of human services. Emphasis will be on larger organizations such as CARE, Girl Scouts, World Vision, and Amnesty International. Prerequisite(s): HMSV 3010.

HMSV 3300: Community-Based Development (3-0-3)

Study of factors influencing the socioeconomic and interpersonal health of neighborhoods and larger communities. Using a case studies approach, topics include group/organizational initiatives, internal versus external change agents, leadership issues, and advocacy. Prerequisite(s): HMSV 3010.

HMSV 3501 - Organization and Administration of Human Service Agencies (3-0-3)

A comprehensive analysis of the role and function of a human service agency management professional. Topics include skills and techniques in the areas of planning, staffing, budgeting, volunteer coordination, risk management, community relations, and advisory or governing board interaction.

HMSV 4201 - Fund Raising in the Not-for-Profit Sector (3-0-3)

A survey of techniques and issues in marketing and fund raising. Topics include designing print-based promotional materials, creating organizational websites, sources of philanthropic gifts, motivations for giving, preparing the case for support, setting targets, and establishing fund raising budgets, and administering campaigns. Prerequisite(s): HMSV 3501.

HMSV 4490 - Internship/Practicum in Human Services (0-V-3)

A directed and supervised internship or practicum. Requires permission of course instructor.

HMSV 4500 - Senior Seminar and Internship/Practicum in Human Services II (1-V-3)

In this capstone experience students will carry out a major project in an internship/practicum setting, prepare a written report on the project describing how it reflects the outcomes of the program, and share the results with fellow seminar members.

Health Science (HSCI)

HSCI 2111 - Introduction to Health Care Environment (3-0-3)

Designed to introduce the student to the complex health care environment through field-based observational experiences and seminar experiences. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals,

ambulatory care settings, long term care settings, and the regulatory and professional bodies supporting practice. Prerequisite(s): ENGL 1102 (C) and MATH 1101 (C) or MATH 1111 (C).

HSCI 3113 – Health Communication for Managers (3-0-3)

This course will focus on communication theory and skills related to the business of healthcare. In addition, political, legal, and ethical issues will be explored and analyzed as healthcare issues and reforms evolve. Health Care Management students must be prepared to interact with clinicians, administrators, suppliers, as well as patients and their families. Content includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertiveness skills, and effective communication within organizational structures. Prerequisite(s): HSCI 2111 (C); Junior Standing, HSCI 2111 (C).

HSCI 3520 - Legal Issues in Health Care (3-0-3)

This course overviews law in general and health care issues specifically and provides students an opportunity to study and explore aspects of employer-employee relations in the health care setting and legal ramifications of patient treatment and medical records. Prerequisite(s): HCMG 3101 (C) or MGMT 3101 (C) And HSCI 3110 (C) or HSCI 3113 (C) or HLTH 3110 (C) or NURS 3110 (C) or MGMT 3520 (C) or MGMT 4102 (C).

HSCI 3550 - Ethical Issues in Health Care (3-0-3)

This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-care giver relationships, high-tech medicine, ICU dilemmas, medical experimentation, and confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population. Prerequisite(s): Junior Standing, HCMG 3101 (C) or MGMT (C).

HSCI 4101 - Consumer Health (3-0-3)

Survey of consumer health topics such as the purchase of health-care products and services, choosing quality health care, and how to identify and use reliable sources of information. Prerequisites: Senior Standing HSCI 2111 (C) And (HLTH 3110 (C) Or HSCI 3110 (C) Or NURS 3110 (C)) And HCMG-3101(C) And HLTH-3420 (C) And HCMG-3701 (C).

HSCI 4800 - Directed Readings in Health Science (3-0-3)

This is a directed readings course with a faculty mentor. Permission of the instructor and faculty mentor required prior to registration.

HSCI 4900 - Health Sciences Seminar (3-0-3)

This is the capstone course for the Health Sciences major. The course will review, synthesize, and summarize the fundamental understandings that were taught in the Health Sciences Program. It will allow students to see the relevancy of their coursework and how it applies to careers in health sciences. Discussions will be conducted to allow the students to anticipate changes in the various health sciences fields and how they can make career adjustment decisions. Prerequisite(s): Senior Standing and College of Health.

HSCI 4970 - Health Sciences Internship/Practicum (0-15-3)

Individually designed learning program involving field experiences in a fitness or health/wellness-type setting. Program of study and student supervision must be approved by the Program Coordinator. Prerequisite(s): Senior Standing and College of Health.

Homeland Security Emergency Management (HSEM)

HSEM 3000 Homeland Security (3-0-3)

An introductory course which surveys the context of crisis and the policies, practices, challenges which confront the field of homeland security. It provides an overview of the various agencies associated with the field of homeland security and their domains of action and response. Course focuses on the attempts to align federal, state, local, tribal, private sector and other nongovernmental agencies for emergency preparedness and response efforts. This is a required course for the Homeland Security/Emergency Management degree programs.

HSEM 3003 Emergency Management (3-0-3)

This course surveys the context of natural and man-made disasters that pose challenges for emergency managers. Policies, practices and challenges which confront the field of emergency management are identified and explored. It provides an overview of the various agencies and their strategies of mitigation, planning, response and recovery. The roles and responsibilities of Emergency Managers at local, state and national levels are investigated. This is a required course for the Homeland Security/Emergency Management degree programs.

HSEM 3500 Counter-Terrorism (3-0-3)

This course surveys the history of domestic, national and international terrorism. Special attention is focused on the tools, tactics and strategies of counter-terrorism available to the agencies of homeland security. In addition, current terrorist threats and responses will be addressed. This is a required course for the Homeland Security/Emergency Management degree programs.

HSEM 4000 Research in Homeland Security/Emergency Management (3-0-3)

This course focuses on the sources of information and research relevant to Homeland Security/Emergency Management. Special attention is focused on emergent issues of interest in these fields.

HSEM 4098 Internship in Homeland Security/Emergency Management (3-0-3)

Under the supervision and direction of a member of the faculty of the Homeland Security/Emergency Management faculty the student will have an opportunity for a placement and field experience in one of the agencies appropriate to homeland security/emergency management. In addition, students will participate in a series of group seminars with other internship participant to share and discuss their experiences and insights. Students also will be required to complete a report summarizing their internship experience and relate it to the concepts, principles and foundations of the field of homeland security/emergency management.

HSEM 4500 Disaster Planning and Response (3-0-3)

This course provides an overview of community, state and national-level responses to natural and man-made disasters and the planning and operational processes that agencies employ. The course focuses the National Response Plan, the National Incident Management System and also reviews past practices and experiences and the lessons learned. This is a required course for the Homeland Security/Emergency Management degree programs.

HSEM 4600 Intelligence and Analyses (3-0-3)

This course examines the essentials of the intelligence system, the intelligence process and creative problem solving skills in an intelligence environment. Specifically, students will learn the who's who in the intelligence community (IC), vision, mission, goals, locations, objectives and

strategies of IC groups. This is an elective course in the Homeland Security/Emergency Management degree programs.

HSEM 4700 Legal Issues in Homeland Security/Emergency Management (3-0-3)

This course is designed to provide students with a detailed view of the relationship between the needs of homeland security/emergency management, the Patriot Act and the “traditional concepts” of the legal system. Special emphases are placed on the role of public law, the government’s demands for more power and civil liberties. This is a required course in for Homeland Security/Emergency Management degree programs. Cross-Listed as PARA 4700

HSEM 4800 Special Topics in HSEM (3-0-3)

An exploration of contemporary topics and issues in the field of Homeland Security/Emergency Management.

Humanities (HUMN)

HUMN 2111 – Perspectives in the Arts and Humanities (3-0-3)

A topical or thematic exploration of the fine arts and the humanities. Students will examine various texts in the humanities and fine arts in order to interpret them critically and place them in context. (Open to students in the Clayton State Honors Program only)

HUMN 3101 - The Humanities, the Arts, and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on English-speaking cultures. Critical thinking and communication skills are emphasized. (Not open to students with credit for HUMN 2101.) Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 3102 - International Arts and Culture (3-0-3)

A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on non-English-speaking cultures outside the United States. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 4800 - Selected Topics in Humanities (3-0-3)

Seminar in Humanities topics. May be repeated when topics vary.

HUMN 4900 - Independent Study in Humanities (3-0-3)

Independent study in humanities (credit varies).

Prerequisite(s): Permission of the department of Humanities.

Integrative Studies (INTE)

INTE 3901 - Integrative Studies Practicum/Internship (0-10-3)

This course is the principal "experiential learning" component of the Integrative Studies program. The placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Students will be encouraged to seek experiential opportunities outside the USA. Requires program approval. Course is repeatable for credit. Prerequisite(s): Admission to the Integrative Studies Program

INTE 4500 – Integrative Studies Capstone (3-0-3)

This course will be a capstone experience normally taken in the last term of the senior year and will focus on the design and execution of an integrative team project. Students will work on case problems appropriate to their career plans and prepare written and oral reports on their proposed solutions. This seminar will provide the opportunity for individual student and program assessment. Prerequisite(s): CRIT 1101 (C or better). Senior status.

International Studies (INTL)

INTL 2800 - Study Abroad (credit varies)

Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the lower division level. May be repeated for credit when topics vary. Prerequisite(s): Approval by Clayton State International Coordinator and dean of the school of the student's major.

INTL 3800 - Study Abroad (credit varies)

Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the upper division level. May be repeated for credit when topics vary. Prerequisite(s): Approval by Clayton State International Coordinator and dean of the school of the student's major.

Information Technology: Database Administration (ITDB)

ITDB 4201 - Advanced Database Modeling (3-0-3)

An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Structured Query Language (SQL), Entity-Relationship modeling, relational algebra, normalization and relational database modeling, integrity constraints, and database security. Student teams design a database to integrate concepts learned. Prerequisite(s): ITFN 3144 and (ITFN 3314 or ITFN 3316) and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITDB 4202 - Database Applications (3-0-3)

An advanced course in update processing and database applications. Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery, system catalogs, views, procedural constraints, and security. Additional topics include object databases, SQL, procedures, functions, and triggers. Student teams implement a database to integrate concepts learned. Prerequisite(s): ITDB 4201 with a grade of C or higher.

ITDB 4203 - Database Administration and Architecture (3-0-3)

An advanced course in database architecture and database administration with emphasis on concepts and applications of database processing, multi-tier and client-server architectures, distributed and parallel database systems, and database maintenance. Prerequisite(s): ITFN 3144 and (ITFN 3314 or ITFN 3316) and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITDB 4204 - Special Topics in Database (3-0-3)

This course addresses new and developing topics, which shape the discipline. Topics include data mining, text mining, information retrieval, biodata, XMLDB, and database ontologies. Prerequisite(s): ITDB 4203 with a grade of C or higher.

Information Technology: Foundations (ITFN)

ITFN 1101 - Foundations of Information Technology (3-0-3)

As an introductory course in information technology, topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized. Prerequisite(s): Eligible for placement into MATH 1101 or higher and ENGL 1101.

ITFN 1201 - Foundations of Database Design (3-0-3)

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content. Prerequisite(s): ITFN 1101 or WBIT 1100, with a grade of C or higher and MATH 1101 or higher with a grade of C or higher and ENGL 1101 with a grade of C or higher.

ITFN 1303 - Foundations of Programming in C# (3-0-3)

An introductory object-oriented programming course using C#. The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures. Prerequisite(s): ITFN 1101 or WBIT 1100, with a grade of C or higher and MATH 1101 or higher with a grade of C or higher and ENGL 1101 with a grade of C or higher.

ITFN 1401 - Foundations of Webmaster (3-0-3)

This course will focus on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, and file structures. Students will learn to plan and design web sites

for target audiences. Students will learn techniques for client interfacing, project development, and web page mock-up. A best practices didactic will focus on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues. Prerequisite(s): ITFN 1101 or WBIT 1100, with a grade of C or higher and MATH 1101 or higher with a grade of C or higher and ENGL 1101 with a grade of C or higher.

ITFN 1502 - Foundations of Networking and Security (3-0-3)

Introduction to terminology and applications of data communication and networking as essential elements of computer and business information systems. Students will understand basic network configurations, network architecture and security models. Through extensive industry research, students gain familiarity with concepts of data communication infrastructure, industry trends, hardware, software, media, transmission equipment, wireless and satellite communication. Includes an emphasis on LAN segmentation. Prerequisite(s): ITFN 1101 or WBIT 1100, with a grade of C or higher and MATH 1101 or higher with a grade of C or higher and ENGL 1101 with a grade of C or higher.

ITFN 2001 - Professional Development Seminar (1-0-1)

Develop professional skills necessary to function competently in the business world of information technology: resume writing, electronic resumes, cover letters, interviewing techniques, job research, business ethics and an overview of professional organizations. Begin construction of a digital portfolio to be maintained by the student and reviewed by faculty as a degree requirement for the Associates in IT. Prerequisite(s): ITFN 1101 or WBIT 1100, with a grade of C or higher and MATH 1101 or higher with a grade of C or higher and ENGL 1101 with a grade of C or higher and CRIT 1101 with a grade of C or higher.

ITFN 2012 – Lower Division Capstone in Information Technology (0-V-2)

A capstone course to focus and apply information technology skills. Students may apply for internships with local businesses or may conduct a special project in information technology supervised by information technology professionals or faculty. Hours may vary, but generally range between 15-30 hours per week, for a minimum of 150 hours per semester. Employers and/or IT professionals coordinate with the University to evaluate student performance. Students must articulate clear goals and objectives and document their progress. Application must be made to the Department Chair for approval. Application may also be required to the Office of Experiential Learning. Applications are due four weeks before start of semester. Prerequisite(s): ITFN 1201 and ITFN 1401 and ITFN 1501 or ITFN 1502, with a grade of C or higher, and ITFN 2001 and CSCI 1301, or ITFN 1303, or WBIT 1310, with a grade of C or higher, and ITFN 2211 or ITFN 2411 or ITFN 2511, with a grade of C or higher, and ITFN 2123

ITFN 2214 – Web Application Development (3-0-3)

This course exposes students to techniques used in database design and web application development for interactive content. Interactive web-based database application design and development are covered including control mechanisms, models, and views design and development. Server-side scripting and advanced web languages are introduced to facilitate students building dynamic web pages with graphics, sound, video, and animation while accessing customized databases via the Internet. Student teams build an integrated database application using high-level tools. Prerequisite(s): ITFN 1201 and ITFN 1401, with a grade of C or higher and ITFN 1303 or CSCI 1301 or WBIT 1310, with a grade of C or higher.

ITFN 2313 - Intermediate Programming, C# (3-0-3)

As an intermediate class in object-oriented programming using C#, students will gain understanding of the nature of object-oriented programming via objects, classes and methods.

Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation. Prerequisite(s): ITFN 1303 or CSCI 1301 or WBIT 1310, with a grade of C or higher.

ITFN 2512 - Intermediate Networking and Security (2-2-3)

An intermediate course in terminology, concepts and applications of data communications technology including network topologies, network devices, standards and protocol analysis. The course will emphasize network LAN and WAN concepts with data network components: wireless concepts, data security and threat analysis, access control, security models, TCP/IP, OSI model, data communications hardware, software, facilities, and media. Prerequisite(s): ITFN 1502 or ITFN 1501 with a grade of C or higher.

ITFN 2700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)

A supervised research and/or instructional experience in Information Technology. Offered at the lower division. Prerequisite(s): Invitation by an IT Faculty member and approval by Department Chair.

ITFN 2800 - Selected Topics in Information Technology (variable credit & may be repeated)

A special course, offered at the lower division, designed to explore a specific area in Information Technology. Prerequisite(s): Application to IT program for permission

ITFN 2900 - Independent Study in Information Technology (variable credit & may be repeated)

A supervised course of study, offered at the lower division, guided by faculty mentor and/or expert from the field. Prerequisite(s): Application to IT program for permission and written contract for course completion.

ITFN 3003 – Professional Development and Ethics (3-0-3)

This course focuses on the knowledge and skills students need to succeed in their careers and function competently in the workplace. Students will study theories and practices related to the social, ethical and professional issues facing computing and computing professionals. Students will also begin construction of a digital portfolio representing skills acquired and projects completed. Prerequisite: ITFN 2214 with a grade of C or higher and junior or senior standing.

ITFN 3103 – Human Computer Interaction (3-0-3)

Human Computer Interaction addresses fundamentals, techniques and methodologies for development of software systems that minimize the barrier between human cognitive models and machine physical representations. Topics include interaction styles, interface devices, user documentation, and interface assessment. Technical writing techniques will be emphasized as students create and assess user manuals and systems documentation. Prerequisite: ITFN 3112 with a grade of C or higher (may be taken concurrently)

ITFN 3112 - Systems Analysis and Design (3-0-3)

This course provides an in-depth study of established and evolving methods of information system design and implementation. As a project based class, it demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies are contrasted with object oriented analysis and prototyping. Prerequisite(s): ITFN 1101 or WBIT 1100 with a grade of C or higher and CSCI 1301 or ITFN 1303 or WBIT 1310, with a grade of C or higher.

ITFN 3134 - Secure Systems Development (3-0-3)

A high-level course in systems development which delineates the cross-functional role of the systems analyst when advancing fundamental change through information systems development. This course will focus on the Security Systems Development Life Cycle methodology: tools and techniques for designing and implementing secure systems. Prerequisite(s): ITFN 2123 with a grade of C or higher.

ITFN 3144 – Informatics Project Management (3-0-3)

This course will introduce project management tools and techniques that can be applied to projects from various disciplines such as business intelligence, health informatics, bioinformatics, and many other science and humanities disciplines. Students will learn the importance and function of project management and apply the project process of initiating, planning, executing, controlling and closing the project. They will apply knowledge and skills to manage project scope, project time and work flow, project cost and budgets, project resources, project quality, project human resource requirements, project communications and project risk management. Prerequisite: ITFN 2214 with a grade of C or higher.

ITFN 3314 - Testing and Quality Assurance in Software Development (3-0-3)

A high-level class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include test strategies, test planning, functionality testing, stability testing and debugging techniques. Lab fee required. Prerequisite(s): ITFN 3112 with a grade of C or higher and CSCI 1302 or WBIT 2311 or ITFN 2313, with a grade of C or higher.

ITFN 3316 - Software Security, Testing and Quality Assurance (3-0-3)

This course covers software security analysis and quality assurance, emphasizing testing methodologies. Topics include: code analysis, static and dynamic analysis techniques, sandboxing, test strategies, test planning, functionality testing, stability testing, and debugging techniques. Prerequisite: (CSCI 1302 OR WBIT 2311 OR ITFN 2313 OR ITFN 2314 with a grade of C or higher) AND (ITFN 3112 OR CSCI 3320 with a grade of C or higher).

ITFN 3601 - Operating Systems (3-0-3)

A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution. Elements of operating system resource security including process, memory, file systems, and device peripherals, will be studied. Prerequisite(s): CSCI 1302 (C) or WBIT 2311 or ITFN 2313 with a grade of C or higher and MATH 1231 or MATH 2020 or MATH 2502 or WBIT 2300, with a grade of C or higher.

ITFN 4014 - Internship Cooperative (0-3-3)

All students in the Bachelor of Information Technology program will complete this capstone course in cooperation with industry. Working under direction of business partners, students will develop meaningful projects which integrate and apply skills aligned to program outcomes in a professional work environment. A minimum of 200 hours per semester is required and course deliverables will be aligned to the project. The internship project must be approved prior to beginning the internship. Prerequisite(s): ITFN 3003 with a minimum grade of C (not taken concurrently) and ITFN 3144 with a minimum grade of C (not taken concurrently) and department approval.

ITFN 4154 – Informatics Integration (2-2-3)

This course integrates the study of information and information technology across a milieu of academic disciplines and professional fields. Informatics supports development of knowledge through multidisciplinary application of information systems. Topics include: Information theory; knowledge management; legal and policy issues; responsibilities of informatics professionals; cultural, social, and ethical issues; and application of informatics to a variety of disciplines. Students will implement an informatics system applying current informatics applications and trends. Prerequisite(s) ITFN 3103 and ITFN 3112 and ITFN 3144, with a grade of C or higher.

ITFN 4601 – Operating System Security, Programming, and Administration (3-0-3)

This course covers computer operating systems, such as UNIX and Linux, systems programming, systems administration, and operating systems hardening. Prerequisite: (CSCI 3305 OR ITFN 3601 with a grade of C or higher) AND (CSCI 3306 OR ITFN 2512 with a grade of C or higher).

ITFN 4433 – Web Integration (3-0-3)

This course builds upon student fundamental database and web-design and development skills to expand into the server-side technologies, frameworks, and integration with external applications. Students will be exposed to IT problems, where collected data from different disciplines and formats must be modeled, stored, aggregated, retrieved and represented. This is a project oriented-course, and students will have opportunities to work in teams. Prerequisite(s): ITFN 2214(C) and ITFN 3112 and ITFN 3103 and ITFN 3601, with a grade of C or higher.

**ITFN 4700 - Applied Research and/or Instruction in Information Technology
(variable credit & may be repeated)**

A supervised research and/or instructional experience in Information Technology. Prerequisite(s): Invitation by an IT Faculty member and approval by Department Chair. Senior standing recommended.

ITFN 4800 - Selected Topics in Information Technology (variable credit & may be repeated)

A special course designed to explore a specific area in Information Technology. Prerequisite(s): Application to the IT program for permission. Senior standing recommended.

**ITFN 4900 - Independent Study in Information Technology
(variable credit & may be repeated)**

A supervised course of study guided by faculty mentor and/or expert-from-the-field. Prerequisite(s): Application to the IT program for permission and written contract for course completion. Senior standing recommended.

Information Technology: Information Design and Production (ITMM)

ITMM 4413 - Infrastructure for E-Commerce (3-0-3)

This course concentrates on the infrastructure necessary to develop e-commerce websites. Topic includes e-commerce business models, network architectures and security, and e-commerce architectures. The relationship between web clients, web/commerce servers and back-end systems will be covered as well as the design elements of storefront implementation. Also discussed: tuning and load balancing, server management tools, and secure electronic

transactions. Students will evaluate a variety of vendor solutions. Prerequisite(s): ITFN 3144 (C) and ITFN 3314 and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITMM 4423 - Security for E-Commerce (3-0-3)

This course addresses network and web-based security issues in general: network intruders (hackers), security policies and procedures, firewall, encryption, authentication and access control, and viruses. In addition, security issues unique to e-commerce systems are covered: electronic payments, secure transactions, secure sockets layer, digital signatures and auditing. Prerequisite(s): ITFN 3144 and (ITFN 3314 or ITFN 3316) and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITMM 4404 - Multimedia Production and Development (3-0-3)

A course on acquisition, development, and production of media elements such as graphics, animation, audio, video, virtual space, and simulations. Students will integrate content with functional design criteria and organize the major and minor components of a multimedia production project. Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, ITFN 2211 (C), and ITFN 2511 (C).

Information Technology: Network Planning, Design and Management (ITNW)

ITNW 4501 - Network Planning and Design (3-0-3)

High-level approach to network planning and design with emphasis on designing a network infrastructure with high availability, scalability, affordability, security, and manageability. Course begins with a review of networking/security concepts. Topics include designing models for addressing and naming, developing network security and network management strategies, gathering, interpreting, and evaluating customer requirements; defining the scope of work and analyzing resource and technology constraints and system interdependencies; analyzing facilities bandwidth requirements and capacity planning; researching product and vendor architecture and equipment specifications and limitations; finally, preparing an overall integration plan for new processes, protocols and equipment. Prerequisite(s): ITFN 3144 and (ITFN 3314 or ITFN 3316) and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITNW 4502 - Secure Networks and Communications Protocols (3-0-3)

A high-level study of network operating systems, security and communications protocols. Security concepts covered will include email security, IP security, web security, network management security, wireless security and system security. Other topics include the TCP/IP protocols suite, communications architecture, OSI protocol stack, flow control, switching, data compression and the application program-network interface. Prerequisite(s): ITFN 3144 and (ITFN 3314 or ITFN 3316) and ITFN 3601 and ITFN 2512, with a grade of C or higher.

ITNW 4511 Business Continuity Planning & Disaster Recovery (3-0-3)

An advanced course on the development, implementation, management and administration of Business Continuity and Contingency Planning (BCCP). Students will evaluate the potential impact of a variety of disaster scenarios, learn to conduct system audits and risk assessments, develop recovery plans to protect the security and integrity of data and information. Additional topics include: developing base line for defining disaster levels and designing recovery time objective (RTO). Prerequisite(s): ITNW 4501 with a grade of C or higher.

Journalism (JOUR)

JOUR 3011 - Journalism Workshop (0-V-1)

A workshop for upper division students who participate in the production of student publications or other campus print-oriented media. May be repeated for credit, not to exceed nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and Sciences.

JOUR 3012 - Mass Communication Workshop (0-V-1)

A workshop for upper division students who participate in the production of student or other campus multi-media publications (emphasizing non-print media). May be repeated for credit, not to exceed nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and Sciences.

Language Arts (LART)

LART 3010 – Literacy across the Content Areas (3-0-3)

This course focuses on research-based strategies necessary for effective literacy instruction in language arts, mathematics, science, and social science. Reading selections and strategies will reflect the subject matter content of the various disciplines, with emphasis on mathematics, science, and social studies. Required for all middle level teacher education students. Prerequisite(s): Admission to Middle Level Teacher Education Program.

LART 3120 – Language Arts Skills and Concepts (3-0-3)

This course offers a constructivist approach to the study of the key literacy skills needed by the middle level teacher, including those needed for reading literature and informational texts, writing, speaking and listening, and language. Students will learn and use research-based approaches for teaching these literacy skills. Required for all middle level teacher education students with a language arts education.

Learning Support

ENGL 0999 - English Skills (3-0-3)

This is a 1 credit course that Learning Support students will take as a co-requisite with ENGL 1101. The content of corequisite support courses will be geared to supporting students in mastering the content of the gateway course. Placement in the course will be determined by the English Placement Index.

MATH 0988 – Foundations for Mathematical Modeling (4-0-4)

This course provides an introduction to algebraic concepts and applications. It prepares students for success in Math 1101: Introduction to Mathematical Modeling. Topics include properties of real numbers, linear equations in a single variable, operations with polynomials, quadratic equations, graphing linear and quadratic equations in two variables, and factoring.

MATH 0989 – Foundations for College Algebra (4-0-4)

This course provides an introduction to algebraic concepts and applications. It prepares students for success in Math 1111: College Algebra. Topics include solving linear equations in a single variable, operations with polynomials, solving quadratic equations, graphing linear and quadratic equations in two variables, factoring, an introduction to complex numbers, radical expressions, an introduction to exponential and logarithmic functions and an introduction to matrices.

MATH 0998 – Support for Mathematical Modeling (0-2-1)

This course is a non-credit bearing course designed to strengthen student's algebra skills for Mathematical Modeling (Math1101). This is a corequisite course that must be taken along with Mathematical Modeling and will cover intermediate and college level algebra concepts that are needed to ensure success in the credit level course, Mathematical Modeling. Prerequisite(s): A minimum ACT Math of 17, or SAT Math (re-centered) of 400, or a suitable mathematics placement score or a C% in MATH 0988. Co-requisite: MATH 1101 (Mandatory)

MATH 0999 – Support for College Algebra (0-2-1)

This course is to be taken concurrently with MATH 1111. Background topics which are necessary for a student to successfully complete MATH 1111 will be covered, with an emphasis on fractions, factoring polynomials, functions, exponents, and operating with radical and rational expressions. Students who complete the co-requisite MATH 1111 with a minimum grade of C will have satisfied the mathematics learning support requirement. Prerequisite(s): A minimum ACT Math of 18, or SAT Math (re-centered) of 430, or a suitable mathematics placement score or a C% in MATH 0989. Co-requisite: MATH 1111 (Mandatory)

Legal Studies (LGST)

LGST 4020 - Advanced Civil Litigation (3-0-3)

This course builds upon litigation skills acquired in other courses by allowing students to actively participate in the preparation necessary for trial with an emphasis on complex litigation. Prerequisites: PARA 1101, PARA 2203, PARA 2205, and PARA 2209

LGST 4030 - Advanced Legal Research and Writing (3-0-3)

This hands-on course will allow students to use the skills acquired in lower division coursework to prepare and review more sophisticated and complex legal documents. Special emphasis will be placed on the process of analyzing legal documents. Students will gain additional expertise in electronic legal and factual research. The course culminates with the preparation of a research paper by the student on a topic chosen by the student and instructor. This course requires extensive out-of-class research time. Prerequisite(s): PARA 2205 and (PARA 1101 or CRJU 1150 or POLS 2101) and ENGL 1101 and ENGL 1102

LGST 4098 - Legal Studies Practicum (1-10-3)

Constitutes an independent (individual or small group) internship which will allow students to simultaneously experience the "real-world" application of law and to apply legal methodology, research, and analysis to actual law office or law-related applications. The student will prepare and submit a significant law-related paper and/or project. Requires approval of the Program Coordinator. Prerequisite(s): LGST 4020 or LGST 4030

LGST 4850 - Legal Studies Capstone (3-0-3)

This course will provide an opportunity for students to review the major legal concepts taught in the Legal Studies program. It will allow students to see how these different legal practices and theories coalesce into a single legal system. Prerequisite(s): LGST 4020 or LGST 4030

Mathematics (MATH)

MATH 0988 – Foundations for Mathematical Modeling (4-0-4)

See the Learning Support course listings.

MATH 0989 – Foundations for College Algebra (4-0-4)

See the Learning Support course listings.

MATH 0998 – Support for Mathematical Modeling (0-2-1)

See the Learning Support course listings.

MATH 0999 – Support for College Algebra (0-2-1)

See the Learning Support course listings

MATH 1101 - Introduction to Mathematical Modeling (3-0-3)

This is an introduction to mathematical modeling using graphical, numerical, symbolic and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. This course in applied college algebra will involve an applications-driven study of functions; linear, quadratic, polynomial, exponential, logarithmic and piecewise-defined models; inverse functions; composition of functions; systems of equations. Prerequisite(s): A grade of D% or better in MATH 0999 or a grade of D or better in MATH 1111 or a SAT Math (re-centered) minimum score of 430, or a minimum ACT score of 18, or co-requisite of MATH 0998, or a suitable mathematics placement score.

MATH 1111 - College Algebra (3-0-3)

This course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece--wise defined, rational, polynomial, exponential, and logarithmic functions. Prerequisite(s): A grade of C% or better in MATH 0999, a grade of C or better in MATH 1101 or a SAT Math (re-centered) minimum score of 480, or a minimum ACT score of 20, or co-requisite of MATH 0999, or a suitable mathematics placement score.

MATH 1112 - Trigonometry & Analytic Geometry (3-0-3)

This course is an in-depth study of the properties of trigonometric functions and their inverses. Topics include circular functions, special angles, solutions of triangles, trigonometric identities and equations, graphs of trigonometric functions, inverse trigonometric functions and their graphs, Law of Sines, Law of Cosines, and vectors. Prerequisite(s): A grade of C or better in MATH 1111.

MATH 1113 - Pre-Calculus (3-0-3)

This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional, and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses. Prerequisite(s): An ACT Math score of at least 24, a SAT Math (re-centered) of at least 570, or a suitable mathematics placement score.

MATH 1221 - Finite Mathematics (3-0-3)

This course is a mathematical preparation for the understanding of various quantitative methods in modern management, information technology and social sciences. Topics include: sets, logic and circuits, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, and linear programming using a geometric approach. Additional topics that may be included are elementary statistical distributions, Markov chains, and game theory. Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111, or a grade of D or better in MATH 1113 or MATH 1501.

MATH 1231 - Introductory Statistics (3-0-3)

This course is based on college-level algebra/mathematical modeling and will involve study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction. Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111, or a grade of D or better in MATH 1113, MATH 1241, or MATH 1501.

MATH 1241 - Survey of Calculus (3-0-3)

This course is a non-rigorous study of differential and integral calculus of functions of one variable with decision applications for business and social sciences. Not open to students with credit for Calculus I (MATH 1501). Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111, or a grade of D or better in MATH 1113, or a suitable mathematics placement score.

MATH 1501 - Calculus I (4-0-4)

This course is a study of algebraic, trigonometric, logarithmic, and exponential functions including limits, continuity, the derivative, and differentiation, the definite integral, and applications. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, MATH 1113, or a suitable mathematics placement score.

MATH 2010 - Number Concepts and Relationships (3-1-3)

This course is a study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and descriptive statistics. Includes a laboratory/practicum component through which pedagogical issues such as multiculturalism are addressed. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, or MATH 1113 (can be taken concurrently).

MATH 2010S - Number Concepts and Relationships (3-0-3)

This course is a study of the real number system, its historical development, and comparison to other numeration systems, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and elementary set and number theory. This course is only open to in-service Georgia teachers. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, or MATH 1113 (can be taken concurrently).

MATH 2020 - Introductory Discrete Mathematics (3-0-3)

This course is a study of the concepts of finite mathematical structures. Topics include set theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, MATH 1113, MATH 1221, or MATH 1501.

MATH 2140 - Introductory Linear Algebra (3-0-3)

This course is an introduction to matrix algebra including determinants, vector spaces, linear transformations, and eigenvectors. Prerequisite(s): A grade of C or better in MATH 1501, or a grade of D or better in MATH 2502 (can be taken concurrently).

MATH 2502 - Calculus II (4-0-4)

This course is a study of algebraic and transcendental functions with an emphasis on integral calculus and sequences and series. Other topics from single variable calculus include parametric equations and polar coordinates. Applications focus on functions which model real-world situations. Prerequisite(s): A grade of C or better in MATH 1501.

MATH 2503 - Calculus III (4-0-4)

This course is a study of three-dimensional analytic geometry, the calculus of vector-valued functions and multivariable calculus. Topics include vector-valued functions, their derivatives, integrals, and applications; limits, continuity, partial derivatives, and extrema of multivariable functions; multiple and line integrals. Prerequisite(s) A grade of C or better in MATH 2502.

MATH 3003 - Applied Mathematical Modeling (3-0-3)

This course is an introduction to the creation and use of mathematical models. Mathematical techniques will be developed and applied to real systems in areas including chemistry, biology, physics and economics. Students will be expected to make written and oral presentations in a professional manner. This course will emphasize the creation and testing of models and discussions of errors and forecasting. Students will work on projects singly and as part of a group. Prerequisite: A grade of C or better in MATH 1501.

MATH 3005 - A Transition to Advanced Mathematics (3-0-3)

This course is designed to prepare the student for advanced courses in mathematics. Topics include logic, set theory, properties of integers and mathematical induction, relations, and functions. Prerequisite(s): A grade of C or better in MATH 2502 and MATH 2140 (both can be taken concurrently), or a grade of C or better in MATH 2502 and MATH 2020 (both can be taken concurrently). Co-requisite: MATH 3006 (Mandatory).

MATH 3006 – Communications in Mathematics (1-0-1)

Several techniques for effective public speaking and effective mathematical writing will be presented. Students will learn to use the tools that professional mathematicians use in the preparation of their research for publication and presentation at conferences. Prerequisite(s): A grade of C or better in MATH 3005 (can be taken concurrently.)

MATH 3020 - Concepts of Algebra (3-1-3)

This course is a study of functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes probability functions, polynomial functions, rational functions, exponential and logarithmic functions, and trigonometric functions. Other topics discussed are the fundamental theorem of algebra, polar coordinates, trigonometric forms of complex numbers, conic sections in rectangular and polar form, and the binomial theorem. Open to qualified students without credit for MATH 2010 by permission of the Head of Mathematics Department.

Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, or MATH 1113, and a grade of C or better in MATH 1231, and a grade of C or better in MATH 2010. Co-requisite of MATH 3030 or Permission of the Department of Mathematics.

MATH 3020S - Concepts of Algebra (3-0-3)

This course is a study of algebra and functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes a review of basic algebra; equations and inequalities in one variable with applications; functions and graphs with special attention to linear, quadratic, polynomial, and exponential functions; operations on functions and inverse function; and systems of equations and inequalities in two variables. This course is open only to in-service Georgia teachers. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, or MATH 1113, and a grade of C or better in MATH 1231, and a grade of C or better in MATH 2010. Co-requisite of MATH 3030 or Permission of the Department of Mathematics.

MATH 3030 - Concepts of Geometry (3-1-3)

An exploratory approach to the study of plane, solid, analytic, transformational, spherical, and fractal geometry. Specific topics include symmetries of plane figures through rotations, reflections, and translations; construction of plane and solid figures (polygons and polyhedra); perimeter, area, surface area, and volume; triangle properties, including similarity and congruence theorems; Pythagorean Theorem; comparison of Euclidean and spherical geometry; locus of points; fractals; van Hiele levels of geometric understanding; informal and formal proof. Prerequisite(s): A grade of C or better in MATH 1112, MATH 1112A, or MATH 1113, and a grade of C or better in MATH 1231, and a grade of C or better in MATH 2010. Co-requisite of MATH 3020 or Permission of the Department of Mathematics.

MATH 3110 - Survey of Algebra (3-0-3)

This course is a survey of group, ring, and field theory. Topics include algebraic structures on the integers, the real numbers, and the complex numbers; modular arithmetic; the Euclidean Algorithm; group and ring homomorphisms and isomorphisms; and field extensions with applications to constructions. Prerequisite: A grade of C or better in MATH 3005.

MATH 3210 Statistics for Social Justice (3-0-3)

This course is designed to introduce students to statistical methods for the design and analysis of research in social justice. Topics include misuse of statistics in the subjugation of disenfranchised communities, deconstruction of statistical studies, and the development and completion of statistical studies to address areas of social justice. Extensive reading is required for the course. It can only be used as a general elective in the BS Mathematics degrees. Prerequisite(s): A grade of C or better in MATH 1231, PSYC 2105, SOCI 3510, or permission of the instructor.

MATH 3220 - Applied Statistics (3-0-3)

This course is an introduction to multiple regression, analysis of variance, and other selected inference methods. Topics will be selected from chi-square tests, non-parametric statistical methods, analysis of variance using simple experimental designs, and multiple regression methods, including model checking, analysis of residuals, and model building. Throughout the course, real data and computer software will be utilized. Prerequisite(s): A grade of C or better in MATH 1231 or PSYC 2105, and a grade of C or better in MATH 1241, MATH 1501, CHEM 2412, or BUSA 3101.

MATH 3303 - Ordinary Differential Equations (3-0-3)

This course provides an introduction to methods for solving ordinary differential equations. Course material will include modeling and methods of solution for linear and nonlinear first order equations, modeling and methods of solution for second and higher order linear equations and series solutions around ordinary points. Further topics (e.g. series solutions around regular singular points, Laplace transform methods and introductory methods for solving systems of ordinary differential equations) may be added at the instructor's discretion. Prerequisites: A grade of C or better in MATH 2502 and a grade of C or better or concurrent enrollment in MATH 2140.

MATH 3520 – Introduction to Analysis (3-0-3)

This is a rigorous introduction to analysis of functions on Euclidean space. Topics include limits, continuity, sequences, series, differentiation, integration, and sequences and series of functions. Prerequisites: A grade of C or better in MATH 2503 and MATH 3005.

MATH 4010 - Mathematical Problem Solving: Advanced Concepts (3-0-3)

This course is a study of extended and refined methods of mathematical problem solving. These methods will allow the use of problem-solving approaches to investigate and understand mathematical content, to apply integrated mathematical problem-solving strategies to solve problems from within and without mathematics, and to apply the processes of mathematical modeling to real-world problem situations. Problems to be solved will arise from a variety of areas including the course content of MATH 3010 and MATH 3020. Prerequisite(s): A grade of C or better in MATH 3020.

MATH 4020 - Concepts of Discrete Mathematics (3-0-3)

This course is a study of mathematical topics characterized by discrete processes. The study focuses on combinatorics, the theory of graphs and trees, matrix representations, and iterative algorithms. Recursive thinking and inductive processes are emphasized through a variety of applications involving discrete mathematical models. Deductive proof is introduced through topics from logic, set theory, and graph theory; some relevant topics from the history of mathematics are explored. Prerequisite(s): A grade of C or better in MATH 3030 and a grade of C or better or concurrent enrollment in MATH 4010.

MATH 4050 – Methods of Teaching Secondary Mathematics (3-0-3)

Students will explore theory and pedagogy of mathematics instruction with a focus on teaching methods across a variety of mathematical topics. The emphasis will be on learning and communicating mathematics. Topics will be taken from Number and Operations, Geometry, Algebra, Data Analysis, and Discrete Mathematics. Appropriate integration of technology for mathematics teaching and learning will be emphasized. Prerequisite(s): Permission of the Department of Mathematics.

MATH 4130 - Applied Algebra (3-0-3)

This course begins an investigation of how the theory of abstract algebra is applied to solve non-theoretical problems. Topics are selected from applications in exact computing, error correcting codes, block designs, crystallography, integer programming, cryptography and combinatorics. Students will work both singly and in groups on projects from the chosen topics. Prerequisite: A grade of C or better in MATH 3110.

MATH 4231 - Modern Geometry (3-0-3)

This course begins a study of Euclidean and non-Euclidean geometries. Topics will be explored through historical perspectives, formal geometric proofs, technology-based investigations, and modern applications. Prerequisite: A grade of C or better in MATH 3005.

MATH 4250 – Elementary Number Theory (3-0-3)

An introduction to the mathematical treatment of concepts related to the integers. Topics include divisibility, prime numbers, numerical functions, congruence classes and Diophantine equations. Other topics such as rational and irrational numbers may be addressed. Prerequisite(s): A grade of C or better in MATH 3005.

MATH 4261 – Introduction to Probability

This is a beginning course in Mathematical Probability. It provides an introduction to probability, random variables and their distributions, mathematical expectation, moment generating functions and sampling distributions. Prerequisites: A grade of C or better in MATH 2503.

MATH 4303 - Partial Differential Equations (3-0-3)

This course investigates classical methods used in partial differential equations. Topics include data propagating along characteristics, classification of systems of the first order equation, the method of transforms and separation of variables, and typical applications of the wave and heat equations. Prerequisites: A grade of C or better in MATH 2503 and MATH 3303.

MATH 4320 - Numerical Methods (3-0-3)

This course is an introduction to numerical techniques used in applied mathematics. Main topics will be chosen from various modules, including, but not limited to: direct and iterative methods for solutions of linear systems; numerical differentiation and integration; interpolation and splines; initial value and boundary value problems for ordinary differential equations; least squares problems; Monte Carlo methods; initial and boundary value problems for partial differential equations. Prerequisite(s): A grade of C or better in all of MATH 3005, MATH 3303, CSCI 1301, and CSCI 1371.

MATH 4350 - Graph Theory (3-0-3)

This course is a study of the fundamental concepts of graphs, trees, connectivity, Eulerian and Hamiltonian graphs, planar graphs, graph colorings, network flows, matching theory and applications. Prerequisites: A grade of C or better in MATH 3005, or a grade of C or better in both MATH 2020 and MATH 2140.

MATH 4360 - Combinatorics (3-0-3)

This course is a study of combinatorial problem solving techniques. Topics are selected from counting principles, generating functions, recurrence relations, principle of inclusion and exclusion, pigeon-hole principle, Polya theory, combinatorial designs, matroids, and Latin squares. Prerequisites: A grade of C or better in MATH 3005, or a grade of C or better in both MATH 2020 and MATH 2140.

MATH 4800 - Selected Topics in Mathematics (3-0-3)

Topics of interest in mathematics not covered in listed courses. Prerequisite: Permission of the Department of Mathematics and a grade of C or better in MATH 3005.

MATH 4988 – Directed Undergraduate Research (0-1-1) (repeatable up to 2 credit hours)

Students conduct individual research in preparation for their senior capstone project in the B.S. in Mathematics degree program. Research will be closely supervised by one or more faculty members. Prerequisite: Permission of the Department of Mathematics.

MATH 4989 – Senior Capstone Project (0-1-0)

Students will summarize their directed, individualized research. A research paper and public presentation are the required output for the course. Several techniques for effective public speaking and effective mathematical writing will be presented. Students will learn to use the tools that professional mathematicians use in the preparation of their research for publication.

Prerequisite: Permission of the Department of Mathematics.

Management (MGMT)

MGMT 3101- Management Principles and Organizational Behavior (3-0-3)

This course is designed to introduce the basic principles and concepts of management and their influence on the behavior in organizations. It covers such topics as what managers and organizations do, managing people, managing behavior between people, leadership practices, and managing change. Through a focus on skill development, students are taught how to be effective performers, either as an employee or a manager, or on teams within organizations. Through the information that is covered students will learn how to work with managers and will prepare them for the time when they are likely to assume managerial and leadership responsibilities. This course provides coverage of topics essential to understanding management functions and their link to employee and organizational success. Prerequisite(s): ACCT 2101 (C) or ACCT 3111 (C) or ECON 2105 (C) or ECON 2106 (C) or TECH 3111 (C) or BUSA 3111 (C) or BSUR 3111 (C) or HCMG 3112 (C) or HSCI 2111 (C) or ITFN 2123 (C).

MGMT 3102 - Performance/Quality Management (3-0-3)

This course includes the history of the development of operations management and total quality management (TQM). Selected topics of both operations and TQM such as work simplification, team building, statistical process control, Deming's 14 points for managing productivity, work measurement, and others are included in this course. Prerequisite(s): Admission to the College of Business, MGMT 3101 (C), and BUSA 3101 (C).

MGMT 3120 - Managerial Communication (3-1-3)

A study of the communication process within organizations including interactive communications and related external communications. The course contains significant components of writing and speaking by students and requires lab activity related to job preparations. The official writing assessment and oral presentation assessments for BBA students are administered in this course. Prerequisite(s): Admission to the College of Business, ENGL 1102 (C).

MGMT 3520 - Negotiation and Conflict Management (3-0-3)

This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined. Prerequisite(s): Course must be taken in the student's junior or senior year.

MGMT 4101 - Human Resource Management (3-0-3)

The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements. Prerequisite(s): Course must be taken in the student's junior or senior year.

MGMT 4102 - Organizational Behavior (3-0-3)

Study of the behavioral aspects related to the management of individuals and groups within an organization. Prerequisite(s): MGMT 3101(C) or HCMG 3101 (C).

MGMT 4111 - Leadership (3-0-3)

A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness. Prerequisite(s): Admission to the College of Business, MGMT 3101 (C).

MGMT 4250 - Women in Leadership (3-0-3)

This course is a survey of women in leadership from an historical and strategic perspective. Focus is on identification of useful theories and the application of appropriate strategies to promote the development of women in the business world. Prerequisite(s): Junior standing (60 hours or more), Admission to the College of Business or the Women's Studies minor or permission by instructor

MGMT 4302 – Case Studies in Performance Quality Management (3-0-3)

Building on MGMT 3102, this course begins with an analysis of recent industrial applications of TQM and related readings from the current literature. A team project will require students to develop a plan for using TQM concepts to improve quality and productivity in their own work domain. Prerequisite(s): MGMT 3102 (C).

MGMT 4311 - Entrepreneurship (3-0-3)

The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis. Prerequisite(s): Course must be taken in the student's junior or senior year.

MGMT 4312 – Social Innovation and Entrepreneurship (3-0-3)

An introduction to the emerging field of social innovation and social entrepreneurship, whose aim is to achieve a "double bottom line" with meaningful social returns, as well as sustainable or competitive financial returns --through their products, services and other business practices. The course will also encourage students to think critically, and address some of the world's most pressing societal issues and problems using innovative and entrepreneurial solutions. Prerequisite(s): Course must be taken in the student's junior or senior year.

MGMT 4320 - Creativity and Management of Change (3-0-3)

An introduction to methods and strategies used for improving individual and group creativity and for managing planned change in organization. Effective planned change will be studied along with techniques involved in implementing change. Prerequisite(s): Course must be taken in the student's junior or senior year.

MGMT 4403 - International Management (3-0-3)

Survey course introducing students to the considerations involved in the international flow of people, information, funds and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries. Prerequisite(s) or Corequisite(s): MKTG 3420 (C).

MGMT 4510 - Legal Issues in Human Resources (3-0-3)

A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, and sexual harassment. Prerequisite(s): BLAW 2106 (C) or BUSA 2106 (C), BLAW 3370 (C), or TECH 3115 (C).

MGMT 4725 - Dean's Senior Seminar in Business (3-0-3)

A case-based course that provides an in-depth examination of comprehensive business problems in organizations. Prerequisite(s): Admission to the College of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3700 (C), BUSA 3101 (C), MGMT 3120 (C). Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4750 - Strategic Management (3-0-3)

A capstone course to integrate the knowledge and skills gained in a student's program of study. It is an opportunity for a student to formulate an overall business policy and strategy. Due to exit exams administered in the course, it is strongly recommended that the course be taken the last semester before graduation. Prerequisite(s): Admission to the College of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3101 (C), MGMT 3120 (C); Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4800 - Selected Topics in Management (3-0-3)

A detailed examination of selected topics in management may be repeated when topics vary. Prerequisite(s): Admission to the College of Business, MGMT 3101 (C).

MGMT 4850 - Internship/Cooperative Education (Variable Credit)

Individually designed learning program involving a managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit for a maximum of 6 credits. Prerequisite(s): Admission to the College of Business.

Marketing (MKTG)

MKTG 3100 - Personal Marketing (3-0-3)

An introduction to the concept of marketing and its relevance to individuals in various career tracks. Particular emphasis is placed on the application of the marketing concept in professional career initiation and on the development and delivery of marketing presentations. The course also includes an overview of business etiquette and the development of a comprehensive self-marketing plan.

MKTG 3101 - Principles of Marketing (3-0-3)

An introduction to the activities involving the exchange of goods, services, and ideas for the satisfaction of human wants. The role that the marketing function plays in the determination of policies and strategies relating to product, price, channels of distribution, and promotion is extensively examined. Prerequisite(s): [ACCT 2101 (C) or ACCT 3111 (C) or ECON 2105 (C) or ECON 2106 (C) or TECH 3111 (C) or HCMG 3112 (C) or HSCI 2111 (C)].

MKTG 3302 - Consumer Behavior (3-0-3)

An analysis of the psychological, social, and economic influences which affect attitude formation and decision-making processes of consumers. An overview of the research methods used in determining characteristics of buyers is included. Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302. Prerequisite(s): MKTG 3101 (C).

MKTG 3312 - Services Marketing (3-0-3)

This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations. Prerequisite(s): MKTG 3101 (C).

MKTG 3420 - Global Business (3-0-3)

This course discusses the various dimensions of the international business environment. The cultural, legal, political, and economic institutions with which international firms come into contact are extensively examined. In addition, the course addresses how the functional areas of business, finance, accounting, production, human resources management, marketing, and technology management, have to adapt to the international environment. Prerequisite(s) or Corequisite(s): MKTG 3101 (C), MGMT 3101 (C).

MKTG 3520 - Negotiation and Conflict Management (3-0-3)

This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined. Prerequisite(s): Course must be taken in the student's junior or senior year.

MKTG 4104 - Marketing Research and Analysis (3-0-3)

This course focuses on the use of research methods in marketing decision-making, including developing and evaluating marketing strategies. Topics include the gathering and use of marketing information from primary and secondary sources, and quantitative and qualitative research methodologies, including sampling techniques and basic statistical analysis. Students will formulate a research design for a marketing problem; collect, code, clean, analyze and evaluate data; and write and present a final report, including specific marketing recommendations. This course requires extensive use of the computer for word processing and statistical analysis. Prerequisite(s) or Corequisite(s): BUSA 3101 (C) or TECH 3113 (C); Prerequisite(s): MKTG 3101 (C).

MKTG 4106 - Advertising and Promotion Strategy (3-0-3)

This course focuses on the promotion component of the marketing mix. While it covers all aspects of the promotional function, special emphasis is given to advertising. It examines the techniques used by profit and non-for profit organizations to communicate effectively with their target markets. Prerequisite(s): MKTG 3101 (C).

MKTG 4200 - Sports Marketing (3-0-3)

The Sports Marketing course is designed to apply marketing principles and concepts to the sports marketing industry. Students will learn how to market to the sports marketing consumer and how sports marketing impacts businesses. Topics include (1) defining and creating the sports marketing product, (2) promoting, pricing, and selling the sports marketing product, and (3) learning about the sports marketing business environment. Prerequisite(s): MKTG 3101 (C).

MKTG 4207 - Professional Selling (3-0-3)

This course examines the role of personal selling within the marketing mix, including the principles of selling products and services, building of sales organizations, sales training and practical sales

techniques, evaluation of sales force effectiveness, and professional, ethical, and legal aspects of selling. Prerequisite(s): MKTG 3101 (C). Admission to the College of Business.

MKTG 4310, (3 hours) Sales Management

The planning, organizing, staffing, and directing of a company's sales force in developing an efficient and effective marketing organization. Prerequisites: MKTG 3101 (C)

MKTG 4320, (3 hours) Business to Business Sales

The study of selling to organization customers. The buying behavior of large for profit and non-for-profit organizations is examined, the promotion of business-to-business products, and the development of industrial products. Prerequisite(s) MKTG 3101 (C)

MKTG 4420 - International Marketing (3-0-3)

The study of marketing and international business from a broad conceptual viewpoint, incorporating the marketing concept into the framework of the world market place. The student is assumed to have a fundamental understanding of marketing principles. Emphasis is placed on export management and implementation of international marketing plans. Prerequisite(s) or Corequisite(s): MKTG 3420 (C).

MKTG 4510 - Retailing (3-0-3)

A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion, and overall coordination and control. Prerequisite(s): MKTG 3101 (C)

MKTG 4710- Entertainment Marketing (3-0-3)

This course examines the marketing techniques that entertainment companies use to promote their products. The course examines the advertising, publicity, and general promotion techniques of film studios, music industry, and other art establishments in organizing effective promotional campaigns. Prerequisite(s): MKTG 3101 (C)

MKTG 4750 - Marketing Management (3-0-3)

This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized. This course must be taken at Clayton State University during the last two semesters of enrollment; last semester is strongly recommended. Prerequisite(s): MKTG 3101 (C), at least two of the following upper level Marketing courses: (MKTG 3302 (C), MKTG 3312 (C), MKTG 4104 (C), MKTG 4106 (C), MKTG 4207 (C), MKTG 4420 (C), MKTG 4510 (C), MKTG 4800 (C)).

MKTG 4800 - Selected Topics in Marketing (3-0-3)

A detailed examination of selected topics pertinent to the field of marketing. May be repeated when topics vary. Prerequisite(s): MKTG 3101 (C).

MKTG 4850 - Internship/Cooperative Education (Variable Credit)

Individually designed learning program involving marketing field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit, for a maximum of 6 credit. Prerequisite(s): Admission to the College of Business.

Music (MUSC)

MUSC 0890 - Recital Attendance

Monitors student attendance at recitals. Prerequisite(s): Performing Arts major.

MUSC 1002 – Music Fundamentals (3-0-3)

A beginning study in reading, notation, and execution of fundamentals of music relating to pitch, rhythm, and tonality. The course is open to all students (intended for non-music majors and for new music majors not prepared to enroll in MUSC 1011). May not be counted for credit towards a music or music education concentration or minor.

MUSC 1011 - Music Theory I (3-0-3)

Study of diatonic melodic and harmonic structures and introduction to harmonic progression and voice leading. Completion of MUSC 1002 or equivalent experience recommended prior to enrollment in this course.

MUSC 1012 - Music Theory II (3-0-3)

Harmonic progression; writing with first and second inversion triads; non-harmonic tones, cadences, phrases, and periods; uses of diatonic seventh chords. Binary and Ternary forms. Prerequisite(s): MUSC 1011 with a grade of C or better.

MUSC 1111 - Aural Skills I (0-2-1)

Studies in interval recognition, triad and seventh chord recognition of basic elements of rhythm. Sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Usually taken concurrently with MUSC 1011.

MUSC 1112 - Aural Skills II (0-2-1)

Continued work in sight-singing, dictation; elementary work in improvisation. Usually taken concurrently with MUSC 1012. Prerequisite(s): MUSC 1111 with a grade of C or better.

MUSC 1151 - Class Piano I (0-2-1)

For students entering with deficiencies in keyboard ability. Does not apply toward the major.

MUSC 1152 - Class Piano II (0-2-1)

Does not apply toward the major. Prerequisite(s): MUSC 1151 with a grade of C or better.

MUSC 1310 - Class Voice (0-2-1)

Group instruction in vocal performance. May be used as elective credit.

MUSC 1330 - Class Guitar (0-2-1)

Group instruction in guitar. May be used as elective credit.

MUSC 1500 - Applied Music Secondary (0-1-1)

Private secondary lessons in voice, piano and other instruments. May be repeated for credit. Corequisite(s): MUSC 1710 or 3410.

MUSC 1710 - Major Ensemble-Choir (0-3/5-1)
MUSC 1710 - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 1710 - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 1710 - Major Ensemble-Orchestra (0-3/5-1)

May be repeated for credit. Provides opportunity for students to demonstrate the ability to perform in ensemble that are varied both in size and nature. Successful audition required.

MUSC 1771 – Diction for Singers I (0-3-1)

Introduction to International Phonetic Alphabet, as a preliminary to study of pronunciation of the major languages of Western art music, and study of the pronunciation of Ecclesiastical Latin, standard Italian, and standard broadcast American English using the International Phonetic Alphabet.

MUSC 2011 - Music Theory III (3-0-3)

Secondary functions; modulation. Modal mixture, Neapolitan sixths, altered dominants. Fugue, variation, and rondo forms. Prerequisite(s): MUSC 1012 with a grade of C or better.

MUSC 2012 - Music Theory IV (3-0-3)

Augmented sixth chords, enharmonic modulation. Analytic work in a variety of 20th Century repertoires. Sonata form offered. Prerequisite(s): MUSC 2011 with a grade of C or better.

MUSC 2101 - Music Appreciation (3-0-3)

A study of various forms and styles of music through history by listening to recordings, reading, and concert attendance designed to develop the skills of perceptive listening. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.] Does not apply toward the music or music education concentration or music minor.

MUSC 2111 - Aural Skills III (0-2-1)

Advanced work in sight-singing, rhythmic, harmonic, and melodic dictation. Usually taken concurrently with MUSC 2011. Prerequisite(s): MUSC 1112 with a grade of C or better.

MUSC 2112 - Aural Skills IV (0-2-1)

Usually taken concurrently with MUSC 2012.
Prerequisite(s): MUSC 2111 with a grade of C or better.

MUSC 2151 – Class Piano III (0-2-1)

Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score-reading, accompanying, harmonization, transposition and basic keyboard harmony. Open to performing arts majors only. Prerequisite(s): MUSC 1152 with a grade of C or above, or completion of the piano proficiency exam.

MUSC 2152 – Class Piano IV (0-2-1)

Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score reading, accompanying, harmonization, transposition and basic keyboard harmony. Prerequisite(s): MUSC 2151 with a grade of C or above. Open to performing arts majors only

MUSC 2301 - Introduction to World Music (3-0-3)

A study of selected non-western music cultures, past and present, introducing a variety of musical concepts and styles from around the world, reflecting the inter-relationships between musical styles and the cultures in which they are created and interpreted. Critical Thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

MUSC 2400 - Applied Music Secondary (0-1-1)

Study in music performance in the student's secondary performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. May be repeated for credit. Open only to performing arts majors or by approval of the Department Chair. Corequisite(s): MUSC 1710.

MUSC 2500 - Applied Music Primary (0-1-1 or 2)

Study in music performance in the student's major area. Students are expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. May be repeated for credit. Open to performing arts majors only (or by approval of the Department Chair). Corequisite(s): MUSC 1710 or 3410.

MUSC 2771 – Diction for Singers II (0-3-1)

Study of the pronunciation of standard stage German (*Bühnendeutsch*), and classical artistic French (*style soutenu*) using the International Phonetic Alphabet, with a brief introduction to other issues of singing diction, such as Austro-German Latin. Pre-requisite: MUSC 1771.

MUSC 2900 - Introduction to Music Education and Technology (1-2-2)

Designed to introduce students to real-life music education through structured observation of and interaction with local music educators. Students will also become familiar with technology, professional journals, and other resources specific to music education. Prerequisites: MUSC 1012

MUSC 2911 - Jazz Theory I (2-0-2)

Examines theoretical principles and nomenclature associated with jazz. Emphasis spelling, naming and aural recognition of chords, scales, and harmonic progressions; principles of substitute scales and chords; harmonic and melodic analysis. Includes some composition. Prerequisite(s): MUSC 1112.

MUSC 2912 - Jazz Theory II (2-0-2)

Continues MUSC 2911; advanced work with 9th, 13th chords, whole-tone, diminished, and augmented scales. Prerequisite(s): MUSC 2911.

MUSC 3070 - Counterpoint (3-0-3)

Introduction to modal and tonal counterpoint, with some introduction to later styles. Prerequisite(s): MUSC 2011.

MUSC 3080 - Scoring and Arranging (3-0-3)

A study of ranges and characteristics of instruments and voices, in the context of historical development of styles. Basic practical concepts in arranging, including writing and performance of projects. Prerequisite(s): MUSC 2011.

MUSC 3090 – Jazz Arranging (3-0-3)

A practical study of the basic knowledge, skills, and techniques involved in arranging music for the jazz combo and/or large jazz ensemble, including the writing and performance of projects. Course outcomes include the ability to hear, write, and manipulate in notation the elements of music as they apply to a jazz setting. Prerequisite: MUSC 2912 with a minimum grade of C

MUSC 3101 - History of Jazz (3-0-3)

An in-depth, analytical investigation of jazz music and its cultural significance in 20th century America. Critical thinking and communication skills are emphasized. Open to all students regardless of major. Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

MUSC 3102 – History of Popular Music (3-0-3)

This course offers an overview of American popular music, exploring formal and stylistic origins of various genres and examining connections between popular music and traditional forms. Prerequisite(s): ENGL 1102 with a minimum grade of C

MUSC 3150 - Keyboard Harmony (2-0-2)

The development of advanced piano skills for piano performance majors and other who wish to develop more sophisticated keyboard skills beyond the degree requirements will be covered. Continued work in sight-reading, score-reading (open choral score and orchestral score), accompanying, harmonization, transposition, figured bass and improvisation as well as increased velocity in scale and arpeggio playing. Prerequisite(s): MUSC 2152 with a grade of C or higher or permission of the instructor.

MUSC 3220 - Introduction to Music Technology (3-0-3)

Introduction to recent development in musical technology, including analog and digital synthesizers, computer notation programs, MIDI, and digital sampling. Basic work in analog and digital recording. Prerequisite(s): MUSC 2011.

MUSC 3310 – Introduction to Music Industry Studies (3-0-3)

This course will provide an introductory overview of the commercial music industry, including its history and development within the context of the production of multiple popular and traditional styles. The course explores how the music industry has developed in the United States. Students will consider how music (as well as musicians) has evolved into “product.” Pre-requisite: MUSC 1012

MUSC 3320 – Music Marketing and Management (3-0-3)

This course explores the evolving nature of the music industry as it relates to the marketing and selling of music as product. Students will explore how copyright law, contract law, publicity, marketing, and promotions change in response to new technologies and new economic contexts. Emphasis will be placed on how musicians (both commercial and traditional) must navigate the legal and contractual complexities associated with how music as a “product” is produced, marketed, and distributed. Pre-requisite: MUSC 3310

MUSC 3330 – Music Copyright and Publishing (3-0-3)

This course offers students a detailed study of music publishing. Students will explore how copyright law, royalties, and distribution function in the twenty-first century. Emphasis will be placed on how music publishers must navigate the legal and contractual complexities associated with traditional publishing, as well as the various digital mediums of e-commerce. Pre-requisite: MUSC 3310

MUSC 3410 - Major Ensemble-Choir (0-3/5-1)
MUSC 3410 - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 3410 - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 3410 - Major Ensemble- Orchestra (0-3/5-1)

May be repeated for credit. Provides opportunity for student to demonstrate the ability to perform in ensemble that are varied both in size and nature. Successful audition required. University-wide outcomes: develops skills in non-verbal communication, and in critical thinking.

MUSC 3431 – Choral Conducting Techniques (2-1-1)

This course will cover concepts, principles, and the practice of conducting, including rehearsal techniques and score study, primarily in choral settings. Prerequisite(s): MUSC 2011 (C).

MUSC 3432 – Instrumental Conducting Techniques (2-1-1)

This course covers principles and practice of conducting, including rehearsal techniques and score study, for instrumental ensembles. Prerequisite(s): MUSC 3431 (C).

MUSC 3450 - String Methods and Materials (1-2-1)

Methods and materials of playing and teaching string instruments. Evaluation of methods and materials. Performing arts majors only. Prerequisite(s): MUSC 2012 (C).

MUSC 3451 - Brass Methods and Materials (1-2-1)

Methods and materials of playing and teaching brass instruments. Evaluation of methods and materials. Performing arts majors only. Prerequisite(s): MUSC 2012 (C).

MUSC 3452 - Percussion Methods and Materials (1-2-1)

Methods and materials of playing and teaching percussion instruments. Evaluation of methods and materials. Performing arts majors only. Prerequisite(s): MUSC 2011 (C).

MUSC 3453 - Woodwind Methods and Materials (1-2-1)

Methods and materials of playing and teaching woodwind instruments. Learning teaching methods and materials. Observation in the public schools. Prerequisite(s): MUSC 2011 (C).

MUSC 3510 - Chamber Ensembles (0-3-1)

Performance in small chamber ensembles appropriate to student's major performance area. May be repeated for credit.

MUSC 3550 - Accompanying (0-2-1)

Development of technical and musical skills necessary to accompany vocalists and instrumentalists. Permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area.

MUSC 3560 - Chamber Choir (0-3-1)

Performance in small vocal ensembles of music from all periods. Permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area.

MUSC 3570 – Music Drama Workshop (0-5-1)

This course grants credit for performance in a staged production of music drama. This course provides students with the opportunity to study and apply the techniques of effective performance in all forms of music drama intended for theatrical, rather than concert, performance. Audition for the performing arts major or for the instructor is required. May be repeated for credit.

MUSC 3614 – Music History Survey I (3-0-3)

Survey of Western music from antiquity through 1750. Pre-requisites: MUSC 2011 (grade of C or higher) and ENGL 1102.

MUSC 3615 – Music History Survey II (3-0-3)

Survey of Western music from 1750 to the present. Pre-requisites: MUSC 2011 (grade of C or higher) and ENGL 1102.

MUSC 3620 – Sacred Music History (3-0-3)

This course explores the use of music in the liturgical practices of various western traditions, including those of the Jewish, Orthodox, Catholic, and Protestant faiths. The role of religion in perpetuating the western art and music will be examined, as well the great musical works and innovations that resulted from religious patronage. Reports on field observations of sacred music practices and a term paper will require critical thinking and writing skills of the students enrolled in the course. Prerequisite(s): MUSC 3614 with a minimum grade of C

MUSC 3720 – Art Song Literature

A study of the literature of the solo song, with particular attention to the national styles of solo song with piano accompaniment from 1800 to the present. Pre-requisite: MUSC 1012.

MUSC 3730 – Piano Literature (3-0-3)

Survey of standard keyboard literature for piano. Emphasizes style analysis, performance-practice problems, and editions. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts.

MUSC 3750 - Choral Literature (3-0-3)

Historical survey of music for multiple voices from the late Middle Ages through the 20th century. Prerequisite(s): MUSC 1012.

MUSC 3760 - Orchestral Literature (3-0-3)

A survey of orchestral literature from the late Baroque through the 20th century. Prerequisite(s): MUSC 1012.

MUSC 3770 - Chamber Music Literature (3-0-3)

A survey of repertoire for various chamber ensembles, c.1760-present. Prerequisite(s): MUSC 1012.

MUSC 3780 - Organ Literature (3-0-3)

A survey of organ literature from the Middle Ages to the present. Prerequisite(s): MUSC 1012.

MUSC 3820 - Improvisation (0-2-1)

Practical work in improvising in a variety of music styles. Prerequisite(s): MUSC 2011.

MUSC 3830 – Beginning Jazz Improvisation (0-2-1)

Applied work in the development of basic skills, scale construction, style techniques, and approaches for improvisation in a jazz setting, including exercises on fundamental chord structures, blues, and basic song forms. For music majors. Pre-requisite: MUSC 2911 with a minimum grade of C.

MUSC 3890 - Junior Recital

Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's junior recital.

MUSC 3910 - Elementary Music Methods (3-0-3)

Principles and techniques for teaching music to children K through 8. Includes musical development of the young child, program goals and content, methods, and assessment strategies. Prerequisite: MUSC 2900 (C).

MUSC 3970 - Form and Analysis (3-0-3)

Introduction to standard musical forms, including sectional forms, fugue and canon, sonata and sonatina forms, hybrid forms such as first-movement concerto form, sonata-rondo, etc. Prerequisite(s): MUSC 2012.

MUSC 4102 – Politics of Music and Culture (3-0-3)

This reading-intensive course explores the relationships between music and society and the ways socio-political forces influence how music is produced, marketed, and consumed. Students will engage in research and discussions designed to encourage critical thinking skills in considering how various forces (both musical and non-musical) in modern culture shape the modern music industry. Prerequisite(s): CRIT 1101 (C), ENGL 1102 (C), junior standing

MUSC 4310 – Artist and Concert Management (3-0-3)

This course explores the evolving nature of the music industry as it relates to live performance. Students will explore copyright law, contract law, publicity, marketing, and promotions within the context of the touring artist and the performance event. Pre-requisite: MUSC 3310

MUSC 4320 – Music Entrepreneurship

This course explores the various ways in which the entrepreneur (both musical and non-musical) can effectively and efficiently create a music-based business venture. Students will study concepts relevant to the world of small business, then apply concepts to the evolving marketplace of commercial music, as well as traditional expressions of music. Students will learn how music production, promotion, and marketing is accomplished through independent companies. Pre-requisite: MUSC 3310

MUSC 4500 - Applied Music (0-1-1 or 2)

Successful completion of Sophomore Barrier is required. May be repeated for credit. Study in music performance in the student's major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. Co-requisite: MUSC 3410

MUSC 4530 – Musical Theatre (3-0-3)

A study of New Music Theatre forms including but not limited to the American Musical. (Cross-listed with THEA 4530) Open to performing arts majors.

MUSC 4620 – Sacred Music Administration (2-0-2)

A course that acquaints students with music programs in a sacred context. Includes the development of a church/temple choir program, methods and techniques of rehearsal, liturgical planning, sacred music literature, budget preparation, and committee and pastoral relationships. Pre-requisites: MUSC 3614 and ENGL 1102, both with minimum grade of C; performing arts major with junior or senior standing

MUSC 4700 - Vocal Pedagogy (3-0-3)

A study of the human voice, its registers, classification of voices, method of practicing, analysis, style, and selection of literature. Work in vocal pedagogy lab. Prerequisite(s): MUSC 1012.

MUSC 4710 - Piano Pedagogy (3-0-3)

A study of current trends and methods used in teaching private and group piano lessons. Special emphasis on technical problems and appropriate literature. Prerequisite(s): MUSC 1012.

MUSC 4715 – Rhythm Section Methods (0-2-2)

An applied study of playing techniques and roles of performance on instruments typically found in the jazz rhythm section, such as piano, guitar, string bass, and drum set.

MUSC 4800, 4801, 4802 – Selected Topics in Music I, II, III (3-0-3)

An exploration of various topics in music usually in a seminar format.

MUSC 4830 – Advanced Jazz Improvisation (0-2-1)

A continuation of MUSC 3830. Advanced techniques in the development of skills and approaches for improvisation in a jazz setting, including exercises on altered chord structures, rhythm changes, advanced progressions, and solo transcription. For performing arts majors. Prerequisite: MUSC 3830 with a minimum grade of C.

MUSC 4890 - Senior Recital

Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's senior recital. Prerequisite(s): MUSC 3890.

MUSC 4910 - Choral Methods and Literature (2-0-2)

Designed to provide students with in-depth knowledge of choral techniques and literature. Students will study practical conducting strategies while acquiring the knowledge of choral repertoire suitable to public school settings. Prerequisite(s): MUSC 2900 (C), MUSC 3430 (C).

MUSC 4922 - Instrumental Methods and Materials I (2-0-2)

Methods and materials of teaching instrumental music. Evaluation of methods and materials. Prerequisite(s): MUSC 2012 (C).

MUSC 4923 - Instrumental Methods and Materials II (2-0-2)

Methods and Materials of teaching elementary instrumental music. Evaluation and implementation of methods and materials. Prerequisite(s): MUSC 2012 (C) and MUSC 3910 (C).

MUSC 4930 - Student Teaching (0-40-12)

Full-time supervised teaching of music in school settings. To be taken during the student's final semester of the program.

MUSC 4990 - Music Capstone (3-0-3)

A major final project (performance and/or research based, significant internship experience, etc.) for the B.A. in Performing Arts (music concentration). Normally taken in the student's last semester of study. Department approval required.

Nursing (NURS)

NURS 3101 - Professional Issues (3-0-3)

This course is designed to enhance the registered nurse's perception of the role of the professional practitioner in meeting the health needs of society. Selected theories, issues, and trends in nursing will be analyzed. Historical, societal, political, ethical, and legal factors impacting the profession will be explored. Modular seminar topics include a wide range of current selected topics driven by the current professional and social environment. (For RN-BSN students only.) Prerequisite(s): BSN Admission.

NURS 3110 - Interactive Communication (3-0-3)

This course focuses on ways to improve interpersonal skills in personal and professional settings. Students learn a specific set of communication techniques, identify their strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes relationship development, assertiveness, giving and taking criticism, group dynamics, crisis intervention, conflict resolution and problem solving. Prerequisite(s): Junior standing.

NURS 3200 – Health Assessment (2-3-3)

This course provides the learner with basic knowledge about assessment of the health status of adults. Developmental and cultural variations across the lifespan are examined. The focus of the course is on wellness maintenance, interviewing skills in obtaining health histories, performing physical examinations in a supervised laboratory environment and use of critical thinking skills to identify risk factors for actual and potential alterations in health. Identifying selected abnormal physical findings when conducting a head-to-toe physical examination is emphasized. Prerequisite(s): BSN Admission.

NURS 3201 - Health Assessment for R.N.'s (2-0-2)

This course provides the R.N. learner with the knowledge necessary to perform a health assessment on adults and use critical thinking skills to identify risk factors for actual or potential alterations in health. Emphasis will be placed on interviewing skills in taking a health history and differentiating between normal and abnormal physical findings when conducting a head-to-toe physical examination. Prerequisite(s): RN Licensure Absolute Corequisite(s): NURS 3201.

NURS 3202 - Health Assessment Practicum for RNs (0-3-1)

Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment/physical examination on adults from diverse cultural backgrounds. Lab time is structured to facilitate skill development in individuals with nursing experience. Prerequisite(s): RN Licensure or permission of Instructor. Absolute Corequisite(s): NURS 3201.

NURS 3301 - Health Promotions (3-0-3)

This course is designed to introduce the student to roles and issues for the professional nurse. Concepts highlighted in this course are theoretical perspectives on health-illness, developmental, situational, and role transitions in the nursing profession. In addition, the course emphasizes the nurse's role in promoting individual and family health across the lifespan. Prerequisite(s): BSN Admission. Absolute Corequisite(s): NURS 3301L.

NURS 3301L - Health Promotions Practicum (0-3-1)

This course is designed to allow the student to focus on the application of the theoretical concepts related to the role of the professional nurse in promoting individual and family health across the lifespan. Activities are designed to allow students to participate in interdisciplinary collaboration, application of teaching and learning principles, and to develop beginning skills in nursing therapeutics as related to health promotion. Prerequisite(s): BSN Admission. Absolute Corequisite(s): NURS 3301.

NURS 3383 - Clinical Pharmacology Seminar (3-0-3)

This seminar will examine clinical application of pharmaceutical agents as they relate to clients experiencing acute and chronic health conditions. Students will identify important considerations in the health maintenance and management of clients across the life span as recipients of pharmacotherapy. Prerequisite(s): NURS 3401/3401L. Corequisite(s): NURS 3501 and NURS 3701.

NURS 3401 - Health Illness Transitions I (3-0-3)

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics essential to the general care of individual clients experiencing developmental and health-illness transitions across the lifespan. Students are expected to apply assessment and communication principles in identifying needs of individuals with acute health-illness transitions. Emphasis in this course is on the introduction of basic principles necessary for promoting a healthy outcome in meeting holistic needs of the individual client. Prerequisite(s) or Concurrent Corequisite(s): NURS 3301; NURS 3201; NURS 3110. Absolute Corequisite(s): NURS 3401L.

NURS 3401L - Health Illness Transitions I Practicum (0-6-2)

This course focuses on the clinical application of concepts learned in NURS 3401 and previous courses. Students will have the opportunity to continue to develop assessment and nursing therapeutic skills in meeting holistic needs of the individual client with acute health-illness transitions. Prerequisite(s) or Concurrent Corequisite(s): NURS 3201L; NURS 3301L. Absolute Corequisite(s): NURS 3401.

NURS 3501 - Psychosocial Transitions (3-0-3)

This course focuses on theory and practice considerations for clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on understanding clients' perceptions, within the context of their current mental status, biological factors, risk factors and cultural background, in order to design appropriate professional nursing interventions. Prerequisite(s): NURS 3401. Absolute Corequisite(s): NURS 3501L.

NURS 3501L - Psychosocial Transitions Practicum (0-6-2)

This course focuses on clinical application of theory and research related to clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on the development of communication skills, critical thinking, and interdisciplinary collaboration to facilitate healthy adaptation to psychosocial stressors and recovery from mental health problems. A variety of acute care and community health care settings will be used. Prerequisite(s): NURS 3401L. Absolute Corequisite(s): NURS 3501.

NURS 3525 - Legal Issues in Nursing for RNs

This RN Completion Program elective course outlines the legal issues pertinent to the practice of professional nursing. The content includes evidence-based concepts that are used to define a registered nurse's legal responsibilities. Prerequisite(s): RN Licensure

NURS 3526 - Nursing Informatics for RNs

This RN Completion elective course will provide an overview of the nursing informatics specialty area, and will build upon foundational knowledge of a practicing registered nurse. The nursing informatics specialty area will be explored, including roles, responsibilities and essential competencies of the nurse informaticist, legal and ethical issues, the electronic medical record, telehealth, e-learning, and purposes of the internet for professional use. Prerequisite(s): RN Licensure

NURS 3527 - Essentials of Distance Education for RNs

This RN Completion elective course will provide a strong foundation in distance learning and update technology skills for the RN Completion student who desires assistance with the transition from a live to a distance learning environment. The student will gain experience using software and programs that will be used during the online RN Completion Program and will learn how to troubleshoot technology problems. This course will offer essential support to the student who would like an update regarding contemporary technology used in the online RN Completion Program. Prerequisite(s): RN Licensure

NURS 3528 - Forensic Nursing for RNs

This course provides the student with an overview of the practice of forensic nursing. Observation experiences may be provided in area hospitals, police departments, and rape advocacy centers. Students will have exposure to different aspects of forensic nursing including evidence collection, violence identification, victim advocacy, and interacting in the criminal justice system. Prerequisite(s): RN Licensure

NURS 3701- Health Illness Transitions II (3-0-3)

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for the adult clients and their families experiencing development, situational, and health-illness transitions. Emphasis will be on integration of nursing therapeutics with specific pathophysiologic concepts commonly experienced by the adult client. Responses of the individual and family in transition will also be addressed. Prerequisite(s): NURS 3401. Corequisite(s): NURS 3701L.

NURS 3701L - Health-Illness Transitions II Practicum (0-6-2)

This course provides the learner the opportunity to build upon the concepts, skills, and theories introduced in NURS 3401 and previous courses. The course provides opportunities to enhance integration of concepts into the practice setting appropriate for adult individuals and families in transition. Students gain experience in the application of nursing therapeutics in a variety of acute care and community health care settings. Prerequisite(s): NURS 3401L. Absolute Corequisite(s): NURS 3701.

NURS 4000 - Developmental Transitions I (3-0-3)

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for childbearing individuals and families. Concepts highlighted in this course include sexuality and reproduction. Course content examines developmental, situational, and health-illness transitions experienced by childbearing individuals and families. Prerequisite(s): NURS 3501; NURS 3701, NURS 3383. Absolute Corequisite(s): NURS 4000L.

NURS 4000L - Developmental Transitions I Practicum (0-6-2)

Within the context of the concepts learned in NURS 3601 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family in the childbearing years. A variety of acute care and community health care settings will be used. Prerequisite(s): NURS 3501L; NURS 3701L. Absolute Corequisite(s): NURS 4000.

NURS 4100 - Nursing Research (3-0-3)

This course emphasizes the critical review and evaluation of research articles and application of research findings to practice. Specific aspects of the research process are discussed from both a quantitative and qualitative approach, as a foundation to being an informed consumer of research. Building a scientific basis for practicing nursing is studied as a method for improving the quality of nursing practice. For basic licensure students, completion of all 3000-level NURS courses is recommended prior to taking this course. Prerequisite(s): (MATH 1231 or MATH1401) and NURS 3701.

NURS 4200 - Research for Evidence-Based Practice (3-0-3)

An introduction to the research process and the skills required to interpret, evaluate, and integrate knowledge generated from research as a foundation for evidence-based practice. Human subject's rights and ethical aspects of research are discussed. Scientific investigation is studied as a method of evaluating and improving professional practice. Prerequisite(s): RN Licensure and completion of Statistics Course.

NURS 4201 - Developmental Transitions II (3-0-3)

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for children and their families. Course content examines developmental, situational, and health-illness transitions experienced by individual pediatric clients and their families. Prerequisite(s): NURS 3501; NURS 3701 and NURS 3383. Absolute Corequisite(s): NURS 4201L.

NURS 4201L - Developmental Transitions II Practicum (0-6-2)

Within the context of the concepts learned in NURS 4201 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family from birth to adolescence. A variety of acute care and community health care settings will be used. Prerequisite(s): NURS 3501L; NURS 3701L. Absolute Corequisite(s): NURS 4201.

NURS 4300 - Nursing Leadership & Management for RNs

This RN Completion program course is designed as a synthesis experience for the RN- BSN student that examines management and leadership concepts. Concepts addressed in this course include leadership and management theories and frameworks, standards of professional nursing practice, the health care environment, organizational factors and strategic planning, professional development, leadership/management, resource allocation, quality improvement and trends in health care. Prerequisites: NURS 3101 with a minimum grade of C

NURS 4400 - Communication & Population-Focused Nursing for Practicing RNs

This RN Completion program course is designed to examine community and population- focused nursing practice as it applies to groups and aggregates in various health care settings. The course extends previously acquired competencies as it explores public health principles along with the nursing science and skills necessary in promoting wellness, preventing disease, and reducing risk for vulnerable populations. Community assessment, epidemiology, international health, environmental issues, and disaster preparedness are used to guide evidence-based population-focused nursing care. Pre-Requisites: NURS 3101 with a minimum grade of C

NURS 4401 - Health Illness Transitions III (3-0-3)

This course is a continuation of Health-Illness II in providing a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for clients and their families experiencing developmental, situational, and health-illness transitions. Emphasis will be on the provision of holistic care of individuals and families experiencing multisystem health-illness transitions. Prerequisite(s): NURS 4201; NURS 4000.Absolute Corequisite(s): NURS 4401L.

NURS 4401L - Health-Illness Transitions III Practicum (0-9-3)

This course focuses on the management of groups of clients and their families experiencing multisystem health-illness transitions. The course provides opportunities to validate competencies of a beginning professional nurse while enhancing synthesis of concepts learned in all Health-Illness courses. A variety of acute care and community health care settings will be used. Prerequisite(s): NURS 4201L; NURS 4000L.Absolute Corequisite(s): NURS 4401.

NURS 4500 - Role Transitions (2-0-2)

This course is for students in the basic licensure major only and is to be taken during the student's senior year. Role concepts, transitions from student to professional, health care issues and trends are explored. Students are required to submit a satisfactory portfolio and pass an end –of-program competency examination as a requirement of course completion. Prerequisite(s): NURS 4201; NURS 4000, NURS 4100.Prerequisite/Corequisite: NURS 4401; NURS 4601.

NURS 4503 - RN Practicum (0-9-3)

This clinical practicum course requires RN students to accomplish individual learning objectives negotiated with their faculty facilitators and designated preceptor at the onset of the course. Individual objectives allow students to achieve course outcomes. The practicum will enable RNs to expand their clinical expertise, broaden their exposure to different specialty areas, and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will also enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education, and community practice. Prerequisite: NURS 3101; NURS 3201; NURS 3202Prerequisite or Corequisite: NURS 4300/4400.

NURS 4601 - Organizational Transitions (4-0-4)

This course is designed to examine leadership and management theory as they apply to groups and aggregate populations in various health care settings. The student, as a manager, focuses on the role of the nurse in wellness promotion, epidemiology, international health, environmental issues, and the effect of nursing within health care systems. Competencies previously acquired are extended to include principles of management and leadership and their application to groups in transition. Prerequisite or Corequisite(s): NURS 4000, NURS 4100, NURS 4201.Absolute Corequisite(s): NURS 4601L.

NURS 4601L - Organizational Transitions Practicum (0-3-1)

This course is designed to allow students to apply leadership and management principles with groups and aggregate populations in various health care settings. Learning experiences focus on synthesizing concepts acquired in NURS 4601 and prerequisite courses such as communication, critical thinking, teaching/learning, and nursing process while validating competencies expected of a beginning professional nurse. Prerequisite(s): NURS 4000L; NURS 4201L. Absolute Corequisite(s): NURS 4601.

NURS 4605 - Transition to Graduate Educ.

This course will provide an opportunity for students to develop knowledge and skills that are needed to make a successful transition to the role of a graduate student. Specific topics will include 1) introduction to advanced practice nursing roles, components of graduate education, graduate level expectations, time management, 2) expansion of knowledge of distance education technologies, electronic data management resources, information search strategies, and 3) further develop professional communication knowledge and skills through discussions, formal writing, and presentations. Prerequisite(s): RN Licensure

NURS 4800 - Directed Readings in Nursing (variable credit 1-3)

This is a directed readings course with a faculty mentor. Permission of the instructor and faculty mentor required prior to registration. Prerequisite(s): BSN Admission.

NURS 4801 - Perioperative Nursing

This course provides the student with an in-depth look at the practice of Perioperative nursing. Didactic and clinical experiences are provided in area hospitals with students functioning in all aspects of intraoperative nursing including scrubbing, circulating, and recovering surgical patients. Prerequisite: Junior Nursing Status.

NURS 4802 - Transition to Emergency Nursing (2-1-3)

This is an elective nursing course that provides the student nurse with asynchronous online learning as well as supervised practicum/clinical experiences in emergency nursing. This course is introductory to this specialty area of nursing. Students function in all aspects of emergency nursing including triage, patient assessment, patient stabilization, medication administration, and patient education. Prerequisite(s): NURS 3701 and NURS 3701L.

NURS 4950 - Independent Study (variable credit)

Independent study is arranged with a specific instructor in the area of interest. Outcome goals are written by the student and approved by the instructor. (A student who plans to carry out the research proposal submitted in NURS 4100 should register for NURS 4950.) Prerequisite(s): Consent of the instructor and dean or associate dean.

Paralegal Studies (PARA)

PARA 1101 - Introduction to Law and Ethics (3-0-3)

This course provides an overview of the legal system and the role of attorneys and paralegals within the system. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts, and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques. Students who do not achieve a grade of C or higher (or K) in PARA 1101 must re-take PARA

1101 and achieve a grade of C or higher before a student may continue taking other PARA classes. Prerequisite(s): Exit or exemption from Learning Support Reading and English

PARA 2203 - Civil Litigation (3-0-3)

This course focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial client interview, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents, and the appellate process. Prerequisite(s): PARA 1101

PARA 2205 - Legal Research and Writing (3-0-3)

This course focuses on federal and state legal research utilizing law library books, online databases, and law-related Internet sites. Students will learn citation skills and draft legal memoranda based on case law and statutes. This course requires extensive out-of-class library time. Prerequisite(s): PARA 1101 or CRJU 1150 or POLS 2101

PARA 2207 - Criminal Litigation (3-0-3)

This course focuses on the criminal justice system and related statutes and constitutional issues. Students learn substantive and procedural rules and become familiar with pleadings filed in criminal court by prosecutors and defense attorneys. Prerequisite(s): PARA 1101

PARA 2209 - Business Organizations (3-0-3)

This course focuses on various business entities, such as sole proprietorships, general partnerships, limited partnerships, limited liability partnerships, limited liability companies, and corporations. The unique characteristics of business entities, including the advantages and disadvantages of each entity, are also explored. Emphasis is placed on practical considerations, such as the legal documents required during the formation, operation, maintenance, and dissolution stages. Prerequisite(s): PARA 1101

PARA 2211 - Computers in the Law (3-0-3)

This course introduces students to computer applications commonly used in a legal environment. Students gain hands-on experience working with software used for litigation and graphic support, case management and docket control, timekeeping and billing, advanced word processing and spreadsheets, trial preparation, eDiscovery and web conferencing. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2213 - Real Estate Law (3-0-3)

This course examines real property law concepts, with a focus on the buyer-seller relationship, title examinations and title insurance, and closing procedures. Students prepare a closing statement and draft other documents needed to prepare for a real estate closing. Prerequisite(s): PARA 1101

PARA 2221 - Bankruptcy/Debtor-Creditor Relations (3-0-3)

This course teaches students about the documents filed in bankruptcy court by attorneys representing debtors and creditors in Chapter 7, 11 and 13 cases. In addition, the course will discuss collection remedies on judgments obtained in civil court by secured and unsecured creditors. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2222 - Occupational Internship (1-10-3)

A minimum of 150 hours of on-the-job paralegal or other substantive law-related training in an approved work situation. Students work an average of 10-15 hours each week. Prerequisite(s): Completion of at least 75% of all paralegal career courses and program approval

PARA 2223 - Wills, Trusts and Probate Law (3-0-3)

This course teaches students the terminology and laws applicable to wills and trusts, and how to prepare these documents. Students also learn the procedural rules of Probate Court. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2225 - Family Law (3-0-3)

This course focuses on marriage, annulment, antenuptial agreements, divorce, and adoption. Students prepare all of the documentation necessary to file a divorce. Prerequisite(s): PARA 1101, PARA 2203

PARA 2227 - Health Care Law (3-0-3)

This course teaches students the legal issues involved in the health care industry. Students review and analyze contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2229 - Intellectual Property Law (3-0-3)

This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and prosecution. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2231 - Administrative Law (3-0-3)

This course explores the interaction between legal professionals and administrative agencies. Topics include the Administrative Procedures Act and related statutes and administrative rules, in areas such as environmental and social security law. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2233 - Employment Law (3-0-3)

This course teaches federal and state employment law, discrimination and disability statutes, and practical issues before administrative agencies. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

PARA 2235 - Law Office Skills (3-0-3)

This course involves the student in practical problem solving and hands-on scenarios that may occur in a law office, such as those regarding ethical issues, written communications, document management, and timekeeping/billing procedures. Prerequisite(s): PARA 1101, PARA 2203, PARA 2205, and PARA 2209

Philosophy (PHIL)

PHIL 2010 - Introduction to World Philosophy (3-0-3)

An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of

language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1101(C) required; ENGL 1102 recommended.

PHIL 2030 - Ethics in Historical and Contemporary Perspective (3-0-3)

A course which will examine the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers. It will also examine the application of moral reasoning to contemporary ethical issues and problems in fields such as communications, medicine, business, and the environment. Topics addressed include the meaning of "good" and "bad," right conduct, happiness and well-being, moral character, and justice. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102 (C).

PHIL 2040 - Introduction to Aesthetics (3-0-3)

An introduction to the philosophical questions "What do you mean?" and "How do you know?" in the realm of aesthetics, most particularly in the arts. Through readings and discussions of representative philosophical texts and with close attention to aesthetic objects themselves, questions such as the following will be examined: What is artistic expression? What do works of art mean? Is there a general definition of art? What makes a work of art good? Critical thinking and communication skills are emphasized.

PHIL 3200 - Ancient Philosophy (3-0-3)

The course studies philosophical literature of the eighth century B.C.E. through the third century C.E., including Pre-Socratic thought, Epicureanism, Stoicism, and Skepticism, with special emphasis on Socrates, Plato, and Aristotle. Completion of CRIT 1101 and Area C recommended. Prerequisite(s): ENGL 1102 (C).

PHIL 3400 - Medieval Philosophy (3-0-3)

The course studies philosophical literature of the third through fourteenth centuries B.C.E., including Porphyry, Boethius, Augustine, Anselm of Canterbury, Peter Abelard, Thomas Aquinas, Henry of Ghent, John Duns Scotus, William of Ockham, and John Buridan. Completion of CRIT 1101 and Area C recommended. Prerequisite(s): ENGL 1102 (C).

PHIL 3600 - Modern Philosophy (3-0-3)

The course studies philosophical literature of the 16th through the 18th centuries, through careful examination of, and critical engagement with, such figures as Hobbes, Descartes, Pascal, Locke, Leibniz, Spinoza, Berkeley, Hume and Kant. Completion of Area C and CRIT 1101 recommended. Prerequisite(s): ENGL 1102 (C).

PHIL 3800 - Contemporary Philosophy (3-0-3)

An examination of works of major thinkers of the 20th century. Philosophers to be studied include Martin Heidegger, Jean-Paul Sartre, and Simone De Beauvoir, from Germany and France, and C.S. Peirce and John Dewey, from the United States. Prerequisite(s): ENGL 1102 (C).

PHIL 4200 - Philosophy of Religion (3-0-3)

This course studies world literature on the philosophy of religion. Topics include proofs of God's existence, science and religion, the problem of evil, reason and religion experience, religious pluralism, free will, and life after death. Completion of CRIT 1101 and Area C recommended. Prerequisite(s): ENGL 1102 (C).

PHIL 4400 - Philosophy of Culture (3-0-3)

A topical or thematic approach to the study of the networks of relationship between philosophical ideas and the social structures in which those ideas arise and are interpreted, considering both

historical and contemporary perspectives. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102 (C).

PHIL 4600 - Logic and Philosophy (3-0-3)

The course studies propositional and predicate logic against a backdrop of literature on the philosophy of logic. Recommend completion of Area C. Prerequisite(s): ENGL 1102 (C) and CRIT 1101.

PHIL 4800 – Special Topics in Philosophy (3-0-3)

An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Social & Political Philosophy, Eastern Philosophy, and Existentialism. May be repeated for credit, up to 12 hours, as topics change. Completion of CRIT 1101 and Area C recommended. Prerequisite(s): ENGL 1102 (C).

PHIL 4900 - Directed Study in Philosophy (3-0-3)

The student, with the advice and permission of the directing professor, selects the topic and submits a prospectus for department approval before the semester in which the course is to be taken. May be repeated for up to 12 hours. Prerequisite(s): Departmental Approval.

Physics (PHYS)

PHYS 1111 - Introductory Physics I (3-0-3)

An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary algebra and trigonometry will be used. Prerequisite(s): MATH 1112A with a minimum grade of D, or MATH 1113 or higher; Corequisite(s): PHYS 1111L.

PHYS 1111L - Introductory Physics Laboratory I (0-2-1)

Laboratory accompanying PHYS 1111. Corequisite(s): PHYS 1111.

PHYS 1112 - Introductory Physics II (3-0-3)

An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary algebra and trigonometry will be used. Prerequisite(s): PHYS 1111/1111L; Corequisite(s) for selected Life Science majors only: PHYS 1112L.

PHYS 1112L - Introductory Physics Laboratory II (0-2-1)

Laboratory accompanying PHYS 1112. This laboratory is required only for students majoring in the following disciplines: agriculture, applied biology, and physical therapy. Pre-medical students following an applied biology track, and pre-veterinary students are also required to take this laboratory course. Corequisite(s): PHYS 1112.

PHYS 2211 - Principles of Physics I (3-0-3)

An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary calculus will be used. Corequisite(s): PHYS 2211L; Prerequisite or corequisite: MATH 2502.

PHYS 2211L - Principles of Physics Laboratory I (0-3-1)

Laboratory accompanying PHYS 2211. Corequisite(s): PHYS 2111.

PHYS 2212 - Principles of Physics II (3-0-3)

An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary calculus will be used. Prerequisite(s): PHYS 2211/2211L; Corequisite(s): PHYS 2212L.

PHYS 2212L - Principles of Physics Laboratory II (0-3-1)

Laboratory accompanying PHYS 2212. Corequisite(s): PHYS 2212.

PHYS 3454 – Statics (3-0-3)

This is a pre-engineering/applied mathematics course that will cover the following topics: forces, moments, couples, equilibrium, equipollent systems, resultants, distributed forces, equilibrium analysis, free-body diagrams, practical examples, trusses, methods of joint and sections, multi-force members, shear-force and bending-moment diagrams, statics and structural design, coulomb friction, centroids and center-of-mass. Prerequisite(s): PHYS 2211.

PHYS 3213 - Principles of Physics III - Modern Physics (3-0-3)

A survey of twentieth century physics. Topics include Special theory of Relativity, Planck's theory of radiation, particle/wave duality, Schroedinger equation solutions for simple potentials, and properties of one-electron atom. Applications of quantum principles to multi-electron atoms, molecular, and nuclear structures are also discussed as time permits.

PHYS 3214 - Classical Mechanics (3-0-3)

A review of vectors algebra, Newtonian mechanics, many body systems, motion in central fields, small oscillations, rotation of rigid bodies, Lagrangian equations, and non-inertial reference frames.

PHYS 3220, PHYS 3221 – On-Campus Internship (3-0-3)

This is an internship program for selected students who will perform supervised work related to physics and/or pedagogy in conjunction with physics faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor. Prerequisite(s): PHYS 1112 with a grade of C or higher and PHYS 1112L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

PHYS 3230, PHYS 3231, PHYS 3232 – Introductory Research (3-0-3)

This course is a supervised introductory research experience with Physics faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and a poster presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty. Prerequisite(s): PHYS 1112 with a grade of C or higher and PHYS 1112L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

PHYS 3650 - Modern Physics (3-0-3)

An introductory course including material from relativity, quantum mechanics, models of the atom, lasers, solid state physics, nuclear physics and elementary particles. Study is focused on contemporary applications including those to biology and medicine. Prerequisite(s): PHYS 1112.

PHYS 3650L – Modern Physics Laboratory (0-2-1)

Laboratory accompanying PHYS 3650. Prerequisite(s): PHYS 3650 (can be taken concurrently)

PHYS 4110 - Conceptual Astronomy (3-0-3)

A one-semester survey course of astronomical methodologies and technologies employed by cultures from ancient through the modern times. Topics in this course will include naked eye astronomy, calendars, cosmogony, cosmology, and the development of the modern scientific technique. This course is only applicable to a major in Middle Level Teacher Education. Other students should consider SCI 1901A, Selected Topics in Science - Astronomy. Prerequisite(s): SCI 3120.

PHYS 4215 - Electricity and Magnetism I (3-0-3)

A survey of electro and magnetostatics. Topics include Coulomb's Law, Ampere's Law, scalar and vector potentials and Laplace's equation.

PHYS 4216 - Methods of Mathematical Physics (3-0-3)

A survey of the mathematical techniques required for the description of physical systems.

PHYS 4230, PHYS 4231, PHYS 4232 – Research Practicum (3-0-3)

Research experience for students in Physics. Practicum assignments must be approved by the student's major advisor and the Physics faculty. Prerequisite(s): PHYS 1112 with a grade of C or higher and PHYS 1112L with a grade of C or higher or PHYS 2212 with a grade of C or higher and PHYS 2212L with a grade of C or higher and consent of the head of the department of Chemistry and Physics.

Political Science (POLS)

POLS 1101 - American Government (3-0-3)

An introductory level survey of the American political system in an international context, emphasizing across cultural approach to the study of the structure and processes of policy decision-making. The course incorporates comparison of the American political system and other types of political systems. The course also includes the study of world geography, emphasizing knowledge of the global configuration of nation states.

POLS 2101 - Introduction to Political Science (3-0-3)

An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.] Prerequisite(s): POLS 1101

POLS 2401 - Introduction to Global Issues (3-0-3)

An examination of current global issues. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.] Prerequisite(s): POLS 1101

POLS 3212 - State and Local Government (3-0-3)

Provides an in depth study of the political process and administrative procedures used in American state and local governments to address social, economic, and political issues.

Comparative analysis of relevant factors across the states are incorporated into the course. Prerequisite(s): POLS 1101

POLS 3220 - Judicial Process (3-0-3)

An introduction to the legal process as a whole, including the functions of courts, lawyers, and other actors in the legal system. Specific issues such as court reform, crime control, civil liberties, and civil rights will be covered. The Supreme Court and the development of constitutional interpretation through judicial decision-making will also be explored. Prerequisite(s): POLS 1101

POLS 3308 - American Foreign Policy (3-0-3)

Explores the conduct, substantive policy issues, and problems associated with American foreign policy. The contemporary aspects and problems evolving out of and confronted by American foreign policy. Prerequisite(s): POLS 1101

POLS 3320 - Public Policy (3-0-3)

An analysis of selected public policy issues and the interplay of organizations and politics in the policymaking process. Prerequisite(s): POLS 1101

POLS 3322 - Politics of the Developing World (3-0-3)

Provides students with an understanding of the diversity and complexities of the developing world, sometimes referred to as the "Third World," "Global South," "Less Developed World" and "Non Industrialized Countries." It will examine the general characteristics of developing countries as well as illuminate many contrasting features. Similarly, the course will familiarize students with the many challenges that these countries face, and acquaint students with the various mechanisms used to measure the levels of development in the developing countries. Prerequisite(s): POLS 1101

POLS 3323 - Comparative Politics (3-0-3)

An introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems. Prerequisite(s): POLS 1101

POLS 3326 - Human Rights (3-0-3)

Focuses on the historical roots of international human rights regime. It will examine the various actors and organizations in human rights debate, including: states, international organizations, non-governmental organizations and non-state actors. The course will challenge students to think as human rights advocates in the examination of issues such as the use of military force to promote human rights, war crimes, crimes against humanity, humanitarian intervention, women's rights, child labor, human trafficking and the international Criminal Court (ICC). Prerequisite(s): POLS 1101

POLS 3343 - Principles of Public Administration (3-0-3)

Examines the methods and procedures of governmental administration and the control of public bureaucracies in democratic societies. Prerequisite(s): POLS 1101

POLS 3350 - International Relations (3-0-3)

Examines international order, conflict and war, determinants of foreign policy, global actors, and the dynamics of political interaction between nation-states. Prerequisite(s): POLS 1101

POLS 3360 - The U.S. Congress and Presidency (3-0-3)

Provides an overview of the U.S. Congress and Presidency. Topics may include elections, voting behavior of Congressional members, political parties, the multiple views of the committee system,

and the interaction between the branches of government. Character typologies of the presidency, the internal organization of decision-making in the White House, and the relationship of the presidency to the public and the mass media will also be discussed. A portion of the course may be devoted to an examination of the campaign and election process. Prerequisite(s): POLS 1101

POLS 3380 - Interest Groups and Political Parties (3-0-3)

Examines the nature, structure, and functions of interest groups and political parties in differing national cultural contexts with particular attention to electoral activity and its role in the policy making process. Prerequisite(s): POLS 1101

POLS 3382 - Women and Politics (3-0-3)

Provides an in-depth knowledge of themes pertaining to women in politics, both within the U.S. and the international sphere. Emphasis will be placed on the universal suffrage movements, women's social movements, and the participation of women in politics and public policy. Prerequisite(s): POLS 1101

POLS 3385 - Campaigns and Elections (3-0-3)

Provides an in-depth look at the process of selecting governmental leaders in the United States. Includes a segment on foreign elections. Prerequisite(s): POLS 1101

POLS 3386 - Mass Media and Politics (3-0-3)

Examines the role of the mass media in society. Emphasis is placed on the media's role in the social, legal, and political processes in the United States, as well as other democratic and non-democratic countries. Prerequisite(s): POLS 1101

POLS 3388 - African American Politics (3-0-3)

An examination of African American political behavior, including the theoretical underpinnings of political action, the electoral preferences of African Americans, and the role of African Americans in United States political institutions. Prerequisite(s): POLS 1101

POLS 3390 - International Organizations (3-0-3)

Focuses on the ever-changing role that international organizations and non-governmental organizations play in international politics. Coverage will include theoretical and practical aspects of these organizations and the global problems that they attempt to address. Prerequisite(s): POLS 1101

POLS 4421 - Political Thought (3-0-3)

Introduces normative political theories about the moral foundations of politics to try to answer questions about how the world ought to work. Political thought is therefore a component of the realm of philosophical inquiry known as "ethics." The course covers different topics including, but not limited to, American exceptionalism, African-American political thought, and Feminist theory, but the focus will be on applying these to specifically political questions. Prerequisite(s): POLS 1101

POLS 4425 - Constitutional Law I: Institutional Powers and Constraints (3-0-3)

Provides an in-depth study of the constitutional status of federalism, the separation of powers doctrine, and the constraints on the power of the United States Supreme Court by discussing relevant Supreme Court case law. Prerequisite(s): POLS 1101

POLS 4426 - Constitutional Law II: Civil Liberties and Equal Rights (3-0-3)

Provides an in-depth study of the fundamental principles of individual rights in American federal constitutional law. It surveys the areas of due process, equal protection, state action, and the Bill of Rights. The course will also cover the broader theories of constitutional interpretation. Prerequisite(s): POLS 1101

POLS 4451 - Politics of Europe (3-0-3)

Designed to acquaint students with political institutions and processes of individual European nations and regional organizations including NATO and the European Union in the post-Soviet era. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail. Prerequisite(s): POLS 1101 and (HIST 2111 or HIST 2112)

POLS 4453 - Politics of Africa (3-0-3)

Examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Africa. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail. Prerequisite(s): POLS 1101

POLS 4470 - Politics in Film (3-0-3)

Examines U.S. cultural trends through films about politics. Shifts between cynicism and idealism in the media industry's portrayal of politics will be examined. The difference between left and right wing propaganda and documentaries will also be examined. Prerequisite(s): POLS 1101

POLS 4475 - Voting Behavior (3-0-3)

Provides students the chance to study and empirically test how voters form attitudes and opinions, what drives voters to the polls, and how voters make decisions. This course also covers voter turnout, partisanship, the role of the mass media in electoral coverage, and discusses the various models of voting behavior. Prerequisite(s): POLS 1101 and (MATH 1231 or MATH 3210)

POLS 4490 - Internship in Political Science (3-0-3)

Constitutes an independent (individual or small group) political science project applying social sciences methodology, research, and analysis to actual political environments. The student will prepare and submit a significant political science paper and/or project. Prerequisite(s): POLS 1101 and approval of Program Coordinator

POLS 4500 - Senior Capstone (3-0-3)

Senior capstone learning experience required of all undergraduate Political Science majors. Students will use skills learned in the totality of their program to complete an original piece of empirical research under the direction of the Program Coordinator and subsequent faculty. Prerequisite(s): POLS 1101 and approval of Program Coordinator

POLS 4800 - Selected Topics in Political Science (3-0-3)

An exploration of contemporary topics and issues in the field of political science. This course may be repeated for credit when the topic varies. Prerequisite(s): POLS 1101

POLS 4900 - Directed Study in Political Science (3-0-3)

May be arranged in consultation with a faculty member. This course may be successfully completed a maximum of two times for a total of 6 credit hours. Prerequisite(s): POLS 2401 and approval of Program Coordinator

Psychology (PSYC)

PSYC 1101- Introduction to General Psychology (3-0-3)

A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology. Applicability of theories and research findings across contemporary cultures is considered. This course must be completed with a grade of "C" or above to apply toward credit for the Psychology Major or Minor. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

PSYC 2103 - Introduction to Human Development (3-0-3)

An introductory, non-laboratory-based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. This course must be completed with a grade of "C" or above to apply toward credit for the Psychology Major or Minor. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

PSYC 2105 - Statistics for Psychology (3-0-3)

This course is designed to introduce students to basic statistical methods for the design and analysis of research in psychology. Subject areas include: measurement; organizing and displaying data (e.g. graphs and tables), descriptive statistics (e.g. mean, median, mode, variance, standard deviation), elementary probability, correlation and regression, hypothesis testing, sources of error, power, effect size, and an introduction to analysis of variance and factorial designs. This course must be completed with a grade of "C" or above to apply toward credit for the Psychology Major or Minor. Prerequisite(s): PSYC 1101 with a grade of "C" or above, MATH 1101, MATH 1111 or equivalent.

PSYC 2110 - Psychology Applied to Today's Workforce (3-0-3)

This course serves as an introduction to the Psychology major, with an exploration of career options in psychology, as well as training on the use of American Psychological Association format for writing in the social sciences. Students will learn about the options that they have with their Bachelor's degree in Psychology and those they may have should they continue their education at the graduate level. This course must be completed with a grade of "C" or above to apply toward credit for the Psychology Major or Minor. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.] Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3100 - Interpersonal Communication and Helping Skills (3-0-3)

Students will learn the use of helping and communication skills at a beginner level and other life skills such as developing a professional identity, learning self-care, developing appropriate relationships and applying fundamental listening and communication skills. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3130 - Social Psychology (3-0-3)

A survey of the major theories and research findings regarding social influences on human behavior. Areas explored will include attitudes, prejudice, gender roles, altruism, conformity, obedience, attraction, and aggression. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3140 - Crisis Intervention (3-0-3)

This course is designed to provide a theoretical and applied foundation for working with people in crisis. Students will examine the dynamics of various situational and developmental crises, consider family and cultural influences on coping, and explore methods for intervening in crisis situations. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3150 - Group Dynamics (3-0-3)

This course will provide students with a foundation in the principles of group dynamics, with an emphasis on small-group dynamics. Research in the field of group dynamics will be discussed, and well-established principles of group functioning, such as group formation, conflict, and impression management, will be addressed. Application of these principles to the functioning of small groups in psychology and human services-related settings will also be addressed. Prerequisite(s): PSYC 1101 and PSYC 2103 with a grade of "C" or above.

PSYC 3160 - Educational Psychology (3-0-3)

Educational psychology is the study of the psychology of learning and how development and differences among individuals influence learning. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of "C" or above.

PSYC 3170 - Psychology of the African American Experience (3-0-3)

This course will explore the experiences of people of African descent in America. It will examine their cultural and historical influences and will consider the core values, beliefs and behaviors found among African Americans. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3180 - Cross-Cultural Psychology (3-0-3)

This course includes studies of multicultural trends including characteristics and concerns of diverse groups; attitudes and behavior based on factors as age, gender, race, social class, sexual orientation, ethnicity and culture, etc. This course is meant to encourage students to reflect on the effect of culture on their own behavior, cognitions, and affect. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3210 - Abnormal Child Psychology (3-0-3)

Abnormal Child Psychology provides an introduction to the historical and contemporary perspectives, etiologies, research, and treatment modalities for atypical child development. By the end of the course, students should have a better understanding of the 1.) evolution of theories regarding atypical child development 2.) distinction between abnormal development and normal developmental deviance 3.) putative etiologies of childhood disorders 4.) symptoms of disorders commonly diagnosed during childhood and 5.) empirically-supported interventions to ameliorate maladjustment in children. Prerequisite(s): PSYC 1101, PSYC 2103, and PSYC 3560 with a grade of "C" or above.

PSYC 3300 - Ethics in Professional Issues (3-0-3)

This course is to stimulate students to think about major issues related to professional practice in human services and to challenge students to formulate positions on these issues. Students will become familiar with the various ethics codes and develop an ability to apply these codes to a variety of specific problem situations. The course also examines ethical and legal standards, risk

management, professional credentialing, and standards for the helping profession. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3350 - Abnormal Psychology (3-0-3)

A study of the scientific and cultural bases of various conceptions of undesirable behavior. Applications of principles derived from basic research will be emphasized. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3510 - Psychological Testing and Measurement (2-2-3)

An overview of psychological evaluation with emphasis on uses of personality, ability, and achievement tests including basic descriptive statistics, item development, and critical issues in the field of testing. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of "C" or above.

PSYC 3520 - Theories of Personality (3-0-3)

An introduction to the major theories of personality, including the psychoanalytic, humanistic, and trait approaches. Prerequisite(s): PSYC 1101 and PSYC 2103 with a grade of "C" or above.

PSYC 3530 - Health Psychology (3-0-3)

An examination of the psychological factors affecting wellness, including emotional, cognitive, social, and behavioral aspects. Biopsychological mechanisms underlying illness and methods for improving health will be included. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3560 - Research Methods in Psychology (3-0-3)

This course provides students with an introduction to research design and methods in psychology. Topics include learning to review the primary literature; developing a research idea and the development, execution, and interpretation of findings from common research designs; basic analysis of research results; and the basics of an effective written presentation of project and results. Upon completion of this course, students will have a solid foundation in the methods used to study psychological functioning. This course must be completed with a grade of "C" or above to apply toward credit for the Psychology Major or Minor. Prerequisite(s): PSYC 1101, PSYC 2103, and MATH 1231 OR PSYC 2105 with a grade of "C" or above.

PSYC 3570 - Human Sexuality (3-0-3)

Sexuality is a part of all of our lives. This course is designed to explore the subject of human sexuality in a scientific and open manner. The purpose of this course is for students to gain knowledge about human sexuality as well as critically evaluate their own ideas, values, and mores about sexuality. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3580 - Addictions (3-0-3)

This course will investigate a broad range of addictive disorders including drugs, alcohol, and gambling as well as other problematic repetitive behaviors (e.g. internet use, binge eating, hoarding). We will investigate the complex biopsychosocial disease process of addiction. There will be emphasis on the physiological brain responses and health consequences. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 3590 - Grief and Bereavement (3-0-3)

This course equips the student to understand and respond effectively to individuals, families, groups, organizations, and communities that have experienced both symbolic and tangible loss and grief reactions. The topics covered in the course, include theories of normal and complicated grief, grief reactions and the factors that influence them at different stages of the life span, cultural and spiritual influences, vicarious trauma and the impact of loss and working in close contact with

grief on professionals, and skills and strategies that address therapeutic needs of vulnerable and resilient populations. Prerequisite(s): PSYC 1101 with a grade of “C” or above.

PSYC 3801 - Selected Topics in Psychology (3-0-3)

An exploration of various topics and issues in the fields of psychology & human services. Prerequisite(s): PSYC 1101 with a grade of “C” or above.

PSYC 3802 - Selected Topics in Psychology (3-0-3)

An exploration of various topics and issues in the fields of psychology & human services. Prerequisite(s): PSYC 1101 with a grade of “C” or above.

PSYC 4110 - The Psychology of Gender (3-0-3)

A study of the social construct of “gender” and its impact on individuals and societies; its interactions with biological aspects and determinants of sex; its variations across cultures; and various aspects of human sexual behavior, including their relationship to conceptualizations of gender. Prerequisite(s): PSYC 1101, PSYC 2103, and PSYC 3560 with a grade of “C” or above.

PSYC 4120 - Physiological Psychology (3-0-3)

An introduction to the complex interrelationships between biological and mental processes with a particular emphasis on the impact of physiology (e.g., nervous and endocrine systems) on behavior. It is recommended that students complete at least one college-level biology course prior to taking this course. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of “C” or above and BIOL 1111 or 1107.

PSYC 4130 - Introduction to Cognitive Psychology (3-0-3)

An examination of the major theories and research findings in areas of human cognition such as information processing and problem-solving. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of “C” or above.

PSYC 4160 - Death and Dying (3-0-3)

This course is a senior-level seminar providing students with an examination of the psychological foundations and correlates of attitudes toward death, death anxiety and grief; cross-cultural perspectives; death education; stages of children’s awareness; coping with grief and fears; legal issues surrounding death; and attitudes towards the afterlife. The course maintains a focus on death and dying issues in the dynamic context of life and living. Prerequisite(s): PSYC 1101 and PSYC 2103 with a grade of “C” or above.

PSYC 4180 - Adulthood and Aging (3-0-3)

This course is a brief introduction to or overview of research focusing on adult development and aging within a developmental psychological framework. Students will become familiar with the theories and methods used by researchers to study cognitive, emotional, and physical development in adulthood. Prerequisite(s): PSYC 1101, PSYC 2103, and PSYC 3560 with a grade of “C” or above.

PSYC 4190 - Adolescent Psychology (3-0-3)

The purpose of this course is to provide the student with an introduction to characteristics and theories of adolescent development. The course will cover theoretical foundations and transitions of adolescence. This class also examines contexts that affect adolescent development, such as peers and the family. The final portion of the class will examines problems (e.g., depression and suicide, substance abuse, and delinquency) and opportunities (e.g., career development)

encountered by adolescents. Prerequisite(s): PSYC 1101, PSYC 2103, and PSYC 3560 with a grade of "C" or above.

PSYC 4490 - Internship/Practicum in Psychology (0-V-3)

A directed and supervised internship or practicum. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, and prepare a log and presentation for fellow internship students. Requires permission of program coordinator and Director of Experiential Learning. Prerequisite(s): PSYC 1101 and PSYC 2110 with a grade of "C" or above, and senior status.

PSYC 4500 - Senior Seminar and Internship/Practicum in Psychology II (0-V-3)

An optional second internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, produce a project for the site, and prepare a log and presentation for their fellow internship students. Prerequisite(s): PSYC 1101 and PSYC 2110 with a grade of "C" or above and PSYC 4490 or HMSV 4490.

PSYC 4540 - Introduction to Learning and Behavior (3-0-3)

An introductory examination of the major theories of learning with an emphasis on the application of these theories to the modification of complex human behavior. Ethical issues associated with the use of behavior change strategies will be a focus. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of "C" or above.

PSYC 4550 - Intro to Program Evaluation

This course is designed to help students understand how program evaluation is relevant human services efforts. The goal is to familiarize students with different types of program evaluation, how to develop an evaluation plan, and how to implement an evaluation. Students gain practical experience through a series of exercises requiring them to learn basic program evaluation concepts, critique existing evaluations, work with stakeholders, understand evaluation design and data collection, and consider dissemination strategies. Prerequisite(s): PSYC 1101 and PSYC 3560 with a grade of "C" or above and HMSV 3010.

PSYC 4560 – Infancy (3-0-3)

This course will introduce students to the current theories and research about infant development. Topics include theories and methods of developmental psychology and cognitive, social-emotional, and biological during infancy. The course will end with an evaluation of social policies that impact infants and their parents. Prerequisite(s): PSYC 1101, PSYC 2103, and PSYC 3560 with a grade of "C" or above.

PSYC 4590 – Directed Research (3-0-3)

Designed to further student knowledge of the uses of research methodologies in psychology, topics for this course include research question design, literature review preparation, and research design selection, among others. The course will also require the application of course content to the design of a research project. Prerequisites: PSYC 1101, PSYC 2105 OR MATH 1231, and PSYC 3560 with a grade of "C" or above.

PSYC 4801 - Selected Topics in Psychology III (3-0-3)

An exploration of various topics and issues in the fields of psychology and human services. May be repeated up to two times for credit when topic varies. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 4802 - Selected Topics in Psychology IV (3-0-3)

An exploration of various topics and issues in the fields of psychology and human services. May be repeated up to two times for credit when topic varies. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 4900 - Directed Readings in Psychology (3-0-3)

An in-depth examination of an area of student interest outside the usual focus of the psychology curriculum closely directed by a faculty member. Prerequisite(s): PSYC 1101 with a grade of "C" or above.

PSYC 4999 - Senior Evaluation

This course is designed to provide formal assistance for senior students as they prepare for employment and/or graduate school application and to provide data of use in assessing the Psychology & Human Services curriculum. Students are required to attend four class meetings that include the following components: seminars on job search strategies and application for graduate/professional school; completion of surveys assessing the quality of the psychology degree program; a standardized subject test in psychology to assess student's knowledge in comparison to national norms; a senior exit interview.

Science (SCI)

SCI 1901 - Selected Topics in Science (3-0-3)

A group of courses which examines a variety of topics in science disciplines presented at an introductory level. Descriptions of individual courses within the group are provided below.

SCI 1901B - Selected Topics in Science-Plants and Society (3-0-3)

Emphasizes plants in everyday life. Topics include the basic structure and function of plants, identification of common plants, plant ecology, economic botany, backyard botany, medical plants and poisonous plants.

SCI 1901C - Selected Topics in Science-Extraordinary Chemistry (3-0-3)

Presents chemical science in a way that reflects both the excitement and concerns with the rapidly changing uses and needs of chemicals in the world. Topics include everyday chemicals to which we are exposed, the food we eat, ozone pollution, mind-altering drugs, batteries, and buckminsterfullerenes. Emphasis will be placed on the development of skills that allow the student to affect policies that govern the access and use of chemicals in the future for the benefit of everyone.

SCI 1901D - Selected Topics in Science-Health and Disease (3-0-3)

A survey of the biology of diseases that currently impact society, including proposed prevention and cure. Examples include cardiovascular disorders, infectious diseases, cancer, and diabetes.

SCI 1901E - Selected Topics in Science-Energy (3-0-3)

Emphasizes topics involving energy and its transfer to the understanding of biological and physical systems by examining a variety of aspects of energy resources, including the principles involved, and the environmental and economic consequences of energy production and use.

SCI 1901F - Selected Topics in Science-Forensic Science (3-0-3)

Provides an introduction to the science of forensics. Topics will include various scientific principles and techniques used in solving crimes. Case studies will be presented.

SCI 1901G - Selected Topics in Science-Sex and Gender (3-0-3)

An interdisciplinary survey of human reproduction and gender development. Physiological, psychological, and cultural aspects of human sexuality will be addressed. Topics include female and male specific health problems, sexual development, the genetics and evolution of sexuality, and current research in reproductive medicine and gender.

SCI 1901H - Selected Topics in Science-Human Genetics (3-0-3)

A study of human genetics examining major breakthroughs and current issues in human heredity. The course will include the science of genetics, and the societal implications of topics such as the human genome project, DNA fingerprinting, genetics and intelligence, and genetic engineering.

SCI 2222 - Internship and/or Cooperative Education I (credit varies)

Internship program for selected students who perform science-based work in conjunction with faculty or off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate). Prerequisite(s): Completion of a science sequence from Area D of the Core Curriculum and consent of the Head of the Department of Natural Sciences.

SCI 3110 - Physical Science I (2-0-2)

A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching physical science in the middle grades. The topics addressed include: energy and heat; science, society, and technology; machines and force; and matter. *This course is open only to Middle Level Teacher Education Students.* Prerequisite(s): Completion of Area D of the Core Curriculum; Corequisite(s): SCI 3110L.

SCI 3110L - Physical Science Laboratory (0-2-1)

Laboratory accompanying SCI 3110. Laboratory includes both physical science and pedagogy. Corequisite(s): SCI 3110.

SCI 3110S - Physical Science (3-0-3)

An activity-based course that incorporates methods, content, central themes, and technology for teaching physical science in the middle grades. Topics addressed include chemistry, kinematics, dynamics, gravity, heat, wave motion, optics, and electricity and magnetism. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3120 - Physical Science II (3-1-3)

A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching optics, atomic physics, nuclear physics, inorganic chemistry, and organic chemistry in the middle grades. Includes laboratory. *This course is open only to Middle Level Teacher Education students.* Prerequisite(s): SCI 3110 and 3110L.

SCI 3120S - Earth Science (3-0-3)

An activity-based course that incorporates methods, content, central themes, and technology for teaching earth science in the middle grades. Topics addressed include hydrology, meteorology, atomic theory, geology, solar system and stellar astronomy, cosmology, and the space program. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3130-Integrated Science-Life Science (3-1-3)

A one-semester activity based course that incorporates content, central themes and technology for teaching life science in the middle grades. The topics addressed include: cells, tissues, animal behavior, classification, plant and animal systems, genetics, evolution, and ecology. This course is open only to Middle Level Teacher Education students. Prerequisite(s): SCI 3110 with a grade of C or higher.

SCI 3140 - Physical Science III (3-0-3)

This course will examine Earth science and space science concepts encountered in the middle-grades curriculum. Topics will include Earth materials, geological structures and dynamics, hydrology, meteorology, planetary and stellar astronomy, and space exploration. *This course is open only to Middle Level Teacher Education students.* Prerequisite(s): SCI 3120.

SCI 3222 - Off-campus Internship (credit varies)

Internship Program for selected students who perform scientific work in conjunction with off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate). Prerequisite(s): Completion of Area D of the Core Curriculum, consent of the Head of the Department of Natural Sciences, and Junior or Senior status.

SCI 4901 – Secondary Ed. Science Instruction (3-0-3)

This course will explore theory and pedagogy of science instruction with a focus on teaching methods across a variety of topics. Appropriate integration of technology into science teaching and learning will be emphasized.

SCI 5901 – Methods Teach Sec Bio (3-0-3)

This course will explore theory and pedagogy of secondary science instruction with a focus on teaching methods across varied topics. Appropriate integration of technology into science teaching and learning will be emphasized. This course is cross listed as SCI 4901.

Supply Chain Management (SCML)

SCML 3105 - Introduction to Transportation and Logistics (3-0-3)

The goal of this course is for students to understand the basic modes of transportation, the economic fundamentals underlying each, and ways in which today's supply chain manager can use them to achieve improved efficiency and effectiveness in the logistics processes and improved value for consumers. Prerequisite: ECON 2106 (C).

SCML 3106 - Principles of Supply Chain Management (3-0-3)

This course covers basic principles of supply chain management and provides techniques used to analyze various aspects of logistics systems. Key concepts such as transportation, warehousing, inventory management, facility location and use of third-part logistics providers are examined. Prerequisites: MKTG 3101 (C) or MGMT 3101 (C).

SCML 3580 - Operations and Warehouse Management (3-0-3)

The goal of this course is to present a broad and practical introduction to the field of operations management in a realistic and practical manner and to understand how warehousing and

operational decisions impact the performance of a company and add value to a firm's entire supply chain. Prerequisites: SCML 3105 (C) or SCML 3106 (C).

SCML 4105: Global Sourcing in Supply Chain Management (3-0-3)

This course covers the roles and activities of strategic sourcing and operational purchasing, US Customs requirements, and importation practices and documentation. Students will complete a project in global sourcing. Prerequisites: MKTG 3105 (C) or MGMT 3105 (C) or SCML 3105 (C) or MGMT 3106 (C).

SCML 4170 Financial Issues in Supply Chain Management (3-0-3)

This course covers the general structure and use of business financial models, reviews approaches to logistical and supply chain financial analysis and describes the roles and relationships of internal business functions in creating profit. The course examines key industry initiatives that are driving improved financial performance across supply chains. Prerequisites: Senior Standing, SCML 3580 (C) and SCML 4105 (C).

SCML 4260 – Freight Management and Costing (3-0-3)

This course will focus on modes of transportation that make-up the intermodal transportation network. Students will study and learn the different strategies used by these modes along with the different costing/pricing methodologies used by each to generate revenue. Prerequisite: SCML 3105 (C) or SCML 3106 (C).

SCML 4750 – Performance Measurement in Supply Chain Management (3-0-3)

This course covers planning and control systems used by organizations in supply chain management. Various approaches related to performance measurement for activities, functions and processes will be examined. Prerequisites: Senior Standing, SCML 3580 (C) and SCML 4105 (C).

Sociology (SOCI)

SOCI 1101 - Introduction to Sociology (3-0-3)

A survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

SOCI 2293 - Introduction to Marriage & the Family (3-0-3)

An introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. The course includes historical development, cross-cultural variations, and analysis of forces of change. It is recommended but not required that SOCI 1101 be taken prior to SOCI 2293. [Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.]

SOCI 2420 - Social Problems (3-0-3)

An in-depth study of major social problems, including population, hunger, drug use, science and technology, and poverty.

SOCI 3010 - Sociology Theory (3-0-3)

A comparative study and critique of social thought and sociological theories. Special study is made of major sociological theories of the 19th and 20th centuries and the role of theory in empirical social science. Prerequisite(s): SOCI 1101

SOCI 3030 - Sociology of Religion (3-0-3)

A sociological examination of the institution of religion, its role in society, and its interaction with other social structures and institutions. In particular, this course will explore the influence of religion on social behavior and the role of religion in shaping how we contemplate the world and our place in it. Prerequisite(s): SOCI 1101 or SOCI 2420 or PSYC 1101

SOCI 3130 - Drugs and Society (3-0-3)

This comprehensive course explores alcohol and illegal drug use and abuse in society. The primary goal of the course is to engage students in a process of critical thinking about the topic of drugs in American society. Included will be a historic overview, the role of culture in the use of drugs, and legal and social implications of illegal drug use. Prerequisite(s): SOCI 1101

SOCI 3150 - Sociology of Sports (3-0-3)

This course explores the deeper meanings and social significance of sports in the United States and globally. Particular attention to the relationship between sports and issues of race, gender, class, history, social mobility, education, and politics. Prerequisite(s): SOCI 1101

SOCI 3220 - Adolescence (3-0-3)

The social definitions of adolescence in cross-cultural and historical perspective. Social roles of adolescents in the institutional structures of urban-industrial societies with special emphasis on the family, education, and the economy. The relationship of adolescents' social roles to processes of social change and stability. Prerequisite(s): SOCI 1101 and SOCI 2293

SOCI 3310 - Race and Ethnicity (3-0-3)

Provides students with the basic conceptual and analytical skills for studying the nature and implications of racial and cultural diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity. Prerequisite(s): SOCI 1101

SOCI 3320 - Social Inequality and Stratification (3-0-3)

This course investigates the nature of inequality and stratification, including its forms, causes, and consequences. Literature will be examined from a number of perspectives, including economic inequality, racial inequality, sex and gender inequality, status inequality, and the inequality connected with social movements. Prerequisite(s): SOCI 1101

SOCI 3333 - Sociology of Deviance (3-0-3)

This course explores the nature of social deviance at the individual, group, and organizational levels. Students will analyze definitions of deviance, causes of deviance, and societal reaction to deviance. Prerequisite(s): SOCI 1101

SOCI 3450 - Urban Sociology (3-0-3)

This course is designed to increase students' understanding of the history, social relations, problems, and conflicts of the city. Through classical and theoretical readings, historical ethnographies, and current case studies, students will gain an in-depth understanding of how and

why cities exist, how they have developed, and what impacts they have on individuals and their social relationships. Prerequisite(s): SOCI 1101

SOCI 3510 - Social Statistics (3-0-3)

Introduction to statistics, including measures of central tendency and dispersion, probability, statistical inference and hypothesis testing, regression and correlation, and analysis of variance. Prerequisite(s): SOCI 1101 and (MATH 1231 or PSYC 2105)

SOCI 3650 - Social Movements, Social Protests, and Collective Behavior (3-0-3)

This course examines theoretical, historical, and empirical studies of social movements in recent history. Particular attention will be paid to U.S. social movements, which include but are not limited to: the civil rights and other racial/ethnic movements of the 60s/70s, the feminist and women's rights movement, the gay and lesbian rights movement, the student rights movement, the child labor rights movement, the environmental and animal rights movement, the peace movement, and the Chicano rights movement. Prerequisite(s): SOCI 1101 or POLS 2401

SOCI 3700 - Culture and Society (3-0-3)

This course explores the culture and social structures of select countries through a study abroad experience. The particular themes will vary depending on the destination country, but will commonly include topics related to the social institutions of religion, family, politics, education, the economy, and issues related to race, ethnicity, gender, and class. Each topic will be explored through a combination of lectures, tours, readings, community service-learning, and other experiential learning activities. Prerequisite(s): SOCI 1101

SOCI 3713 - Work and Society (3-0-3)

The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. Prerequisite(s): SOCI 1101 or TECH 3101

SOCI 4153 - Sociology of Aging (3-0-3)

This course is designed to explore the relationship of human aging, individual processes and American society. Though focusing on the sociological aspects of aging, this course also provides an interdisciplinary understanding of aging as a powerful process that reflects the growth and development that takes place later in life and the impact on society that increasingly includes adult populations that are living longer. Prerequisite(s): SOCI 1101

SOCI 4420 - Law and Society (3-0-3)

This course examines the relationship between formal law and social institutions. Specifically, the course will focus on the U.S. Constitution, theories of law and law creation, law and inequality, law as a vehicle for social change, and the role of law in modern American society. Some effort will be made to compare law in U.S. society to the development and function of law in other societies. Prerequisite: CRJU 1150 or SOCI 1101 or (PARA 1101 and PARA 2207)

SOCI 4501 - Research Methods (3-0-3)

The purpose of this course is to familiarize students with the practice of social science research. The course will cover various aspects of the research process, including research ethics, causal relationships, measurement, sampling and research design. Prerequisite(s): SOCI 1101 or CRJU 1150 or POLS 2401

SOCI 4800 - Selected Topics in Sociology (3-0-3)

An exploration of contemporary topics and issues in the field of sociology. This course may be repeated for credit when the topic varies. Prerequisite(s): SOCI 1101

SOCI 4901 - Sociology Practicum (3-0-3)

The practicum will constitute an independent (individual or small group) sociological research project. The student will prepare and submit a significant sociological paper and/or project. Prerequisite(s): Completion of the upper-division Sociology core and approval of Program Coordinator.

Social Science (SOSC)

SOSC 1101 - Introduction to Social Work (3-0-3)

This course introduces students to the history and development of the social work profession. The current status of the profession will be explored while examining the wide array of fields in which social workers are employed. The commitment of the social work profession to social and community justice will be reinforced through a service-learning component.

SOSC 2101 - Leadership in Organizations (3-0-3)

This course will introduce students to various organizational models and leadership styles with a focus on campus, community, and governmental organizations. Social issues and policies relevant to the operations of these organizations will also be discussed. Students will identify their own leadership style and philosophy and apply these skills to help others in the community through a service-learning project. Prerequisite(s): Approval of Instructor

SOSC 4010 - Model United Nations Phase Ia (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4011 - Model United Nations Phase IIa (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4020 - Model United Nations Phase Ib (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building,

critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4021 - Model United Nations Phase IIb (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4030 - Model United Nations Phase Ic (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4031 - Model United Nations Phase IIc (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4040 - Model United Nations Phase Id (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4041 - Model United Nations Phase IId (3-0-3)

This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation. Prerequisite(s): Approval of Instructor

SOSC 4800 - Selected Topics in Social Science (3-0-3)

Seminar in contemporary social issues. May be repeated for credit when topics vary. Prerequisite(s): SOCI 1101

SOSC 4900 - Directed Study (3-0-3)

Directed study in social science. Prerequisite(s): Permission of Instructor

SOSC 4901 - Practicum in Social Work (3-0-3)

This course will include both in-class and field work. In class, students will be introduced to strategies employed by social workers to identify, document and respond to community needs. In the field, students will work with a community-based social services organization to conduct a needs assessment and work with the organization to identify potential strategies for addressing the identified needs.

Spanish (SPAN)

SPAN 1001 - Elementary Spanish I (3-0-3)

Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.

SPAN 1002 - Elementary Spanish II (3-0-3)

Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities. Prerequisite(s): SPAN 1001 or two years of high school Spanish.

SPAN 2001 - Intermediate Spanish I (3-0-3)

Grammar review and continued development of the student's reading, conversation, and composition skills with readings from literary sources in Spanish. Open to native speakers of Spanish only by permission of the Department of Humanities. Prerequisite(s): SPAN 1002 or SPAN 1999 or permission of the Department of Humanities.

SPAN 2002 - Intermediate Spanish II (3-0-3)

Grammar review and continued development of the student's reading, conversation and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of Spanish only by permission of the Department of Humanities. Prerequisite(s): SPAN 2001 or permission of the Department of Humanities.

SPAN 3000 – Intermediate Grammar (3-0-3)

A study of selected lexical items and grammatical structures and concepts of the Spanish language. The course serves as an introduction to the major in Spanish and is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3010 – Conversation and Composition (3-0-3)

Thematic approach to the study of speaking and writing, focusing on the development of the student's proficiency in spoken and written Spanish. Conversations will be based on communicative situations which the student would encounter in the Spanish-speaking world.

Written activities will enable the student to react to typical exchanges which require written responses. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3012 – Applied Spanish Conversation for Professionals (3-0-3)

Practice in both formal and informal discourse for communication in professional settings such as social services, law enforcement, business, and health care. Designed for the intermediate-level student, this course focuses on refining fluency through discussions and practical experiences. Course conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3014 – Language, Culture, and Advanced Composition (3-0-3)

Advanced practice in both formal and informal discourse for communication in professional settings such as social services, law enforcement, business, and health care. Conversational practice will focus upon discussing and debating how the historic and contemporary cultural realities of the Spanish-speaking world affect language and oral communication. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3150 - Civilization and Culture of Spain (3-0-3)

Study of the religious, philosophical, geographical, historical, sociopolitical, and economic beliefs that form the identity of Spain. Emphasis will be placed on the development of the modern nation, the significance of the Golden Age in Spain's history, and the major events of the twentieth-century. The works of representative artists, composers, and writers from the various historical periods will be studied. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3160 – Civilization and Culture of Latin America (3-0-3)

Study of the religious, philosophical, geographical, historical, sociopolitical, and economic beliefs that form the identity of Latin America. Emphasis will be placed on pre-Columbian societies, Discovery and Conquest, Revolutions and Dictatorships, and Contemporary Latin America. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3200 – Introduction to Literary Studies in Spanish (3-0-3)

Introduction to major representative literary works and some non-canonical texts of Spain and Latin America. The acquisition of critical and organizational skills in reading and their application to Hispanic texts will be emphasized. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3250 – Survey of Peninsular Literature (3-0-3)

Study of representative literary texts from the Middle Ages to the present within their historical context. The development of poetry, drama, and narrative prose will be emphasized. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3260 – Survey of Latin American Literature I (3-0-3)

Survey of selected essays, poems, short stories, and other literary works from the pre-Columbian Latin American societies, the Colonial Period, the Independence Period, and the Latin American Romantic period. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 3270 – Survey of Latin American Literature II (3-0-3)

Survey of selected essays, poems, short stories, and other literary works from Modernismo to the end of the twentieth century. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4010 – Advanced Grammar (3-0-3)

Advanced study of the structure of the Spanish language, with emphasis on practical composition and refinement of written expression. Conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4020 – Advanced Conversation (3-0-3)

Intensive approach to spoken Spanish at the advanced level, with emphasis on increasing the speaking performance level of students and preparing them to take the exit assessment interview, the Oral Proficiency Interview, at the end of their program of study. Conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4110 – Spanish Phonetics and Phonology (3-0-3)

Introduction to the phonetics and phonemics of the Spanish sound system, including but not limited to phonological analysis and transcription. Emphasis is placed on the study of those sounds found in the dialects of what has been traditionally labeled American Spanish (Mexico, Central America, and the South American highlands); however, important dialectal variations, such as those found in Caribbean and peninsular Spanish, will also be presented. Conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4220 – Hispanic Women Writers (3-0-3)

Exploration of the way in which Hispanic women writers have created voices and identities through a variety of textual strategies. A study of the development of feminist discourse through these works will also be covered. Readings may include works from Sor Juana Inés de la Cruz, Isabel Allende, Julia de Burgos, Luisa Valenzuela, Angeles Maestretta, Rosario Castellanos, Mercé Rodoreda, Ester Tusquets, Santa Teresa de Avila, Ana María Matute, Carmen Martín Gaité, and Rosa Montero. Conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4240 – Golden Age Spanish Literature (3-0-3)

Study of selected texts, literary movements, and the cultural background of Spanish literature of the Golden Age (Renaissance and Baroque), including selections of poetry, prose, and drama. Conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4250 – Contemporary Spanish Literature (3-0-3)

Study of selected texts, literary movements, and the cultural background of contemporary Spanish literature, including selections of poetry, prose, and drama. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4260 – Latin American Prose: The Novel (3-0-3)

Study of selected Latin American novels which reflect the major trends in the development of the genre. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4270 – Latin American Prose: The Short Story (3-0-3)

Study of selected Latin American short stories which reflect the major trends in the development of the genre. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4500 – Profession-related Practicum or Study Abroad (3-0-3)

Supervised service learning in a Spanish-speaking community or study abroad in a Spanish-speaking country. Appropriate courses in the student's major field may be substituted. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4501 – Research Project in Spanish for Professionals (3-0-3)

Professional and practical use of oral and written Spanish through the development of a community-based project for improving successful communication with Spanish-speaking clients. An appropriate course in the student's major field may be substituted. This course is conducted in Spanish. Prerequisite: SPAN 2002 with a minimum grade of C, or by permission of the Department of Humanities.

SPAN 4900 - Special Topics in Spanish (3-0-3)

Special topics in Spanish language or Hispanic literature, civilization, or culture. May be repeated up to a maximum of 6 hours if topics are different. Conducted in Spanish. Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4950 – Directed Study (3-0-3)

Study in an area or topic of Spanish language or Hispanic literature, civilization, or culture not normally found in established courses offered by the department. Students may also study more extensively an area or topic covered by the departmental curriculum. May be repeated up to a maximum of 6 hours if topics are different. Conducted in Spanish. Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4970 – Study Abroad Practicum (1-0-1)

Orientation to the study abroad experience. Pre-departure sessions will focus on preparing the student to achieve the maximum learning potential from his/her stay in the selected site. Assigned readings and videos and regular discussion with the supervising instructor will familiarize the student with significant cultural practices that may differ from those of U.S. society and with geographical and historical features of the region as well as prepare him/her to function 443 in the daily life of the community. A series of activities will be designed for the student to complete during the study abroad stay, and upon his/her return, the student will make at least three presentations related to the study abroad experience to university Spanish classes, elementary, middle or high school classes, or community organizations. The course is a requirement for all Spanish majors and minors who participate in a study abroad program. Credit for the course is in addition to other credit earned through the study abroad program. May be repeated up to 3 hours. Conducted in Spanish. Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4980 – Community Practicum (1-0-1)

Supervised volunteer interpreting or translating activities in community schools, service or law enforcement agencies, or business firms. Students will learn basic interpreting and translating skills before beginning their Practicum activities and will develop specialized vocabulary appropriate to their areas of work. Weekly reports and conferences with the supervising instructor are required. Course will be repeated for credit. Field visits comprise 70% of final grade. May be repeated up to three hours. Conducted in Spanish. Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4990 – Senior Seminar (1-0-1)

Capstone course, focused on selected special topics, designed to help students synthesize their knowledge and reinforce the skills they have acquired as Spanish majors. Required of all Spanish majors. Conducted in Spanish. Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

Technology (TECH)

TECH 3101 - Supervision for the Workplace (3-0-3)

Supervision has become a complex undertaking because of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the work place; the persistent problems associated with substance abuse; and the demands from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors. A grade of C or higher is required for this course to count toward graduation.

TECH 3102 - Quality Issues in Technology (3-0-3)

This course provides a background of production and performance quality management for technology managers. Selected topics of production, operation and quality management, team building, work simplification, statistical control, work measurement, and others are included in this course. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: TECH 3113 (C)

TECH 3104 - Ethics for Administrative and Technology Managers (3-0-3)

This course will use case studies in which ethical decisions were made. Each case will be examined from the point of view of each stakeholder (ex. consumers, employees, and members of society). Ethical conduct will be defined and discussed so that students will be conscious of the complexities of the concept of ethics, the consequences of making decisions, and the importance of ethics in business and society. A grade of C or higher is required for this course to count toward graduation. Prerequisite: CRIT 1101 (C) and (MGMT 3101 or TECH 3101).

TECH 3111 - Applied Economics (3-0-3)

This course is a study of commerce and economics and their impact on society, technology, and business. This course will cover basic commerce and economics terminology and concepts important to managers. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: Math 1101 or higher; Junior Status (This course will also serve as a prerequisite for Mgmt 3101)

TECH 3112 - Applied Accounting (3-0-3)

This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: Junior Status

TECH 3113 - Survey of Statistical Methods in Technology (3-0-3)

This is an investigation of management decision making and the role that research plays in this process. This course uses a hands-on computer approach to teach the values of data in technology and managerial decisions. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: MATH 1101 or higher.

TECH 3115 - Legal Issues for Administrative and Technology Managers (3-0-3)

Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: Junior Status

TECH 3160 - Technology Entrepreneurship (3-0-3)

This is a course focusing on the fundamentals of entrepreneurship and technology for both technical and applied business-minded students from all majors. This course explores the key theoretical and empirical perspectives on entrepreneurship relevant to the current global technology world. This course also provides students with the tools necessary to create and grow a successful, innovative technology enterprise. Topics covered include discovering and analyzing new opportunities, preparing strategies of engagement and organizational implementation within an evolving technological environment. A grade of C or higher is required for this course to count toward graduation.

TECH 3713 – Work and Society (3-0-3)

The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. As a cross-listed course, Work and Society may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements. Prerequisite(s): SOCI 1101 (C or better) or TECH 3101 (C or better).

TECH 4115 - Global Technology (3-0-3)

This course examines the impact of globalization in a technological environment. Using a systems approach, students will consider the challenges and opportunities that globalization creates and will explore how international forces shape decisions of organizations operating domestically and trans-nationally. A grade of C or higher is required for this course to count toward graduation.

TECH 4098 - Internship (1-10-3)

Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology

Management is required. Requires advisor approval. A grade of C or higher is required for this course to count toward graduation. Prerequisite(s): TECH 3101 and TECH 3104 OR MGMT 3101 and TECH 3104.

TECH 4101 - Human Resources for Administrative and Technology Managers (3-0-3)

This course covers principles and practices of human resource management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: MGMT 3101 or TECH 3101.

TECH 4111 - Leadership for Administrative and Technology Managers (3-0-3)

This course will study leadership styles and the impact of these styles in organizations. Some of the topics will include leadership in a changing environment, qualities of successful leadership styles, developing an appropriate leadership style, and others. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation. Prerequisite: MGMT 3101 or TECH 3101.

TECH 4800 - Selected Topics in Technology Management (Varies 1-3 credit hours)

A study of selected topics/problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. A grade of C or higher is required for this course to count toward graduation.

TECH 4850 - Seminar in Administration and Technology Management (1-0-1)

This is a "capstone" course designed to be taken in a student's senior year. Relevant topics in today's workforce will be examined for their impact on Administrative and Technology Mgmt. A grade of C or higher is required for this course to count toward graduation. Prerequisite(s): TECH 3101 and TECH 3104 with a grade of C or better.

Theater (THEA)

THEA 1100 - Introduction to Theatre (3-0-3):

Taking a historical approach, this introductory course in Theatre will develop in the student a basic understanding of the world of Theatre. The student will develop a respect for the artists involved in the process of Theatre, a greater understanding of the position of Theatre in the world and in the student's life. (Note: Learning Support students who are required to take ENGL 0999 must exit the requirement(s) before they can enroll in this course.)

THEA 1700 - Introduction to Theatre Design (3-0-3)

A study of the history of design in theatre. Emphasis will be placed on the theatre design process from inception to performance and the application of the principles and elements of design.

THEA 1880 - Introduction to Acting (3-0-3)

An introduction to basic acting techniques. The course includes an exercise regimen as well as skill development in stage combat, mime, voice production, and role preparation.

THEA 1890 – Theatre Laboratory

A laboratory class that includes attendance to performances, workshops and meetings as specified by the Theatre faculty. This course is required for all theatre students. (S/U grading. To pass the course, students must attend a minimum number of approved events during the semester as indicated in the course syllabus.)

THEA 1990 - Play Development (3-0-3)

A practical application in the creation and development of a theatrical production from inception to completed presentation.

THEA 2100 - Stagecraft (3-0-3)

Practical work in theatre crafts, including carpentry, properties, costumes, scene painting, and sound. Special emphasis on safety and risk management will be included with each area.

THEA 2900 - Directing (3-0-3)

A foundational study of the principles of directing contemporary theatre with an emphasis on current trends in theatrical production.

THEA 2990 – Intermediate Play Development (3-0-3)

Intermediate application in the creation and development of a theatrical production from inception to completed presentation. Prerequisite(s): THEA 1100 and 1880

THEA 3101 - Theatre, Cinema, and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between the dramatic arts (including both live performance and film) and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Prerequisite: THEA 1100

THEA 3700 – Improvisational Theatre (3-0-3)

An introduction to the theory and practice of improvisation in a theatrical context. Prerequisite: THEA 1110 or THEA 1880

THEA 3800 - Play writing (3-0-3)

A study in the basic mechanics of writing theatrical work with an emphasis on plot and dialog. (The student will be required to purchase play writing software for the laptop and will be instructed in its use.) Prerequisite: THEA 1100

THEA 3820 – Screenwriting (3-0-3)

In this course, students will study the mechanics of screenwriting. The course explores dramatic structure including film language, story, and character development. Students will analyze and apply various techniques in writing for the screen. Prerequisites: CMS 2100, ENGL 1102

THEA 3880 - Acting II (3-0-3)

Acting II is an in-depth exploration of the ideas and practical application of contemporary acting in the world of theatrical realism. Prerequisite: THEA 1100, THEA 1880

THEA 3900 - Directing Project (3-0-3)

A concentrated exploration of the principles and practices of directing contemporary theatre with an emphasis in directing a project for presentation. Prerequisite: THEA 2900

THEA 3901, 3902, 3903- Practicum/Internship I, II, III (0-10-3)

A practical internship with a professional theatre company in the Atlanta area one of three areas: artistic, technical, or management. Prerequisite: Admission to the Theatre Program

THEA 3920, 3930, 3940 – Independent Study I, II, III (3-0-3)

Individual instruction designed to meet the specific needs of individual students in their areas of specialization. Prerequisite: THEA 1100 (C)

THEA 3991, 3992, 3993 – Advanced Play Development I, II, III (3-0-3)

Advanced application in the creation and development of a theatrical production from inception to completed presentation. Prerequisite: THEA 1990

THEA 4101, 4111, 4121 - Theatre Concepts I, II, III (3-0-3)

A directed discussion class concerned with the collaborative overview of the professional Theatre with an emphasis on experience in Equity Theatres. Prerequisite: Junior Standing and THEA 1100

THEA 4102 - Lighting Design (3-0-3)

A study of design principles and practices, history of design, and practical applications in lighting. Prerequisite: THEA 1700 and THEA 2100

THEA 4103 - Set Design (3-0-3)

A study of principles and practices, history, and practical applications in set design. Prerequisite: THEA 1700 and THEA 2100

THEA 4104 - Costume Design (3-0-3)

A study principles and practices, history, and practical applications in costume design. Prerequisite: THEA 1700

THEA 4460 – Voiceover (3-0-3)

In this course, students will study and apply their performance skills in voiceovers for radio, animation, commercials, film, and other media. Students will learn techniques for developing characters and accents that they can access on demand. Students will create and analyze their vocal recordings for use on professional voiceover demo recordings or in other media. Prerequisite: THEA 1880

THEA 4511 - World Theatre (3-0-3)

A study of nonwestern Theatre styles and concepts as they relate to contemporary American Theatre. Prerequisite: Junior Standing and THEA 1100

THEA 4520 - African American Theatre (3-0-3)

A study of the history and contributions of African Americans to American theatre. Prerequisite: Junior Standing and THEA 1100

THEA 4530 - Music Theatre (3-0-3)

A study of New Music Theatre forms including but not limited to the American Musical. Prerequisite: Junior Standing and THEA 1100

THEA 4500 - Capstone project (3-0-3)

A theatre major's final Theatre project, particular to the major's interest in either acting, directing, play writing, or design; presented in the Theatre for the general public. Prerequisite: Admission to the Theatre Program and THEA 1100

THEA 4800, 4801, 4802 - Selected Topics I, II, III (3-0-3)

A seminar in Theatre topics. Prerequisite: Junior Standing and THEA 1100

THEA 4860 – Audition Techniques (3-0-3)

For Juniors/Seniors. This course prepares students for their transition into the professional community. Students learn techniques for auditioning using monologues, scenes, and cold readings. Prerequisite: THEA 3880 with a minimum grade of C

THEA 4861 – Acting for the Camera (3-0-3)

An advanced acting course in which students explore performance techniques for the camera. Prerequisite: THEA 3880 with a minimum grade of C

THEA 4880 – Acting Styles (3-0-3)

An in-depth exploration of the ideas and practical applications of contemporary acting. Prerequisite: THEA 3880

THEA 4901 - Theatre Collaboration (3-0-3)

A class in creating new work for the theatre in collaboration with a professional Equity Theatre. Prerequisite: Admission to the Theatre Program and THEA 1100

WebBSIT (WBIT)

WBIT 1100 - Introduction to Information Technology (3-0-3)

This course is an introductory course in information technology. Topics include foundations in hardware, software, data and an overview of the use of information technology in organizations. Topics include structured programming techniques, systems development, database design and networking, with an emphasis on appropriate business ethics, interpersonal skills and team building.

WBIT 1310 - Programming and Problem Solving I (3-0-3)

This course helps students to develop basic problem-solving skills using the Java programming language. Students are introduced to fundamentals of Java programming language with emphasis on primitive data types, control structures, methods, arrays, classes, objects, abstraction, inheritance and polymorphism. Students learn basic techniques of good programming style, design, coding, debugging, and documentation. Students are able to create programs to solve basic practical problems. Prerequisites: C or better in an Area A mathematics course and in WBIT 1100.

WBIT 2000 - The Enterprise and Information Technology (3-0-3)

This course will look at the structure and management of an information technology infrastructure. From the management aspect the course will touch on principles and practices of managing both people and technology to support an organization. The course will emphasize how to make an information technology infrastructure effective, efficient, and productive. The management of hardware, software, data, networks and other supporting IT functions will be studied.

WBIT 2300 - Discrete Math for Information Technology (3-0-3)

Discrete (as opposed to continuous) mathematics is of direct importance to the fields of Computer Science and Information Technology. This branch of mathematics includes studying areas such as set theory, logic, relations, graph theory, and analysis of algorithms. This course is intended to provide students with an understanding of these areas and their use in the fields of Computer Science and Information Technology. Prerequisite(s): MATH 1113 (C), MATH 1241 (C), MATH 1221 (C), or equivalent.

WBIT 2311 - Programming and Problem Solving II (3-0-3)

The emphasis of this course is on advanced programming techniques in Java including GUI's, software reuse through component libraries, recursion, event-driven programming, database processing, file processing, and exception handling. Students are able to create event-driven, graphical programs or text-based programs solving practical problems incorporating databases and external files. Prerequisite(s): WBIT 1310 (C), WBIT 2300 (C).

WBIT 3010 - Technical Communication (3-0-3)

This course covers workplace communication at the intermediate level. Topics include audience analysis, research proposal and report writing, document and visual design, editing and presentation design. Prerequisite(s): ENGL 1102 (C).

WBIT 3110 - Systems Analysis and Design (3-0-3)

This course introduces the fundamental principles of the design and analysis of IT applications. In this course, students will learn to apply the tools and techniques commonly used by systems analysts to build and document IT applications. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specification will be studied, as will object-oriented techniques. Prerequisites: WBIT 1310 (C) Programming and Problem Solving I, WBIT 2000 The Enterprise and IT (C).

WBIT 3111 - Information Technology Project Management (3-0-3)

Project management techniques and tools as applied to information systems projects including resource and personnel management and allocation, product testing, scheduling, and project management software. Students will study examples of both successful and unsuccessful projects and apply lessons learned to a class project. Prerequisite(s): WBIT 3110 (C), WBIT 3010 (C), MATH 1231 (C).

WBIT 3200 - Database Design, Development and Deployment (3-0-3)

An advanced course in database design, development and deployment. Course emphasizes database design drawing distinctions between data modeling and process modeling using various modeling techniques including Entity-Relationship Modeling, Object Modeling and Data Flow Diagramming; database development using the relational model, normalization, and SQL; database deployment including control mechanisms, forms, reports, menus and web interfaces. Additional topics include procedures, functions, packages and triggers. Students will design, create and process a database to demonstrate competency in the course content. Note: If a student is taking WBIT 2311 as a co-requisite and subsequently withdraws from WBIT 2311, the student must also withdraw from WBIT 3200. Prerequisite(s): WBIT 1310 (C); Pre or Corequisite: WBIT 2311 (C).

WBIT 3400 - Introduction to Digital Media (3-0-3)

This course covers the basic design principles and tools for creating and editing digital media elements. Examples of these elements include graphics, animation, audio, video, virtual space and simulation. Prerequisites: WBIT 1100 (C).

WBIT 3410 - Web Applications Development (3-0-3)

The course provides a survey of techniques and tools for developing basic web pages for delivery of text and graphic information; focus on page markup languages, client-side scripting, page design principles, page layout techniques, markup language syntax, and page styling methods. Prerequisite(s): WBIT 1310 (C).

WBIT 3500 - Architecture and Operating Systems (3-0-3)

This course introduces students to the architectures of computer systems and the operating systems that run on them. It explores and gives experience with some common computer designs and operating systems. Topics include basic computer architecture, instruction set architecture, memory, memory management, processes, and file systems. Prerequisite(s): WBIT 1310 (C).

WBIT 3510 - Data Communications and Networking (3-0-3)

This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, and protocols; design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management. Prerequisite: WBIT 3500 (C).

WBIT 3600 - Introduction to E-Commerce (3-0-3)

The emphasis of this course is on basic principles and practices of E-business and E-commerce. Topics include infrastructures and applications of Ecommerce, E-Tailing, E-Marketing, advertisement, B2B, B2C, C2C, E-Government, M-Commerce, E-Learning, electronic payment systems, security, and legal issues. Students also learn to build simple dynamic Ecommerce sites using server-side scripting. Prerequisite(s): WBIT 3110 (C), WBIT 3410 (C).

WBIT 4020 - Professional Practices and Ethics (3-0-3)

This course covers historical, social, economic and legal considerations of information technology. It includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the internet and various laws that affect an information technology infrastructure. Prerequisite(s): Senior standing

WBIT 4030 - Senior Project & Portfolio (3-0-3)

A capstone course for BSIT majors that includes completion of a digital portfolio, an electronic resume representing skills acquired and projects completed. The portfolio will be introduced in an earlier course and students will be expected to add to the portfolio selected assignments during their last few semesters. Faculty will include Portfolio comments and students will be expected to record reflections on accomplishments. Finally, in cooperation with the IT industry, students will be expected to secure an internship and document internship hours, objectives and supervisor evaluations in the Portfolio. Prerequisite(s): Senior Standing.

WBIT 4112 - Systems Acquisition, Integration and Implementation (3-0-3)

Most IT applications used by organizations are configured from components that have been purchased from third-party vendors. This includes both hardware components and, increasingly, software components. In this course, students will study the component acquisition process, and methods and techniques for integrating these components into an existing IT infrastructure. Prerequisite(s): WBIT 4520 (C), WBIT 3510 (C), WBIT 3200 (C), WBIT 3110 (C), WBIT 2311 (C).

WBIT 4120 - Human-Computer Interaction (3-0-3)

The emphasis of this course is on fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect

hardware and software development. Students will design a prototype interface. Prerequisites: WBIT 2311 (C) and WBIT 3400 (C).

WBIT 4520 - Information Assurance and Security (3-0-3)

This course is an introduction to information assurance and security in computing. Topics include computer, network (distributed) system and cyber security, digital assets protection, data backup and disaster recovery, encryption, cryptography, computer virus, firewalls, terrorism and cybercrimes, legal, ethical and professional issues, risk management, information security design, implementation and maintenance. Note: If a student is taking WBIT 3510 as a co-requisite and subsequently withdraws from WBIT 3510, the student must also withdraw from WBIT 4520. Prerequisite: WBIT 3500 (C). Pre or Co-requisite: WBIT 3510 (C).

WBIT 4601 - Customer Relationship Management (3-0-3)

The use of IT applications has allowed many organizations to collect large amounts of data on their clients and to apply such data to improve the relationships with their customers. In this course, students will study customer relationship management systems, including the reasons for their emergence, the functionalities that they provide and the issues one would have to face to successfully introduce a Customer Relationship Management System into an organization. Prerequisite(s): WBIT 3600 (C), WBIT 3200 (C), WBIT 2311 (C).

WBIT 4602 - IT Strategy, Design and Development (3-0-3)

Students will gain an understanding of the complexities of IT systems development and will demonstrate effective strategies commonly used by IT professionals. The course will include surveys of security issues, Internet technologies, web development software, e-commerce models, purchase and payment systems, interfaces with business systems, legal issues, international issues, and marketing and promotion of information technology systems. Students will develop prototypical systems. Prerequisites: WBIT 4120, WBIT 3600 (C), WBIT 3200 (C), WBIT 3111 (C), WBIT 2311 (C).

WBIT 4610 - IT Policy and Law

This course will focus on the legal implications of conducting business in the information technology age. Topics will include current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to security, e-commerce, and emerging ethical issues and trends. Prerequisite(s): WBIT 3600 (C).

Women's and Gender Studies (WST)

WST 2010 - Introduction to Women's and Gender Studies (3-0-3)

In this course we will examine women and gender from an interdisciplinary perspective, borrowing from Humanities and Social Science fields such as English, psychology, philosophy, art history, sociology, film studies, women's health, and cultural studies. At the same time, we will consider the ways that gender roles vary across time and in different cultural contexts, paying particular attention to analysis of interrelated gender, race, sexuality, and class oppressions. Prerequisite(s): CRIT 1101 (C) and ENGL 1102 (C).

WST 3300 - Women and Sport (3-0-3)

This course provides an introduction to current debates and scholarship in the field of women and sport. The course examines the cultural production of women athletes and explores the

underpinning historical, social, economic and political implications of women in sports. Topics may include: media representations of women athletes, media coverage of women's sport, women's sporting bodies, female physicality, and the iconic image of the athlete in U.S. culture. Prerequisites: WST-2010 (C) Or CMS-2100 (C) Or CMS-2010 (C) Or SOSC-2501 (C) Or AFAM-2010 (C)

WST 3400 - Gender, Culture, and Globalization (3-0-3)

This course will review recent scholarship on globalization, gender, and culture in several advanced and developing countries. Putting gender at the center of globalization discourses highlights the historical and cultural variability of gender relations intersecting with class, race and nationality, and highlights the impact of restructuring on workers, organizations and institutions at the local, national and regional levels. Prerequisites: WST-2010 (C) Or CMS-2100 (C) Or CMS-2010 (C) Or SOSC-2501 (C) Or AFAM-2010 (C)

WST 3410 - U.S. Women of Colors (3-0-3)

This course provides students with a better understanding of the unique experiences of women of color living in the U.S. and focuses on groups such as Native American, African American, Latina, and Asian American women. The historical and contemporary experiences of U.S. women of color will be at the center of the course, and students will use theories of race, class, gender, and sexuality to examine these experiences in terms of the contributions U.S. women of color have made in shaping the nation. Course content and class discussions will focus on visual representations, ethnographies and writings of U.S. women of color. Prerequisites: WST-2010 (C) Or CMS-2100 (C) Or CMS-2010 (C) Or SOSC-2501 (C) Or AFAM-2010 (C)

WST 3500 - Feminist Theory/Womanist Theory (3-0-3)

This course is designed to provide students with an overview of western and non-western feminist thinkers from a variety of disciplines. Students will be trained to use theory as a tool of analysis. Using an interdisciplinary approach, students will not only understand the development of various feminist standpoints, but also critically examine and explore global, social, and cultural issues. Prerequisite(s): WST-2010 (C) Or PHIL-2201 (C) Or PHIL-2401 (C).

WST 3510 – Black Feminist Theory and Womanist Theory (3-0-3)

This course examines the development of scholarship in Black Feminist and Womanist Theories as Black women confronted racism and sexism. By examining Black Feminist and Womanist writings and intellectual thought, such as that of Anna Julia Cooper, bell hooks, Barbara Smith, and Patricia Hill Collins, just to name a few, the class will focus on the evolution of the theories. The tenants of Black Feminism and Womanism will be enumerated, along with the scholars in the field. Prerequisites: AFAM-2010 (C) Or CMS-2010 (C) Or CMS-2100 (C) Or SOSC-2501 (C) Or WST-2010 (C)

WST 4010 - Feminist Media Studies (3-0-3)

This course explores the intersection of media culture (i.e., production, representation, reception, and identity), commercial media imperatives, feminism, and gender, examining the development, direction and contributions of scholarly/research approaches to these areas. Topics include: feminist media histories, gender roles in the media, feminist cultural studies, women and advertising, cultivation theory, the culture industry, agency through consumption and decades of women on television. Prerequisites: WST-2010 (C) Or CMS-2100 (C) Or CMS-2010 (C) Or SOSC-2501 (C) Or AFAM-2010 (C)

WST 4800 - Special Topics in Women's Studies (3-0-3)

This course will be conducted as a revolving-topics seminar that may be repeated when topics vary. Topics will address relevant themes in Women's and Gender Studies. Prerequisite(s): ENGL 1102

UNIVERSITY SYSTEM OF GEORGIA

Twenty-eight public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

The 10 state colleges and 10 state universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music. Some of these institutions also offer many of the two-year career programs offered by community colleges.

The 4 comprehensive and 4 research universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at Augusta University; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the 28 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged to residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia. The thirty institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 19-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years. The Board of Regents also has oversight of the Georgia Archives, located adjacent to the campus of Clayton State University, and the Georgia Public Library System.

Members of the Board of Regents

			Current Term
C. Dean Alford, P.E.	Conyers	Fourth District	2012-2019
W. Paul Bowers	Atlanta	At-Large	2014-2020
Rutledge A. (Rusty) Griffin, Jr.	Valdosta	Eighth District	2013-2018
C. Thomas Hopkins, Jr. (Chair)	Griffin	Third District	2010-2017
James M. Hull (Vice Chair)	Augusta	At-Large	2013-2016
Donald M. Leebern, Jr.	McDonough	At-Large	2012-2019
Laura Marsh	Statesboro	Twelfth	2016-2020
Doreen Stiles Poitevint	Bainbridge	Second District	2011-2018
Neil L. Pruitt, Jr.	Norcross	Eleventh District	2013-2017
Sarah Elizabeth Reed	Atlanta	Fifth District	2017-2024
Sachin Shailendra	Atlanta	Thirteenth	2014-2021
E. Scott Smith	Ringgold	Fourteenth District	2013-2020
Kessel Stelling, Jr.	Columbus	Sixth District	2015-2022
Benjamin "Ben" J. Tarbutton III	Sandersville	Tenth District	2013-2020
Richard L. Tucker	Duluth	Seventh District	2012-2019
Thomas Rogers Wade	Atlanta	At-Large	2013-2020
Larry Walker	Perry	At-Large	2016-2023
Don L. Waters	Savannah	First District	2013-2018
Philip A. Wiheit, Sr.	Gainesville	Ninth District	2015-2022

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